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Horizon 2020
Programme

GO-VIKING

Research and Innovation Action (RIA)

This project has received funding from the Euratom
research and innovation programme 2021-2025 under
Grant Agreement No 101059603

Start date : 2022-06-01 Duration : 48 Months

Project Quality Plan

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GO-VIKING - Contract Number: 101059603

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Document title	Project Quality Plan
Author(s)	Mrs. Marianne GROS
Number of pages	14
Document type	Deliverable
Work Package	WP7
Document number	D7.2
Issued by	LGI
Date of completion	2022-08-29 12:31:30
Dissemination level	Public

Summary

Preparation of a Quality Plan for the GO-VIKING project.

Approval

Date	By
2022-08-29 12:31:58	Mrs. Marianne GROS (LGI)
2022-08-29 12:54:47	Mrs. Gisela NIEDERMEYER (GRS)

GO VIKING

Project Quality Plan

GO-VIKING (101060826) – Deliverable 7.2

Version 1.0
August 2022

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Funded by
the European Union

Disclaimer

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Document information

Grant Agreement / Proposal ID	101060826
Project Title	Gathering expertise On Vibration ImpaKt In Nuclear power Generation
Project Acronym	GO-VIKING
Scientific Coordinator	Angel Papukchiev, Angel.Papukchiev@grs.de, GRS
Project starting date (duration)	1st June 2022 – 31st May 2026 (48 Months)
Related Work Package	WP7
Related Task(s)	T7.1
Lead Organisation	LGI
Contributing Partner(s)	GRS, NRG
Due Date	31/08/2022 (M3)
Submission Date	29/08/2022
Dissemination level	PU

History

Date	Version	Submitted by	Reviewed by	Comments
29/08/2022	V1.0	LGI	GRS and NRG	

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Abbreviations and Acronyms

Acronym	description
AUG	Advisory and User Group
CA	Consortium Agreement
GA	Grant Agreement
GO-VIKING	Gathering expertise On Vibration ImpaKt In Nuclear power Generation
PMB	Project Management Board
PMO	Project Management Office
PQP	Project Quality Plan
QA	Quality Assurance
WP	Work Package
WPL	Work Package Leader

Summary

This deliverable is the project quality plan (PQP) for the GO-VIKING 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 GO-VIKING, concerning 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 GO-VIKING 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 GO-VIKING. Revisions are valid from the date of issue.

1.3 Administration

The Project Management Office, the PMO (LGI) is responsible for the administration of the project quality plan. Proposals for modifications or additions must be submitted to the PMO (LGI), 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.

1.4 Dissemination

The PQP and its annexes are confidential to the beneficiaries and may be circulated outside the beneficiaries only with the approval of the Project Management Board (PMB). Copies of this plan are distributed to each participant of the project at the issue date. It is also available on the project collaborative web platform.

2. Decision-making process: Project bodies and actors

There are several project bodies in the project, comprised of different actors, as summarized below:

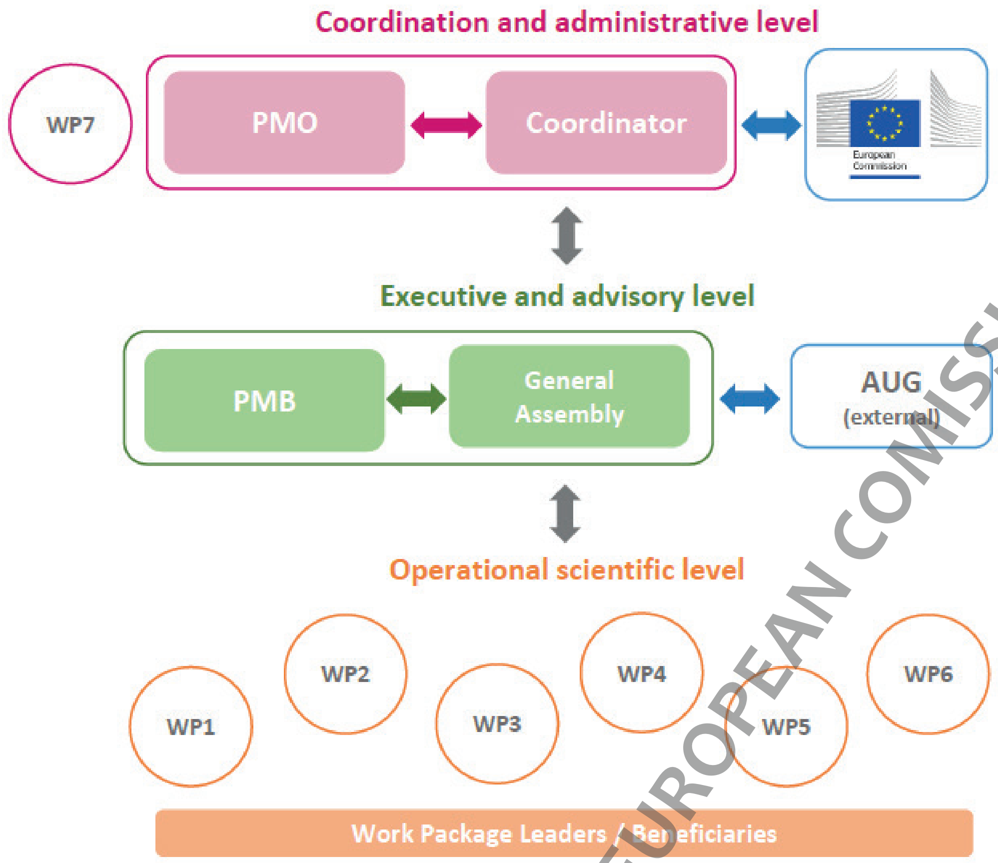

Figure 1 - Decision-making process

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 GO-VIKING, the project bodies are the following:

- **Coordinator**
- **General Assembly**
- **Project Management Board**
- **Work Package leaders**
- **Advisory and User Group**

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

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. Collaborative web platform of the project (FLEXX)

The GO-VIKING collaborative 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/goviking-app

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: marianne.gros@lgi.earth

For more information on the Flexx platform, please consult the Deliverable D7.1 – Online Workspace.

Figure 2 - FLEXX log in page

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

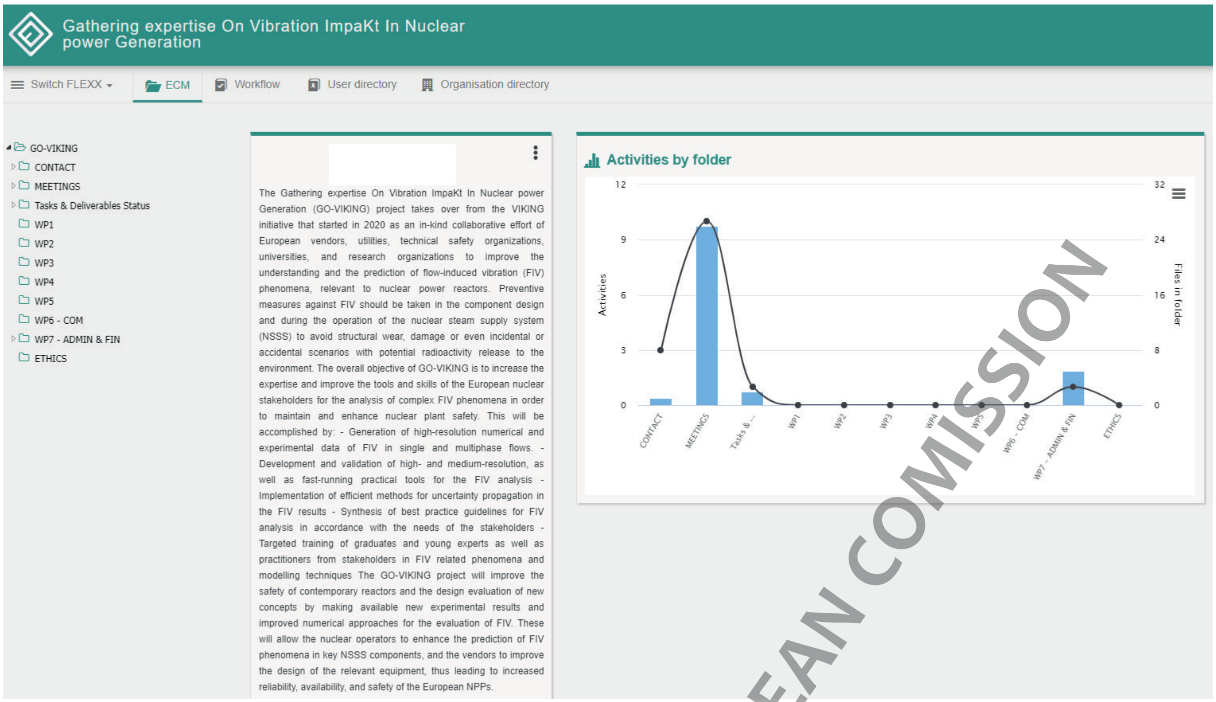

Figure 3 - Main page (ECM) structure of FLEXX

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. financial admins, WP contributors, etc.)**

Using the mailing list on the 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.

4. 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 should be made available as soon as possible on the FLEXX platform. For each meeting, the organiser or the PMO must write the minutes, , and make them available on the collaborative project platform, and notify the respective consortium members electronically.

5. 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**

5.1 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 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 on the FLEXX at: https://app.flexx.camp/mso/ecm/goviking-ecm-folder-12007

To ensure that documents are of the highest quality, the validation process is to be implemented using FLEXX, as described in Section 6.2.

5.2 Preparation of contractual technical document (deliverables, milestones)

5.2.1 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 the image below:

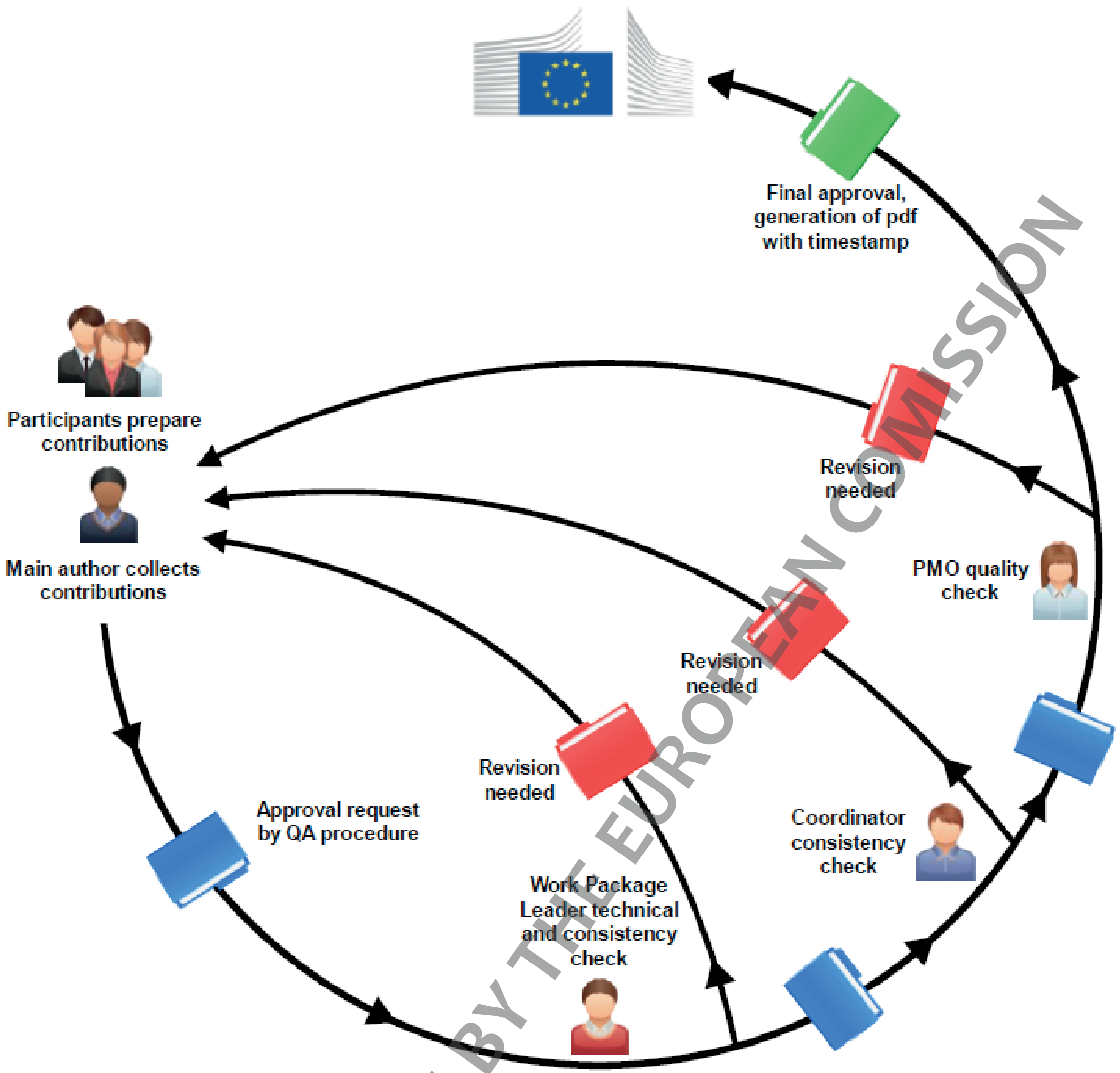

Figure 4 - Workflow validation process for the deliverable submission

- 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 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 author and provides comments. The FLEXX automatically notifies the 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 anew 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

5.2.2 Reviews of technical deliverable by experts

Selected technical deliverables may be reviewed by competent experts chosen among the members of the Advisory and User Group (AUG) 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 WPL.

5.3 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 GO-VIKING documents. Alternatively, GO-VIKING 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 GO-VIKING collaborative platform.

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

5.4 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 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:

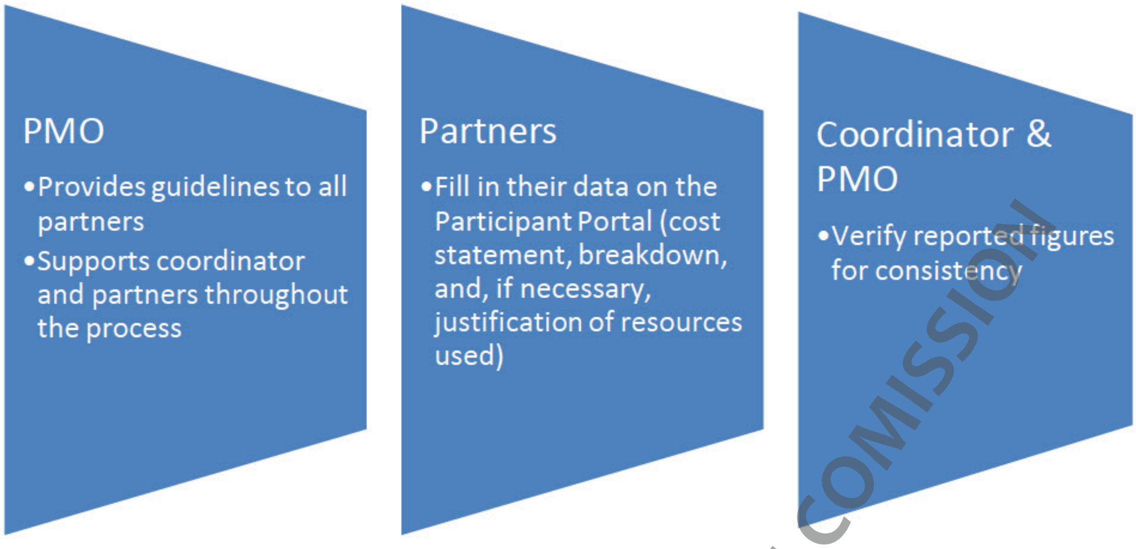

Figure 5 - The financial reporting process

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

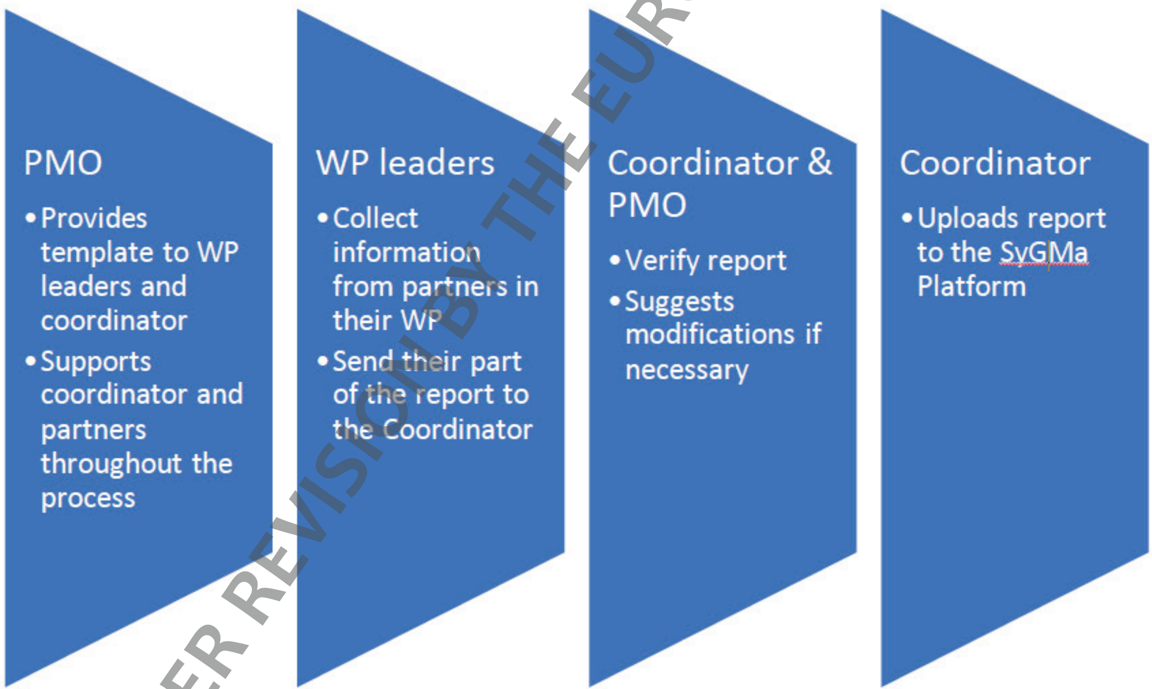

Figure 6 - The technical reporting process

6. Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in GO-VIKING. As a reference to the GO-VIKING CA, prior notice of any planned publication shall be given to the other partners and to the coordinator 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 above, the publication is permitted.

For articles, the following 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 2021-2025 under grant agreement No 101060826".

For presentations to conferences, it is strongly recommended to use the GO-VIKING Power Point presentation template (LGI will make it available on the web collaborative platform once it's finalized). 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: "This project has received funding from the Euratom research and training programme 2021-2025 under grant agreement No 101060826".

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, GO-VIKING 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 GO-VIKING 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.