

Quality Assurance Plan (QAP)

Project title: PED-ID, Holistic assessment and innovative stakeholder involvement process for identification of Positive-Energy-Districts

The purpose of the Quality Assurance Plan (QAP) is to describe the actions and measures that will be taken by the Consortium and to ensure the quality of the project, as well as its full compliance to its contractual requirements. The main objectives of the QAP are to:

1. provide to all concerned a guide for the actions required by each one involved;
2. exhibit the performance of the project's quality assurance plan in accordance to the contractual requirements; and
3. decide which internal project members will review which deliverables.

The QAP is applicable to all the project's activities and strict compliance with it is mandatory for all involved. The QAP will be documented by the Project Coordinator (e7) and the latest version will be available on the project exchange platform. All subsequent changes will be discussed and decided in the course of project meetings.

The description of the quality system will focus on the prevention of deviations during each task of the project.

1. Deliverables Review and Control

Each project deliverable is assigned to a “Deliverable Responsible Partner”, who is typically the WP or the Task Leader associated with the deliverable. The deliverable responsible partner has to define a review partner, who should be a contributing partner for the deliverable, to check the deliverable according to the criteria listed below:

- **General criteria:**
 - Deliverable contents thoroughness
 - Innovation level
 - Compliance with the project’s objectives
- **Specific criteria:**
 - Relevance
 - Response to user needs (if applicable)
 - Methodological framework soundness
 - Quality of achievements
 - Quality of presentation of achievements
 - In case of a document: deliverable layout, format, spelling, etc.

In the next step, the Project Coordinator carries out a further review and checks the criteria listed.

The responsible partner is also responsible for compliance with the completion date and must coordinate with the review partners accordingly.

Each deliverable is evaluated according to the following schedule:

table 1: Deliverable working process

Deadline	Action
> 3 weeks before	Deliverable responsible partner and all contributors prepare first draft and has to define a review partner.
at least 3 weeks before	Deliverable responsible partner sends first draft to the defined review partner.
at least 2 weeks before	Review partner sends comments to Deliverable responsible partner.
at least 1 week before	The Deliverable responsible partner incorporates the Reviewers’ comments and sends the revised version to the review partner and to the project coordinator.
4 days before	The project coordinator controls the quality of the deliverable and if needed ask the deliverable responsible partner for further modifications.
Due Date	Deliverable submission by the Coordinator.

Note: If the Deliverable responsible partner is also the project coordinator, the coordinator will choose a suitable review partner from the project partner list.

2. Quality Control of Deliverables and Documentation

This section provides information about the document types of the project, their templates, the naming and coding of the project's deliverables, and the scheduling and reporting of the project's dissemination events. As the project evolves, however, modifications to the current templates and/or new templates may be required.

2.1. Document Types

The types of documents produced within PED-ID are as shown in the following table.

table 2: Document types

Document Type	Description
Deliverable	Describes the work done within a WP and/or task.
Meeting Program	Used to communicate the schedule of a project's event or meeting. In many cases, it can be just an e-mail to the project mailing list.
Meeting Agenda	Used to communicate the purpose and items to be discussed in a physical or virtual meeting. In many cases, it can be just an e-mail or a pdf-file to the project mailing list.
Meeting Minutes	Summarizes the topics dealt during the meeting as well as the actions agreed.
Conference Call Minutes	Summarizes the topics dealt during a conference call as well as the actions agreed. In many cases, it can be an e-mail or a pdf-file to the project mailing list.
Presentation	A document used to expound topics related to the project, both internally (Consortium meetings, a partner's vision/contribution, etc.) and externally (conferences, dissemination events, meetings, annual review meetings, etc.).
Progress/activity Report to JPI Urban Europe Program	Filled in by the consortium partners to report on managerial issues, cost statements and justifications, as well as on planned and actual activities within a certain reporting period.
Final Report	Filled in by the consortium partners to report on the tasks and main results of the project for the interested public.

2.2. Document Formats and Templates

The format of a document depends on its type and its use, which can be either internal to the consortium or external.

The following table shows the allowable format of documents per type and use, where “doc” and “docx” stands for MS Word or equivalent compliant format, “txt” stands for plain text format, “ppt” and “pptx” stands for MS PowerPoint presentation or equivalent compliant format, “xls” and “xlsx” stands for MS Excel or equivalent compliant format, and “pdf” stands for the well-known portable document format.

table 3: Document formats

Document Type	Allowable Format for Internal Use	Allowable Format for External Use
Deliverable	doc, docx	pdf
Meeting Program	doc, docx, txt	pdf
Meeting Agenda	doc, docx, txt	pdf
Meeting Minutes	doc, docx	pdf
Conference Call Minutes	doc, docx, txt	pdf
Presentation	ppt, pptx	pdf
Progress Report to JPI Urban Europe Program	doc, docx, xls, xlsx	pdf
Final Report	doc, docx	pdf

2.3. Document Naming and Coding

For facilitating common browsing and storage in different platforms and OS's, no spaces should be used in the document names, and instead the dash character “-” should be used.

Project document names must start with the prefix “PED-ID”, in order to facilitate quick identification and indexing. In particular, the following conventions are mandatory for certain types of documents. Names of deliverable documents should follow the convention:

“PED-ID_DW.N_title_vX.Y_partner.ext”

where:

- “DW.N.” is the deliverable identifier
 - “W” is the WP number
 - “N” is the deliverable numbering within the specific WP
- “title” is the title of the deliverable
- “vX.Y” is the version number
 - “X” is the version
 - “Y” is the sub-version
- “partner” is the short name of the partner that is responsible for the deliverable
- “ext” is the file extension pertaining to the format used

For instance, the name of deliverable D7.1 is
“PED-ID_D7.1_Quality Assurance Plan_v1.2_e7.pdf”.

2.4. Dissemination

A detailed dissemination strategy and plan will be developed within the project work package 6, lead by the project partner SUST.

All dissemination activities will be coordinated by the project partner SUST. The project coordinator is automatically informed about the dissemination activities, as he is a participating project partner in the dissemination tasks anyway.

3. Project Reporting and Monitoring

This chapter summarizes the way PED-ID plans to deliver the **JPI Urban Europe reports** for the project, scheduled at

- month 13 (Jan 2022) with the progress report and
- at month 18 (June 2022) with the final report and activity report

Note: Detailed requirements will be given in June 2021 by JPI Urban Europe. The project coordinator will oversee and coordinate reporting on the JPI programme.

Note: The reporting to the national funding bodies must be carried out by each project partner independently.

For the progress and activity reports every partner should provide at least the following information for the reporting period 2 weeks before due date to the project coordinator:

- Per each responsible WP and/or Task:
 - Objectives of the WP/Task within the reporting period
 - Status and progress towards the WP/Task Objectives
 - Deviations from the Plan and Corrective Actions
 - Plan for next reporting period (regarding the WP/Task)
- Dissemination & Exploitation activities for the reporting and the next reporting period
- Project Meetings
- Deviations from planned deliverables and milestones

4. Corrective and Preventive Actions

The issues below are related to general performance of a Partner and the quality of his work outcome and not to Project Deliverables, for which the particular procedure of the previous Section is to be followed. Any participant may raise such an issue on the work of another participant work.

The Project Coordinator is responsible for resolving matters of complaint under this procedure, within their own areas of responsibility. All complaints are to be investigated and corrective action agreed. Corrective and possible preventative actions are recorded and all involved are informed of the action taken.

The formal description of the procedure is given below:

- The Coordinator identifies needs for corrective actions (e.g. by proposals from partners)
- The Coordinator notifies the WP leader
- The Coordinator discusses the issue with the involved partners in order to find a solution

The relevant request is documented in an appropriate text document. There, also a proposal on corrective action is being done.