



**LIFE17 ENV/GR/000352**

**Deliverable Name: Quality Plan**

**Deadline for the deliverable: 30/09/2018**

(revised January 2020 according to the approved amendment and revised Grant agreement)

**LIFE PROJECT NAME: LIFE CAT4HEAVY**

Data Project

<b>Project location:</b>	Bulgaria, Germany, Greece, Italy, Netherlands, Spain
<b>Project start date:</b>	02/07/2018
<b>Project end date:</b>	01/01/2022
<b>Total budget:</b>	€ 2,774,017
<b>EU contribution:</b>	€ 1,635,662
<b>(%) of eligible costs:</b>	60

Data Beneficiary

<b>Name Beneficiary:</b>	DIMOS GALATSIU (Municipality of Galatsi), short name GALATSI
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## Executive Summary

The deliverable describes the quality procedures of the LIFE CAT4HEAVY project.

The main objective of the document is to define quality control procedures agreed by the beneficiaries. In particular a large part of the document is devoted to clarify the mechanisms for the submission of deliverables, the internal review process, and the format of documents as well as defining the procedure adopted by the coordinating beneficiary for the collection of administrative and accounting documents of associated beneficiaries.

The Quality Plan is intended as a reference material to the project participants and will be kept up-to-date throughout the project lifetime.



## 1 Introduction

### 1.1 Project description

The LIFE CAT4HEAVY project aims to demonstrate the feasibility and performances of an emission control technology that will significantly impact air quality and environment by substantially reducing:

- air pollutant emissions of EU HDV sector: 2% compared to its emissions in 2015,
- the use of the critical raw materials: 0.35% with respect to the total actual EU demand,
- ammonia by 100% compared to the EU actual use in HDVs after-treatment systems,
- waste coming from end of life HDVs by retrofitting CAT4HEAVY on existing HDVs, independently by their Euro class.

### 1.2 Deliverable description and objectives

The objective of the Quality Plan is to explain quality procedures related to the following aspects:

- Quality managers and general rules regarding communication;
- Communication between partners;
- Communication with the monitoring team and Agency/Commission;
- Deliverables preparation and submission;
- Organisation of meetings and conference calls.

## 2 Communication quality procedures

### 2.1 Quality managers

According to the Grant Agreement, Two Quality Managers (QMs) have been assigned: one person from MONOLITHOS and the other from PURITECH:

MONOLITHOS: Katerina Polyzou (Chemical Engineer, MSc);

PURITECH: Michael Bank (PURITECH Quality manager);

They will hold the overall responsibility for quality within the project, provide support to the Project Coordinator (PC) (Mr John Sklirakis, Galatsi) regarding quality assessment and be responsible for the quality of the deliverables and reports, their structure and connection to the main aim of different actions. The QMs are entitled to request additional reports and remedial actions where appropriate.

### 2.2 General rules

According to the Art. II.8.1 of Annex I- General Conditions of the grant agreement, the LIFE Programme logo will be displayed on any communication or publication made by the beneficiaries (jointly or individually) that relates to the project, including at conferences, seminars or in any information or promotional materials (brochures, leaflets, posters, presentations, etc.). and all durable goods.



Figure 1 LIFE Logo

Moreover, the reference to the EU support will be displayed with the indication that the project has received funding from the Union, in compliance with Art. II.8.1 of Annex I- General Conditions of the grant agreement (e.g. “With the contribution of the LIFE Programme of the European Union”). The sentence to be displayed is



*“The LIFE CAT4HEAVY project (Grant Agreement no. LIFE17 ENV/GR/000352) has received funding from the LIFE programme of the European Union.”.*

Finally, according to the Art.II.8.2. of Annex I- General Conditions of the grant agreement:

“Any communication or publication that relates to the project, made by the beneficiaries jointly or individually in any form and using any means, must indicate:

- a) that it reflects only the author’s view; and
- b) that the Agency is not responsible for any use that may be made of the information it contains.”

Disclaimers excluding Agency responsibility will be displayed. The disclaimer will be inserted in all the communication or publication made by the beneficiaries, including the website where the disclaimer that has been inserted is *“This website and any communication or publication reported in it reflects only the author’s view and the Commission is not responsible for any use that may be made of the information it contains.”*

## **2.3 Communication between partners**

### **2.3.1 Project document Repository**

A private area of the LIFE-CAT4HEAVY project website, accessible only by project partners, has been set up for document repository and is accessible at <https://www.lifecat4heavy.eu>. All documents related to the project will be uploaded by all partners: Grant agreement, partnership agreement, presentations from the kick off meeting, deliverables, templates for the timesheets, documents containing financial and administrative guidelines for partners, etc. Galatsi will be responsible for the maintenance of the website.

### **2.3.2 Quality procedures regarding the project supporting documentation**

From the project start all beneficiaries will:

- Indicate project acronym and number on all supporting documents: **LIFE CAT4HEAVY – LIFE17 ENV/GR/000352;**
- Create at the beginning of the project a **Cost account/centre** – a specific project code established in the analytical accounting system to separate the project costs from the other costs;
- Prepare the **financial reporting** – costs reported for each category.

Within 8 months from the project beginning the Associated Beneficiaries will provide to the Coordinating Beneficiary by the project document repository a financial statement (using LIFE rules and the most updated LIFE template for the Standard Statement of Expenditure).

Each associated beneficiary will upload in the project document repository all supporting documentation related to the project every 3 months according to the partnership agreement signed. This documentation includes:

1. For personnel involved in the project:
  - Timesheets - daily records dated and signed by the staff and the supervisor/responsible for the project within the first week of the following month;
  - copies of salary slips;
  - letters of assignment of the staff to the project;
  - employment contracts;
  - proofs of payments of the salaries.



2. For external assistance, durable goods (equipment, prototype), and other costs:
  - copies of invoices;
  - copies of the documents/competitive offers;
  - short description of the adopted selection procedure;
  - copy of the contract;
  - short description of the service/item purchased;
  - explanation if invoice amounts differ from the contractual amount (particularly where the invoiced amount exceeds contracted amounts).
3. For travels and subsistence costs:
  - copies of receipts, tickets, boarding passes, invoices;
  - copies of agenda/programme of the day(s) in case of participation to external events – “report”;
  - letter of authorisation signed by the responsible of the project to participate in a meeting/event;
  - any other internal document explaining the procedure adopted by the beneficiary for the reimbursement of staff travels.
4. the updated financial statement duly filled in with information concerning all the costs sustained.

#### **2.4 Communication with monitoring team and Agency/Commission**

The Project Coordinator and his team will act as the unique point of contact with the European Commission for all matters and effectively put forward project management activities, including interfacing with the Commission, activation of corrective measures towards the goals, if needed, organisation and chairing of meetings, when required, risk monitoring and management.

The Project Coordinator will indicate in all communications sent by email or mail to the monitoring team and/or Agency/Commission, the project acronym and number: LIFE17 ENV/GR/000352.

Each beneficiary has to communicate first with the coordinating beneficiary that will forward the requests/questions to the monitoring team. The monitoring team will evaluate the issue and will instruct the Project coordinator regarding eventual communication to the Agency/Commission to be sent by email or included in the official report.

The coordinating beneficiary will provide each associated beneficiary with copies of technical and financial reports submitted to the Agency/Commission as well as the Agency/Commission’s reactions to these documents. The coordinating beneficiary will regularly (each 3 months and also whenever will be necessary) inform each associated beneficiary about communication with the Agency/Commission concerning the project. The coordinating beneficiary will inform the associated beneficiaries about the required documentation and information to the Agency/Commission whenever possible at least two weeks before and in any case in a timely matter.

##### **2.4.1 Quarter report**

Each associated beneficiary will provide within the 23<sup>rd</sup> day of every 3 months all technical and administrative information regarding the activities performed during the last quarter in order to prepare the **quarter report** that the PC will send to the monitoring team within the end of the month.

##### **2.4.2 Technical and financial reporting**

During the project lifespan the following official reports will be prepared and submitted to the Agency/Commission:



Type of report	Deadline
Progress report	31/12/2019
Midterm report	31/07/2020
Progress report	01/03/2021
Final report	01/04/2022

In order to guarantee uniformity and quality of the report produced, all templates of the official reports as well as the financial statements will be kept updated and available for downloading from the [LIFE programme website](#) under the section Toolkit/Project Management Tools. The coordinating beneficiary will circulate a first draft/template of the report (and will upload it on the project document repository) 3 months before the deadline and beneficiaries will be asked to send their inputs within one month.

Therefore, each associated beneficiary will transmit to the coordinating beneficiary all the technical and financial documentation within 30 days before the deadline for the submission of the Midterm and Final reports and within 20 days before the deadline for the submission of the Progress reports.

The Project Coordinator team will assess the documentation received and will ask for more inputs whenever necessary within 15 days from the deadline. All Associated Beneficiaries who receive a request for further documentations or explanations will answer such request within 1 week before the deadline.

Finally, in order to maintain a continuous control on Project realisation, starting from month 9 the coordinating beneficiary will send a report each 3 months to the Technical project manager and the quality managers with the description of the activities progress. Each associated beneficiary will provide the inputs on the activities performed at least one week before the deadline.

Each associated beneficiary will be available with additional information, should the Agency/Commission so request. In case the required frequency or type of these reports changes, such changes will be communicated and agreed in writing by both the associated and coordinating beneficiaries.

### 3 Project deliverables quality procedures

#### 3.1 Format and contents

For the project documentation including the deliverables, the following tools will be used:

- Word processing: MS Word.
- Spreadsheet: MS Excel.
- Slides presentation: MS PowerPoint.
- All public documents (deliverables, reports, work sheets, etc.) made accessible on the CAT4HEAVY project website: PDF

The name coding for the deliverables is the following: LIFE CAT4HEAVY\_ D Ab.c where:

**D** means deliverable;

**Ab** is an action number according to the Annex II of the grant agreement (GA);

**c** is a deliverable number related to the action.

For example: D E1.2 – is the second deliverable related to the action E1.



The deliverable template is available on the project document repository in the folder LIFE CAT4HEAVY/ACTION/E1, filename “LIFE CAT4HEAVY Deliverable Template.docx”. The cover page of each major document (deliverable, report) shall include the following information:

- Project title, contract number acronym and logo;
- LIFE Programme logo;
- The document title and identification number;
- Deadline for the deliverable
- Project Description

In addition, all major documents (deliverables, report) will include a Document Information including the following information:

- A short English abstract of the document – Executive Summary;
- Table of contents

### **3.2 Deliverable workflow**

To ensure the submission of high-quality deliverables and their delivery according to the contractual deadlines, the project consortium has implemented a Quality Assurance Procedure (QAP), being characterised by the following key elements:

- no grace period for submission of deliverables: due date = submission date;
- definition of a deliverable elaboration team and of the two quality managers;
- timeline for the project elaboration and the peer review in order to respect the deadline indicated in the Annex II of the GA.

Each deliverable has a “deliverable Responsible” who will coordinate the production of the document, interacting as necessary with the other beneficiaries involved in the action related to the deliverable itself. The deliverable responsible beneficiaries and the deliverable elaboration Team are reported in Table 1.

The Deliverable Responsible will define the document structure and the contributions expected from each beneficiary involved in the production of the document (Deliverable Elaboration Team).

Upon receiving the input from the deliverable elaboration team, the Deliverable Responsible will merge them into a single document. This first draft will then be circulated five weeks before the deliverable deadline and the deliverable elaboration team will be asked for comments within one week. Each beneficiary will check the consistency of the activities carried out with respect to the Gantt and to the description of the activities as reported in Annex II of the GA and will give their feedback and approval.

The Deliverable Responsible will then prepare a final draft, which will be sent for the internal review to the two quality managers 20 days before the deliverable deadline. They will have 12 calendar days for evaluating the deliverable and may ask for integration/changes until the necessary quality level is attained. Then the deliverable is sent to the Project Coordinator for his final check on the quality one week before the deliverable deadline and will be then released to the external Monitor assigned to the project during the monitoring visits before the official submission to the EC in the occasion of the official reports’ submission (Figure 2 – Deliverable workflow).



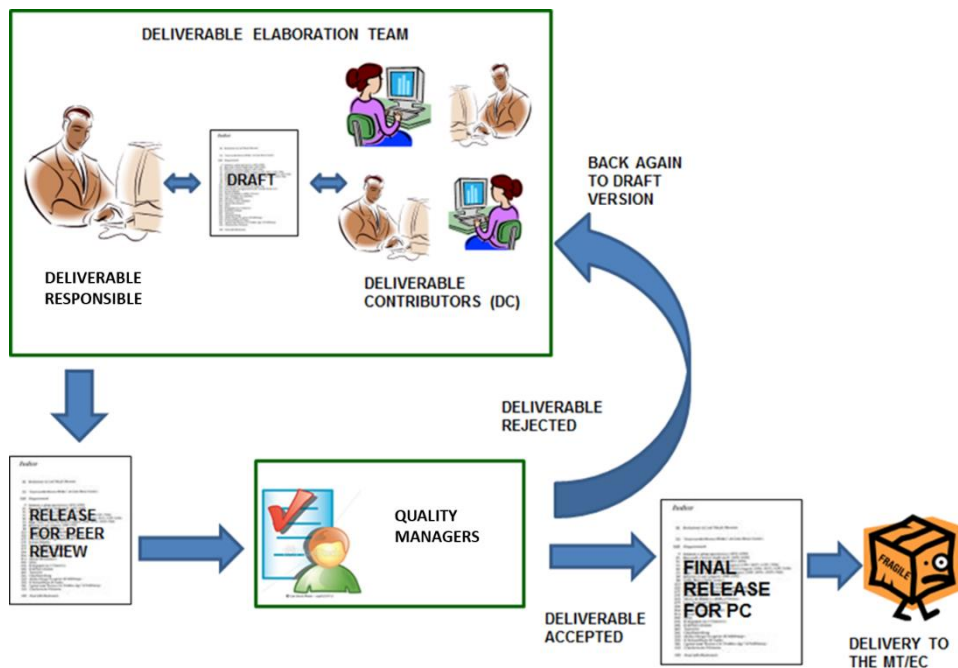


Figure 2 – Deliverable workflow

Deliverable name	Action number	Responsible	Deliverable Elaboration Team
Minutes from the Kick off meeting	E1	GALATSI	-
Consortium Agreement	E1	GALATSI	ALL
Management plan and Contingency plan	E1	GALATSI	-
Quality Plan	E1	GALATSI	ALL
Dissemination and communication plan	D1	GALATSI	ALL
Stakeholders management and business development plan	D2	ALTRAN	ALL
Procurement Plan	E2	GALATSI	-
Final report on the laboratory tests on the 2 TWC prototypes and 2 Reduction catalysts realised	B1	MONO	-
Final report on the laboratory tests on the 5 ORS prototypes realised	B2	MONO	-
Stakeholders mapping report	D1	GALATSI	-
Minutes from the 1 <sup>st</sup> in person management project meeting	E1	GALATSI	-



Market analysis and preliminary exploitation plan, the deliverable will report the market analysis and the preliminary exploitation strategy set up for the project	B5	ALTRAN	MONO, LOMAR, PURI, MNLT
Dissemination activities report I including LIFE KPI tables regarding dissemination activities	D1	GALATSI	ALL
LCA-LCC of currently applied technologies	C1	LOMAR	MONO, GALATSI, GEAM, APAM, PURI
Report on progress on LIFE performance Indicators I	C1	LOMAR	ALL
Stakeholders management and business development report I	D2	ALTRAN	ALL
Replicability/transferability plan: Deliverable reporting replicability potential and results	B4	MONO	GEAM, APAM, PURI, GALATSI
Certification and homologation report, including a technical description for certifications requests, and an analysis of all certifications and homologation needed to enter EU and Global markets	B5	ALTRAN	MNLT
Minutes from the 2 <sup>nd</sup> in person management project meeting	E1	GALATSI	-
Preliminary Full-scale GALATSI demonstration report: The deliverable will include the description of the test on going on GALATSI, and results achieved so far in comparison with expected performance	B4	MONO	GALATSI, PURI
Final report on tests results on ORS+DPF and LIFE CAT4HEAVY CECS prototypes	B3	MONO	PURI
Report on progress on LIFE performance Indicators II	C1	LOMAR	MONO, GALATSI, GEAM, APAM, PURI
Business plan, the deliverable will report the final business plan for the project and a plan for the commercialisation of the project results	B5	ALTRAN	MONO, PURI, LOMAR
Homologation and certifications in Italy and Greece	B5	ALTRAN	MNLT
Report on the positive LIFE CAT4HEAVY health impact for health organisations	C2	LOMAR	-
Roadmap for policy makers on LIFE CAT4HEAVY job creation, health improvement, social	C2	LOMAR	MONO, PURI



inclusion and gender equality in terms of job opportunities			
Full-scale GALATSI demonstration report: The deliverable will include the description of the test conducted on GALATSI, and the results achieved in comparison with expected performance	B4	MONO	GALATSI, PURI
Dissemination activities report II including LIFE KPI tables regarding dissemination activities	D1	GALATSI	ALL
Layman's report	D1	GALATSI	-
Stakeholders management and business development report, including information on contracts	D2	ALTRAN	MNLT
Final Report on Green Procurement policies applied to LIFE CAT4HEAVY project	E2	GALATSI	-
Emission standards report	B4	PURI	-
Full-scale GEAM-APAM demonstration report: The deliverable will include the description of the tests conducted on GEAM and APAM HDVs, and the results achieved in comparison with expected performance	B4	MONO	GEAM, APAM
Report on homologation tests	B4	PURI	-
Comparative LCA-LCC of LIFE CAT4HEAVY demonstration unit	C1	LOMAR	-
Report on progress on LIFE performance Indicators Final	C1	LOMAR	-
After LIFE Plan	E3	MONO	LOMAR, ALTRAN, PURI, MNLT
Audit Report	E1	GALATSI	-

Table 1 – Deliverable responsible

#### 4 Meetings quality procedures

The meetings will be realised in order to ensure that the project delivers its objectives according to the time plan and to address eventual problems risen during the project implementation.

The meeting procedures related to frequency, participation, invitation, agenda and minutes are summarised in the following table:



	Frequency	Participation	Notice	Sending Agenda	Sending the minutes of the Meeting
In Person management meetings	At least on a twelve-months basis	At least one person from each Beneficiary	30 calendar days prior the meeting	15 calendar days prior the meetings	10 calendar days after the meeting
Telco Meeting for management	At least on a six-month basis	At least one person from each Beneficiary	20 calendar days prior the meeting	10 calendar days prior the meeting	10 calendar days after the meeting
Action Implementation telco meetings	At least on a two-month basis	Action Leaders and Beneficiaries participating to the Action	20 calendar days prior the meeting	10 calendar days prior the meeting	10 calendar days after the meeting
Management Board meetings	At least on a six-months basis	All members of the MB	30 calendar days prior the meeting	15 calendar days prior the meetings	10 calendar days after the meeting
Extraordinary meetings	At any time upon written request to the MB	All members of the MB	14 calendar days prior the meeting	10 calendar days prior the meeting	5 calendar days after the meeting

**Table 2 – Meeting procedures**

The Management Board, in normal circumstances, is only expected to meet every six months. Extraordinary meetings of the Board will only be necessary under exceptional circumstances. MB meetings can also be held as ‘Virtual Meeting’ by phone or teleconference, if agreed by at least two thirds of the PMB representatives. During these meetings decisions are normally taken by seeking consensus. In general, the Management Board shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum). The MB will approve decisions on majority basis of the present or represented partners. All partners present: decisions taken with at least 4 votes. Each Member shall have one vote.

The project coordinator will be responsible for setting up management meetings and extraordinary meetings and provide the related minutes, while Action leaders will be responsible for setting up Action implementation meetings and provide the related minutes.

In order to support Telcos, the project coordinator will make available conf tools, such as Skype for Business or Join me. Whenever possible tools allowing both web and phone connections will be selected.

## 5 Conclusions

The present deliverable has been prepared at the project beginning in order to collect all quality procedures needed for the successful project implementation.

The document will be updated during the project lifespan, if necessary.