



Quality Assurance, Risk Management and Project Management Plan

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1 Executive Summary

The handbook of the EFFEREST Project includes the quality and risk management processes in WP1 (Task 1.2). The document outlines recommendations and procedures of the EFFEREST consortium to ensure quality assurance of the project outcomes and the proactive mitigation of risks. The set-up of the project is elaborated in more detail and the templates to be used are included. All this will contribute to an effective and high-quality project execution.

Keywords: Project Handbook, Quality Assurance, Risk Management

2 Introduction

The Quality and Risk Management within the EFFEREST project is supervised by the coordinator team from VIF. Active support is received from the Executive Board (EB). Together, their goal is to ensure a project of high quality by establishing procedures, guidelines and promptly identifying and addressing risks.

2.1 Quality Assurance

International cooperation involving multiple project partners can pose various challenges and obstacles. It is essential to meet objectives on time and budgets while ensuring high-quality standards in results. Therefore, quality assurance is crucial for EFFEREST.

Templates and Guidelines have been developed for EFFEREST to provide a clear direction for new members regarding document access, support resources and detailed instructions across various topics. A structured deliverable process has been established to ensure the submission of high-quality outcomes. Regarding the reporting, not only the quality of activities and results is monitored but also the risks to ensure that immediate action can take place.

2.2 Risk Management

During the preparation phase of the EFFEREST project, partners already pinpointed potential risks that could affect the successful implementation of the project. As part of the quality and risk management in WP1, these risks are closely monitored and regularly updated. This proactive approach allows the early identification and mitigation of risks.

In coordination with the Executive Board (EB), the project coordinator will ensure effective risk management within EFFEREST. Section 8 of this deliverable outlines the external Reporting Process. The WP leaders will provide monthly updates on the risk status. If any risks arise, the consortium and the project officers are informed immediately, and mitigation measures are being implemented.

3 Objectives

This deliverable contributes to all EFFEREST objectives. It establishes the basis for project activities and enables monitoring of quality and risks in the Work Packages (WPs). Serving as foundation for this project, it ensures that WP leaders can monitor quality and manage risks within their work packages. As a result, the EFFEREST consortium will be able to develop an improved electric vehicle design and efficiency using real-world fleet data, a user-centric energy management system and innovative technologies. This initiative seeks to strengthen Europe's competitiveness in the global electric vehicle market.

Virtual Vehicle is an experienced European project coordinator, thus this document follows the structure of other deliverables developed in the frame of other projects (such as greenSPEED or HiPE), as these structures and topics have proven to work. The content has been tailored to the EFFEREST project and the actions outlined in the Grant Agreement (GA) [2] as well as the rules of the Consortium Agreement (CA) [1].

4 Project Management Structure (PMS)

This chapter offers a comprehensive overview of the project management structure (PMS) of EFFEREST. The detailed PMS with its responsibilities, rights and obligations can be found in section 6 of the Consortium Agreement (CA). The CA should therefore be consulted, especially regarding decision-making processes.

The EFFEREST project management structure comprises the consortium bodies illustrated in the following Figure 1:

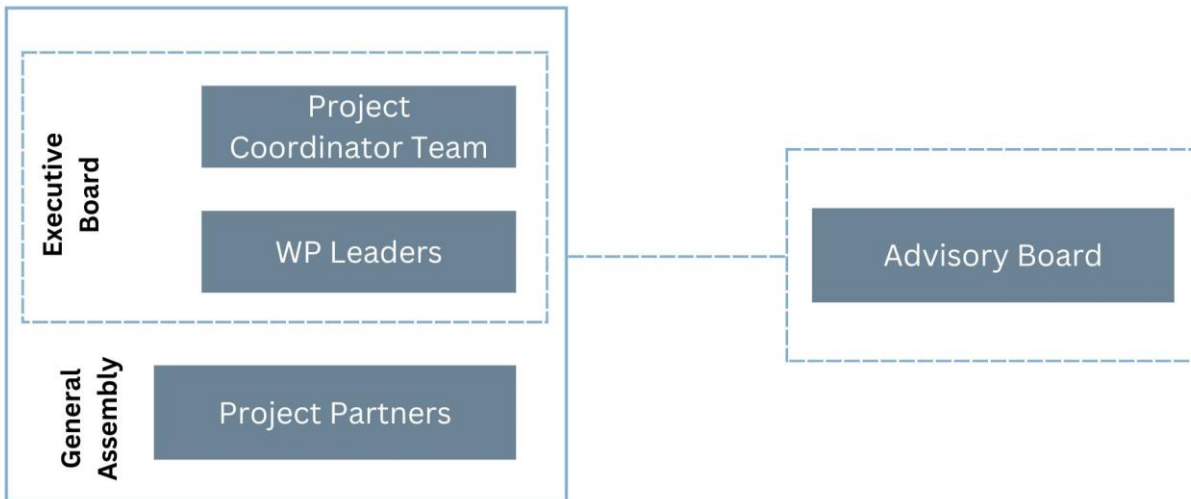


Figure 1: EFFEREST Management Structure

4.1 The Project Coordinator (PC)

The Project Coordinator (PC) serves as the intermediary between the involved parties and the Granting Authority. Within EFFEREST, the project coordinator team comprises the Technical Project Coordinator and the Administrative Project Coordinator. In addition to the responsibilities as a party, the coordinator is responsible for executing tasks outlined in both the Consortium Agreement [1] and the Grant Agreement [2]. The PC will report any significant issues that could impede the successful execution of EFFEREST. This information is communicated to the Executive Board (EB) and the General Assembly (GA). The PC is the central contact person for the European Commission and CINEA.

4.2 The Executive Board (EB)

This organ serves as the supervisory authority for the project execution and is responsible for the technical and scientific coordination. The EB reports to and is accountable to the General Assembly. It should consist of the Coordinator and all WP Leaders. Further project representatives may be invited to the EB. Once approved, the minutes of EB meetings are forwarded to the General Assembly members for information.

The EB carries the responsibility of executing and implementing decisions made by the General Assembly. In addition, they monitor the effective and efficient implementation of the project. The tasks of the EB are explained in more detail in the CA [1].

4.3 The General Assembly (GenA)

The General Assembly (GenA) serves as the ultimate decision-making entity within the consortium. It shall comprise one representative from each party. Each member shall be empowered to deliberate, negotiate and make decisions on all matters specified in Section 6.3.2 of the Consortium Agreement (CA) [1]. All parties agree to follow the decisions made by the General Assembly.

4.4 The Advisory Board (AB)

The Advisory Board (AB) will be appointed and guided by the General Assembly. Its role is to support and facilitate the decisions made by the General Assembly. AB members shall be able to participate in GA meetings upon invitation although they do not have any voting rights. Further details regarding the Advisory Board can be found in Section 6.6 of the CA [1].

During the proposal phase, the consortium contacted multiple experts that could be interested and had the expertise to actively contribute to increase the quality of results of the projects. The AB will consist of at least the following members who have all confirmed their participation through a Letter of Support: Renault Group (represented by Arnaud Richard); M2F (represented by Cecilia Medina Marín) and MathWorks (represented by Edwin Insuasty).

4.5 The Work Package Leaders & Co-Leaders

The Work Package Leaders and their Co-Leaders will have the responsibility to ensure the completion of WP activities and deliverables on time within the provided budget and with the highest possible quality. In addition, they supervise the coordination of the work and communication within the respective Work Packages. This also includes the regular alignment of meetings, risk management and reporting processes.

The WP Leader will also be responsible for technical decisions at WP level, the coordination of deliverables and the data management within the respective WP. The frequency, duration and format of WP meetings is set by the WP Leaders. However, there should be regular status meetings (at least once every four weeks) throughout the duration of the respective WP. Moreover, it is essential to keep meeting minutes, which are made available to all WP partners on SharePoint.

4.6 The Task Leaders & Co-Leaders

The Task Leaders and their Co-Lead will be responsible to guarantee the delivery of high-quality results for their respective tasks. They will be responsible for both technical and non-technical decisions at the task level in close coordination with the WP leader. Additionally, they will supervise data management within their task.

5 Communication

5.1 Internal Communication

5.1.1 Overall Guidelines

Whenever sending mails to the consortium, the following points must be kept in mind:

- Always include **[EFFEREST]** in the subject line of any email allowing the filtering function of emails.
- Use the contact list provided by the coordinator in order to address all relevant contacts. The list can be found under [05_Contact List > EFFEREST_General_Contact List.xlsx](#)

Communication with the Project Officer (PO): Only the coordinator shall contact the Project Officer, acting as intermediary between the Granting Authority and project partners.

Please do not write any emails to the granting authorities related to EFFEREST.

5.1.2 Meeting Plan

The following Table 1 illustrates the proposed meeting plan for the EFFERST project. Some meetings are planned to be hold hybrid, which ensures that all partners can join. Additionally, considerations for costs and environmental impacts must be considered.


Table 1: EFFEREST Meeting plan

Meeting	Date/Frequency	Involved Partners	Mode
Kick off Meeting	January 2024	All partners	Face-to-face/hybrid
General Assembly	Every 6 months	All partners	Face-to-face/hybrid
Review Meeting	Every 18 months	Project officer + PC + WP leaders	Face-to-face/hybrid
WP Meeting	At least 1 a month	WP leader + PC + project partners	Online
Executive Board Meeting	Monthly	WP leaders + PC	Online
Advisory Board Meeting	Twice a year	WP leaders + AB members	Online

5.1.3 Minutes of Meeting (MoM)

The notetaker will be appointed before the meeting. The meeting organiser must provide the Minutes of Meeting (MoM) after each meeting. A template has been provided and covers the following points: Subject, Date and Time, Meeting Organiser, Type of Meeting, Minutes Taker, Participants, Agenda, Decisions, Action Points and Notes.

All MoM must include a list of participants. For each meeting in person, a list of participants with the signatures must be provided. After the meeting, a copy of the list should be sent to the coordinator and the list must be uploaded to the respective folder in SharePoint. For meetings which are (partly) held online, a screenshot of participants can be provided. Also, for online meetings, MoMs are required and must be uploaded to the meeting folder in SharePoint. The minutes taken during General Assembly or during the monthly EB meeting, will be also send via email to all project partners. In Figure 2, the templates of the minutes of meetings are shown. The template is accessible to all partners in the common repository.



MINUTES OF THE MEETING		Date
Place		
Subject		
Attachments		
Minute taker		
Agenda		
Participants		

Legend: A ... Action
 D ... Decision
 I ... Information

WP	Open action points	Status	Responsible, Date

Type	Topic #1	Responsible, Date
	Topic #2	
	Topic #3	

The minutes are accepted if, within 15 calendar days from sending, no member has sent an objection including the description and correction of the objected part.



Figure 2: Template of Minutes of the Meeting

5.2 External Communication

5.2.1 Dissemination and Communication Activities

Partners who want to contribute to dissemination and communication activities of EFFEREST need to inform the project coordinator and dissemination manager (VIF). All activities should be in line with the overall Dissemination and Communication plan of EFFEREST. In addition, it must follow the Project Identity Guidelines of EFFEREST. All activities need to be included in the periodic reports, and, if possible, should be mentioned on the website of the project.

5.2.2 Release and Approval Process for Publications

The consortium should be informed at least 30 days prior the planned publication date. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Party or Parties proposing the dissemination within 20 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

5.2.3 Horizon Europe Rules for Communication, Dissemination and Visibility

Article 17 of the Grant Agreement [2] outlines specific rules for communication, dissemination and visibility. Please include the funding acknowledgement (translated into the local language, if possible):

- **For promotion material:** *“This project has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No. 101138266.”*
- **For publications:** *“The research leading to these results/this publication has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No. 101138266.”*
- **For patents:** *“The work leading to this invention has received funding received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No. 101138266.”*

In accordance with Article 17.3 from the GA, all communication and dissemination activities must include a disclaimer (if necessary, translated into the local language):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CINEA. Neither the European Union nor the granting authority can be held responsible for them.”

Moreover, whenever it is possible partners must include the EU emblem. There exist a few similar emblems illustrated in the following Figure 3. Those emblems should not be modified in any way. If several logos are used, the EU emblem must be displayed at least as clearly and visible as the other logos. All required logos can be found for download in the common SharePoint.



Figure 3. EU Emblem for Dissemination

6 Document Management

The SharePoint (set up by VIF) is used for the exchange of documents within the EFFEREST Project. All partners can access folders, allowing them to download/upload documents and edit them simultaneously with other contributors. The coordinator team can keep track of who accesses SharePoint.

6.1 General Guidelines

The following points must be considered for all documents and presentations:

- Spell check (UK English)
- Consistency check (wording, acronyms etc.)
- Update all references (tables, cross references etc.)
- Track changes turned off & no comments etc. left in the document (all points resolved)
- Do not use too many animations
- Check if the document/presentation is public or confidential
- Include the Funding Acknowledgement, the Disclaimer and the EU emblem
- Ensure that texts and figures are legible
- Do not use acronyms without explaining them
- If available, please use the EFFEREST templates
- Stick to the project identity guidelines (colours, fonts, logos etc.)

Please do not share any confidential information with external parties. In case you are unsure, you can always contact the project coordinator. For dissemination and communication activities and publications, more information is provided in Section 5.2 of this document.

6.2 Folder Structure

The following Figure 4 provides an overview of the document repository. Partners can access all folders and are able to work with the respective documents:

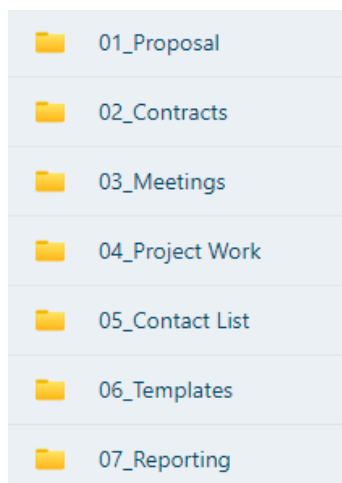


Figure 4: SharePoint Folder Structure

6.3 EFFEREST Templates

In addition, templates following the EFFEREST Project Identity (logo, colour, fonts) have been provided to the consortium: [06 Templates > EFFEREST_Deliverable_Template.docx](#)

6.4 Naming Conventions

6.4.1 General Documents

For the naming and versioning of EFFEREST general documents there exists a specific naming guideline if not otherwise specified:

EFFEREST_Title_yyyymmdd_vX.X.doc/pdf/xls (...)

It is suggested to name the document clear and descriptive. In detail:

- **Project Name:** Please always indicate the project acronym
- **Title:** Short description of the document (do not use special characters, e.g. “:”)
- **Date:** Date of creation (format: yyyymmdd)
- **Version:** vX.Y (X = a major release; Y = a minor release; e.g. v0.1, v0.2, v1.0, v2.0 ...)
- **File Extension:** According to the type of the file (docx, pdf, ...)

6.4.2 Deliverables

The naming and versioning of documents concerning EFFEREST deliverables should be saved according to the following structure:

EFFEREST_DX.X_Title_vX.X.doc/pdf/xls (...)

7 Deliverable Review and Submission Process

Two basic rules need to be followed by all EFFEREST beneficiaries:

1. Do not create your own template variations etc. and follows the guidelines defined in this project handbook.
2. Please do not upload any documents directly in the EU portal. This is done by the project coordinator team (VIF) after a comprehensive formal check.

7.1 Assignment of Reviewers

Every deliverable shall be reviewed by at least **two reviewers** who did not contribute to the deliverable. The deliverable responsible is free to assign the reviewers according to the needs. Once assigned, the reviewers must be communicated to the coordinator.

Possible Criteria for the assignment of reviewers:

- A project partner who needs the content, e.g., for reuse in other tasks/work packages.
- A project partner who has a strategic interest e.g., for Data Management, Exploitation.
- An internal expert who could contribute to valuable expertise.

7.2 Assignment of Deliverable Responsible

The WP Lead and Co-Lead are responsible for appointing the deliverable responsible. However, WP partners can agree among themselves who will monitor the deliverable. The deliverable responsible must be communicated to the coordinator team.

7.3 The EFFEREST Review and Submission Process

To ensure high quality deliverables for EFFEREST, a deliverable Review and Submission Process as illustrated in the following Figure 5, has been established.

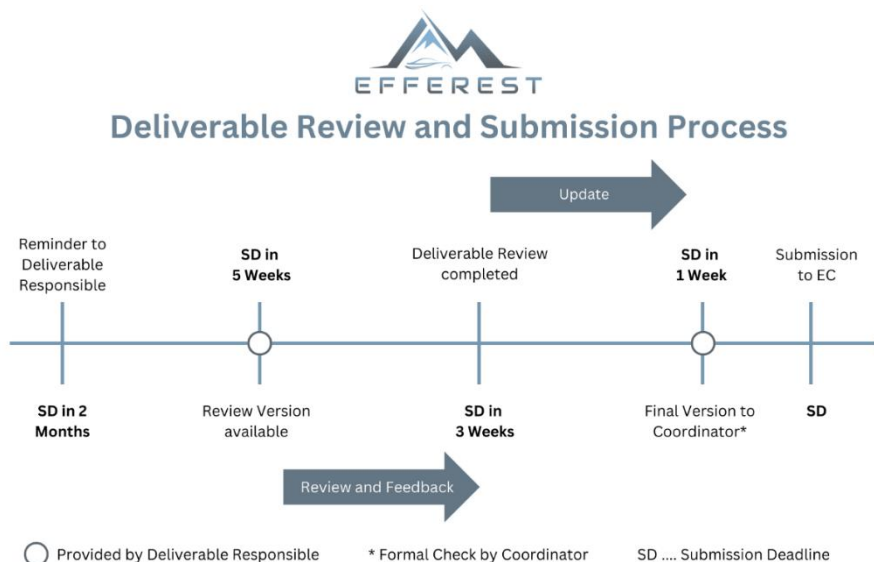


Figure 5: EFFEREST Deliverable Review and Submission Process

- **Two months before the submission:** The coordinator sends a reminder to the deliverable responsible. The deliverable responsible will be asked to appoint two reviewers (if not done yet) and starts the preparation for the deliverable.
- **Five weeks before the submission:** The deliverable should be ready for the review. The author/deliverables responsible will upload the reviewed version in SharePoint and inform the reviewer, including the Project Coordinator. The reviewers are asked to complete their review within two weeks using the deliverable review template, which can also be found on SharePoint. Table 2 shows one part of the checklist the reviewers need to complete. Each criterion needs to be scored ranging from (1) *Unacceptable* to (5) *Fully Accepted*. Ratings below 5 must include an explanation and concrete suggestions for improvements.
- **Three weeks before the submission:** The review should be completed. The deliverable responsible and the coordinator should be informed by the reviewers by providing the SharePoint link to the finalised deliverable review checklist and the commented deliverable file. Thereafter, the deliverable responsible has two weeks to implement the feedback and update the deliverable.
- **One week before the submission:** The final version should be uploaded to SharePoint. The deliverable responsible will then inform the coordinator via e-mail. The coordinator will conduct a formal check.
- **At the submission deadline:** The deliverable is uploaded by the coordinator. After successful submission, the consortium will be informed.

The figure displays three sequential pages of the 'Deliverable Review' checklist template. The first page (Page 1 | 3) includes the title 'Deliverable Review', a header table for reviewer information, an introduction, review criteria, and a table for recording scores and comments. The second page (Page 2 | 3) contains a detailed list of 17 criteria, each with a specific question and a corresponding empty table for the reviewer's response. The third page (Page 3 | 3) features an 'Overall Recommendation' section with fields for average score, minimum score, and recommendation, along with a table for reviewer recommendations and comments.

Figure 6: EFFEREST Deliverable Review Checklist

7.4 Delay in Submission of Deliverables

The deliverables shall be submitted as defined in Annex 1 of the GA. In case of any delay, the Project Coordinator needs to be informed immediately. The coordinator shall then inform the Project Officer. The deliverable responsible must include a justification for the delay within the delayed deliverable including the possible effect on subsequent activities and corresponding mitigation strategies.

8 Reporting Process

External Reports will be submitted by the coordinator to the funding authorities 60 days after the end of each period as defined in the GA:

- 1st Reporting Period (RP No 1): M1 – M18
- 2nd Reporting Period (RP No 2): M19 – M36

The templates for the external reporting will be provided with further instructions on how to fill in the requested data and the deadlines/timeline.

8.1 Steps to be Taken by the Partners

Each partner must provide (1) its individual contribution and effort for each Work Package and (2) its cost statement at project level. Partners must prepare and submit their financial reports directly to the EU portal. If partners don't submit their reports, the costs for the reporting period will be considered as "zero". However, it is possible to report them in the next reporting period.

8.2 Steps to be Taken by the Task Leaders

The Task Leaders prepare a summary of their tasks based on information provided by all project partners.

8.3 Steps to be Taken by the Work Package Leaders

The WP Leaders prepare the WP reports using the data supplied by all project partners and task leaders.

8.4 Steps to be Taken by the Coordinator

The coordinator is responsible for the progress report according to the information that has been provided by partners, Task and WP Leaders. A final check is done by the coordinator. In addition, the partners will be asked for a final check before the coordinator submits the reports to the funding authorities.

9 Conclusion

The Quality Assurance and Risk Management Plan should be used by all partners during the entire lifetime of the project. When reading this deliverable, partners should find the structure and processes of the EFFEREST handbook clear so work can be started immediately. This deliverable should be used as a clear guide on how to prepare and review deliverables, monitor work progress, ensure the application of mitigation measures and monitor risks. By doing so, an efficient project execution can be achieved.

This deliverable serves as a basis and will be updated during the project duration whenever it is necessary.

10 Abbreviations

Term	Definition
AB	Advisory Board
CA	Consortium Agreement
CINEA	European Climate, Infrastructure and Environment Executive Agency
EB	Executive Board
EFFEREST	Efficient User-Centric Energy Management Systems for Optimized Electric Vehicles
EU	European Union
GA	Grant Agreement
GenA	General Assembly
MoM	Minutes of Meeting
PC	Project Coordinator
PMS	Project Management Structure
PU	Public
R	Document, Report
SEN	Sensitive
WP	Work Package

11 References

- [1] EFFEREST Consortium Agreement, V4.0, 2024-02-07
- [2] Grant Agreement Number 101138266 – EFFEREST, 2023-12-04