



THE RESEARCH PROMOTION FOUNDATION PROGRAMMES FOR RESEARCH, TECHNOLOGICAL DEVELOPMENT, AND INNOVATION

RESTART 2016 – 2020



Pillar	I. Smart Growth
Programme	CO-DEVELOP
Project Acronym	Green-HIT
RIF Project Number	CODEVELOP-ICT-HEALTH/0322/0135
Proposal Title	A Green - Holistic IoT platform for Forest Management and Monitoring
Project Coordinator	Frederick Research Center (FRC)
Work Package Number	WP1
Work Package Title	Project Management
Deliverable Number	D1.1
Deliverable Title	Quality Assurance Plan

Dissemination level		
PU	Public	X
CO	Confidential, only for members of the consortium (including RIF)	



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DOCUMENT CONTROL

Document version	Date	Change
v0.1	10/03/2023	Draft
v1.0	31/03/2023	Pre-Final
v2.0	30/04/2024	Final Version

Executive Summary

The aim of this document is to describe the quality rules and procedures set by the coordinator and quality manager, which will be followed by the consortium to ensure a smooth project execution. These rules and procedures include a description of deliverable review and submission deadlines, version & filename control for the official project documents, as well as file formats.

The deliverable also presents an overview of the templates that will be used for project deliverables and presentations. A short presentation of the project communication and file exchange platform is also included. This platform will be used by the consortium members, to collect all project related communications and documents in a single location, which can be reached by all partners.

Finally, dissemination procedures are also discussed, while information about the meetings of the consortium bodies is also presented.

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1. Introduction

This deliverable defines the quality rules and practises to be followed by the project's partners to ensure high-quality project outcomes. The following sections present the Green-HIT project quality rules and procedures as follows:

- Section 2 outlines the deliverable submission procedures, including the document version control, the internal deadlines, and the deliverables template to be used.
- Section 3 introduces the project management and communication platform. This platform will be used by the project team members to collect and exchange all project-related documents in a single location, which can be reached by the consortium members.
- Section 4 discusses the project's dissemination and communication procedures.
- Section 5 discusses the project meeting procedures and deadlines for the various consortium bodies.

2. Deliverables Oversight and Administration

2.1 Document version control

All project documents, including the deliverables, will follow the following version control rules:

- v0.1-v0.xx: Draft versions of the document. Not complete.
- v1.0: First complete version of the document.
- v1.1-v1.xx: Revised version of the document. Changes in each version are summarized in a table at the beginning of the document.
- v2.0: Final version, approved by the Coordinator and, if necessary, steering committee. If this refers to a deliverable, this is also the version to be submitted to the funding authority.
- v2.1-v2.xx: Revised version, after external (to the consortium) comments/input. If this refers to a deliverable, these versions refer to deliverables updated after comments received by the project officer or the reviewers.

These version control rules shall be reflected in the document title as well as the Document Control section of each document.

2.2 Checklist for internal peer-review

The following checklist will be used internally to track the status of all formal project deliverables.

<i>Uploaded internally to shared drive for partner reviewing</i>	<input checked="" type="checkbox"/>
<i>Comments and input by all partners addressed/incorporated</i>	<input checked="" type="checkbox"/>
<i>Approved by WP Leader</i>	<input checked="" type="checkbox"/>
<i>Approved by Project Manager</i>	<input checked="" type="checkbox"/>
<i>Approved by Coordinator</i>	<input checked="" type="checkbox"/>
<i>Approved by Steering Committee (optional)</i>	<input checked="" type="checkbox"/>

2.3 Internal deadlines and procedures

- At least ten (10) days prior to the deliverable submission deadline (based on the contract), the first complete version of the deliverable (v1.0) should be made available for review by the team members. This document should be uploaded to the project management platform and notifications should be sent to all team members.

- The researcher responsible for the specific deliverable will incorporate the changes suggested and prepare the revised version. Five (5) days will be allowed for review and changes incorporation.
- All team members are allowed to provide comments and input to all deliverables. The *track changes* function should be activated, in order to easily spot the changes in the document.
- Once the deliverable has been revised, it will be passed to the Coordinator for approval. Once the Coordinator approves the deliverable, this will be archived by the Coordinator for submission to the RIF with appropriate report (interim or final).

2.4 Deliverable template

All deliverables will abide by the template used for D1.1. Representative screenshots showcasing the overall structure, format, and styling of different pages are presented below.

Green-HIT

CODEVELOP-ICT-HEALTH/0322/0135

RESTART 2016 – 2020

Pillar	I. Smart Growth
Programme	CO-DEVELOP
Project Acronym	Green-HIT
RIF Project Number	CODEVELOP-ICT-HEALTH/0322/0135
Proposal Title	A Green - Holistic IoT platform for Forest Management and Monitoring
Project Coordinator	Frederick Research Center (FRC)
Work Package Number	WPX
Work Package Title	WP NAME
Deliverable Number	DX
Deliverable Title	DELIVERABLE NAME

Dissemination level

PU	Public
CO	Confidential, only for members of the consortium (including RIF)

Funded by the European Union
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Cyprus tomorrow
RECOVERY AND RESILIENCE PLAN

WPX, DX-X, v2.0
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Green-HIT

CODEVELOP-ICT-HEALTH/0322/0135

AUTHORS

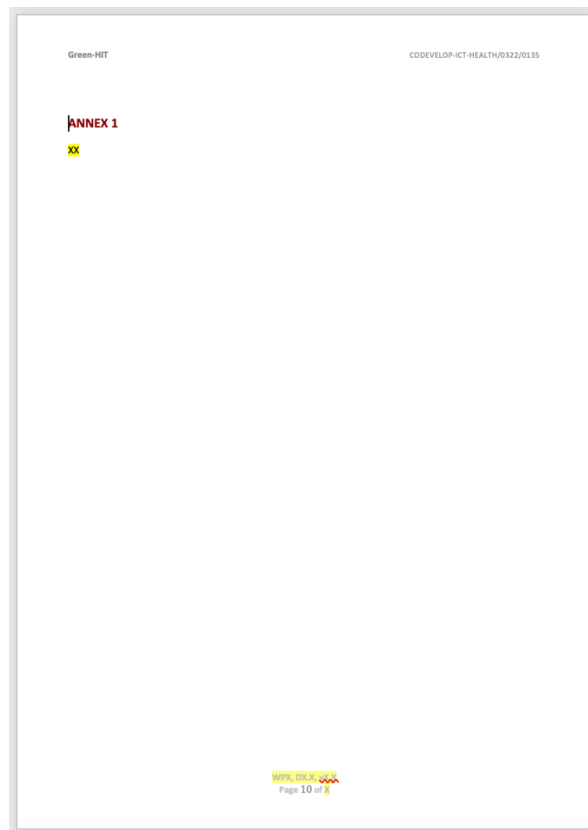
Author	Institution	Contact (e-mail, phone)
XX	XX	XX

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Document version	Date	Change
v0.1	XX	Draft
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WPX, DX-X, v2.0
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<div><div>Green-HIT</div><div>CODEVELOP-ICT-HEALTH/0322/0135</div><div>2. Section Title</div><div>2.1 Subsection 1</div><div>XX</div><div>2.2 Subsection 2</div><div>XX</div><div>EXAMPLE FIGURE</div><div>Figure X: Figure Description Here.</div><div>WP1, D1.1, v2.0</div><div>Page 6 of 15</div></div>	<div><div>Green-HIT</div><div>CODEVELOP-ICT-HEALTH/0322/0135</div><div>5. Conclusions</div><div>XX</div><div>WP1, D1.1, v2.0</div><div>Page 10 of 15</div></div>



The template is provided in the .docx Microsoft Word format. Team members can use any compatible software tool, but they should return the document to the WP Leader, Project Manager, and Coordinator in the same format.

It is highly advisable, however, that reviews and revisions are not done in tools that will convert formatting into other standards, destroy cross-reference links, or alter the formatting and document structure.

The deliverables template can optionally be used for internal documents, such as:

- Task reporting: Updates to the WP Leader, etc.
- Internal technical reporting such as an “updated technical specification document”, etc.

3. Project Management and Communication Platform

The project partners will use **Google Drive** and **Microsoft Teams** as the project management and communication platforms, respectively. Files will also be exchanged through this platform, unless confidential. CyRIC provides access to all team members to the project management platform. Each partner is responsible for providing access to the platform to other members of their team.

3.1 WPs and Tasks

All WPs and Tasks are listed in a shared spreadsheet for effective project management. The spreadsheet includes the start and end date of each WP and Task, the active period, the active month, and the corresponding deadlines of each deliverable.

3.2 Files

All project-related files are gathered in a dedicated shared drive as shown in Figure 1. All Green-HIT partners can upload and search for specific files and folders.

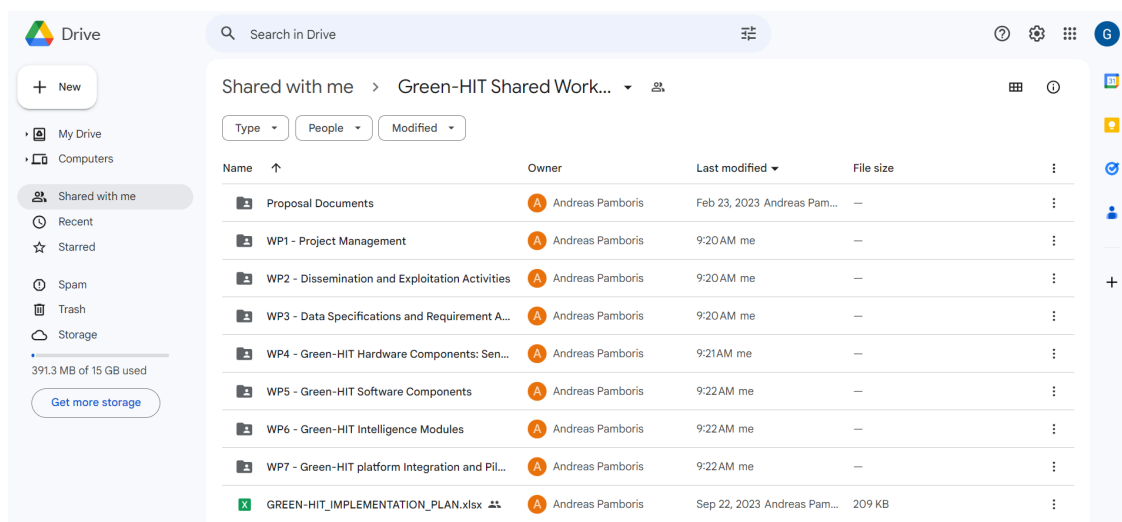


Figure 1: Green-HIT files in Google Drive.

3.3 Online Communication

Communication between team members is carried out through the Chat section in Microsoft Teams platform (Figure 2) having a chat or video call privately one-on-one or with a group. Additionally, the team can use conventional email communication for group and/or private discussions.

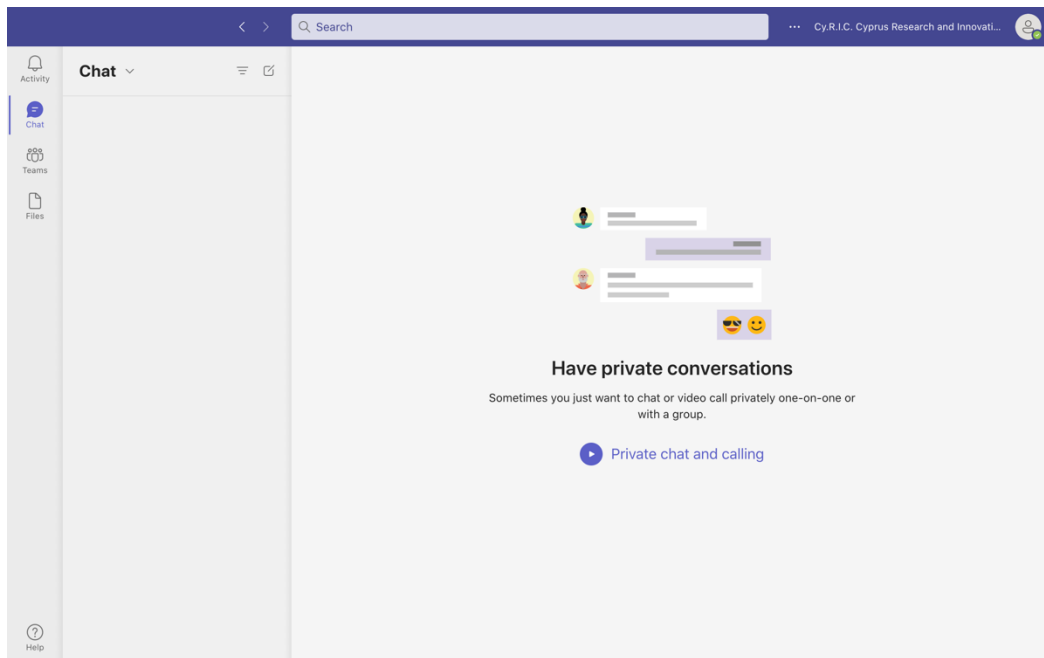


Figure 2: Members communication through Teams chat platform.

4. Dissemination Procedures

4.1 Contractual obligations

There are specific regulations that govern the project dissemination and communication activities and can be found in the Consortium Agreement. Summarising the main regulations:

- All exploitation and dissemination activities regarding new knowledge resulting from projects partially or fully funded through RESTART 2016-2020 Programmes, must acknowledge the RIF's financial support with the use of logos and/or appropriate reference.
- Partners are required to comply with the provisions of the "Guide for Information and Communication Activities for projects co-funded by the European Structural and Investment Funds for the programming period 2014-2020", which is in force.

4.2 Overview of procedures

The following procedures should be followed for all project publications:

- Prior notice of any planned publication shall be given to the other Parties at least thirty (30) calendar days before the publication. The partner intending to perform any dissemination action completes a "Dissemination Request" form (to be prepared by the Dissemination and Exploitation Team (DET)) and sends it to the DET.
- The DET circulates the form to the Project Manager, Coordinator and the members of the Steering Committee asking for approval/comments. Any objection to the planned publication shall be made in accordance with the Consortium Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination within twenty (20) calendar days after receipt of the notice.
- If no objection is made within the time limit stated above, the publication is permitted.
- If an objection has been raised by any of the partners, the involved Parties shall discuss how to overcome any justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication). The objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.
- The objecting Party can request a publication delay of not more than ninety (90) calendar days from the time it raises such an objection. After ninety (90) calendar days, the publication is permitted, provided that Confidential Information of the objecting Party has been removed from the Publication, as indicated by the objecting Party.

4.3 Presentation template

A generic presentation template has been prepared by CyRIC and has been made available to the consortium. The partners are encouraged to use this for project-related presentations. This is clearly optional and not obligatory, although the consortium members are expected to uphold high standards and compliance to related rules if they choose not to.

Representative screenshots showcasing the overall structure, format, and styling of the template are presented below.



5. Project Meetings

5.1 Project meetings

In this section, we present information regarding the project meetings' organisation, including drafting of the agenda and preparation of the meeting minutes. The Coordinator shall convene meetings of the project participants.

	PSC regular meeting	Ad-hoc meeting
Project Meetings	At least every 6 months	At any time upon written request by any participant.

The Coordinator shall give notice in writing of a meeting to each participants of the project as soon as possible and no later than the minimum number of days preceding the meeting as indicated below. Key personnel should be presented at all project meetings. The Coordinator shall timely prepare and send a written agenda. During a meeting, the participants can unanimously agree to add a new item to the original agenda.

5.2 Technical meetings

Technical meetings, in person or by teleconference (or similar means), can be arranged at any time by any partner. Invitations should be sent to all interested parties as soon as possible, to decide on the meeting date and venue. Important technical decisions taken within such meetings, shall also be approved by the WP Leader, Project Manager, and Steering Committee.

To keep everyone informed and make sure that all partners' developments are aligned with the rest of the consortium developments and expectations, a regular teleconference will be setup by the coordinator. All active task participants will be invited to participate.

6. Conclusions

This deliverable described the project procedures and indicators that have been defined to ensure a smooth project completion by all consortium members. Specifically, it described the handling of deliverable submissions, the way that project communications will take place, and the project meetings' organisation procedures.