



## WP 1: Project Coordination, Standardisation and Methodology

D1.2

### Quality assurance plan

Status: Draft

Draft: 1

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 788503.

## About RRING

The overall project aim is to bring RRI into the linked up global world to promote mutual learning and collaboration in RRI. This will be achieved by the formation of the global RRING community network and by the development and mobilisation of a global Open Access RRI knowledge base. RRING will align RRI to the Sustainable Development Goals (SDGs) as a global common denominator. The RRING project acknowledges that each region of the world is advancing its own agenda on RRI. Therefore, RRING will not be producing a Global RRI framework or strategy that is meant to be enforced in a top-down manner. Rather, increased coherence and convergence will be achieved via a bottom-up approach, learning from best practices in RRI globally and from linkages, via the new RRING community, to develop the RRI linked-up world.

### Six Objectives of RRING

**Objective 1:** Promote a linked up global world of RRI by creating the global RRING community network, thereby enabling mutual learning, collaboration, mobilisation of RRI concepts.

**Objective 2:** Mobilise, promote and disseminate a global open access knowledge base of RRI based on the State of the Art (SoA) and comparative analysis across the key geographies, all stakeholders and sectors. It will cover key platforms, spaces and players, role and influence of stakeholders, drivers and policies for R&I, regulation in public, private sectors and nation states and international organizations.

**Objective 3:** Align RRI to the UN Sustainable Development Goals (SDGs) to provide a global common denominator for advancement of RRI, and address Grand Challenges globally.

**Objective 4:** Determine the competitive advantages of RRI and also understand how and where RRI is perceived as a barrier and/ or disadvantage.

**Objective 5:** Create high level RRI strategy recommendations for the seven geographic zones, trial RRI best practice learning in 2 EU case studies.

**Objective 6:** Promote inclusive engagement of civil society and researchers.



## Document Information

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## Executive Summary

This document represents the Quality Assurance Plan for the RRING Project. The aim of this deliverable is to describe the mechanisms that will be used throughout the project in order to ensure the quality level of the project deliverables and the project outcomes.

This document will also serve as a guide for the project coordinator, in order to ensure that quality reviews will occur at appropriate points in the project, and as a reference for all project partners, in order to understand their responsibilities and roles, regarding the project deliverables and outcomes.

This document will also serve as a guide to the RRING consortium in order to establish effective cooperation within the consortium and ensure the highest level of quality of project documentation. The document describes the quality review techniques, defines timelines for quality control and the responsibilities of the RRING partners. Moreover, it is a guide for data formatting.

This document should be used as a reference by the project coordinator and all project partners.



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# 1. Management body

Whilst everyone on the project has a responsibility to deliver high quality deliverables and project outcomes, the respective roles and responsibilities of team members are outlined in the project initiation document, RRING\_D1.1.\_PID\_20180807.

# 2. Quality approval of deliverables

The Project Coordinator (PC) is ultimately responsible for the quality control of the deliverables to the European Commission (EC), coordinating closely with the project steering committee and the quality assurance committee (QAC).

Every contractual deliverable, prior to its submission to the Commission, will be the subject to a review within the respective work package and a peer review by persons not directly involved in either the subject matter or the creation of that deliverable (Fig.1).

Quality assurance	UCC	UNESCO	Vitae	Meiji	SAASTA	ICoRSA	Unibrad	DMU	SKU	HSRW	WUR	ARU	CNR	Fraun	CEDLA	SFFRU	DCU	UPM	VU	CPN	ESG/FE	Due	Due for revisi	
<b>Deliverables</b>																								
D1.1	UCC										ALL											31/05/2018	31/05/2018	
D1.2	UCC																					31/07/2018	30/06/2018	
D1.3	UCC																					31/07/2018	30/06/2018	
D1.4	UCC																					31/07/2018	30/06/2018	
D1.5	UCC																					31/07/2018	30/06/2018	
D1.6	UCC																					30/04/2021	31/03/2021	
D1.7	UCC																					31/10/2018	30/09/2018	
D2.1	UCC										ALL											31/10/2018	30/09/2018	
D2.2	UCC																					31/10/2018	30/09/2018	
D2.3	UCC																					31/10/2018	30/09/2018	
D2.4	UCC																					31/10/2020	30/09/2020	
D2.5	UCC																					30/04/2021	31/03/2021	
D3.1					SAASTA																	31/07/2019	30/06/2019	
D3.2																						31/07/2019	30/06/2019	
D3.3																						31/07/2019	30/06/2019	
D3.4																						31/07/2019	30/06/2019	
D3.5									SKU													31/07/2019	30/06/2019	
D4.1										DMU	HSRW											31/01/2020	31/12/2019	
D4.2												ARU										31/10/2019	30/09/2019	
D5.1											WUR		CNR									31/10/2019	30/09/2019	
D6.1																						31/10/2020	30/09/2020	
D6.2		UNESCO	Vitae																			31/01/2021	31/12/2020	
D6.3				Meiji																		30/04/2021	31/03/2021	
D6.4						ICoRSA																30/04/2021	31/03/2021	
D7.1																						30/04/2019	31/03/2019	
D7.2																						30/04/2020	31/03/2020	
D7.3							Unibrad															30/04/2021	31/03/2021	
D8.1																						31/07/2018	30/06/2018	
D8.2																						31/07/2018	30/06/2018	
D8.3																						31/07/2018	30/06/2018	

Fig. 1: Quality assurance set-up. Nominated partner for deliverable review (yellow), WP Lead (dark orange), no quality assurance (grey); UNESCO is involved in the scientific review of all deliverables (light orange). E.g. For deliverable 3.4: SKU is the WP leader, VU and UNESCO do the review.

The project manager (PM) will make a final check of the deliverable for consistency and readability before sending it to the project coordinator for submission to the EC. Where necessary, the PC could request further work of the partners on a deliverable, to ensure that it compiles with the project’s contractual requirements.

To ensure that this process can be followed through, the following time plan (Fig. 2) has been agreed:

1. A relatively complete draft of the deliverable should be made available by the allocated editor at least 4 weeks before the due date.





2. The draft version should be available for peer review by UNESCO and a nominated partner outside the work package (quality assurance committee, QAC, Fig.1). The review should be completed within 3 working days.
3. If UNESCO/QAC approve of the deliverable, it will be passed on to the SC which will either approve or disapprove of the deliverable (within 6 days).
4. If UNESCO/QAC demand changes, the WP has to address those. This procedure can be repeated. Then, however, the deliverable will be passed on to the SC. The SC has the final say about the deliverable.
5. Comments should be integrated and the final version be made available to the PM in the week before the deliverable is due, for a final check.
6. The PM will upload the deliverable as pdf file once it has passed the QAC and the SC.
7. It is up to the partner responsible for the deliverable to ensure that this schedule is maintained.
8. If the WP leader knows that his/her team cannot meet the four week deadline, the WP leader has to notify the PM six weeks prior to the deadline of the deliverable.

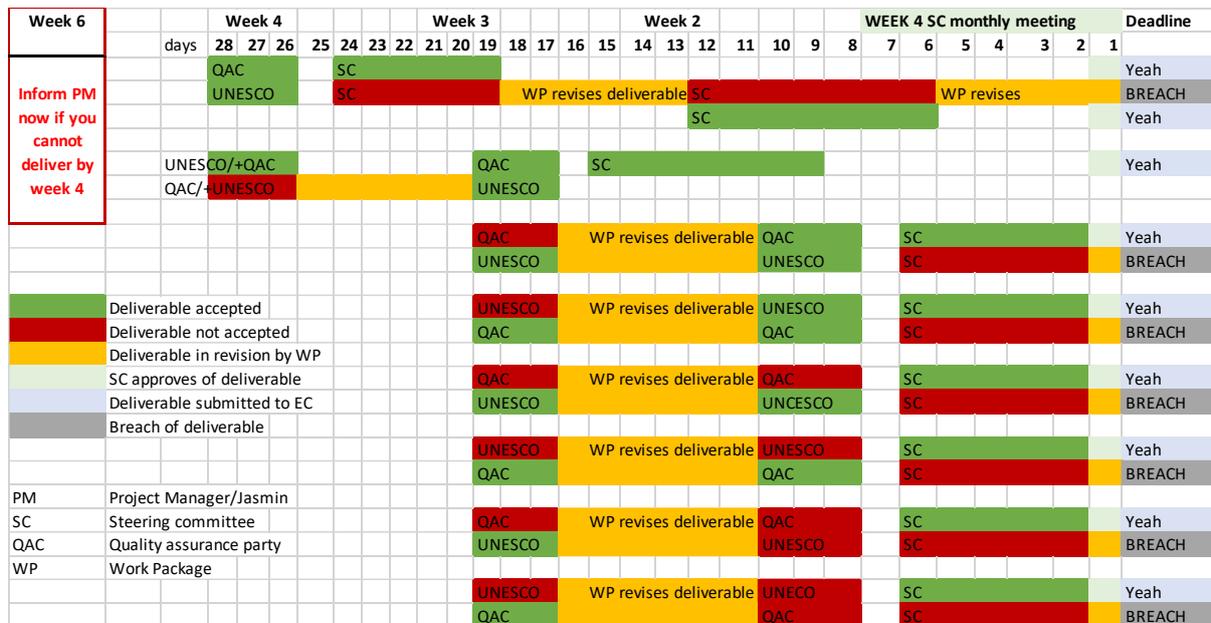


Fig.2: Timeline and quality approval process of deliverables. For example: If UNESCO and/or the respective QAC partner request correction after the first review (red), then the WP has to revise the deliverable (yellow) and pass it back to UNESCO/QAC (after six days). This can be repeated. If UNESCO/QAC still demand changes (red), the deliverable will be passed on to the SC to decide to either approve (green) or disapprove (red) of the deliverable.

Further information about quality control processes can be found in the project initiation document, RRING\_D1.1.\_Project initiation document\_20180807.

### 2.1 Milestone Reviews

The steering committee will meet once a month (it may be an online meeting). To that meeting all work package leaders involved in the milestone will be invited. During that



meeting, decisions can be made to proceed according to plan if the milestone has been achieved, or to delay future activities until corrective actions are completed.

### 3. Quality control for publications

Due to the significance of the dissemination and exploitation activities in achieving the overall goal of the project – to bring Responsible Research and Innovation (RRI) into the linked up global world to promote mutual learning and collaboration in RRI – RRING proposed UNESCO has scientific coordinator ensuring standardisation of data, open access and advocacy of recommendations to key stakeholders at the global level. A coordinated dissemination and exploitation of the project results is a key objective for all partners during all phases of the RRING project. In order to maximize the impact of its results, RRING will engage in a diverse set of dissemination and exploitation activities throughout and after the duration of the project. These activities encompass open source contributions, standardization contributions and leadership, knowledge transfer and training activities, as well as scientific publications, public demonstrations, commercial evaluations and others.

Dissemination quality control focuses on the operational techniques and activities used by those involved in the project to:

- Establish publication rules for the duration of the project (currently under discussion).
- Fulfil the requirements for quality (scientific content, correct English, format).
- Fulfil the rules for acknowledging the EC funding.
- Fulfil the rules for Open Access.
- Fulfil the requirements for FAIR data.

Disseminations comprise of making any project material available to others outside the project, e.g., in the form of presentations, paper submissions and provision of the underlying data. There is further information on this in the Data Management plan, RRING\_D1.4\_Data Management Plan\_20180808.

For those disseminations where (part of) the costs for the preparation and presentation are claimed under RRING, the following rules apply during the duration of the project and 3 months afterwards.

#### 2.2 Rules for Publication and Presentation

The workpackage leaders will create a dissemination strategy for each WP.

Key conferences for advertising the RRING project and outcomes need to be identified. Partners will have to propose conferences (in writing) they wish to attend using the RRING budget. The proposal needs to have the the following information:



- Relevance of conference to the RRING project
- The organisation's interest in attending
- Plan for promoting the project e.g. presenting a paper/poster, networking, manning a booth (if used at the event)
- Keep updated records of the dissemination activities (templates will be available)
- In the aftermath: provide a summary of the engagement (template available)

## 4. Document Production

### 4.1 Formats

#### Reports and Deliverables

- Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The project manager will make a final release version as a PDF file . This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.
- Cost reports will use Microsoft Excel.
- Reports and Deliverables should have a consistently styled cover sheet and structure. For deliverables use the template provided. All pages should be numbered and the document identification number should be included in the header.
- Powerpoint presentations should follow the template provided.

Table 1: Document codes

Document code	Document type
C	Communication papers (posters, ppt presentation)
D	WP reports, deliverables
P	Publications
S	Scientific reports
V	Videos
O	Other subjects

- The identification number consists of four parts (table 1):
  - name of the project
  - document type
  - document name
  - date of final version (yyyymmdd)
  - example: RRING\_D2.1\_Dissemination Plan\_20181031



- For other documents (document code: C,P,V,O), the document identifier will have the following format based on table 1.
  - name of the project
  - name of the WP
  - document Code
  - document Name
  - date of Version (yyyymmdd)
  - example: RRING\_WP2\_V-Factsheet\_20191016

#### Financial statements

- Financial Statements (Summary Financial Report, Form C, Cost Budget Follow-up Table, Person-Month Status Table) will be prepared using Microsoft Excel accordance with the European Commission template.

#### Logos and acknowledgements

- All reports and deliverables should carry the logo of RRING.
- All publications should acknowledge the RRING project in the introduction.
- All publications and public displays produced by the project must carry the EU logo (available in TEAMWORK) and a text acknowledgement that this project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 788503.

#### Timesheets

- In accordance with the terms of the contract, all partners are required to maintain proper records of time worked on the project. There is no set format for time sheets, which should accord to establish company practice.

