



Enhancing H₂ & CO Combustion Risk Management

Research and Innovation Action

NFRP-2019-2020

D7.2 - Project Quality Plan

WP7 - Task 7.2

Date [M3]

Author(s): Sebastien BALECH (LGI), Mina Lazarevic (LGI), Gonzalo Jimenez (UPM)

 www.amhyco.eu

 @amhyco



This project has received funding from the Euratom research and innovation programme 2019-2020 under Grant Agreement n°945057.

Disclaimer

The content of this deliverable reflects only the author's view. The European Commission is not responsible for any use that may be made of the information it contains.

AMHYCO - Contract Number: 945057

Project officer: PASSALACQUA Roberto

| | |
|---------------------|---|
| Document title | Project Quality Plan |
| Author(s) | Mr. Sebastien BALECH, Mina Lazarevic (LGI), Gonzalo Jimenez (UPM) |
| Number of pages | 17 |
| Document type | Deliverable |
| Work Package | WP7 |
| Document number | D7.2 |
| Issued by | LGI |
| Date of completion | 2021-02-02 18:30:50 |
| Dissemination level | Public |

Summary

The Project Quality Plan describes the requirements and procedural regulations needed for a sound and uniform management of the AMHYCO project. It serves as an instruction guide for project partners regarding information management, document publication, quality assurance issues, project organisation, and contact information.

Approval

| Date | By |
|---------------------|---------------------------|
| 2021-02-03 08:03:37 | Dr. Gonzalo JIMENEZ (UPM) |
| 2021-02-03 10:16:24 | Dr. Gonzalo JIMENEZ (UPM) |

Table of Contents

| | |
|---|-----------|
| 1. Introduction..... | 4 |
| 1.1. Purpose..... | 4 |
| 1.2. Application and Validity | 4 |
| 1.3. Administration | 4 |
| 1.4. Dissemination..... | 4 |
| 2. AMHYCO project organization..... | 5 |
| 2.1. Overall organization | 5 |
| 2.2. Description of project bodies and actors | 6 |
| 3. Collaborative web platform of the project..... | 8 |
| 4. Meetings | 10 |
| 5. Information management..... | 11 |
| 5.1. Preparation of contractual technical documents..... | 11 |
| 5.1.1. General principle..... | 11 |
| 5.1.2. Contractual technical document issuing process..... | 11 |
| 5.1.3. Deliverable preparation and validation process | 12 |
| 5.2. Specific case of periodic reporting for the EC | 13 |
| 5.3. Preparation of other technical documents | 14 |
| 5.4. AMHYCO document templates..... | 15 |
| 5.5. Distribution | 15 |
| 6. Public events | 16 |
| 7. Publications | 17 |

List of Figures

| | |
|---|---|
| Figure 1 Governing structure of the AMHYCO project..... | 5 |
| Figure 2 AMHYCO FLEXX interface | 8 |

Figure 3 AMHYCO Folders..... 9
Figure 4 Workflow validation process for the deliverable submission..... 13
Figure 5 Procedure for the financial periodic reports..... 13
Figure 6 Procedure for the activity periodic reports..... 14

List of Tables

Table 1 Abbreviations and Acronyms 3
Table 2 Governing Board 6
Table 3 Executive Board 7
Table 4 Advisory Board **Erreur ! Signet non défini.**
Table 5 End-Users Groups **Erreur ! Signet non défini.**



Abbreviations and Acronyms

| Acronym | Description |
|---------|---------------------------|
| PQP | Project Quality Plan |
| DoA | Description of Action |
| WP | Work Package |
| WPL | Work Package Leader |
| GB | Governing Board |
| EB | Executive Board |
| AB | Advisory Board |
| EUG | End-Users Group |
| PR | Periodic Report |
| QA | Quality Assurance |
| PMO | Project Management Office |

Table 1 Abbreviations and Acronyms

Executive Summary

The Project Quality Plan describes the requirements and procedural regulations needed for a sound and uniform management of the AMHYCO project. It serves as an instruction guide for project partners regarding information management, document publication, quality assurance issues, project organisation, and contact information.

Keywords

Information management, document publication, quality assurance issues, project organization, and contact information.

1. Introduction

1.1. Purpose

The present document is the Project Quality Plan (PQP) for the AMHYCO project. It describes requirements and procedural regulations that will help the consortium to complete the project. It presents an instruction guide for participants in AMHYCO, as regard information management, document publication, quality assurance issues, project organization, and contact information. Technical rules, e.g., rules for design, licensing procedures, are not included in the present document.

1.2. Application and Validity

The requirements contained in this project quality plan apply to all personnel engaged in AMHYCO. Revisions of the contents of the PQP become valid from the date of issue.

1.3. Administration

LGI is responsible for the administration of the project quality plan. Proposals for modifications or additions must be submitted to LGI, which updates and issues the revisions of the PQP. All revisions need approval by the Coordinator. Each new issue will be indicated in the revised document by means of a revision number.

1.4. Dissemination

The PQP is a public document.

Each beneficiary of the project will receive the PQP at the issue date. It will also be available on the project collaborative web platform, AMHYCO FLEXX, <https://app.flexx.camp/amhyco-ecm>.

2. AMHYCO project organization

2.1. Overall organization

All project activities are grouped into eight work packages (WPs). The technical WPs are from WP1 to WP5, while WP6 deals with disseminating results, education and training, WP7 with project management, and WP8 with ethics requirements. The Description of Action (Annex I to the Grant Agreement) describes in detail the content and methodology of each WP.

The main governing structure of the AMHYCO project is the Governing Board (GB). The Executive Committee (ExCom) consisted of Coordinator, WP Leaders, and the PMO helps the Coordinator with the day-to-day management of the project.

The structure of the project is shown below.

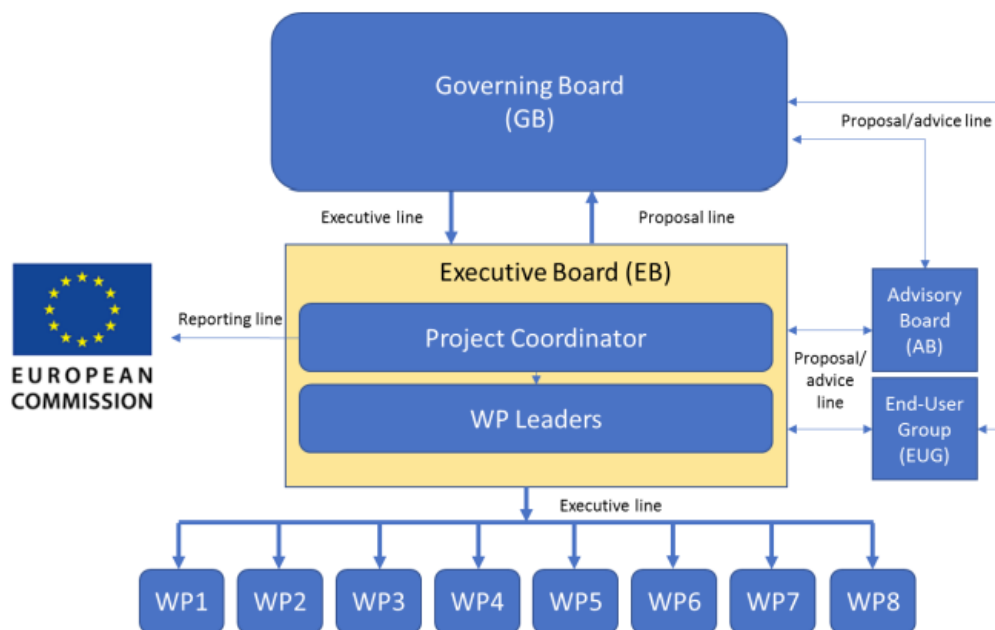


Figure 1 Governing structure of the AMHYCO project

2.2. Description of project bodies and actors

The central project bodies and actors are listed below. They are described in section 3.2- *Management structure and procedures* of the Description of Action - Part B.

● Governing Board

| Organisation | Name |
|--------------|----------------------|
| UPM | Gonzalo Jiménez |
| CIEMAT | Luis E. Herranz |
| IRSN | Ahmed Bentaib |
| CNRS | Nabiha Chaumeix |
| JUELICH | Ernst-Arndt Reinecke |
| FRG | Micha Loeffler |
| RUB | Marco Koch |
| JSI | Ivo Kljenak |
| ER | Oleksandr Sevbo |
| NRG | Dirk Visser |
| CNL | (Rita) Zhe Liang |
| LGI | Bastien Duplantier |

Table 2 Governing Board

● Executive Board

| Role | Organisation | Name |
|------|--------------|----------------------|
| WP1 | IRSN | Ahmed BENTAIB |
| WP2 | CIEMAT | Luis Enrique HERRANZ |
| WP3 | CNRS | Nabiha CHAUMEIX |

| | | |
|-------------|-----------|------------------|
| WP4 | JUELICH | Stephan KELM |
| WP5 | FRAMATOME | Micha LOEFFLER |
| WP6, 7, 8 | UPM | Gonzalo JIMÉNEZ |
| Coordinator | UPM | Gonzalo JIMÉNEZ |
| PMO | LGI | Sébastien BALECH |

Table 3 Executive Board

● Advisory Board

As approved by the Governing Board at the beginning of the project, the following persons will be contacted for their participation in the Advisory Board: Prof. Dr. Joseph E Shepherd from the California Institute of Technology (USA), Dr. Juan Manuel Martín-Valdepeñas from the Consejo de Seguridad Nuclear (Spain), Dr. Martin Sonnenkalb from the Gesellschaft für Anlagen - und Reaktorsicherheit (Germany), Igor Shmid from Energoatom (Ukraine), Dr. Sanjeev Gupta from Becker Technologies (Germany), Martina Adorni from the Nuclear Energy Agency and Sam Gyepi-Garbrah from the Canadian Nuclear Safety Commission. Their participation is to be confirmed.

● End-User Group

As approved by the Governing Board at the beginning of the project, the following organizations will be contacted to be part of the End-Users Group:

- the NPP Owners Ascó and Vandellós NPPs , Almaraz and Trillo NPPs and Iberdrola Nuclear Generation (Spain), Electricité de France (France) and Krško NPP (Slovenia);
- the Code developers: Zachry Nuclear (USA) and Sandia National Labs (USA);
- the SAMGs developers: Fortum (Finland), PWR Owners Group and Tecnatom (Spain).

Their participation is to be confirmed.

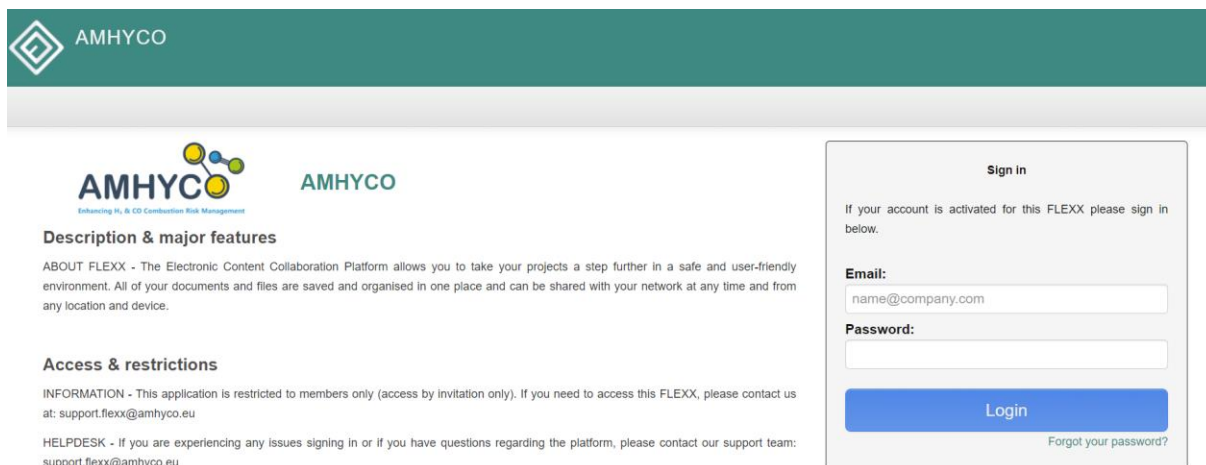
3. Collaborative web platform of the project

The project's web-based document management tool is created for internal exchanges and publication of reports and deliverables.

The technical documents foreseen in the framework of AMHYCO are requested to be uploaded and updated at the AMHYCO collaborative web platform. The address to access the AMHYCO online shared workspace is <https://app.flexx.camp/amhyco-ecm>

The collaborative web platform tool is maintained and administrated by LGI (PMO). LGI is in charge of account creation and right access configuration; requests for a new account or proper access should be sent to sebastien.balech@lgi-consulting.com

Screen capture of the login page of AMHYCO FLEXX is shown below.



AMHYCO

AMHYCO
Enhancing H, & CO Contribution Risk Management

Description & major features

ABOUT FLEXX - The Electronic Content Collaboration Platform allows you to take your projects a step further in a safe and user-friendly environment. All of your documents and files are saved and organised in one place and can be shared with your network at any time and from any location and device.

Access & restrictions

INFORMATION - This application is restricted to members only (access by invitation only). If you need to access this FLEXX, please contact us at: support.flexx@amhyco.eu

HELPDESK - If you are experiencing any issues signing in or if you have questions regarding the platform, please contact our support team: support.flexx@amhyco.eu

Sign in

If your account is activated for this FLEXX please sign in below.

Email:

Password:

Login

[Forgot your password?](#)

Figure 2 AMHYCO FLEXX interface

The content of the AMHYCO FLEXX is shown as follows and can be updated when needed.

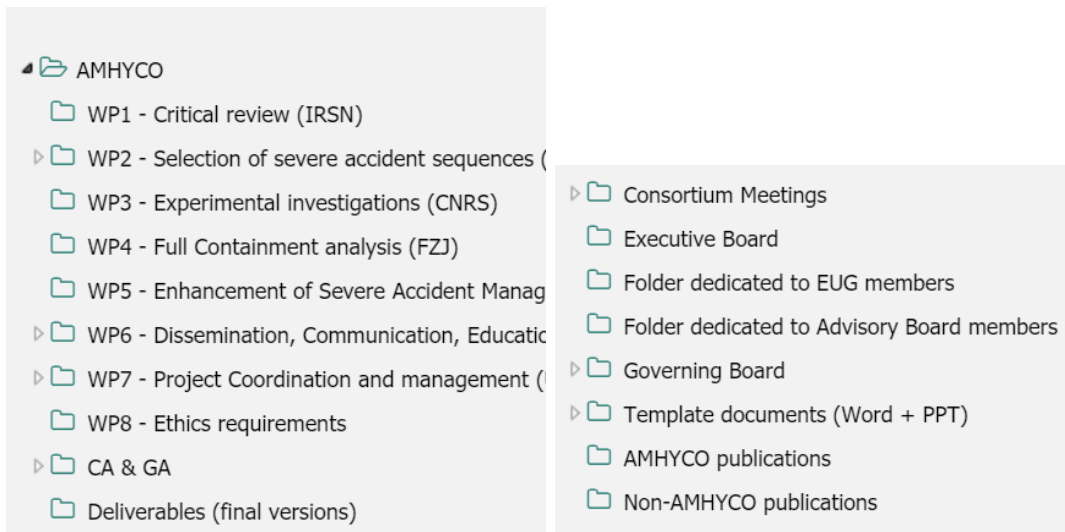


Figure 3 AMHYCO Folders

4. Meetings

Both the Coordinator and WP Leaders can organise periodic or ad-hoc technical progress meetings. After the first consultations with participants, a preliminary agenda should be uploaded to the 'Consortium meetings' folder on the AMHYCO FLEXX. All technical participants, as well as the Coordinator and the PMO shall then be notified electronically. Other participants will be notified on a case by case basis.

After the meeting, the organiser must write minutes and make them available on the collaborative web platform, AMHYCO FLEXX. A specific folder related to the meeting can be found here: <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9553>.

5. Information management

Given the number of AMHYCO beneficiaries and the importance of the information and documentation management tasks, several rules apply.

The documents produced in AMHYCO fall into several categories:

- Contractual technical documents, including technical deliverables and milestones, can be public or restricted to the AMHYCO participants and the EC. The validation process is described below.
- Other technical documents, which include non-contractual reports, support documents, and progress meeting minutes, are restricted to AMHYCO participants and the EC.
- Non-technical documents, including administrative and financial documents, general communication, etc. are restricted to AMHYCO participants and the EC.

In order to simplify the document preparation, an automatic document validation tool is in place, ensuring compliance with EC and the AMHYCO template document requirements. The validation procedure involves the use of the electronic signature.

This chapter defines the project's internal procedures for elaboration and dissemination of documents.

5.1. Preparation of contractual technical documents

5.1.1. General principle

The main principle regarding document preparation and internal dissemination is that each beneficiary applies its own rules and procedures. Each partner organisation should use its own Quality Assurance (QA) procedures and/or templates to prepare its contribution to AMHYCO documents. If the beneficiary is not obliged to use internally controlled guidelines and templates, these shall be provided by the project management office and should be used for all documents.

Additionally, some specific rules are required for information management at the project level in order to ensure conformity of view, consistency of administration, and traceability of documentation. The object of this chapter is to define these rules.

5.1.2. Contractual technical document issuing process

The various steps necessary to issue contractual technical documents, including deliverables and milestones, are presented below.

5.1.3. Deliverable preparation and validation process

In order to ease the quick validation of project deliverables, an online platform and process have been set up.

The AMHYCO Workflow is an online tool designed by LGI to follow-up the project deliverable progress and to facilitate publication and approval of deliverables while ensuring the appropriate Quality Assurance process.

The AMHYCO Workflow has been released in October 2020.

The administrator (LGI) creates members' accounts for the AMHYCO Workflow (the flow can be accessed with the same login/passwords as the collaborative platform).

The process is as follows:

1. Once a deliverable is considered by the responsible author(s) as ready for review (at least 3 weeks before the deadline for submission to the EC), they upload the finalised pdf version of the deliverable on the Workflow tool.
2. Once this step has been completed, the WP leader will receive an automated email from the platform stating that the deliverable is available for review. The WP leader reviews the technical content of the document, which needs to be done at least 2 weeks before the deadline to allow time for re-writing and a final revision. If modifications are necessary, the WP leader rejects the deliverable (providing comments explaining why). The platform will send an automated email to the main author, who will then make the necessary changes.
3. Once the report is approved by the WP leader, the next step is to get the validation of the coordinator. The procedure for the coordinator's review is the same as before (iterations of uploads, checks and rejections until the document is deemed satisfactory).
4. Once the Coordinator validates the document, it will be sent to LGI for one final check, after which it will be made available on the platform in the "Deliverables (final versions)" folder at: <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9563>, and LGI will upload it to the Participant Portal. The Coordinator will submit it to the European Commission.

The presentation is available on FLEXX platform following this link: <https://app.flexx.camp/mso/ecm/amhyco-ecm-file-26645>

Note: The size of the pdf document is limited to 20 MB.

It is recommended to use the AMHYCO template for all contributions at the very beginning to facilitate the document preparation.

This workflow process can be illustrated as shown below.

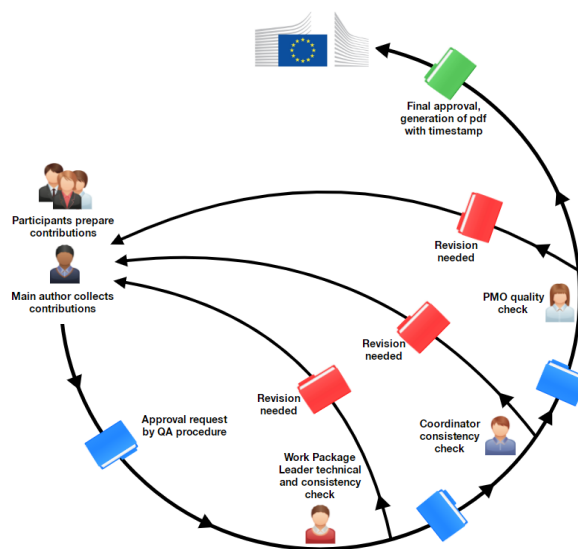


Figure 4 Workflow validation process for the deliverable submission

5.2. Specific case of periodic reporting for the EC

According to the Grant Agreement, the Coordinator is responsible for issuing the periodic reports (financial report and activity report) to the EC. The procedure to prepare these reports starts from the top level of the project and goes down through the various management levels. The reporting is divided into a financial part and a technical part.

To ensure high quality and timely reporting, the PMO will use the approach outlined below. Being responsible for the execution of the entire reporting process, the PMO will provide support to the Coordinator to ensure the quality of this reporting. For the financial part of the reporting, the procedure is shown below.



Figure 5 Procedure for the financial periodic reports

On the other hand, for the technical part of the reporting (project progress) the process is as follows:



Figure 6 Procedure for the activity periodic reports

Moreover, the WPLs are responsible for verifying and confirming the consistency between the funding needs and the resources as defined in the Grant Agreement. If adaptations appear to be necessary, the WPLs have to inform the Coordinator, who may propose to the Executive Committee some adaptations of the distribution of tasks and funding between the WPs, and if necessary, between beneficiaries (N.B. such changes require approval from the GB).

Specific case of Risk management: The risk management section is part of the quality process and constitute an important part into the periodic report.

A dedicated Risk section will be included into the periodic reports. All beneficiaries will be asked to review and update it on a six-monthly basis.

UPM, as project coordinator will be responsible to review the project risks. If any of the risks need further revision, the Coordinator will inform the GB and will take any necessary action to mitigate the risk.

5.3. Preparation of other technical documents

This section concerns the preparation of other technical documents, in particular non-contractual reports, support documents and progress meeting minutes.

For these documents, the steps are similar to those described in the previous section but the procedure is simplified. In particular:

- AMHYCO templates are used without any reference to the internal QA of the beneficiaries involved.
- No document approval form is used. Only the validation of the WPL and Project Coordinator appear on the second page of the document.

In the particular case of joint meetings concerning more than one work package, all concerned WPLs shall approve the minutes.

The template for meeting minutes is available on the FLEXX platform.

5.4. AMHYCO document templates

Mandatory templates to be used for AMHYCO documents are provided at <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9569>. For any questions regarding the use of these templates, the PMO can be contacted.

The templates available to all partners are as follows:

- Template for AMHYCO deliverables at <https://app.flexx.camp/mso/ecm/amhyco-ecm-file-26489>
- Cover page and disclaimer for AMHYCO at <https://app.flexx.camp/mso/ecm/amhyco-ecm-file-26935>
- Template for AMHYCO PowerPoint presentations at <https://app.flexx.camp/mso/ecm/amhyco-ecm-file-26473>
- Logo versions of AMHYCO project at <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9884>

The format for the final documents should be saved as a PDF file.

5.5. Distribution

When approved, the Coordinator is responsible for distributing the contractual documents to the European Commission following procedures established between the two Parties.

The dissemination of the deliverables, milestones, and other reports within the consortium is made via the AMHYCO collaborative platform. The publication rules are defined in the Consortium Agreement.

6. Public events

All partners shall take appropriate measures to engage with the public and the media about the project results and highlight the EC financial support. All publications and publicity at conferences, workshops, seminars, any type of information or promotional material including infrastructures equipment's, must display the European emblem with appropriate prominence, and the following acknowledgment:



This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 945057."

And the disclaimer:

'This research is part of the AMHYCO project, which has received funding from the Euratom research and training programme 2014-2018 under Grant Agreement n° 945057. The content of this document reflects only the author's view. The European Commission is not responsible for any use that may be made of the information it contains.'

The content of this document reflects only the authors(s)'s views. The European Commission is not responsible for any use that may be made of the information it contains".

The project logos are available on FLEXX at the link <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9884m>, while the EU emblem can be found here <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9740>.

For any public presentations, a beneficiary should use the AMHYCO templates available on the platform <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9569>.



7. Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in AMHYCO. Peer-reviewed articles as well as other dissemination material (posters, project presentation) will be made available via Zenodo, an open access repository. Additional open access platforms, such as HAL, can be used in parallel to disseminate the project results.

These are the general rules that apply.

- Results are owned by the party that generates them. The rules and procedures for the exploitation of jointly owned results and for transferring ownership of its own results to third parties are described in the Consortium Agreement.
- Under no circumstances can a beneficiary publish the contribution of another beneficiary without its approval.
- The main author must upload the document on the collaborative online platform work folder of the relevant WP and provide partners with (minimum) 20 calendar days before the publication. Any objection to the planned publication shall be made in writing to the Coordinator and to the Party/Parties proposing the dissemination, within 14 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.
- The Data Management Plan describes in detail how the research data will be handled during and after the end of the project, what kind of data will be collected, processed and/or generated, which methodology and standards will be applied, whether data will be shared/made open access and how data will be curated and preserved.
- All accepted publications related to AMHYCO shall be uploaded in the dedicated "Publications" folder of the collaborative platform <https://app.flexx.camp/mso/ecm/amhyco-ecm-folder-9832>.