

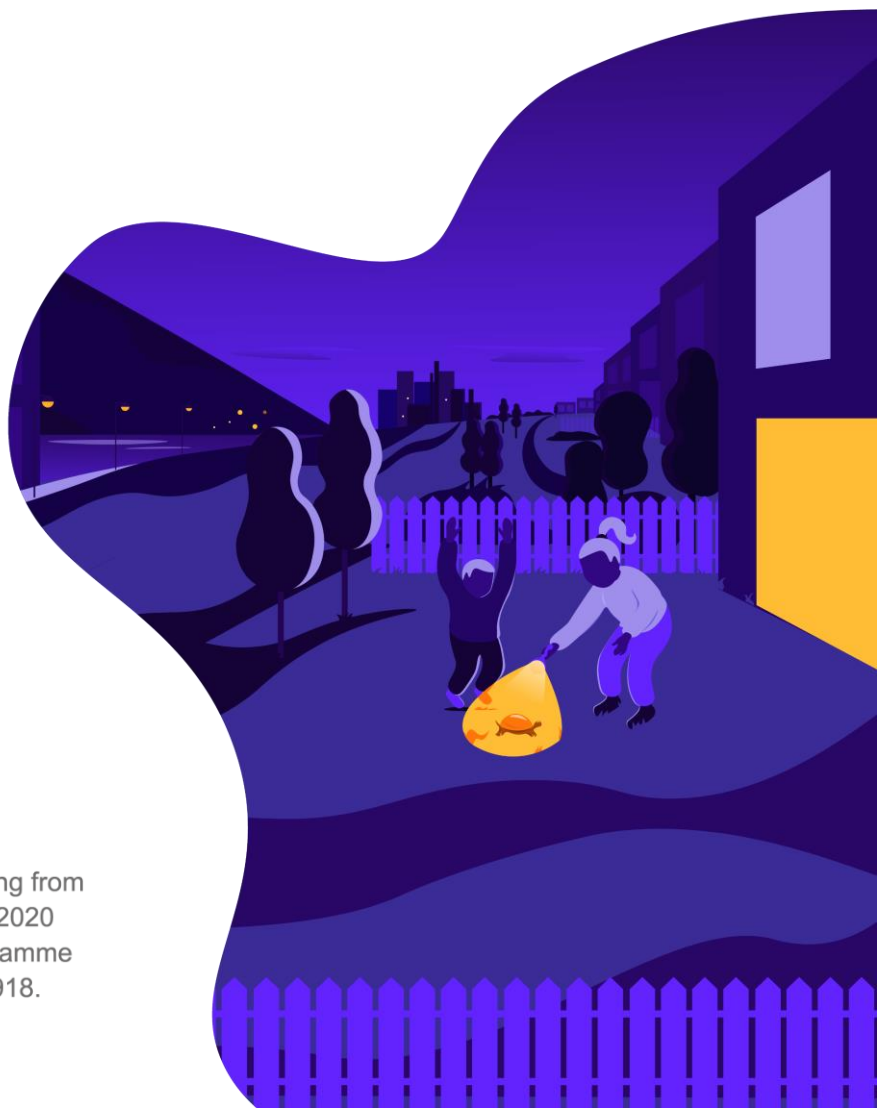
# WP1 Project Management and Coordination

## D1.2 PROJECT MANAGEMENT & QUALITY ASSURANCE PLAN

Niki Gaitani – NTNU

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31-08-2020/M8



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# 1. Revision Log:

PROJECT ACRONYM ..... syn.ikia  
 PROJECT NUMBER..... 869918  
 PROJECT TITLE ..... Sustainable Plus Energy Neighbourhoods  
 WEBSITE ..... www.synikia.eu

## 2. Technical References

Deliverable (number)	D1.2			
Deliverable Name	Project Management and Quality Assurance Plan			
Work Package (number)	WP1 Project Management and Coordination			
Task number and Title	T1.4 Monitoring and Quality Control			
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Lead Beneficiary	Niki Gaitani – NTNU			
Contributors	Tommy Kleiven – NTNU			
Reviewers	Inger Andresen – NTNU, Jaume Salom – IREC, Davide Cali – DTU, Ann Kristin Kvellheim – SINTEF, Clara Mafe – HE			
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	<b>V1</b>	Niki Gaitani	PC, WP1 Leader	25-08-2020
	<b>V2</b>	Niki Gaitani	PC, WP1 Leader	31-08-2020

## 3. Executive Summary

The Quality Assurance Plan (QAP) describes the standard internal review process for all deliverables within the syn.ikia project to ensure that the standard of excellence for the project is maintained. The project entities involved in this process are the Project Coordinator and the Board of Project Partners.

This document was developed within Task 1.4 Monitoring and Quality Control and aims at defining a methodology to guarantee high quality project results and deadlines respect. To facilitate the review process, the project outputs have been classified in four categories: project periodic reports, technical reports, demonstrators and others. The syn.ikia QAP foresees different protocols for each of them aiming at covering the objectives stated in the Description of Work (DoW) and in compliance with performance indicators.

An internal review process has been set up in order to check deliverables' format and content before submission. Reviewers and deadlines have been set to share equally the effort among partners and ensuring a competent review process. For each output, reviewers are asked to review the document in the syn.ikia SharePoint folder in track changes and provide by email a summary to support the review process and facilitate the final revision by the lead beneficiary. A review process based on midterm and final reviews has been agreed with the aim of sharing the effort needed to check the compliance of project outputs to the quality standards required. The competence of the reviewers, the intermediate deadlines and the well-structured procedure are the key tools agreed by the project partners both to ensure high quality results and to reach the project objectives by the project deadlines.

# Table of contents

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1. REVISION LOG:.....	1
2. TECHNICAL REFERENCES.....	1
3. EXECUTIVE SUMMARY .....	1
4. ROLES AND RESPONSIBILITIES.....	4
5. INTRODUCTION .....	4
6. OBJECTIVES.....	5
7. PROJECT ORGANIZATION AND MANAGEMENT.....	5
8. MAIN CATEGORIES OF SYN.IKIA OUTPUTS .....	8
9. QUALITY ASSESSMENT METHODOLOGY.....	9
10. FUTURE UPDATES.....	17
11. REFERENCES: .....	ERROR! BOOKMARK NOT DEFINED.
12. APPENDIX A – GLOSSARY OF TERMS:.....	ERROR! BOOKMARK NOT DEFINED.
13. H2020 QUALITY REQUIREMENTS....	ERROR! BOOKMARK NOT DEFINED.
14. ACKNOWLEDGING EU FUNDING.....	ERROR! BOOKMARK NOT DEFINED.

## 4. Roles and Responsibilities

Name	Role	Responsibility
NTNU	Projector Coordinator Leading WP1 & WP2 & WP8	Ensure efficient project management and that the standard of excellence for the project is maintained (WP1, WP2 & WP8)
IREC	Leading WP3	Ensure efficient management in WP3
DTU	Leading WP4	Ensure efficient management in WP4
BPIE	Leading WP5	Ensure efficient management in WP5
SINTEF	Leading WP6	Ensure efficient management in WP6
HOUSING EUROPE	Leading WP7	Ensure efficient management in WP7

## 5. Introduction

This document is setting out the quality practices for the syn.ikia project and is to provide assurance that the excellence requirements are planned and implemented properly. The goal is to summarize the internal review process for all deliverables within the project.

Several beneficiaries have already had previous experiences in projects where quality assessment procedures have been tested: this resulted in developing a simplified methodology, which ensures high quality results, while avoiding bureaucratic procedures. The methodology has been adapted to the different output categories resulting from the project description.

In the following sections, some topics that will be addressed are:

- Brief description of the project organization structure
- Main project outputs classified in different categories
- Compliance of project outputs with the project objectives
- Quality assessment procedure for project deliverables

The tools and procedures established within syn.ikia have been carefully selected to ensure quality in the implementation of the project and in its results. These include the establishment of a dedicated project management team (PMT) and a detailed plan for quality check of the project results and deliverables.

The risk management in syn.ikia requires the identification, control, and recording of risks, highlighting the related consequences, and the management of mitigation actions. Risk assessment methods will be applied to minimize possible deviations from the expected results and schedule.

The management procedures implement several mechanisms to minimize risks and plan for contingencies. The main instruments to guarantee effective risk management include I. Risk minimization; II. Continuous monitoring; III. Quality control; and IV. Hierarchical management.

## 6. Objectives

The purpose of a Quality Assurance Plan (QAP) document is to define a consistent set of working procedures, quality check processes, and outline common standards and guidelines in order to ensure Quality standards of the project outcomes.

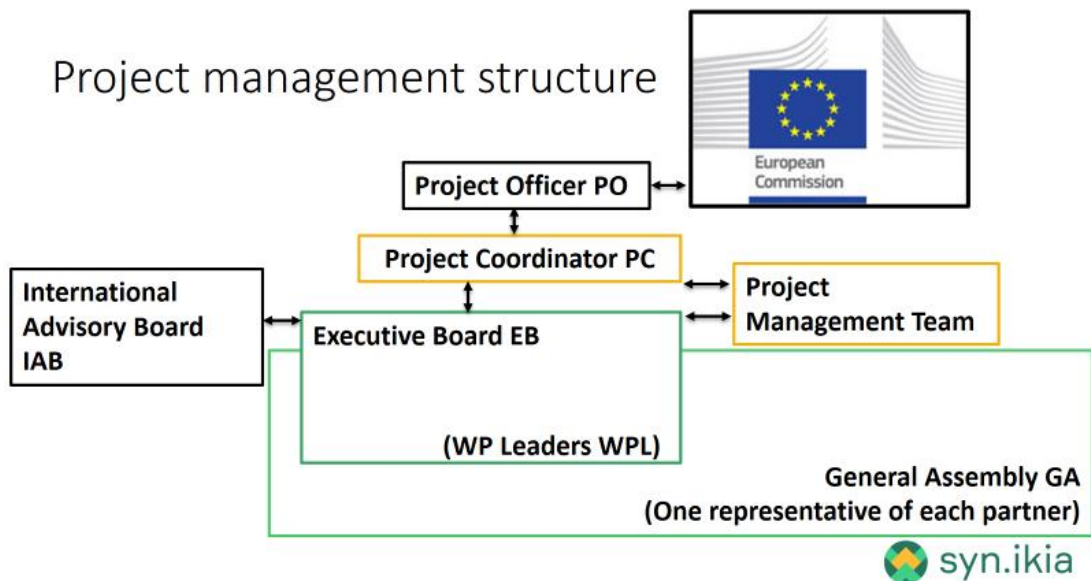
The main objectives are:

- Manage the interaction between the beneficiaries during the work execution;
- Define the rules of checking the progress of the work on a regular basis;
- Define how and when the documentation and reporting must be done/exchanged by the beneficiaries and with the European Commission;
- Set editorial/quality standards for Project document contents

The Quality Assurance Plan (QAP) is designed to be used in conjunction with the Annex I - DoW and the Consortium Agreement (CA). The QAP will be used by all consortium partners and is a “living document” that may be revised when needed and consequently reviewed at project meetings.

## 7. Project Organization and Management

The management structure in syn.ikia project contains the following consortium bodies (as shown in figure below):



## The Project Coordinator and Project Management Team

The Project Coordinator (PC) acts as the intermediary between the beneficiaries and the European Commission and, with the support of the Project Management Team (PMT), performs all tasks assigned to the coordinating institution as described in the Grant Agreement and the Consortium Agreement. The tasks and duties of the Project Coordinator and Project Management Team are described in WP1.

## The General Assembly:

**Role:** The General Assembly (GA) is the ultimate decision-making body of the consortium. The GA decides on issues of major strategic relevance. These include subjects relating to:

- Content, finances, and intellectual property rights (e.g. changes to the Description of Work or Annex 2 of the Grant Agreement, changes to the Consortium Agreement)
- Evolution of the consortium (e.g. entry of a new beneficiary, withdrawal of a beneficiary, or termination of a beneficiary)
- Appointments of members to the Executive Board

Some decisions of the General Assembly are subject to approval by the European Commission. The Coordinator will ensure that such decisions are discussed with the project officer and formalised in an Amendment to the Grant Agreement.

**Composition:** The General Assembly consists of one voting member per beneficiary. Non-voting members from the beneficiaries may also be present during meetings. The voting members shall be deemed authorised to decide on the matters outlined above but will be advised to consult with their legal team on issues relating to IPR or changes to the consortium or budget. A representative from the coordinator will chair the meetings.

**Meetings:** Ordinary General Assembly **meetings will take place at least once a year**. The conditions for calling an ordinary or extraordinary General Assembly meeting is described in the Consortium Agreement (CA).

## Overview of the decisions taken by the GA:

### 1. Content, finances and intellectual property rights (IPR)

- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Modifications to Attachment 1 (Background Included)
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.3.2)
- Appointment of members to the Executive Board

### 2. Evolution of the Consortium

- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party

- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party’s participation in the consortium and measures relating thereto

**The Executive Board:**

**Role:** The Executive Board (EB) is the board for directing and monitoring the syn.ikia Horizon 2020 project. It includes the Project Coordinator (PC) and the WP leaders. The PC shall chair all meetings of the EB. By default, the EB will meet at least every six months.

The EB has the principal role of delivering the proper execution and implementation of the decisions of the General Assembly and proposing to the General Assembly any changes in the project or consortium plan, including changes to the Consortium Agreement or Grant Agreement.

The EB discusses technical details and issues, and in particular any issue relating to deliverables, the completion of milestones, and critical risks. The Executive Board shall propose solutions to such issues, to be voted on by the General Assembly. The EB may decide on minor issues that do not involve changes to the Description of Work or any of the voting items for the General Assembly outlined in the Consortium Agreement. To ensure transparency, the minutes of the meetings of the Executive Board shall be circulated among all beneficiaries. EB meetings will also be attended by the PMT. Decisions will only be binding once the relevant part of the Minutes has been accepted by the EB.

Specifically, the EB:

- Regularly collects information on the progress of the project to monitor the effective and efficient implementation of tasks, milestones, and deliverables
- Assists the coordinator in preparing meetings with the European Commission along with related data and deliverables
- Proposes decisions and prepares the agenda of the General Assembly meetings
- Is responsible for the proper execution of decisions of the General Assembly
- Agrees on the content and timing of press releases and publications in accordance with Article 29 of the Grant Agreement
- Advises the General Assembly on ways to rearrange tasks and budgets

**Composition:** The Executive Board consists of the Scientific Coordinator and the WP leaders.

**Meetings:** The Executive Board will meet in person (or digitally) at least every six months

The syn.ikia EB consists of:

Organization	Assigned Representatives	Role
NTNU	Niki Gaitani (PC & WP1 Leader) Inger Andresen (WP2 Leader) Arild Gustavsen (PMT)	Projector Coordinator Leading WP1 & WP2 (& WP8 Ethics)
IREC	Jaume Salom, Joana Aina Ortiz Ferrà (WP3 Leader)	Leading WP3
DTU	Henrik Madsen, Davide Cali (WP4 Leader)	Leading WP4



BPIE	Zsolt Toth, Vivian Dorizas (WP5 Leader)	Leading WP5
SINTEF	Ann Kristin Kvellheim, Caroline Cheng (WP6 Leader)	Leading WP6
HOUSING EUROPE	Sébastien Garnier, Clara Mafé (WP7 Leader)	Leading WP7

The PMT and the EB will implement the management process involving all partners (GA) in all relevant decisions; the process will receive important advice from the **International Advisory Board** (IAB).

The IAB is a selective group of high-level experts representing industry, research and civil society. IAB members will be invited to participate in annual IAB meetings, back-to-back with the GA, to provide feedback and guidance to syn.ikia’s management board.

The IAB of syn.ikia project consists of:

- Dr. Tianzhen Hong. He is the Principal Investigator, and Deputy Head of the Building Technology Department of Lawrence Berkeley National Laboratory (LBNL). He is leading the Urban Systems Group at LBNL (USA)
- Dr. Alain Zarli, European Construction Technology Platform (ECTP) Secretary General (France)
- Dr. Rüdiger Lohse, Head of Energy Service Development of KEA (Climate Protection and Energy Agency of Baden-Württemberg GmbH, Germany)

## 8. Main Categories of syn.ikia Outputs

The project deliverables can be classified in five different categories:

- project periodic reports;
- technical reports;
- demonstrators;
- dissemination material;
- others.

The Quality Assessment Methodology addresses in different way deliverables belonging to different categories.

### Project Periodic Reports

These mandatory documents are delivered at the end of each reporting period and at the end of the project. They aim at describing the technical activities carried on and the financial effort spent during the reference period. The preparation of this document is coordinated by the project coordinator (PC) with the contribution of all the partners. Three periodic reports and one final report are planned to be submitted in the framework of the syn.ikia project.

The three reporting periods are indicated in the GA as:

- RP1: from month 1 to month 18
- RP2: from month 19 to month 36
- RP3: from month 37 to month 54

The final submission of these reports as foreseen in the GA is not later than 60 days after the end of the period. Internal review deadlines will depend on the date of the review meetings.

In addition to the periodic report for the last reporting period, the PC must submit the final report within 60 days following the end of the last reporting period.

### Technical Reports

These documents describe the main project outputs and the technical activities carried on in the framework of the different WPs and tasks. A subset of project partners contributes to the document preparation. Forty-two technical reports are planned in the framework of the seven Work Packages of this project.

### Demonstrators

They are tools, models and the four plus energy demo neighbourhoods developed in the framework of the project. Their submission must be accompanied by a short-written report summarizing the activities that led to the demonstration. Seven project deliverables are classified as demonstrators.

### Dissemination Material

These deliverables include the project logo, website, newsletters and videos, press releases, presentations and multimedia elements, which are useful to disseminate the project results. Sixteen project deliverables are classified under this category.

### Other

This category groups deliverables that cannot be classified as reports or demonstrators. Six project deliverables are classified under this category (ORDP, ethics).

## 9. Quality Assessment Methodology

The Description of work (DoW) addresses explicitly the **main indicators** for syn.ikia's outputs:

- The deliverable submission **deadline**
- The **resources** devoted to the development of each output
- The **nature** and **content** of each deliverable

Concerning **quality issues**, each deliverable has to fulfil the following requirements:

- To cover the objectives stated in the DoW;
- To be comprehensive;
- To have a proper layout;
- To comply with the performance indicators.

For each deliverable, an internal reviewing partner has been chosen considering the following rules:

- The reviewing partner cannot be the deliverable leader;
- The reviewing partner needs to have resources allocated for the deliverable;
- The reviewing partner needs to have the competence to evaluate the work done;
- The quality assessment effort must be equally distributed among the partners.

An internal review before the output is delivered to the Commission can avoid the submission of unsatisfactory deliverables; however, particularly for long lasting activities, the internal review cannot always ensure that outputs are finalized in time: leading authors may not have enough time and resources to correct the output if it does not pass the internal review. For example, the demonstration projects in four

climate zones are key deliverables as they deal with the design, construction, integration, optimization, operation and evaluation of syn.ikia’s innovative technologies, tools and processes. For this reason, **a midterm review will be considered for those deliverables requiring more than 10 months to be completed.** The scope of the midterm review is to verify that the work done is in line with the expected task progress. Each deliverable leader will be asked to set a deadline and to provide a list of chapters and results that are planned to be available by the midterm review.

For each deliverable, a list of deadlines has been added to the delivery date:

- **Review deliverable date:** By this date, the final output should be ready and submitted to the internal review. This means that the deliverable leading partner must send by this date the final output to the internal reviewer and to the project coordinator. This deadline has been set **four weeks before the deliverables delivery date.**
- **Final deliverable submission date:** The internal review must be finalized within two weeks. The reviewed document and the review report must be sent back to the deliverable leader and to the project coordinator. This deadline has been set a couple of weeks after the final review deliverable submission date and one week before the deliverable’s delivery date.

The Table below lists project deliverables and highlights for each of them the leading author and the reviewing partners.

Table syn.ikia’s deliverables: Leading authors and reviewing partners

WP No	Del Rel. No	Del No	Title	Lead Beneficiary	Reviewing Partners	Nature	Dissemination Level	Review Del. Date	Final deliverable submission date (annex I)
WP 1	D1.1	D1	Data Management Plan (DMP) 6	NTNU	WP Leaders	ORDP	CO	-	<b>30.06.20 Submitted</b>
WP 1	D1.2	D2	Project Management & Quality Assurance Plan (QAP)	NTNU	WP Leaders	Report	PU	-	<b>31.08.20 Submitted</b>
WP 1	D1.3	D3	First year management and financial reports	NTNU	SINTEF	Report	PU	30.11.20	31.12.20
WP 1	D1.4	D4	Second year management and financial reports	NTNU	DTU	Report	PU	30.11.21	31.12.21
WP 1	D1.5	D5	Third year management and financial reports	NTNU	HE	Report	PU	30.11.22	31.12.22
WP 1	D1.6	D6	Forth management and financial reports	NTNU	IREC	Report	PU	30.05.24	30.06.24
WP 1	D1.7	D7	Publishable Final Report	NTNU	BPIE	Report	PU	30.05.24	30.06.24

WP 1	D1.8	D8	Short Interim Management Reports 6	NTNU	WP leaders	Report	CO	-	31.07.20 submitted
WP 1	D1.9	D9	Short Interim Management Report 12	NTNU	DTU	Report	CO	20.12.21	31.01.21
WP 1	D1.10	D10	Short Interim Management Report 24	NTNU	SINTEF	Report	CO	20.12.21	31.01.22
WP 1	D1.11	D11	Short Interim Management Report 30	NTNU	ENFOR	Report	CO	30.06.22	31.07.22
WP 1	D1.12	D12	Short Interim Management Report 42	NTNU	ABUD	Report	CO	30.06.23	31.07.23
WP 1	D1.13	D13	Data Management Plan (DMP) 24	NTNU	INCASOL	ORDP	CO	30.11.21	31.12.21
WP 1	D1.14	D14	Data Management Plan (DMP) 36	NTNU	AREA	ORDP	CO	30.11.22	31.12.22
WP 1	D1.15	D15	Data Management Plan (DMP) 42	NTNU	TNO	ORDP	CO	30.05.23	30.06.23
WP 2	D2.1	D16	Report on design of SPEN in each of the four climatic zones	NTNU	IREC	Report	PU	30.03.21	30.04.21
WP 2	D2.2	D17	Detailed dynamic models for the plus energy buildings of syn.ikia neighbourhoods	NTNU	TNO	Report	PU	30.10.23	30.11.23
WP 2	D2.3	D18	Demonstration case of plus energy neighbourhoods in Subarctic climate	OBOS	ABUD	Demonstrator	PU	30.03.23	30.04.23
WP 2	D2.4	D19	Demonstration case of plus energy neighbourhoods in Continental climate	New Demo developer DD	AREA	Demonstrator	PU	20.11.22	31.12.22
WP 2	D2.5	D20	Demonstration case of plus energy neighbourhoods in Marine climate	AREA	OBOS	Demonstrator	PU	20.11.22	31.12.22
WP 2	D2.6	D21	Demonstration case of plus energy neighbourhoods in	INCASÒL	TNO	Demonstrator	PU	30.03.23	30.04.23

			Mediterranean climate						
WP 2	D2.7	D22	Report on the commissioning of plus energy neighbourhoods in the four climatic zones	NTNU	ABUD	Report	PU	20.11.22	31.12.22
WP 2	D2.8	D23	Report on the operation of plus energy neighbourhoods in the four climatic zones	NTNU	BPIE	Report	PU	30.04.24	31.05.24
WP 2	D2.9	D24	IDPN guidelines for plus energy neighbourhoods	NTNU	IREC	Report	PU	30.07.23	31.08.23
WP 3	D3.1	D25	Methodology framework	IREC	TNO	Report	PU	30.08.20	30.09.20
WP 3	D3.2	D26	Architecture description of syn.ikia ICT framework	TNO	DTU	Report	PU	30.05.21	30.06.21
WP 3	D3.3	D27	Syn.ikia Cloud Hub	ENFOR	TNO	Demonstrator	PU	20.11.22	31.12.22
WP 3	D3.4	D28	Guidelines for realizing energy flexibility	TNO	DTU	Report	PU	30.05.21	30.06.21
WP 3	D3.5	D29	Analysis of shared infrastructures in plus energy neighbourhoods	IREC	OBOS	Report	PU	30.05.23	30.06.23
WP 3	D3.6	D30	Urban Simulation Tool Prototype	IREC	DD	Demonstrator	CO	30.05.23	30.06.23
WP 4	D4.1	D31	Grey box models of the demonstration cases	DTU	TNO	Other	PU	30.08.21	30.09.21
WP 4	D4.2	D32	Characterization of the thermodynamic properties of the demonstration cases	DTU	IREC	Report	PU	20.11.21	31.12.21
WP 4	D4.3	D33	Software containing a mathematical implementation of the Flexibility Functions	DTU	ABUD	Other	CO	30.03.22	30.04.22
WP 4	D4.4	D34	Accurate forecast of RES production and HVAC energy use for each	ENFOR	IREC	Other	CO	20.11.22	31.12.22

			demonstration case (on-line software)						
WP 4	D4.5	D35	Operational neighbourhood' models to control and optimise the operation of the HVAC systems and the overall energy flow	DTU	TNO	Other	CO	30.05.23	30.06.23
WP 4	D4.6	D36	Guidelines for the next level, climate zone dependent design of sustainable plus energy buildings and neighbourhoods	NTNU	BPIE	Demonstrator	CO	30.09.23	31.10.23
WP 5	D5.1	D37	Barriers and opportunities of plus energy neighbourhoods of the national and local regulatory framework	BPIE	HE	Report	PU	20.11.20	31.12.20
WP 5	D5.2	D38	Policy recommendations at the EU level and four factsheets with recommendations tailored at the city level	BPIE	HE	Report	PU	30.08.22	30.09.22
WP 5	D5.3	D39	On the identified measurable benefits syn.ikia and their potential impact	BPIE	SINTEF	Report	PU	30.07.23	31.08.23
WP 5	D5.4	D40	A methodology report on the required calculations for the quantification and monetisation of benefits	BPIE	IREC	Report	PU	30.07.23	31.08.23
WP 5	D5.5	D41	A web-based calculation tool to support decision-making and investment	BPIE	NTNU	Other	PU	30.11.23	31.12.23

WP 6	D6.1	D42	A systematic approach to development, registration, and reporting of innovations 12	SINTEF	NTNU	Report	PU	20.11.20	31.12.20
WP 6	D6.2	D43	An exploitation strategy for syn.ikia partners and syn.ikia innovations	SINTEF	BPIE	Other	PU	20.11.21	31.12.21
WP 6	D6.3	D44	Market analysis of each of the four demonstration cases	SINTEF	TNO	Report	PU	20.11.21	31.12.21
WP 6	D6.4	D45	Measures and strategies to achieve market uptake of 10% plus energy neighbourhoods within 2030	SINTEF	AREA	Report	PU	30.05.24	30.06.24
WP 6	D6.5	D46	An overview of financing opportunities and a strategy to link them to syn.ikia innovations and investors	TNO	ABUD	Report	PU	20.11.23	31.12.23
WP 6	D6.6	D47	Evaluation of existing business models as well as identification and design of novel business models	NTNU	BPIE	Report	PU	30.05.23	30.06.23
WP 6	D6.7	D48	A systematic approach to development, registration, and reporting of innovations 24	SINTEF	HE	Report	PU	20.11.21	31.12.21
WP 6	D6.8	D49	A systematic approach to development, registration, and reporting of innovations 36	SINTEF	INCASOL	Report	PU	20.11.22	31.12.22
WP 6	D6.9	D50	A systematic approach to development, registration, and reporting of innovations 48	SINTEF	AREA	Report	PU	20.11.23	31.12.23

WP 7	D7.1	D51	Dissemination and Communication Strategy & Plan 3	HOUSING EUROPE	NTNU	Report	CO	-	31.03.20 Submitted
WP 7	D7.2	D52	Project Website & Social media channels	HOUSING EUROPE	NTNU	Websites, patents filling, etc.	PU	-	31.03.20 Submitted
WP 7	D7.3	D53	Articles in online media such as the BUILD UP portal and other relevant websites & 3 5-minute podcasts	HOUSING EUROPE	BPIE	Websites, patents filling, etc.	PU	30.05.24	30.06.24
WP 7	D7.4	D54	Virtual Community for stakeholder engagement	HOUSING EUROPE	NTNU	Websites, patents filling, etc.	CO	30.08.20	30.09.20
WP 7	D7.5	D55	Project Newsletter 6	BPIE	NTNU	Websites, patents filling, etc.	PU	-	30.06.20 Submitted
WP 7	D7.6	D56	Project Visual materials 9	HOUSING EUROPE	SINTEF	Websites, patents filling, etc.	PU	30.08.20	30.09.20
WP 7	D7.7	D57	Videos & Infographics about the case studies and reports from the project conferences	BPIE	SINTEF HE	Websites, patents filling, etc.	PU	20.11.23	31.12.23
WP 7	D7.8	D58	Digital Handbook of the case studies	BPIE	ABUD HE	Websites, patents filling, etc.	PU	30.05.23	30.06.23
WP 7	D7.9	D59	Online Decision Support	BPIE	SINTEF	Websites, patents filling, etc.	CO	20.11.22	31.12.22
WP 7	D7.10	D60	Dissemination and Communication Strategy & Plan 24	HOUSING EUROPE	NTNU	Report	CO	20.11.21	31.12.21
WP 7	D7.11	D61	Dissemination and	HOUSING EUROPE	DD	Report	CO	20.11.22	31.12.22



			Communication Strategy & Plan 36						
WP 7	D7.12	D62	Project Newsletter 12	BPIE	SINTEF	Websites, patents filling, etc.	PU	20.11.20	31.12.20
WP 7	D7.13	D63	Project Newsletter 18	BPIE	DTU	Websites, patents filling, etc.	PU	30.05.21	30.06.21
WP 7	D7.14	D64	Project Newsletters 24	BPIE	IREC	Websites, patents filling, etc.	PU	20.11.21	31.12.21
WP 7	D7.15	D65	Project Newsletter 30	BPIE	ENFOR	Websites, patents filling, etc.	PU	30.05.22	30.06.22
WP 7	D7.16	D66	Project Newsletters 36	BPIE	ABUD	Websites, patents filling, etc.	PU	20.11.22	31.12.22
WP 7	D7.17	D67	Project Newsletter 42	BPIE	OBOS	Websites, patents filling, etc.	PU	30.05.23	30.06.23
WP 7	D7.18	D69	Project Newsletter 50	BPIE	AREA	Websites, patents filling, etc.	PU	29.01.24	29.02.24
WP 7	D7.19	D68	Project Visual materials 28	HOUSING EUROPE	SINTEF	Websites, patents filling, etc.	PU	30.03.22	30.04.22
WP 8	D8.1	D70	H - Requirement No. 1	NTNU	BPIE	Ethics	CO	30.09.23	31.10.23
WP 8	D8.2	D71	POPD - Requirement No. 2	NTNU	HE	Ethics	CO	30.05.21	30.06.21

The **internal review process** will follow for each deliverable the procedure described below:

1. Leading author of the deliverable uploads the document to the project web reserved area and informs by email the project coordinator and the reviewer about the deliverable availability.
2. The reviewer downloads the deliverable, edits the documents and adds the comments in track changes and fills on the review report file.

3. The reviewer uploads the reviewed deliverable and the review report in the project web reserved area informing by email the deliverable main author and the coordinator. The internal review must rate the deliverable as:
  - ACCEPTED: the deliverable respects objectives and requirements and the reviewer has made minor correction. The document does not need to be sent again to the authors and it is ready to be submitted
  - ACCEPTED WITH MINOR CHANGES: the deliverable respects objectives and requirements but it needs modifications done by the authors. The document is sent back to the authors before submission. Minor changes may include modifications in the document format and in the document content. Modifications should be confined to limited part of the document and the new content should be easily available.
  - REJECTED: the deliverable does not respect objectives and requirements. The document cannot be submitted, and a recovery plan has to be agreed between leading author, quality manager and coordinator.
4. Project Coordinator submits the deliverable to EC, once it is accepted.

## 10. Future updates

The QAP is designed to be used in conjunction with the Annex I - DoW and the Consortium Agreement CA. The QAP is a living document and will be revised when needed, so it shall be reviewed at the project meetings.

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