

 The LAB4SUPPLY project has received funding from the European Union's PRIMA Horizon 2020 research and innovation programme.



## D8.1

# Project Quality Plan



LAB4SUPPLY project is part of the PRIMA programme supported by the European Union's Horizon 2020 research and innovation programme.



|                           |  |
|---------------------------|--|
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|   |
|---|
| <b>Abstract</b>   |
| This Project Quality Plan shows how quality aspects are taken into account in a variety of processes and activities within the LAB4SUPPLY project. The interrelated quality processes – planning, assurance and control – were established. |
| <b>Keywords</b>   |
| quality planning, quality assurance, quality control, visual identity, project procedures.  |

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## Executive Summary

This Project Quality Plan shows how quality aspects are taken into account in a variety of processes and activities within the LAB4SUPPLY project. The interrelated quality processes – planning, assurance and control – have an impact on the project work from its start to its end.

- Quality Planning refers to quality strategies like meeting, deliverable or publication procedures, the definition of responsibilities as well as the creation of a project visual identity including a project logo, project-like designed templates, etc., to communicate adequately internally and externally the project. Several quality tools including instructions referred to the organisation of the meetings, elaboration of deliverables and the publication process of scientific papers, are established and explained in this document.
- Quality Assurance involves the establishment of Interim Management Reports, as well as the distribution of clear responsibilities and regular, clearly guided virtual/telephone exchanges and conferences. A well-defined internal review process further supports the Quality Assurance of deliverables.
- Quality Control focuses on feedback through internal processes (internal review process). It further monitors how feedback is implemented and assures the project outcomes through proactive risk management.

The plan is effective throughout the lifetime of the project and will be updated and reviewed whenever necessary. Responsibilities for quality planning, assurance and control are shared between all partners, which allow various views on quality issues to reach the optimal outcome.



# Chapter 1. Introduction

The **Project Quality Plan** is an essential part of the LAB4SUPPLY project management. Its purpose is to describe how quality will be managed throughout the project lifecycle. Quality must always be planned in a project to control the quality of the project outputs and that the main goals are reached. Furthermore, it must prevent unnecessary rework, ensuring effective use of resources (time and funds). Quality should also be considered from both an outcome and process perspective. The processes and activities that produce deliverables need to fulfil certain quality levels to reach the expected high-quality outcome.

To address all quality requirements and quality assurance mechanisms in the LAB4SUPPLY project, the present 'Project Quality Plan' has been developed by the project consortium. This plan acts as the quality guide for the project and all partners will adhere to it. A project Quality Plan should not be standardised as each project differs one from other and each one has its characteristics in terms of partners, WPs, etc., Therefore LAB4SUPPLY requires a tailor-made quality plan, with clear and specific responsibilities distribution. This and how to get on board with the LAB4SUPPLY project is described in Chapter 2. The overall **Quality Management Strategy** of LAB4SUPPLY, which is addressed in Chapter 3, is divided into three key activities:

## 1. Quality Planning

Quality Planning comprises quality procedures relevant to the project for both project deliverables and project processes. It defines who is responsible for what and which documents comply with PRIMA Programme guidelines. A project visual identity represents the project internally, in partners' organisations as well as externally. To communicate adequately within the project also to project external persons, several tools are established and introduced in this chapter. Clearly defined project strategies in terms of procedures for deliverable naming, meetings, scientific publications or the procedure of internal deliverable review, etc., give security to the project partners, as they have clear guidance on how to deal with upcoming issues.

## 2. Quality Assurance

Quality Assurance creates and monitors project processes, which need to be performed effectively to reach the targeted outcome. This involves the establishment of Interim Management Reports, clear responsibilities and regular, clearly guided virtual exchanges and conferences and also face-to-face meetings. These activities within LAB4SUPPLY are summarized in section 3.2.



### **3. Quality Control**

Quality Control will be actively performed by all partners, e.g. by acting as internal reviewers of deliverables. A clear internal review process has been defined to operate before Deliverable Submission and to provide feedback to the deliverable responsible. Proactive risk management has already been mentioned within the Description of the Action (DoA). Risk management has been established as planned to guarantee the project quality and avoid delays or failures. This is described in section 3.3.

The goal of the following chapters is to give an overall explanation of how high standard quality can be assured.



## Chapter 2. Getting on Board

This chapter gives an introduction to the LAB4SUPPLY project's main elements in terms of participants, WPs and responsibilities.

### 2.1 Project Structure

LAB4SUPPLY is a research project with 8 Work Packages (WPs) and 9 partners, coordinated by CREDA. CREDA, supported by an external technical body (Artica+i), will act as the technical leader and will be the main responsible for the innovation management.

- 1) Center for Agro-Food Economics and Development - **CREDA** (Spain)
- 2) Mouloud Mammeri University in Tizi Ouzou - **UMMTO** (Algeria)
- 3) National Agronomic School at El Harrach - **ENSA** (Algeria)
- 4) Smartec Systems - **SMARTEC** (Egypt)
- 5) Agricultural University of Athens - **AUA** (Greece)
- 6) HORTA S.R.L. - **HORTA** (Italy)
- 7) National Institute for Agronomic Research at Morocco **INRA-MOROCCO** (Morocco)
- 8) Sultan Moulay Slimane University - **USMS** (Morocco)
- 9) International Center for Advanced Mediterranean Agronomic Studies - Mediterranean Agronomic Institute of Montpellier **CIHEAM-IAMM** (France)

The interaction, responsibilities and decision-making is split between the established project bodies: The **Project Coordination Board (PCB)** and the **Steering Committee (SC)**. The governing culture of the LAB4SUPPLY project is based on democracy, co-determination and clear leadership. The defined LAB4SUPPLY project bodies, the decision-making process as well as the responsibilities were bindingly described in the Consortium Agreement (CA).

The **Project Coordination Board (PCB)** is the assembly of all partners. It was established within the proposal and therefore included in the Consortium Agreement (see CA Article IV):

*The Project Coordination Board (PCB) will encompass one representative of each partner and will organise online or face-to-face meeting (depending on the context and partners' availability) at least every 12 months and whenever needed to solve a conflict. The PCB will support CREDA to the following tasks: For the*



*scientific tasks: Decision-making resolution, efficiently problem solving, ensuring a smooth running of the work plan. Collection of periodic reports, deliverables and milestones, evaluation of activities progress and compliance. Analysis of potential deviations, correction and contingency measures. For the administrative, legal and financial tasks: Dialogue/interface/overall communication with PRIMA Secretariat and Consortium representation. Organization of project meetings and coordination on the communication and dissemination activity. Overall legal and financial support according to the PRIMA rules and partners' National financial regulation. Managing administrative issues with the consortium and with individual partners. Drafting, management and updating of the Consortium Agreement. IPR management: updating of the IPR management plan, and coordination in the exploitation plan. Assess and coordinate on the ethics requirement for the action. The decision-making process, voting rules, quorum, and other operational procedures will be determined at the first meeting of the Project Coordination Board.*

The **Steering Committee** (SC) involving mainly the Project Coordinator and the WP Leaders, will be responsible for the scientific, technical and technological implementation and follow-up of the project, including the control of the achievement of scientific objectives and milestones, the assessment of any scientific deviations, and the application of corrective measures. The SC will organize online meetings whenever needed to solve a conflict and minimum every 6 months.

The following representatives have been defined to present their organization within the LAB4SUPPLY **Project Coordination Board**:

- 1) Zein Kallas: Center for Agro-Food Economics and Development - **CREDA** (Spain)
- 2) Dejamel Djenane: Mouloud Mammeri University in Tizi Ouzou - **UMMTO** (Algeria)
- 3) Ahcène Kaci: National Agronomic School at El Harrach - **ENSA** (Algeria)
- 4) Ahmed Khattab: Smartec Systems - **SMARTEC** (Egypt)
- 5) Andreas Drichoutis: Agricultural University of Athens - **AUA** (Greece)
- 6) Valentina Manstretta: HORTA S.R.L. - **HORTA** (Italy)
- 7) Younes Noutfia: National Institute for Agronomic Research at Morocco **INRA-MOROCCO** (Morocco)
- 8) Hassan Ouabouch: Sultan Moulay Slimane University - **USMS** (Morocco)
- 9) Philippe Le Grusse: International Center for Advance Mediterranean Agronomic Studies -Mediterranean Agronomic Institute of Montpellier **CIHEAM-IAMM** (France).



The Steering Committee will have the following tasks:

- Monitoring the technical state of the project and provide scientific updates to the partners whenever necessary.
- Be the contact body to all partners regarding issues with their specific tasks.
- Control the follow-up of project deliverables and milestones, and remind partners on their compliances.
- Collect relevant data from the partners for its evaluation.
- Report any relevant issues to the Coordinator.
- Design the strategy for conducting the project and assessing the progress of the project.
- Corrective actions and preparation of amendments to the work plan if needed.
- Monitor and communicate any change and modification to the Grant Agreement and the National Grant Agreements suggested by National Agencies and/or PRIMA Secretariat, and all budget-related aspects.
- Propose the acceptance of new parties, as well as the eventual exclusion of parties. Propose amendments of the Consortium Agreement and resolve conflicts between beneficiaries, when required and to develop and implement methodologies of control, quality, and compliance with the ethical and gender aspects.

The Steering Committee will be led by CREDA and will gather WP leaders. If necessary, other tasks leaders will be invited. The following representatives have been defined to present their organization within the LAB4SUPPLY Steering Committee according to the following WP and tasks:

- 1) WP3 & WP8 leaders: Zein Kallas: Center for Agro-Food Economics and Development - **CREDA** (Spain)
- 2) WP7 leader: Dejamel Djenane: Mouloud Mammeri University in Tizi Ouzou - **UMMTO** (Algeria)
- 3) WP1 leader: Ahcène Kaci: National Agronomic School at El Harrach - **ENSA** (Algeria)
- 4) WP6 leader: Ahmed Khattab: Smartec Systems - **SMARTEC** (Egypt)
- 5) WP4 leader: Andreas Drichoutis: Agricultural University of Athens - **AUA** (Greece)
- 6) WP5 leader: Valentina Manstretta: HORTA S.R.L. - **HORTA** (Italy)
- 7) Participant in the WPs of LAB4SUPPLY: Younes Noutfia: National Institute for Agronomic Research at Morocco **INRA-MOROCCO** (Morocco)



- 8) WP2: Hassan Ouabouch: Sultan Moulay Slimane University - **USMS** (Morocco)
- 9) Participant in WPs of LAB4SUPPLY: Philippe Le Grusse: International Center for Advanced Mediterranean Agronomic Studies - Mediterranean Agronomic Institute of Montpellier **CIHEAM-IAMM** (France)

## 2.2 Contact details and mailing list

All contact details will be added to the LAB4SUPPLY contact list and any new participant will be added to the mailing list, as it is the central tool for the project internal communication.

**Table 1** - LAB4SUPPLY Mailing List. *The following e mail list is confidential as it includes personal emails. Should not be disseminated without the specific approval of participants.*

| Email   | Name Surname            | Affiliation  |
|---|-------------------------|--------------|
| <a href="mailto:Zein.kallas@upc.edu">Zein.kallas@upc.edu</a>  | Zein Kallas             | CREDA        |
| <a href="mailto:adria.menendez@upc.edu">adria.menendez@upc.edu</a>  | Adrià Menéndez i Molist | CREDA        |
| <a href="mailto:djenane6@yahoo.es">djenane6@yahoo.es</a>  | Dejamel Djenane         | UMMTO        |
| <a href="mailto:a.kaci@ensa.dz">a.kaci@ensa.dz</a> / <a href="mailto:ahcne.kaci@yahoo.fr">ahcne.kaci@yahoo.fr</a>                 | Ahcène KACI             | ENSA         |
| <a href="mailto:a.lehad@hotmail.fr">a.lehad@hotmail.fr</a> <a href="mailto:areski.lehad@edu.ensa.dz">areski.lehad@edu.ensa.dz</a> | Lehan Areski            | ENSA         |
| <a href="mailto:mkhairi@smartec-group.com">mkhairi@smartec-group.com</a>  | Mohamed Khairy          | SMARTEC      |
| <a href="mailto:akhattab@cws-cufe.org">akhattab@cws-cufe.org</a>  | Ahmed Khattab           | SMARTEC      |
| <a href="mailto:adrihout@gmail.com">adrihout@gmail.com</a>  | Andreas Drichoutis      | AUA          |
| <a href="mailto:k.chatzimichael@aua.gr">k.chatzimichael@aua.gr</a>  | K. Chatzimichael        | AUA          |
| <a href="mailto:avas@outlook.com.gr">avas@outlook.com.gr</a>  | A. Vassilopoulos        | AUA          |
| <a href="mailto:v.manstretta@horta-srl.com">v.manstretta@horta-srl.com</a>  | Valentina Manstretta    | HORTA        |
| <a href="mailto:vittorio.rossi@unicatt.it">vittorio.rossi@unicatt.it</a>  | Vittorio Rossi          | HORTA        |
| <a href="mailto:t.bettati@horta-srl.com">t.bettati@horta-srl.com</a>  | Tiziano Bettati         | HORTA        |
| <a href="mailto:noutfiaa@yahoo.fr">noutfiaa@yahoo.fr</a>  | Younes Noutfia          | INRA-MOROCCO |
| <a href="mailto:ka.elfazazi@gmail.com">ka.elfazazi@gmail.com</a>  | Kaoutar Elfazazi        | INRA-MOROCCO |
| <a href="mailto:h.ouabouch@gmail.com">h.ouabouch@gmail.com</a>  | Hassan Ouabouch         | USMS         |
| <a href="mailto:legrusse@iamm.fr">legrusse@iamm.fr</a>  | Philippe Le Grusse      | CIHEAM-IAMM  |
| <a href="mailto:mghirbi@iamm.fr">mghirbi@iamm.fr</a>  | Oussama Mghirbi         | CIHEAM-IAMM  |
| <a href="mailto:puidemorales@iamm.fr">puidemorales@iamm.fr</a>  | Maite Puig de Morales   | CIHEAM-IAMM  |
| <a href="mailto:stevi.tsigou@gmail.com">stevi.tsigou@gmail.com</a>  | Stevi Tsigkou           | AUA          |
| <a href="mailto:tsanchez@artical.es">tsanchez@artical.es</a>  | Teresa Sánchez Segura   | Artica+i     |

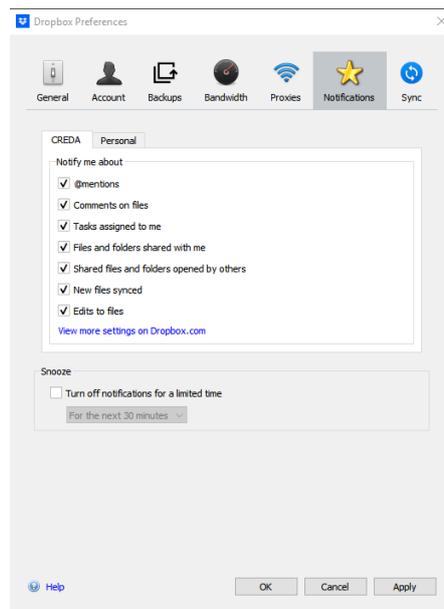


Further details are described in Deliverable D7.1: Communications and Dissemination general guidelines, visual identity, internal communication manual [USMS, M3]. Once being familiar with the project structure, partners will find the most relevant documents like the Description of Action (DoA) and the Consortium Agreement (CA) in our working directory in our on-line shared folder (i.e. DropBox).

**Table 2 – Consortium Communication**

| From               | To                 | content   | means                         | periodicity          |
|--------------------|--------------------|---|-------------------------------|----------------------|
| Coordinator        | Partners           | Information exchanged with the PRIMA SECRETARIAT                                    | e-mail                        | Whenever received it |
| Coordinator        | Partners           | Reports, working documents, relevant communications                                 | Website                       | Continuously         |
| Participant        | WP Leaders         | Information about results and progress of tasks                                     | e-mail; phone                 | When requested       |
| WP Leader          | Participants       | Review of activities and progress towards achievement                               | Face-to-face; Conference call | When needed          |
| WP Leader          | Steering Committee | Detailed progress of WP, successes, and shortcomings                                | Conference call               | Project meetings     |
| Steering Committee | Partners           | Results obtained in the different WPs, next steps to follow and additional requests | Face-to-face                  | Project meetings     |
| Partners           | Coordinator        | Any concern or problem at both scientific or financial                              | e-mail; phone                 | When needed          |

All partners will maintain continuous communication within the Consortium and with project coordinator throughout the whole project lifespan. Partners should activate from the “preference” Menu of the Drobox the “notifications” option as shown in Figure 1 in order to receive notifications of changes in the shared folders.



**Figure 1 – Notification activation of the Dropbox common folder**



## Chapter 3. Quality Management Strategy

**Quality is the degree to which the project results fulfil the project's requirements.**

In order to fulfil and exceed the project requirements, a Quality Management Strategy has been defined within the LAB4SUPPLY project through three key processes, namely Quality Planning, Quality Assurance and Quality Control. These three processes are connected and interact in order to guarantee efficient and high-quality work.

### 3.1 Quality Planning

Quality management planning determines the relevant quality procedures for both project deliverables and project processes, defines who is responsible for what and documents compliance with project guidelines.

#### 3.1.1 Visual identity

The creation of a project visual identity plays a significant role in the way the LAB4SUPPLY project presents itself to both internal and external stakeholders. A corporate visual identity expresses the values and ambitions of our project and its characteristics. Our corporate visual identity provides the project with visibility and "recognisability". It is important that people know that the project exists and remember its name and "core business" at the right time. The following briefly list the actions that were taken in order to create a visual identity of the project. A detailed presentation of the materials and activities can be found in D7.1: Communications and Dissemination general guidelines, visual identity, internal communication manual and D7.2: Communications and Dissemination Plan, including Calendar, Newsletter, Monitoring Tool. etc.

#### 3.1.2 Project strategies

Internal project guidelines are established to organize internal and external processes in terms of meetings, deliverables (PCB and SC) and publications, to ensure quality.



### 3.1.3 Meetings

Within LAB4SUPPLY, a preference will be done for holding project on-site meetings at (any) partner's premises (or online) and if that is not possible, the host can also arrange/ask for a conference room outside (i.e. in a hotel, within a collaborator premises, etc.).

The following bullet points should be helpful for **hosting upcoming meetings/workshops: Meeting Room(s)**:

- On the first day we would need one large room for approx. 15-20 people (if every partner shows up with 2-3 attendants; a participant list will be created and further details will be provided).
- For the second day parallel sessions might be suitable. To plan such sessions, one-two rooms (for approx. 10 persons each) would be required. (It will be discussed in advanced how many break-out sessions will be necessary for the dedicated meeting.)
- Are there any costs for the conference room/ day/ person (coffee break, lunch)?
- Are there any other expenses?

#### **Infrastructure/Equipment:**

- Free Wi-Fi or any type of Internet connection
- Projector in each room
- Flip charts and pens
- Power plugs for all participants
- Optional: Microphone/Speaker for large rooms

According to our Consortium Agreement (CA), the chairperson of a Consortium Body shall give written notice of a meeting to each member of that Consortium Body as soon as possible and no later than the minimum number of days stated in the CA (e.g. 30 calendar days for an ordinary Project Coordination Board meeting and 14 calendar days for an ordinary Steering Committee). The chairperson also shall prepare and send the agenda to the members well in advance.

The chairperson of the meeting and/or online conference is also responsible that meeting minutes are produced and circulated to the members. These meeting minutes shall be considered as accepted if, within 15 calendar days from receipt, no member has sent an objection to the chairperson. Afterwards the accepted minutes shall be send to all members (they are stored on the shared on-line folder).



### 3.1.4 Deliverables

Deliverables will be upload to the “Deliverables Folder” of the corresponding Work Package on the Shared on-line Folder. Deliverables will be harmonised using the following file naming:

*[Dx.x]\_[Short name]\_[Level of Dissemination]\_LAB4SUPPLY\_[Due-Month]*

The Nature of the Deliverables can be:

- “R” (Document, report)
- “DEM” (Demonstrator, pilot, prototype)
- “DEC” (Websites, patent filings, videos, etc.)

Deliverables marked with nature “DEM” will be accompanied by a small written report outlining its structure and purpose in order to justify the achievement of the deliverable.

Deliverables marked with nature “DEC” will be accompanied by a small written report outlining its structure and purpose in order to justify the achievement of the deliverable.

- “OTHER”(Other)

Deliverables marked with nature “OTHER” will be accompanied by a small written report outlining its structure and purpose in order to justify the achievement of the deliverable.

As deliverables are the most important outcome of the project, excellent quality needs to be ensured. Therefore, an internal review process has been defined. Additionally, a more detailed description concerning document management and the projects’ collaborative tools can be found in Deliverable D7.2: Communications and Dissemination Plan, including Calendar, Newsletter, Monitoring Tool.

Furthermore, the LAB4SUPPLY Coordinator should upload the final version of the deliverable to the Monitoring, Evaluation and Learning tools (MEL, [mel.cgiar.org/user/login](http://mel.cgiar.org/user/login)) of the PRIMA Secretariat.

The Level of Dissemination of the Deliverables can be:

- PU = Public, fully open, e.g. web.
- CO = Confidential, restricted under conditions set out in Model Grant Agreement.
- CI = Classified, information as referred to in Commission Decision 2001/844/EC.



## MEL reporting process

MEL is the online platform for planning, management, monitoring, and reporting of PRIMA projects, and where LAB4SUPPLY data will be configured and reported (including work packages, deliverables, and milestones). MEL platform comprises the following sections:

- **Edit and Manage:** Project Planning will submit the project planning data –which will be validated by the Project Officer.
- **Budget:** project partners will fill their respective budget tables. The Project Coordinator will approve and submit them for the PRIMA Financial Officers' review. Mid-Term and Final Budget Reports will follow the same submission procedure.
- **Reporting:** to be filled and submitted by the Project Coordinator.

Manage section contains the Work Packages information, where “Deliverables” button is found. The Deliverables can be uploaded as “completed” or “uncompleted”. Once the “completed” option is marked, the PRIMA Officer will review the report to approve or reject it. Then, the Project Coordinator will be able to make changes and upload a new report.

### 3.1.5 Requirements for publishing scientific papers

Prior notice of any planned publication shall be given by the author to the other partners concerned **at least 30 days** before the submission in accordance with the CA (Article VIII). A Partner shall provide the other Partner(s) with a 30-day prior notice of any planned publication on its Knowledge and, if requested, with copy of relevant publication data. Adequate publication references shall be given in the publication.

Unless it has granted prior written publication approval, the other Partner(s) may object to the publication within 15 calendar days from receipt of the data, if it considers and can reasonably show that the protection of its own Knowledge could thereby be adversely affected. The objection should include reasonable proof that the Partner's interests in relation to its Results or Pre-existing know-how could suffer disproportionately great harm and a precise request for necessary modifications. However, if no justified objection is made within the time limit stated above, it will be understood that the publication is allowed. Partners may agree in writing on different time limits from those set out above. In case of objection, the Partners should make their best endeavours to discuss how to overcome the matters raised in the objection on a timely basis.

If a dispute regarding a dissemination activity cannot be settled amicably within days following the first submission of the proposed dissemination activity, the Steering Committee shall decide how to resolve the conflict.



Furthermore, the paper/article, or the link to it will be published on our **official LAB4SUPPLY project website**. The coordinator (CREDA) should be informed as soon as a link or document in any format (e.g. pdf format) is available. The SC will then be informed about the scientific publication via the project website.

In addition, to provide open access to scientific publications, these papers will be uploaded on partners' usual repositories. All publications or any other dissemination relating to foreground that was generated with the assistance of financial support from PRIMA Programme shall include the following statement, regardless specific national requirements:

*This project has received funding from PRIMA Horizon 2020 research and innovation programme.*

#### **Authorship "Rules of Thumb"**

A person should be author and the person may veto a publication if

- The person has contributed significant portions of the text, and/or
- The person has contributed at least one significant idea, and/or
- The paper describes an implementation that has been performed by the person. All other contributors should be mentioned broadly in the acknowledgements.

As prior notice needs to be given 30 days before the submission, all partners have sufficient time to review the planned publication. This additional review process further contributes to high quality publications.

## **3.2 Quality Assurance**

The project coordinator has overall responsibility for the quality assurance (QA) – i.e. the application of QA standards and timeliness - of the deliverables submitted as well as those for public dissemination, supported by the WP leaders. In addition, to create internal project quality procedures, consortium meetings will provide information of quality control from partners in terms of: 1) providing inputs and outputs on specific activities; 2) validating the overall assessment of project activities; 3) providing feedback on the representativeness of findings and results; 4) ensuring that project outputs answer effectively to project requirements.

**The focus of quality assurance is on the creation and monitoring of processes.** Quality assurance elaborates, implements and monitors project processes, which need to be performed effectively to reach the targeted outcome. This involves the establishment of Interim Management Reports, clear responsibilities and regular, clearly guided online conferences and face-to-face meetings.



### 3.2.1 Internal Periodic Report (IPR)

The objective of the project “Internal Periodic Report” (IPR) is to request partners to provide information regarding their ongoing and planned work as well as information on the use of resources. The IPR is planned as an internal brief report on a **6-month-term basis**. It is an efficient tool to provide to the coordinator an accurate understanding of the status and progress of the work and to detect any possible delays or deviations well in advance. Furthermore, the cumulative reports serve as a helpful basis for the creation of the periodic reports (Mid-term and Final Term Reports according to each National Agency requirement). The IPR should give the coordinator and all partners the position to share information about ongoing work of the overall project, to be up to date and always able to provide a profound answer. The following sections explain the structure and the targets of the IPR.

The First section of the IPR gives a short introduction to the partners on the progress: “Explanation of the work carried out by the beneficiaries and overview of the progress including deviations” asks for partner’s information regarding the work performed within the respective semester. This helps the coordinator to monitor activities and progress made. It further requests the WP leader for the achievements and results per WP, in order to have a clear view on the results and how they will impact the ongoing work. It is also of high importance to add a section which gives the partners the opportunity to describe Deviations, Risks and corrections. This section gives ideas of any issue that partners have to cope with and that may be related to other concerns.

| INTERNAL PERIODIC REPORT TEMPLATE   |                |
|---|----------------|
| How are you progressing with your work? (Please provide a short overall impression of the progress of your work).   |                |
| Please outline the contribution you MADE to WP and <u>MAIN RESULTS ACHIEVED</u> so far from the BEGINNING of the project to the END OF THE PERIOD covered |                |
| WP1   | Not applicable |
| WP2   | Not applicable |
| WP3   | Not applicable |
| WP4   | Not applicable |
| WP5   | Not applicable |
| WP6   | Not applicable |
| WP7   | Not applicable |

**Figure 1:** Extract of the first section of the IPR



The second section will focus on the next steps of the following review period and the contribution and task at future short term.

| Please outline the <u>CONTRIBUTION</u> you foresee making over the <u>NEXT MONTHS</u> |                |
|---|----------------|
| WP1   | Not applicable |
| WP2   | Not applicable |
| WP3   | Not applicable |
| WP4   | Not applicable |
| WP5   | Not applicable |
| WP6   | Not applicable |
| WP7   | Not applicable |

**Figure 2:** Extract of the second section of the IPR

The third section will focus on the problems and risks and the corrective actions to be taken in each case as follows:

| Are you encountering or do you anticipate <u>PROBLEMS and RISKS</u> achieving formal results / deliverables / deadlines and which <u>CORRECTIONS ACTIONS</u> you applied if exist? |                |
|--|----------------|
| WP1  | Not applicable |
| WP2  | Not applicable |
| WP3  | Not applicable |
| WP4  | Not applicable |
| WP5  | Not applicable |
| WP6  | Not applicable |
| WP7  | Not applicable |

**Figure 3:** Extract of the third section of the IPR

This well-thought-out IPR concept will support the quality assurance within the LAB4SUPPLY project in order to cope with potential risks, leap chances, and monitor the projects process towards objectives.

### 3.2.2 Responsibilities and Internal Review

Transparency of roles and responsibilities has an important impact on the project success. Uncertainty may affect individual, organisational and consortium performance. Therefore, responsible persons for each organisation and per WP were defined. In a further step, responsibilities for Deliverables were defined. The table below shows an excerpt of the Deliverables of the project. While Deliverable leading organisations were already defined within the DoA.



**Table 2 – Deliverable and Milestones Overview**

| No.  | Name of deliverable  | WP related | Lead Partner | Type  | Due date |           |
|------|--|------------|--------------|-------|----------|-----------|
| D1.1 | Report on the Literature review  | WP1        | CREDA        | R     | PU       | M6        |
| D1.2 | Report on the stakeholder mapping process including the criteria used to define groups   | WP1        | ENSA         | R     | CO       | M12       |
| D1.3 | Comprehensive context analysis for Smallholders in the different case studies  | WP1        | CREDA        | R     | CO       | M12       |
| D1.4 | Report on the price formation strategy in the case studies   | WP1        | ENSA         | R     | CO       | M20       |
| D2.1 | Report on mapping the indicators for the evaluation of the sustainability of the supply chain  | WP2        | CIHEAM-IAMM  | R     | CO       | M9        |
| D2.2 | Report on evaluation and aggregation of the indicators by Delphi panel   | WP2        | USMS         | R     | CO       | M12       |
| D3.1 | Toolbox of methods and recommendations for stakeholder interaction   | WP3        | CIHEAM-IAMM  | R     | CO       | M16       |
| D3.2 | Synthesis on the ASP establishment in the different case of studies. Main findings, key issues, limiting factors and new opportunities identify and created. | WP3        | CREDA        | R     | PU       | M36       |
| D4.1 | Elaboration on the socio-economic evaluation on 4 case study value chains  | WP4        | AUA          | R     | CO       | M18       |
| D4.2 | Report on stakeholder preferences and contextual values elicitation  | WP4        | AUA          | R     | PU       | M25       |
| D4.3 | Report on consumer preferences for products from new value chains  | WP4        | AUA          | R     | PU       | M30       |
| D5.1 | Mock-up of the ICT tool  | WP5        | HORTA        | DEM   | CO       | M12       |
| D5.2 | Report on beta release of the Platform Data Store  | WP5        | SMARTEC      | R     | CO       | M30       |
| D5.3 | Results on DSS ICT tool user's validation  | WP5        | HORTA        | R     | PU       | M36       |
| D6.1 | LAB4SUPPLY IPR Management plan   | WP6        | CREDA        | R     | CO       | M18       |
| D6.2 | Partners Exploitation strategy plan  | WP6        | SMARTEC      | R     | CO       | M36       |
| D7.1 | Communications and Dissemination general guidelines, including visual identity, internal communication manual and PRIMA programme compliances                | WP7        | USMS         | R     | CO       | M3        |
| D7.2 | Communications and Dissemination Plan, including Calendar, Newsletter, Monitoring  | WP7        | CREDA        | DEC   | PU       | M6        |
| D7.3 | Report on Project website, Newsletter, press clipping and Social media impact  | WP7        | USMS         | R     | PU       | M36       |
| D7.4 | Aggregate report on LAB4SUPPLY events and conferences attendance   | WP7        | INRA-Morocco | OTHER | CO       | M36       |
| D7.5 | Policy Strategy Dissemination Actions and Plan   | WP7        | CIHEAM-IAMM  | OTHER | CO       | M36       |
| D8.1 | Quality Plan   | WP8        | CREDA        | R     | PU       | M1        |
| D8.2 | Minutes of the project management boards   | WP8        | CREDA        | R     | CO       | M36       |
| D8.3 | Regular project reporting  | WP8        | CREDA        | R     | CO       | M12,24,36 |
| D8.4 | Data Management Plan   | WP8        | CREDA        | R     | CO       | M1        |



### 3.2.3 Online conferences & Meetings

Communication is certainly one of the most essential foundations of successful project collaborations. Therefore, the LAB4SUPPLY consortium will establish regular online meetings (e.g. SC meetings requesting WP status reports and several WP-internal/cross-WP meetings when needed). Currently, CREDA provides their online system for regular Project Coordination Board (PCB) as well as for WP related meetings. The virtual meetings are planned in parallel to the face-to-face meetings according to the Covid-19 situation and sanitary authorities' recommendations. However, the face-to-face meetings are needed because of the complexity and large number of interaction needed to be developed within this project.

To ensure the project success it is necessary to implement an efficient meeting structure. At the beginning of the LAB4SUPPLY project, the Kick-off meeting took place together with the first Project Coordination Board meeting on 15th of July 2020 online. The different expectations and schedules were discussed in order to make a definitive plan about the further work plan and required actions.

LAB4SUPPLY plans two Steering Committee (SC) meetings per year which will be combined with the Project Coordination Board (PCB) meetings. In addition, there will be some WP-internal/ cross-WP face-to-face or online meetings on request. However, it is expected to organise more online meetings than on-site meetings, among other, due to the still uncertain sanitary situation. At the end of LAB4SUPPLY project there will be a Project Final meeting. It is also expected that LAB4SUPPLY will participate at several workshops and conferences.

## 3.3 Quality Control

**The focus of quality control is on feedback and managing any deviation during project lifespan.** Quality control ensures that feedback is taken into account from internal reports and therefore positively influences the work towards project objectives. Risk Management is an element of quality control as the proactive notice of deviations from the DoA allows the consortium to control the consequences or even transform those consequences to opportunities.



### 3.3.1 Internal Review Process of the Deliverables

To ensure quality of Deliverables, an internal review process is defined. The main goal of this process is to establish internal feedback by partners before submitting any **Deliverable** to the MEL platform. The review process is explained below.

**Step 1 “Review”:** The partner responsible of the deliverable send the draft to CREDA (Project Management) for its review within one week (Review = 7 days). CREDA reads the draft and compares the content against its objective as defined in the work plan. It monitors the structure as well as the compliance with the description in the DoA. The review result is a draft with mark-up as follows:

**Word:** For MS Word, the author protects the draft against uncontrolled changes (always save with “track changes” activated). Typos and small changes are directly entered on the text while using "track changes". Comments are entered into the text as MS Word comments.

**Step 2 “Update”:** After the review, the partner responsible of the deliverable has to make the necessary changes and updates. For the update it is important that in general, comments are not removed. Instead there must be first an exchange between the involved partners to update the Deliverable according to the received comments. Secondly, the author either adds text to comments how they were addressed or adds additional comments on its own. (Update = 7 days).

**Step 3 “Approval”:** Send the final version to CREDA (Project Management) for the final review. During approval, the reviewer removes all comments that were sufficiently addressed. (Approval = 4 days)

**Step 4 “Release”:** If there were final changes necessary, the editor has to update the document and send CREDA the final version for submission. (Release = 3 days) CREDA will then submit the final document to the MEL platform. As a results, deliverable should be send to CREDA 15 days before the due date to be submitted.



### 3.3.2 Risk Management

To guarantee the achievement of the objectives of LAB4SUPPLY it is essential to identify and understand the significant project risks (as it is defined in the DoA).

The continuous risk management process is based on the early identification of, and the fast reaction to, events that can negatively affect the outcome of the project. The frequent meetings of the project bodies therefore serve as the main forum for risk identification. The identified risks are then analysed and graded, based on impact and probability of occurrence.

Critical risks were analysed and graded, based on their probability of occurrence in order to answer the governing question: “How big is the risk and what its impact is?” Knowing how a risk impacts the project is important as several risks of the same type can be an indication of a larger problem.

The risks defined in the DoA, are graded into low/medium/high risk levels with the proposed risk mitigation measures (Table 3.2b).

|  |               |   |
|--|---------------|---|
|  | <b>low</b>    | low probability of occurrence and low impact            |
|  | <b>medium</b> | low/ high probability of occurrence and high/low impact |
|  | <b>high</b>   | high probability of occurrence and high impact          |

The risks will be monitored on a regular basis and an updated risk table will be provided within Periodical Reports. Detailed evaluation will be provided within Deliverable 8.3: Regular project reporting (CREDA). Progress and final reporting, including financial accounts and narrative reporting, periodic ethics management reports and details of possible amendments to the Data, Quality, Risk.” in M12, M24 and M36.

In addition to the above-mentioned tools and procedures, the experience of the Consortium with research and collaborative projects implicates a high level of competence, expert knowledge, skills and qualifications, which further increases the quality of the project work. Furthermore, in addition to these hard skills also soft skills, such as motivation, teamplayer, and interpersonal interaction contribute to high quality project performance.



## Chapter 4. Summary and Conclusion

This Project Quality Plan demonstrates that quality aspects are taken into account in a variety of processes and activities within LAB4SUPPLY. The interrelated quality processes – planning, assurance and control – impact the project work from its start to its end. The project aims at obtaining a high degree of quality where outcomes are achieved in terms of the effectiveness and efficiency of working practices, as well as products and standards of project deliverables and outputs. This plan seeks to establish the procedures and standards to be employed in the project, and to allocate responsibility for ensuring that these procedures and standards are followed.

The project management team (Coordinator and Main Principal Investigator) monitors that the above- described processes are fulfilled. In case of any deviation to the planned work the management team is in charge of taking necessary mitigation measures. The plan is effective throughout the lifetime of the project, and will be open to revision if necessary. As described in section 2.1, responsibilities for quality planning, assurance and control are shared between all partners, which allow various views on quality issues in order to reach the optimal outcome.