



D6.1

Quality Management Plan

Project Title	GenB
Contract No.	101060501
Instrument	Coordination and Support Action
Funded under	Cluster 6: Food, Bioeconomy Natural Resources, Agriculture and Environment
Start of Project	1 November 2022
Duration	30 months

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Deliverable title	Quality Management Plan
Deliverable number	D6.1
Deliverable version	1.0
Contractual date of delivery	31/01/2023
Actual date of delivery	12/05/2023
Nature of deliverable	Report
Dissemination level	Public
Work Package	WP6
Responsible Partner	APRE
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Abstract	The deliverable concerns the responsibilities of Consortium Bodies, the procedures for ensuring the quality of project deliverables, and the measures for progress monitoring and reporting. Finally, the Plan provides recommendations to communicate within and outside the consortium.
Keywords	Quality Management, Reporting, internal communication

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Revision History

VERSION	DATE	REVIEWER	MODIFICATIONS
1	26/04/2023	Chiara Pocaterra	General revision
2	12/05/2023	Chiara Pocaterra	General revision

The information and views set out in this report are those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf.

Table of Abbreviations and Acronyms

Abbreviation	Meaning
AB	Advisory Board
DoA	Description of Action
EC	European Commission
GA	General Assembly
PC	Project Coordinator
PO	Project Officer
QMP	Quality Management Plan
REA	European Research Executive Agency
SC	Steering Committee
WP	Work Package



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1 Executive Summary

The present deliverable entitled Quality Management Plan (QMP) has been developed as part of the GenB project that is funded by the European Union's Horizon Europe Research and Innovation Programme under Grant Agreement No 101060501.

The **main objectives** of the QMP are to:

- ensure that the project runs smoothly and completes on time; and
- define all internal procedures for meetings, quality control of the activities, deliverables, milestones and risks, and other general issues about the management of the project in line with the contractual obligations enclosed in the Grant Agreement and Consortium Agreement signed by all GenB beneficiaries.

To this end, the QMP explains the responsibilities of Consortium Bodies, the procedures for ensuring the quality of project deliverables, the recommendations to communicate within and outside the consortium as well as define measures for progress monitoring and reporting.

Important information about the QMP:

- compliance with the QMP is mandatory for all project Partners; and
- the QMP specifies or supplements binding commitments stated in the Grant Agreement signed with the EC, its Annexes, and the Consortium Agreement of the project.

2 GenB Management Structure

2.1 Main management bodies

The GenB management structure is composed of the following management bodies:

- **The Project coordinator (PC)**, namely APRE, is in charge of the financial, administrative and operative management and coordination of the consortium and project activities. The Project Coordinator is responsible for: 1) the overall technical, administrative and financial co-ordination of the project; 2) the control of the project scheduling and achievements; 3) the generation of corrective actions, if needed, with the support of the Steering Committee (SC) and with the agreement of the General Assembly (GA); 4) the submission to the Commission of the deliverables and regular reports of progress and resource expenditure; 5) the verification of the milestones achieved; 6) the internal smooth communication among all Partners; 7) the organization and chairing of the General Assembly, the Steering Committee and the Advisory Board meetings.
- **The Steering Committee (SC)** is composed by the Work Package Leaders (WP Leaders, see Table 1) and is chaired by the Project Coordinator. Its main task is to monitor project progress in relation to each Work Package, using milestones, deliverables and key performance indicators as instruments to better understand project advancements and which further steps are to be accomplished in order to ensure an active progress of the whole project. Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast. The WP Leaders are responsible for supervising their WPs and ensuring that milestones and deliverables are reached on time. The SC will report to the General Assembly.

Work Package	Leading Partner	Contact person
WP1 - Co-creation of innovative approaches	ZSI	<i>Katharina Handler</i> <i>Juliet Tschank</i>
WP2 - Inspire, Inform and Educate	BGT	<i>John Vos</i> <i>Bas Davidis</i>
WP3 - Engage, Empower & Take a role	FVA	<i>Susanna Albertini</i> <i>Louis Ferrini</i> <i>Selenia Marinelli</i> <i>Valentina Vavassori</i>
WP4 - Impact assessment and policy recommendations	PEDAL	<i>Robert Miskuf</i> <i>Jana Bielikova</i>

WP5 - Communication, dissemination and exploitation	LOBA	<i>Pietro Rigonat</i> <i>Joana Martinheria</i>
WP6 - Project management	APRE	<i>Chiara Pocaterra</i> <i>Flavia Fusconi</i> <i>Laura Mentini</i> <i>Lorenzo Giannetti</i> <i>Serena Fabbrini</i>

Table 1: List of Work Packages

- **The General Assembly** is the ultimate decision-making body of the Consortium. The GA is composed of one representative of each Party and is chaired by the Project Coordinator. Each Party is responsible for carrying out the activities described in the work plan and to answer the Project Coordinator requests on time. Each Partner’s representative has one vote. The decisions are taken by a majority of two-thirds (2/3) of the votes cast, with the exception of decisions listed in Section 6.3.1.2 of the Consortium Agreement.
- **Advisory Board (AB)** – is composed of 10 experts in Bioeconomy and education methods (see table n. 2 – the email of AB members are available only to the consortium members and will be used only for the purposes of co-creation activities in WP1 and WP4 in order to ensure high quality contents).

Name	Organisation	Expertise
Natalie Gaveau	Campus des Métiers et des Qualifications d'excellence BioEco Academy	
Christian Patermann	Considered Father of Bioeconomy Former Director for “Biotechnology, Agriculture & Food” Research in DG for R&I of the European Commission	
Martin Behrens	Partner in EU-funded BIOEASTsUP project Coordinator in EU-funded Allthings.bioPRO and BioCannDo projects	
Davide Viaggi	UNIBO referent for the European Bioeconomy University. Coordinator in BIOBEC	
Francisco Aguilar	Professor Department of Forest Economics	

Pramod Kumar Sharma	Senior Director of Education for Foundation for Environmental Education (FEE)	
Michiel Heijnen	Association for Teacher Education in Europe	
Rita Escórcio	EU Bioeconomy Youth Ambassador Applied and Environmental Mycology Group (AEM) Instituto de Tecnologia Química e Biológica (ITQB)	
Marie Kubáňková	www.bio-hub.cz	
Stephanos Cherouvis	ECSITE	

Table 2: List of Advisory Board

Further information on the Consortium Bodies responsibilities are described in the Annex 1 to the Grant Agreement and in the Consortium Agreement.

3 GenB deliverables

According to the Description of Action (DoA), every deliverable is under the responsibility of a specific Partner and is in relation to a specific Task. In particular, the responsible Partner should ensure the quality, completeness and timely submission of the document.

3.1. File format

All deliverables must be adapted to the GenB deliverable template, which LOBA has shared with all Consortium and is available on the project SharePoint in the Folder “WP5 - Communication, dissemination and exploitation”.

3.2. File naming

The deliverable name for any document ready for submission via Funding and Tender portal will be preferably not be longer than 30 characters. The file name should include the deliverable number and the official name as specified in the Grant Agreement.

During the preparation phase of the deliverable will include also the date of the last revision.

The reviewed versions will be shared with updated date (e.g., D1.1_GenB resources Library_02.06.2023.docx).

3.3. Quality assurance procedure

The **standard quality assurance process** is the following:

Step 1): A draft deliverable will be shared by the Responsible Partner with the partners involved in the task, Work Package Leader and the Coordinator at least 20 days prior to the submission deadline. The document must be shared as an online document on the project SharePoint to allow simultaneous access and revision by the Partners.

Step 2): Partners involved in the task, Work Package Leader and the Coordinator will have a maximum of 10 days to provide comments and feedback, in the track-changes mode, to the Responsible Partner. The activity will be notified to the Responsible Partner via email with all partners involved in copy.

Step 3): The responsible Partner has 7 days to react to the comments. This may include further consultation with the WP Leader.

Step 4): The reviewed deliverable is sent by the Responsible Partner to the Coordinator for final review and submission by the deadline. If the Coordinator has comments/feedback, the responsible Partner must deal with them as soon as possible, without undue delay, to ensure timely submission.

Step 5): The Coordinator submits the finalised deliverable in the Funding and Tenders Portal.

In case of deviations from the quality assurance process, the Coordinator is in charge to provide clarifications to the EC project officer as soon as possible.

Responsible Partners are encouraged to facilitate the quality assurance process and share the first version of their deliverables as soon as possible.

The Coordinator shares the submitted version of the deliverables both in Word and pdf format on the project SharePoint.

4 Communication

4.1 Internal communication within the consortium

Ensuring smooth and effective internal communication is the main responsibility of the Coordinator. Among the Beneficiaries, the online communication is the primary way for an internal dialogue through emails and online calls and meetings.

At M1, APRE created a **mailing list** with the relevant contact details for each Beneficiary and the related **consortium email** (genbconsortium@apre.it) for the distribution of all communication.

Additionally APRE has created a **Coordinator email** (genb@apre.it) with the relevant staff involved in the project implementation to assure an on-time responsiveness to all partners' enquiries.

To ensure that any staff rotations are managed in a timely manner and do not affect project implementation, they are regularly updated. Consequently, Partners should inform the Coordinator of any changes to contact details or the project team. APRE will update the mailing list and consortium email accordingly and without due delay.

In relation to **internal meetings**, according to the Grant Agreement, the Coordinator will organise teleconference meetings with all Partners once per month. Moreover, the Description of Action and Consortium Agreement stated that the General Assembly meets ordinary at M1 (Kick-off Meeting), M12 and M30, as shown by the table below, and at any time upon request of the Steering Committee or 1/3 of the Members of the General Assembly. No Steering Committee ordinary meetings are foreseen in advance. However, the Coordinator shall give written notice of a Steering Committee's meeting to each Member of that Consortium Body as soon as possible and no later than 14 calendar days (ordinary meeting) and 7 calendar days (extraordinary meeting). APRE is in charge for meetings' organisation, agenda and minute drafting.

Project month	Meeting location/host	Purpose
M1	Rome/APRE	Kick of Meeting
M12	To be decided	GA meeting
M30	To be decided	GA meeting

Table 3: General Assembly Meetings

Each GenB Beneficiary is responsible to document in writing every communication concerning important issues and strategic decisions (e.g. sending deliverables, planning meetings, reporting risks or deviations from the DOA, etc.), as well as any formal communication (e.g. project meetings).

Informal communication concerning issues of every-day project implementation (through telephone, informal emails, Skype etc.) may not be documented.

The Coordinator and the WP Leaders are expected to have a regular dialogue with the GenB Partners to monitor closely the progress of Work Packages and detect in time potential deviations. Close collaboration and communication among project Partners are necessary and are encouraged by APRE especially to implement the GenB activities.

4.2 External communication

- Communication with the European Commission

The Coordinator is the sole responsible for the communication with the Project Officer (PO) regarding the project. Project Partners can contact the PO after the Coordinator's authorisation. A project Partner may only contact the PO directly in exceptional cases and at the request of the PO. In such case the Coordinator shall be kept fully informed (in writing) about the content of the communication.

Moreover, under the Coordinator's responsibility there is the submission of all project reports and deliverables to the EC. APRE is also at the disposal of the EC for any additional information and/or clarification at the request of the EC services. Finally, the Coordinator will notify any important communication with the EC to all Beneficiaries.

- Communication with third parties

Project Partners may and should be in contact with Third Parties (e.g., national authorities, local stakeholders, other EU-funded projects) within the context of GenB. In all external communications, a reference to the project is expected (e.g., project acronym, EU programme, Grant Agreement no.).

4.3 Complaints and conflict resolution

Each WP Leader will promptly inform the Coordinator of any circumstance that may considerably affect the execution of the work carried out under their Work Package. (e.g., considerations for improvements and modifications/changes in the methodology, timetable, task distribution, eventual delays, disputes between Partners, etc.). The Coordinator will be responsible for the resolution of the abovementioned issues and will do all that is necessary by consulting with the relevant WP Leaders, and any Partner directly involved in the respective Work Package. The Steering Committee supports the Project Coordinator in preparing related data and deliverables.

In the case of a dispute, the following Conflict Resolution Procedure will apply: i) the disputing parties will communicate the conflict to the respective WP Leader, ii) if the WP Leader is not

able to resolve the dispute, the WP Leader will involve the Coordinator in the resolution of the dispute, iii) The Coordinator will discuss the issue with the disputing parties and SC and, after reaching an internal agreement, the relevant Partners will implement the agreed decision, iv) if the issue is still not solved, the matter will be settled amicably before the General Assembly.

The Consortium Agreement provides further details on decision-making, dispute resolution, and the management of internal administrative and financial issues. If needed, the Coordinator will communicate with the EC requesting feedback.

5. Progress reporting

5.1 Internal reporting

In accordance with the Grant Agreement and the Consortium Agreement (Art. 7.2.4.), the Project Coordinator will prepare, with the support of all Beneficiaries, and submit the official periodic reports at M18 and M30 (due by 60 days after the reporting period).

To collect all necessary information in a consistent and coordinated manner, the Coordinator has prepared **reporting templates** that each Beneficiary is expected to fill in within 30 days after the end of the reporting period.

The reporting templates consist of:

- The **financial reporting sheet** providing the estimation of costs incurred and justifications.
- The **activities report template** providing details about the activities performed in the Tasks Beneficiaries are involved in.

In addition to EC official reporting, the EC Project Officer asked for **1 internal activity report by M7** (due by May 2023) describing the activities performed by all Beneficiaries during the first 6 months of the project. The Project Coordinator will collect all information, prepare the report and send it to the EC Project Officer.

The Consortium Agreement establishes (Art. 7.2.2) that each Beneficiary will receive the second Advance payment of 20% of the pre-financing upon positive assessment of its work to date, as confirmed by the Interim Report (M1-M9) cited in the Art. 7.2.4. To this end, the Coordinator will collect from each Beneficiary **1 internal financial report by M11** (due by September 2023) for the costs incurred in the period M1-M9.

The reporting will be led by the Coordinator, who will provide the Consortium with all necessary instructions on the reporting process. The reporting template will be used for the preparation of the internal and official periodic reports (M6, M9, M18, M30). This will ensure that the preparation, assessment and monitoring of information officially due to the EC will also be consistent.

The templates will be shared with each Beneficiary 30 days before the end of the concerned period.

Each report submitted by each Beneficiary will need to be assessed and approved by the Coordinator. APRE will share all internal and official reports in the project Sharepoint.

An internal financial report could be required by the Coordinator at M24 to assess the expenditure of the consortium in order to use available budget for strengthening the impact of the project.

5.2 Continuous activities reporting

APRE has shared in the project Sharepoint a spreadsheet to constantly report on activities that have been implemented.

The activities reporting spreadsheet describes:

- **the activities carried out in WP1, WP2, WP3, WP4, and WP5** (indicating the date, related task, responsible Partners, involved Partners, type of activity, logistic details, the type and the rate of engagement of the reached audience, promotional materials and number of posts)
- the publications in Zenodo, in compliance with EC's recommendations for open access. The sheet requests to specify the partner responsible, the full paper information, Link to download paper, the date of paper, if the paper is open and the context where the publication has been generated.

The information provided in the tool will support the Coordinator in monitoring the key performance indicators and will be integrated in the official reports (M18, M30) as well as in the continuous reporting located in the Funding and Tender Portal.

5.3 Reporting to EC

The Coordinator is responsible for the periodic official reports that will be prepared with the contribution of all Beneficiaries and then officially submitted in the Funding and Tender Portal. GenB has foreseen two official reports, namely at M18 and M30. Information on how the project is progressing, both technically and financially, will be integrated into the official documents. All Partners share the responsibility to send their inputs for the report to the Coordinator in due time when requested. Moreover, concerning the technical report, each Work Package Leader and Task Leader is in charge to detail the chapters related to their respective WPs. Contributions from all Partners are expected. Precise and detailed communications from the Coordinator, prior to each reporting period, will summarise all the steps and their respective deadlines. The reports will be submitted by the Coordinator online on the official EC templates and they will include:

- an overview of the activities carried out in the concerned period,
- a description of the progress achieved towards the objectives and the milestones planned,
- the deliverables produced,
- the identification of possible risks faced and the corrective actions taken or planned,
- information and justification about the resources used/deployed by each beneficiary.

The Coordinator will submit the periodic reports within 60 days following the end of the reporting period.

6. Conclusions

The purpose of this deliverable is to ensure the quality management for GenB, and establish the roles, procedures, and tools which GenB uses to ensure that the project runs smoothly and completes on time.

The deliverable is the result of an analysis which began during the Kick-off Meeting when the Consortium agreed the internal measures to implement the project activities while guaranteeing the quality of project deliverables.

The report is revised and updated annually, if necessary, by the General Assembly.

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