Quality Plan for Deliverables and Periodic Reports

D.1.1 – Document management procedures

Confidentiality level: confidential
Authors

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
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<tbody>
<tr>
<td>Juliette Renaud</td>
<td>ERT</td>
</tr>
<tr>
<td>Nathalie Joly</td>
<td>ERT</td>
</tr>
<tr>
<td>Nick Hounsell</td>
<td>UoS</td>
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Amendments

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<tr>
<td>14/12/2009</td>
<td>Answers to the queries of the reviewers by ERT</td>
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Applicable Documents

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Executive summary

The purpose of this document is to implement a first set of quality assurance documentation for the NEARCTIS Network of Excellence. The Document management procedure is made in order to facilitate the issuing and the exchange of documents and presentations within the Consortium.

The partners shall use this procedure at any time they produce and issue a document or a presentation within the scope of the NEARCTIS Network of Excellence.

The deliverable editor must use the appropriate template, if this template is available.

The first draft of this document had been made in October 2008. Since then, ERT has involved new personnel in this Task and the decision had been taken to do another set of templates that would be more practical than the original version, as well as using the same graphical code as the logo of NEARCTIS.

The new set of templates was available during the summer 2009. Since some of the partners had started the drafting of their deliverable for year 2 on the old set of templates, it was decided that partners could still use the old set until the 01/01/2010.
1. Documents

1.1. Project management documents
The rules governing the dissemination of those documents are stated in the Consortium Agreement of the Project.

1.1.1. Agenda of meetings
The agenda of a meeting sets out the topics which will be discussed during the meeting. It is issued before each meeting by the responsible partner to each partner expected to attend. The time period between the issuing of the agenda and the meeting must be long enough to allow the partners to make any comments or remarks they want.

1.1.2. Minutes of meetings
The meeting minutes are the documents that include the summary of the presentations, discussions and decisions which occurred during each meeting. The document must be issued after each meeting by the responsible partner and distributed to those concerned. The responsible partner for R&D meetings will be the Work Package leader; it will be the coordinator for the Steering Committee.

1.1.3. Technical documents
The technical documents are documents to be used by partners in the project development.

1.2. Contractual documents

1.2.1. Quarterly report
Quarterly Reports are contractual documents.

The Quarterly report consists of brief information on key project actions. They have a 3 month periodicity: months 3, 6, 9, 15, 18, 21, 27, 30, 33, 39, 42, 45. No Quarterly report is issued at Months 12, 24, 36 and 48, to avoid redundancy with the Periodic Activity Report.

1.2.2. Periodic report
Periodic activity reports are contractual documents.
They contain an overview of the activities carried out by the consortium during the reporting period, a description of progress towards the objectives of the project, a description of progress towards the milestones and deliverables foreseen, the identification of the problems encountered and corrective action taken.
They shall include also (i) a justification of the resources deployed by each contractor, linking them to activities implemented and justifying their necessity, (ii) the Form C Financial statement set out in Annex VI of the contract, provided by each partner for that period, and (iii) a summary financial report consolidating the claimed costs of all the partners in aggregate form, based on the information provided in Form C.
They have a 12-months periodicity: 12, 24, 36, and 48.

1.2.3. **Final report**

This report is a contractual document.

This report covers all the work, objectives, results and conclusions, and the final plan for using and disseminating the knowledge, including a summary of all these aspects. The final plan for using and disseminating knowledge will describe the participants’ actual achievements in dissemination and their plans at that time for the exploitation of their results. It will, where appropriate, refer back to the interim versions of the plan for using and disseminating knowledge, indicating how the foreseen activities actually took place, or were modified in the light of circumstances, or where indeed other actions and measures, initially unplanned, were introduced. It also gives information on the distribution of the EC contribution, societal implications, and communication.

It shall be issued at the end of the Project: Month 48

1.2.4. **Deliverables**

Deliverables are contractual documents.

The list of the deliverables is given in Annex 1: Description of Work.

1.3. **All documents: Front Page**

The front page must contain the following information:

- The logo of the project, the logo of the EC, the grant agreement number, start date of the project, website on the top of the front page.

- Nature of the document (size 24), description, and level of confidentiality

- On the bottom of the document, one will find: the deliverable and Work Package number, the status of the document (final or draft), the date and the name of the partner issuing the document. There should be also a disclaimer reading: “This document is property of NEARCTIS Consortium.

It shall not be copied or distributed without prior authorization of its Assembly”

Documents should be identified by a title (in font size 24). This can be the nature of the document (Minutes of the Steering Committee, Agenda of the Kick-off Meeting…) and in case it is a Deliverable, this will be the official Deliverable name as stated in the Description of Work (Page 33, 34 and 35 of the Description of Work).

The naming of the documents will be done as follow:

The name of the project will be mentioned, as well as the identification of the deliverable or milestone. In case of agendas or minutes, the term “minutes” or “agenda” will be mentioned, as well as the date of the event. The partner ID will be mentioned in case of circulation of versions.

Final documents will end up with the word: “final” at the end.
1.4. Document structure and contents
The structure of the document is based on the following recommendations, and must follow the templates that are available on the Collaborative Working Environment.

1.4.1. General recommendations
The writer of any document must ensure that the document is easily readable. The writer must pay a special attention to the layout of the document. In particular, the tables and figures must clear captions.

Always use TIMES NEW ROMAN font, except for the Newsletter where MAIANDRA GD font is accepted. The specifications below give the basic size and style of the titles and normal text.

1. Level 1: Initial Caps, Arial 14, Bold

1.1 Level 2 Initial Caps, Times New Roman 12, Bold, Italics

1.1.1 Level 3: Initial Caps, Times New Roman 12, Bold, Italics

Text: Times New Roman 12, single line spacing
Caption, figures : Times New roman 12

1.4.2. Specification on content of document
This section specifies the mandatory sections that the documents issued by NEARCTIS Partners must contain.

1.4.2.1. Project management document
Agenda:
- Purpose of the event,
- Time
- Venue,
- Place or meeting room
- Attendees
- Distribution list
- Schedule

**Minutes:**
- Purpose of the event
- Place, date, month, year
- Authors
- Amendments
- Applicable documents
- General information
- List of participants
- Agenda
- General remarks
- Decisions and actions to be taken by each partner
- List of distribution
- Background of discussed points
- Discussion
- Decision/ Conclusion
- Action
- A list of actions must be appended to the Minutes

**Scientific/Technical Documents**

(Such as internal technical documents, table of shared resources, PhD results…): No specification.

### 1.4.2.2. Contractual documents

All contractual documents must be elaborated in accordance with the Project reporting in FP7 guidelines issued by the European Commission. The guidelines can be found at


### 1.4.3. Tools and languages

The software for creating and modifying documents are:

- Word processor (MS-Word 2000 compatible or Acrobat)
- Spreadsheet software (MS-EXCEL 2000 compatible)
- Project management software (MS-PROJECT 4 compatible)
- Presentation software (MS-POWERPOINT 2000 compatible)
All documents shall be written in English.

1.5. Reviewing procedures

1.5.1. General overview

The following procedure is for verification and approval of the contractual documents of the project (Deliverables and public reports). A simplified procedure for internal documents is described in 2.5.3.

For contractual documents, the author issues one month before the contractual deadline a final version, which takes into account the remarks and comments of all partners contributing to the document.

This final version is sent to the Co-ordinator, in a Word or Excel format.

The co-ordinator checks whether this document fulfils the requirements of the Quality plan for deliverables and periodical reports, and makes the needed formal revisions.

The document is reviewed by at least two identified reviewers. The names of the reviewers are identified for each deliverable. The list of reviewers is appended to this document (Annex 1). The Co-ordinator sends the document to the Reviewers. The comments of the reviewers are made directly to the author with copy to the Co-ordinator, using the peer review report form that is appended to this deliverable (Annex 2). The author of the document has the final responsibility to collect the comments and suggestions from the Peer Reviewers and decide which changes and actions should be undertaken. A draft version of the document may be sent to the reviewers, through the Co-ordinator, for a first review of the documents. This review of the draft version is not compulsory but is highly recommended for complex document. Indeed some deliverables are issued with delay because revisions are asked by the reviewers. The revision may be done during the elaboration of the document.

The author replies to the comments and performs the requested modifications. Once this phase is finished the peer reviewed document is sent for approval to the Scientific Mediator who will pass on the finalised version to the Coordinator.

In the case of a document rejected or accepted provisionally under certain conditions by the DGInfso, the Peer Reviewers must evaluate if the new version of the document addresses the issues raised by DGInfso.

The Co-ordinator sends the final version to the distribution list.

Once the final version internally reviewed is ready, the document is sent to the Commission by the coordinator. If the document is not accepted by the European Commission and the
reviewers appointed by the European Commission, the following text will be inserted on the cover page of the document “DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION”.

The approved version of the Deliverables will be made available to partners on the private part of the website of NEARCTIS.

1.5.2. Asking for modifications
Comments and modifications requested must be made directly by writing on the document itself with the revision option (using ‘track changes’), and the file must be sent back to the author and to the person in charge of the verification and to the co-ordinator.

The author shall archive the original document(s) and the modified documents in order to ensure a good traceability of the requested modifications.

1.5.3. Simplified procedure for internal documents
A simplified procedure is applied to internal documents, especially for agenda or minutes of meetings, or for intermediate tasks or WP reports. Only the participants review these documents; the final version of the document will then be sent by the author to the scientific mediator for approval, then transmitted to the co-ordinator for diffusion.

1.5.4. Quality management by task leader and control of the process
The leader of the task devoted to Quality management (5.3) will assess the work done by the reviewers and present a short summary of the life of the process at each Steering Committee meetings so that possible deviations from the Quality Plan and difficulties arising from the practical use of this document can be addressed.

The leader of this Task can decide to make amendments to the present document and the coordinator will then inform the Project Officer and provide the new document to the EC.

1.6. Archiving
Each participant should archive all documents issued by its organisation. The project co-ordinator shall also archive all documents on ERT’s server. The coordinator will provide on demand partners with any relevant document on the project.

Some of the documents will be available on the website of the project, at www.nearctis.org.

On the public part one will find the public deliverables, on the private part will be accessible the following types of documents:
- Confidential deliverables
1.7. Referencing system:

NEARCTIS will use the Harvard referencing system. The system is described on the following website:

http://www.imperial.ac.uk/Library/pdf/Harvard_referencing.pdf

As some of the partners were using difference referring system so far, it will be acceptable, at the beginning of the project to have different referring system in our documents. The partners will be encouraged to switch to the Harvard referencing system so that in the second part of the project the chosen system will be the norm.

Example of referencing:

Journal article: print

Author

(Year of publication)

Title of journal article

Title of journal (this should be in italics)

Volume number

Issue number

Page numbers of the article (do not use ‘p’. before the page numbers)

2. Presentations

Templates are available in Annex 3 of this document and also in the private part of the website. These should be used for internal and external presentations.

A PowerPoint presentation Template is available in the Collaborative Working environment for each activity. The original layout must be respected.

The old set of templates is presented in the annexes as well. They won’t be used for documents produced after the 01/01/2010.
### Annex 1: List of Reviewers for each deliverable

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<th>Deliverable (short) Title</th>
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<td>D8</td>
<td>Application possibilities &amp; feasibility studies</td>
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<td>UoS, ICL</td>
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<td>Interim report on E, T &amp; D: Activities, achievements &amp; plans</td>
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Annex 2: Documents’ templates

Old set of templates (not to be used after 01/01/2010)
**Template for peer review report**

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**Peer Review Report**

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*Peer Review Report*

Status: <draft version or final version>

Date: <DDMMYYYY>

Edited by: <Partner ID>

nearctis-peer-review_template dot <date of sending to the EC>

DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION
### The Deliverable is:

- [ ] Fully accepted
- [ ] Accepted with reservation
- [ ] Rejected unless modified as suggested
- [ ] Fully rejected

### Suggested actions:

1. The following changes regarding readability, spelling, layout or format should be implemented:

2. Specify missing chapters / subjects that should be added

3. Required changes on key findings and contents

4. Further relevant required or suggested improvements
### Comments of peer reviewer:

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| **Topic B: Soundness of the methodological approach retained regarding the objective of the document** |
| Reviewer comment |
| Author response |

| **Topic C: Scientific or technical quality of achievements** |
| Reviewer comment |
| Author response |

| **Topic D: Added value for the network and its sustainability** |
| Reviewer comment |
| Author response |

| **Topic E: Documentation and accessibility for ITS stakeholders** |
| Reviewer comment |

nearctis-peer-review_template.dct/ <date of sending to the EC>
NEARCTIS

Peer Review D(n) <Title> / <version>

Author response

Topic F: Document Layout / Spelling / Format
Reviewer comment

Author response

nearctis-peer-review_template.doc/ <date of sending to the EC>

DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION
Template for deliverables

<Deliverable Title>

<Number of the document and subtitle if any>

Confidentiality level: <public, restrained or confidential>

Deliverable (n) of work package (m)
Status: <draft version or final version>
Date: <DD/MM/YYYY>
Edited by: <Partner ID>

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### NEARCTIS

**D 1.1 - Quality plan for deliverables and periodic reports / V3**

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**Authors**

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<th>Company</th>
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nearctis-deliverable_template.docx <date of sending to the EC> 3
Executive summary
Template for milestones

Grant agreement no.: 224272
Start date: 01/07/2008
http://www.nearctis.org

<Milestone Title>

<Number of the document and subtitle if any>
Confidentiality level: <public, restrained or confidential>

Milestone (n) of work package (n)
Status: <draft version or final version>
Date: <DD/MM/YYYY>
Edited by: <INRETS>

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| **Amendments** | |
| Date of Issue | Description |
| DDMYYY       | DDMYYY       |
| DDMYYY       | DDMYYY       |

| **Applicable Documents** | |
| Description | |

| **Acknowledgements** | |
| Description | |

nearctis-milestone_template.doc/ <date of sending to the EC>
Executive summary
Template for quarterly reports

Quarterly Management Report

QOX
MonthX – Month XX 200X

Workpackage WP5
Project Management

Leading Partner: ERT
Security Restrictions: Confidential
Date of this version: XXXXXX
Version 0.1

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## Versioning

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## Contributors

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<td>All participants</td>
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Version 01 - date

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1 Administrative elements

Done so far:

Planned actions:

2 Life of the project

2.1 Task 1.2

Work done so far:

Planned actions:

2.2 Task 1.3

Work done so far:

Planned actions:

2.3 WP2

Done so far:

Planned action:

2.4 Task 2.1

Work done so far:

Planned action:

2.5 Task 2.2

Work done so far:

Planned actions:
2.6 Task 2.4:  
Work done so far:  

Planned actions:  

2.7 Task 2.5:  
Work done so far:  

Planned actions:  

2.8 Task 2.6:  
Done so far:  

Planned action:  

2.9 Task 2.7:  
Done so far:  

Planned action:  

2.10 Task 2.8:  
Done so far:  

Planned action:  

2.11 Other activities:  

3 Management:  

Done so far:  

Planned action:  

4 Deliverables:  

Weekly 01 - 04
5. Deviation from the plan:

__________________________________________________________________________

__________________________________________________________________________
Template for agenda

Dates:
Venue:
Place or meeting room:
Attendees:
Distribution list:

<Agenda of meeting, workshop>

<Purpose>

<table>
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<th>Agenda Item</th>
<th>Speaker</th>
<th>Content</th>
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<td>12:15 - 13:15</td>
<td>Lunch</td>
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<td>15:15 - 15:30</td>
<td>Break</td>
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nearctis-agenda_template.dot/<date of sending>
D 1.1 - Quality plan for deliverables and periodic reports / V3

NEARCTIS

Consorium Meeting Minutes <Title>

Authors

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<thead>
<tr>
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<th>Company</th>
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Amendments

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Applicable Documents

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nearctis-minutes_template.dot<date of sending to the participants> 2
### General information

**Description**

Name:
Location:
Date:
Objective:

### List of participants

<table>
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### Agenda

**Time table**

### General remarks

**Comments**

### Decisions and actions to be taken by each partner

<table>
<thead>
<tr>
<th>Nº</th>
<th>Decision/action description</th>
<th>Partner responsible</th>
<th>Deadline</th>
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*DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION*
**NEARCTIS**

**Contribution to D (n) <Title>**

**Authors**

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**Applicable Documents**

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**Acknowledgements**

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**Executive summary**
Template for presentation 1
Template for presentation 2

Main Title

Subtitle if any
Place, DD month YYYY
Name - Company

[Partner logo]

Font style

- Arial
- Arial Bold
- Arial Italic

Lorem sit amet
Patus bonfentiam oribertemo escem iam in senatuit cons firtes
deatquo in tem vidicit vidi publiquem ut esit; noc, sceria inte consus
cotiam no.

The chosen typography is available on all computers and easy to read.
This typography can be used by all partners.
It is available for website design.
Lorem ipsum

• < Lertem ventiam et que inam iam, neste pat duciam tum quam ilin tem pristiem pullius tabenius pro iam artu morum is pl. >

• < Lertem ventiam et que inam iam, neste pat duciam tum quam ilin tem pristiem pullius tabenius pro iam artu morum is pl. Gerum ex sicon sidendam ad intern in vatandem mus, nos hoc tebefecii siliam periorum fitia moreoris. >

Conclusion

• < Lertem ventiam et que inam iam, neste pat duciam tum quam ilin tem pristiem pullius tabenius pro iam artu morum is pl. >

• <Lorem ipsum sit amet>
  – contact@partner.org

[Partner logo]

Thank you for you attention.