



DELIVERABLE D1.1

“Quality Assurance Plan”

ABSTRACT

The Quality Assurance Plan (QAP – D1.1) describes how the Project Management Team (PMT), supported by the Project Executive Board (ExB), will implement its quality policy to ensure that work undertaken by project Beneficiaries meet the objectives foreseen in Annex I of the GROOM II Grant Agreement. The QAP is drafted in order to:

- evaluate the overall project performance on a regular basis to provide feedback as to how well the project satisfies the relevant quality standards (internal quality assurance done by the Project Management Team);
- monitor specific project results to determine if they comply with the project objectives and identify ways to eliminate causes of unsatisfactory performance.

To this aim, the QAP describes the organizational structure, responsibilities, procedures, assessment of project progresses/results, templates for project deliverables, and management of risks.

The QAP will be updated continuously during the project.

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v0.x	draft before peer-review approval
v1.x	After the first review
v2.x	After the second review
Vfinal	Deliverable ready to be submitted!

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S0	Approved/Released/Ready to be submitted	PU	Public
S1	Reviewed	CO	Confidential, restricted under conditions set out in the Grant Agreement
S2	Pending for review		
S3	Draft for comments	CI	Classified, information as referred to in Commission Decision 2001/844/EC.
S4	Under preparation		

TABLE OF CONTENTS

1	Project organizational structure and responsibilities	5
1.1	Overall management structure	5
1.1.1	GROOM II management scheme	5
1.1.2	Governing bodies: definitions, composition and roles	5
2	Project GANTT and Pert Charts	9
2.1	GROOM II GANTT Chart	9
2.2	GROOM II Pert Chart	10
3	Reporting – Payments	11
3.1	Reporting	11
3.1.1	Periodic reports	11
3.1.2	Final report	11
3.1.3	Reporting workflows	12
3.1.4	Reporting guidelines and templates	12
3.2	Payments	13
4	Assessment of project progresses and risks management	14
4.1	Assessment of project progress and results	14
4.2	Management of project risks	15
5	Project deliverables	17
5.1	Template for deliverables and other project related document	17
5.2	Project deliverables review process	22
5.2.1	Review process definition, reviewers appointment and timing	22
5.2.2	Timing of the review process	22
5.2.3	Internal review process flow chart	23
5.3	Deliverables table	24
6	Communication – Dissemination	26
6.1	Project website	26
6.2	Communication inside the Consortium – Mailing list	26
6.2.1	Definition and purpose	26
6.2.2	Starting a new subject	26
6.2.3	Replying to a message sent to a mailing list	27
6.3	Communication/Dissemination outside the Consortium – GA obligations	27

LIST OF FIGURES AND TABLES

Figures:

Figure 1 - Overall management structure of the GROOM II Project	5
Figure 2 - Project Management Team: composition and roles	6
Figure 3 – Workflow for technical reports	11
Figure 4 - Workflow for financial reports	11
Figure 5 - Template for deliverables and other related documents	20
Figure 6 – Internal review process	22

Tables:

Table 1 - Work Package Leaders Table	6
Table 2 - Project Payment Plan	12
Table 3 – Milestones Table	13
Table 4 – Risks and Contingency Plan Table	15

CONTENT

1 Project organizational structure and responsibilities

1.1 Overall management structure

1.1.1 GROOM II management scheme

The figure below shows the management structure of the project.

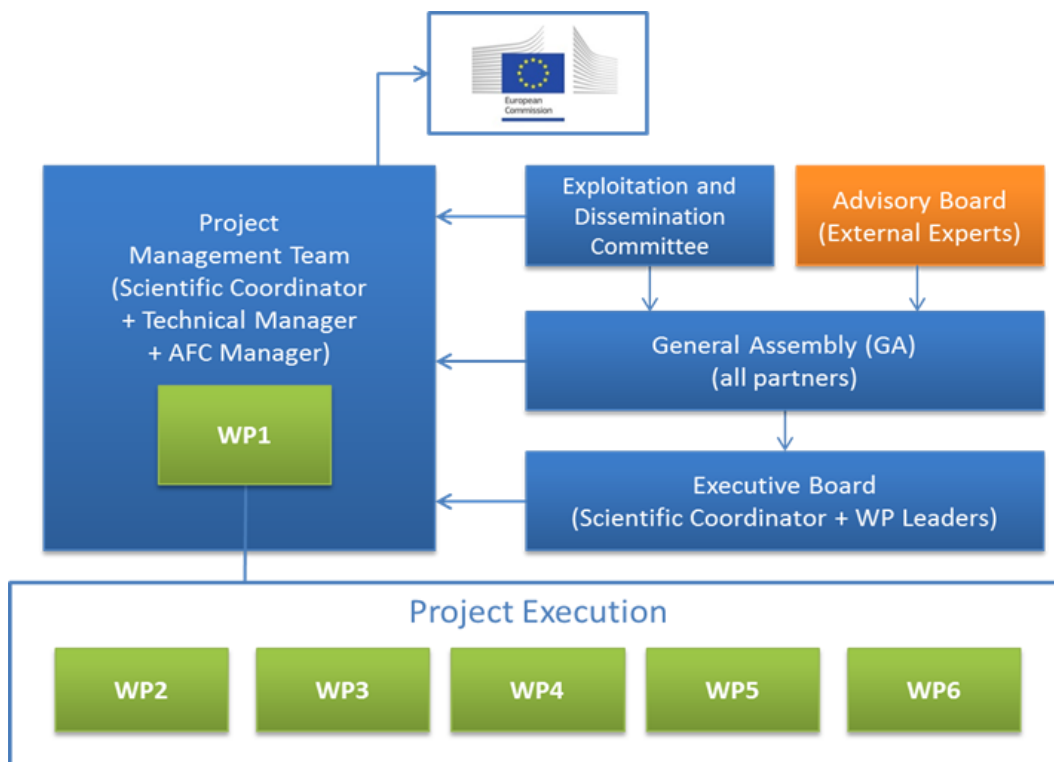


Figure 1 - Overall management structure of the GROOM II Project

1.1.2 Governing bodies: definitions, composition and roles

The **Scientific Coordinator (SC – Dr. Laurent Mortier / ARMINES)** ensures the overall coordination of project activities as described in WP1 – Coordination and Project Management. He chairs the General Assembly, Executive Board, Exploitation and Dissemination Committee and Advisory Boards meetings. The SC will work in close collaboration with all the Bodies of the Consortium in order to ensure the smooth running of the project. He is assisted by the Deputy Scientific coordinator (DSC - Pierre Testor/ CNRS) and the **Scientific and Technical Manager (S&T Manager – to be hired)**, responsible of the day to day scientific and technical management of GROOM II, and by the **Administrative, Financial and Contractual Manager (AFC Manager – Mr. Mathieu Reboul / ARMINES)**, responsible of the administrative, financial and contractual management of GROOM II in accordance with Horizon 2020 Grant Agreement obligations. The four of them form the **Project Management Team (PMT)**.

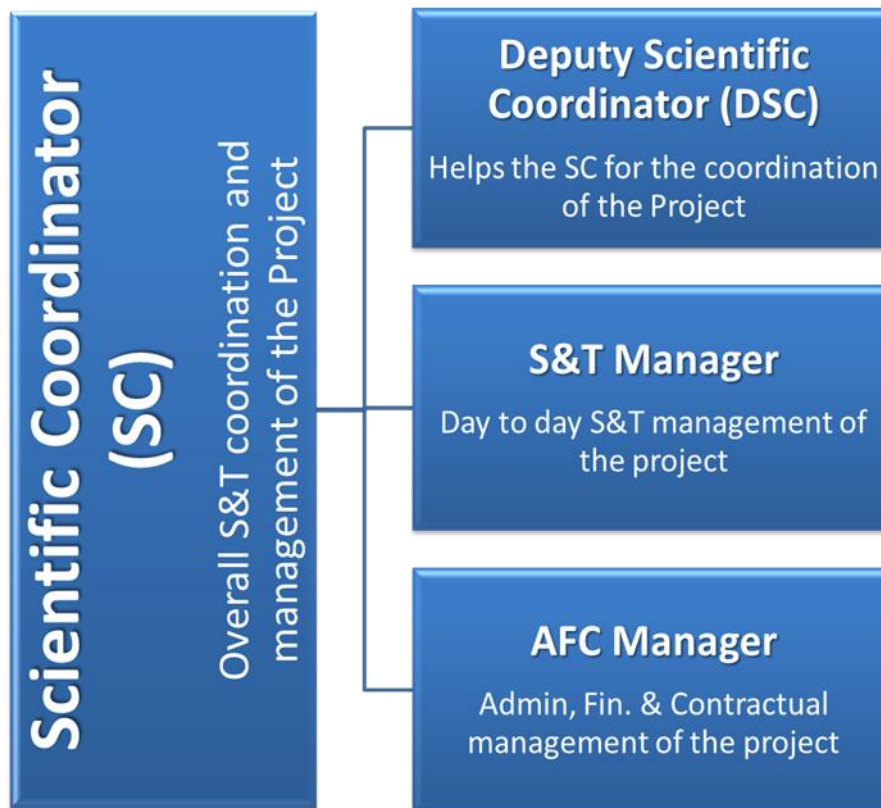


Figure 2 - Project Management Team: composition and roles

A **Work Package Leader (WPL)** is a representative from a Beneficiary ensuring the leadership of a given Work Package. WP Leaders are responsible for reaching the objectives of their Work Package. They co-ordinate the submission of WP deliverables and progress reports in due time. They are also responsible for finding a consensus among the participants of their WP. WP Leaders are required to attend General Assembly and Executive Board meetings to report on their WP progress. Under serious circumstances, they have to flag insufficient quality or unacceptable delays from any Participant. WP Leaders can be dismissed by the General Assembly in case of major deviations from the agreed work plan, provided that an appropriate alternative has been identified.

WP	Name	Organisation	@
WP1	Laurent Mortier	1/ARMINES	laurent.mortier@ensta-paris.fr
	Pierre Testor	2/CNRS	pierre.testor@locean.ipsl.fr
	S&T Manager	1/ARMINES	xxx@xxx.xx
	Mathieu Reboul	1/ARMINES	mathieu.reboul@mines-paristech.fr
WP2	George Petihakis	8/HCMR	gpetihakis@hcmr.gr
WP3	Laurent Mortier	1/ARMINES	laurent.mortier@ensta-paris.fr
WP4	Johannes Kartensen	3/GEOMAR	jkarstensen@geomar.de
WP5	Dan Hayes	4/CSCS	hayesdan@cyprus-subsea.com
WP6	Alvaro Lorenzo	6/NOC	alvaro.lorenzo@noc.ac.uk

Table 1 - Work Package Leaders Table

Work packages are broken into tasks which are led by **Task Leaders**. A Task Leader is a representative from a Beneficiary ensuring the leadership of a given task. Under the

responsibility of their respective WP Leaders, Task Leaders are responsible for reaching the objectives of their task. They are responsible for finding a consensus among the participants of their task. Under serious circumstances, they have to flag insufficient quality or unacceptable delays from any Participant. Task Leaders can be dismissed by the General Assembly in case of major deviations from the agreed work plan, provided that an appropriate alternative has been identified.

The **General Assembly (GA)** is the ultimate decision-making body of the Consortium. The GA is called to validate decisions on important matters or orientations of the project. Furthermore, it monitors the quality and the consistency of the various achievements of the project and validates or rejects actions proposed by the SC, PMT and/or Executive Board. As defined in the Consortium Agreement, the General Assembly is composed of one representative per Beneficiary of the project.

The **Executive Board (ExB)** is composed of the Work Packages Leaders. Its mission is to monitor and analyse the project progress and propose actions/decisions to the General Assembly necessary for the implementation of the work programme and in accordance with the Grant and the Consortium Agreements. The ExB monitors the implementation of the decisions taken by the General Assembly. It receives support from the S&T and AFC Managers and advice from the Advisory Board. The Work Package Leaders have the obligation to provide all the necessary elements to facilitate the work of the ExB. The members of the ExB are required to attend the General Assembly meetings.

The **Exploitation and Dissemination Committee** is responsible for establishing and implementing the exploitation and dissemination strategy, and to manage any intellectual property issue. For this purpose, the Committee will establish both exploitation and dissemination plans and submit them to the GA for approval proposing any amendments as necessary.

The Committee is established as the operative body of the tasks 1.3 and 1.4. The Committee will be chaired by the task 1.4 leader (Laurent Mortier, ARMINES) and a subset of the task participants. By nature of a design study, GROOM II has to disseminate in priority its results groups responsible of the Research Infrastructure policy at the national, European and international levels.

The **Advisory Board (AB)** will be composed of top experts and stakeholder representatives in the field of the project, who will not be part of the project as Participant. The role of the AB will consist in providing advice concerning the orientation and the implementation of the project. It will mainly be a support to the ExB to prepare decisions to be submitted to the General Assembly. The AB will be invited to attend the General Assembly meetings and when relevant to the project internal workshops. To avoid any doubt, the Advisory Board will only have an advisory role and shall not take any binding decisions related to the Project execution. At this stage, potential AB Members have already been identified, some already approached and have given their consent (their names are cited, see some of the corresponding support letters):

- Sylvie Pouliquen (EuroArgo ERIC), Juanjo Danobeita (EMSO ERIC), Nicolas Pade (EMBRC ERIC), Richard Sanders (ICOS ERIC);
- Emma Heslop (IOC/UNESCO), Matthieu Belbeoch (JCOMMOPS), Patrick Gorringer (EMODNET);
- Pierre-Yves Le Traon (Mercator Ocean);

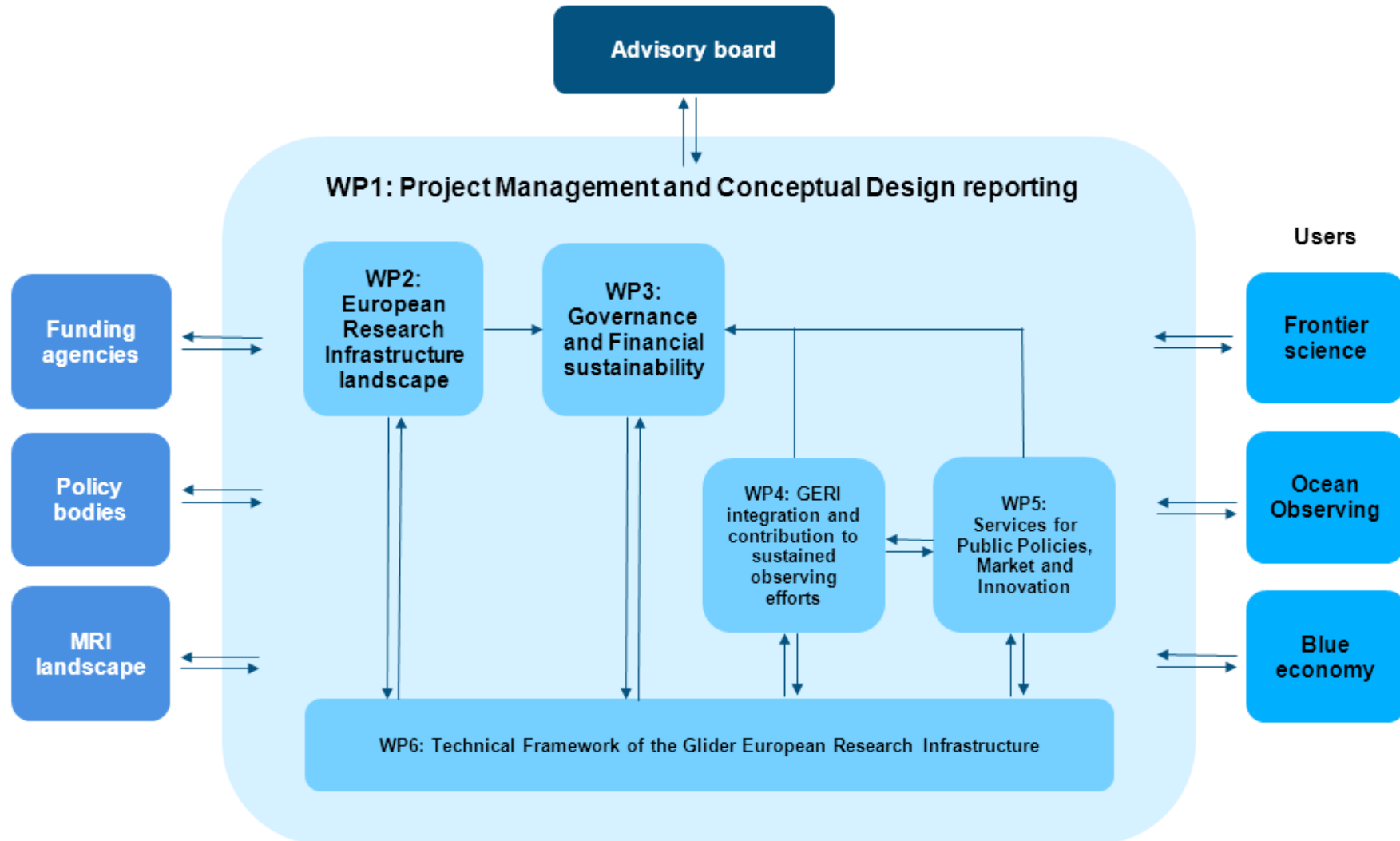
- Stefan Fritz (German Marine Research Consortium KDM (changing to DAM));
- Steve Hall (Society for Underwater Technologies www.sut.org);
- Françoise Gaill (Ocean & Climate Platform ocean-climate.org);
- Ari Asmi (ENVRI community)
- Sandra Ketelhake (JPI-O secretariat in charge of EOOS)
- Relevant public authorities (MPA agencies, etc.);
- NGO, Marine/maritime clusters and other SCOs (SMI/UK, etc.).

2 Project GANTT and Pert Charts

2.1 GROOM II GANTT Chart

WP/Task	Year 1												Year 2												Year 3											
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
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2.2 GROOM II Pert Chart



3 Reporting – Payments

3.1 Reporting

3.1.1 Periodic reports

According to article 20.3 of the GROOM II Grant Agreement, the Coordinator must submit a periodic report within 60 days following the end of each project period.

This report must include the following:

- ❖ a periodic technical report containing:
 - an explanation of the work carried out by the beneficiaries;
 - an overview of the progress towards the objectives of the action, including milestones and deliverables, explanations justifying the differences between work expected to be carried out and that actually carried out and an updated plan for the exploitation and dissemination of the results;
 - a summary for publication by the Innovation & Networks Executive Agency (INEA);
 - answers to the questionnaire covering issues related to the action implementation and the economic and societal impact

- ❖ a periodic financial report containing:
 - an individual financial statement from each beneficiary and from each linked third party, for the project period concerned;
 - an explanation of the use of resources and the information on subcontracting from each beneficiary and from each linked third party, for the project period concerned;
 - a periodic summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for the project period concerned.

3.1.2 Final report

According to article 20.4 of the GROOM II Grant Agreement and in addition to the periodic report for the last reporting period, the Coordinator must submit the final report within 60 days following the end of the last project period.

The final report must include the following:

- ❖ a final technical report with a summary for publication containing:
 - an overview of the results and their exploitation and dissemination;
 - the conclusions on the action;
 - the socio-economic impact of the action;
- ❖ a final financial report containing:
 - a final summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for all project periods
 - a certificate on the financial statements for each beneficiary and for each linked third party, if it requests a total contribution 325,000.00€ or more, as

reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices.

3.1.3 Reporting workflows

As explained above, there are two kinds of reports composing the periodic or final reporting:

- ❖ Technical reports;
- ❖ Financial reports.

Workflows for technical reports and financial reports are presented hereafter.

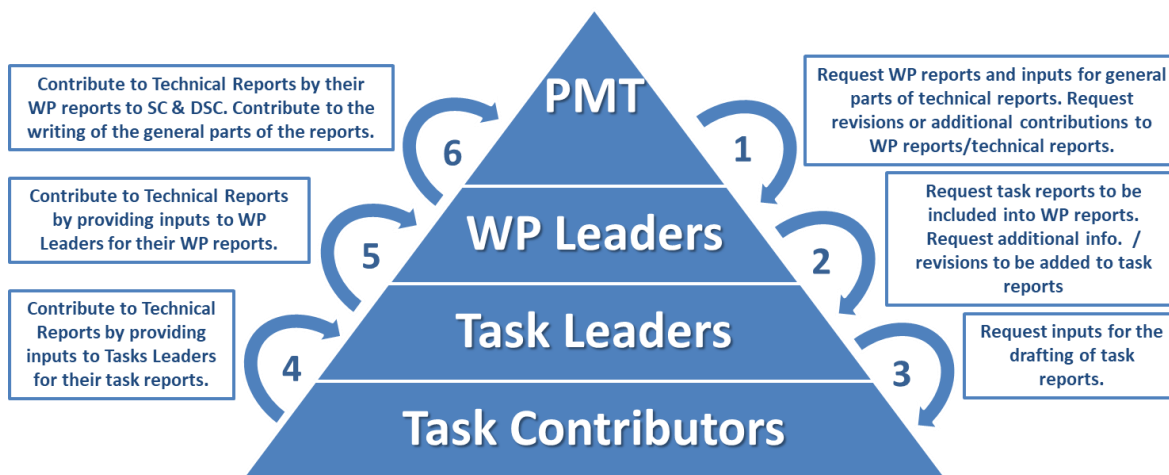


Figure 3 – Workflow for technical reports

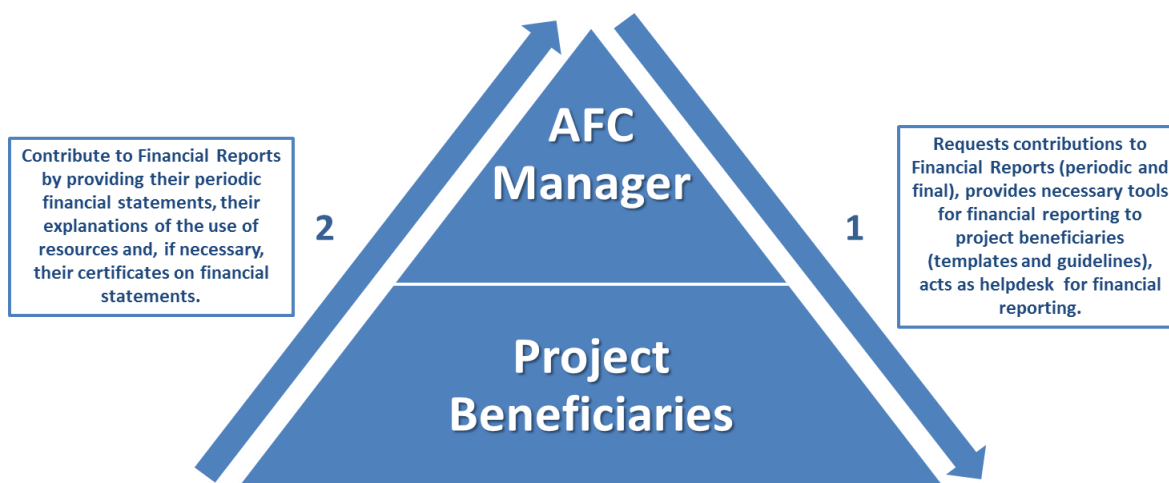


Figure 4 - Workflow for financial reports

3.1.4 Reporting guidelines and templates

Guidelines on project reporting will be presented by the PMT (SC, DSC and AFC Manager) at each project general assembly meetings and presentations will be accessible on the project website just after the meetings. Moreover guidelines and templates based on models provided by the European Commission for project reports will be sent to all project

beneficiaries at the end of each project period. These templates will be completed by other tools for the following up of project actual PM and costs compared to planned PM and costs.

3.2 Payments

Payments will be done in accordance with article 21 - Payments and Payment Arrangements of the GROOM II Grant Agreement and to article 7.3 – Payments of the GROOM II Consortium Agreement.

However, for the convenience of project beneficiaries, the Payment Plan (Attachment 4 of the Consortium Agreement) is copied hereafter:

Period of Payment	Expected Project Month ¹	Payment Name	Payment Detail
1 st Period	M1	1 st Pre-financing Payment	Release of 70% of the total Pre-financing per Party ² at the Project start
2 nd Period	M20	2 nd Pre-financing Payment	Release of the remaining 30% of the total Pre-financing per Party at the submission of 1 st Period Cost Statements from each Party.
	M24	1 st Period Reimbursement Payment ³	Reimbursement of costs declared for the 1 st Period of GROOM II, and approved by the EC, up to: 1. The balance between total costs already declared by each Party and total funding already transferred by the Coordinator to each party; 2. 90% of the total EC funding planned in the GROOM II Grant Agreement for each Party.
End of the Project	M42	Final Payment ⁴	Final Payment corresponding to the balance between total costs declared by each Party and approved by the EC at the end of the Project and total funding already transferred by the Coordinator to each Party. The Final Payment will also include the 5% Guaranty Fund, released by the European Commission at this stage. The Final Payment will be transferred by the Coordinator to each Party once all the contractual reports will be approved by the European Commission.

Table 2 - Project Payment Plan

¹ Dates of payments to Parties within one month of delay after the reception of the payment from the EC to the Coordinator's bank account, except for the 2nd Pre-financing Payment.

² Total Pre-financing per Party will be calculated on the basis of the following formula: (Total Funding of the Party within the Project / Total Project Funding) * (Total pre-financing payment received by the Coordinator – 5% Guarantee Fund retained by the EC until the end of the Project as stipulated in the Article 21.2 the GROOM II Grant Agreement).

³ 1st Period Reimbursement Payment will be paid provided the payment of the interim payment 1 has been received from the EC by the Coordinator.

⁴ Final Payment will be paid provided the payment of the balance has been received from the EC by the Coordinator.

4 Assessment of project progresses and risks management

4.1 Assessment of project progress and results

The assessment of project progress and results will be achieved during project General Assembly Meetings.

This assessment will be operated on two levels:

- ❖ From an overall perspective through the monitoring of project milestones. The PMT will ensure that milestones are reached, and if not, propose mitigation actions.
- ❖ From a WP point of view. Each Work Package Leader will prepare a progress report of its own WP and will be present during GA meetings.

Milestone number	Milestone name	Related WP	Estimated date	Means of verification
<i>MS0 if possible</i>	<i>ICRI 2020</i>	<i>WP1</i>	<i>M2</i>	<i>Participation at the International Conference for RI in 2020 (planned in Ottawa 10/2020)</i>
MS1	Project website and twitter account	WP1	M6	Published website and twitter activity
MS2	Formation of the Industry Advisory Group for Gliders (IAGG)	WP5	M6	Published news and materials of the IAGG first workshop, reported in D5.2
MS3	Prototype of monitoring and diagnosing glider activity and data flow system	WP6	M12	Access to and demonstration of software, reported in D6.3
MS4	UN Decade of Ocean Science	WP1, WP4	M12	Participation at the kick-off event of the United Nations Decade of Ocean Science
MS5	Industry workshops on New Market Services	WP5	M18	Published news and materials from the industry workshops, reported in D5.3
MS6	ICRI2022	WP1	M25	Participation at the International Conference for RI in 2022
MS7	MASSMO/REP 2022	WP6	M22	Participation to a future MASSMO or (N)REP or similar exercise often programmed in summer
MS8	GERI technology roadmap	WP6	M24	First version of full technology roadmap designed and delivered to other WPs
MS9	Prototype of the front-end web interface performances and user manual	WP6	M36	Access to and demonstration of software, reported in D6.4

Table 3 – Milestones Table

According to the project timeline, there will be 2 general assembly meetings:

- ❖ 1st project general assembly organised at the end of the project 1st period (before 31/03/2022 at the latest);
- ❖ 2nd project general assembly organised at the end of the project 2nd period (before 30/09/2023 at the latest);

Intermediary project progresses and results assessments will be done at each Executive Board Meeting (ExB meeting) where WP Leaders will give an overview of their WP progresses and results, flag any problems/deviations encountered and, if necessary, propose mitigation measures. ExB meetings will be organised every 3 months (coupled with project general assembly meetings if possible or held via a video conference solution).

4.2 Management of project risks

This regular progresses and results assessment will help the monitoring and management of project risks listed in the table hereafter:

Risk no.	Description of risk	WP no.	Proposed risk-mitigation measures
R1	Lack of experience in Design Study project of some partners - <i>Very low</i>	WP1	There are no such major risk that could jeopardize the successful development of the project: i) All partners have experience in participating and managing European Infrastructure projects including from previous and on-going INFRADEV projects. ii) The Scientific Coordinator will be helped by a Technical Manager and the WP leaders, all having extensive experience in RI European projects.
R2	Participant leaves consortium - <i>Very low</i>	All WPs	Work will be redistributed to remaining partners. In particular, several partners can address specific tasks of which private company partners are in charge.
R3	Small response to synergies from related RI's – <i>Very low</i>	WP2	Several partners are part (if not coordinating these RIs, (case of EUMR)) and the others are represented in the AB. Engagement of different mechanisms such as workshops, MoU's, use of existing instruments such as FIERI (COOP+ www.coop-plus.eu/)
R4	Deterioration of the economic situation of a partner, which imposes a halt or reduction of all activities for that partner. As a consequence, Participant fails to deliver results or announces economic difficulties on its side – <i>Very low</i>	WP1	Project management to establish quality assurance process, by systematically reviewing deliverables internally sufficiently ahead in time to allow corrections or additional work to be performed.
R5	Deliverables do not meet sufficient quality standards - <i>Low</i>	WP1	As described in the Deliverable Review Process section of the Quality Assurance Plan (D1.1), deliverables will be systematically reviewed internally sufficiently ahead in time to allow corrections or additional work to be performed.
R6	Securing communication with and support from national/regional policy makers for RI planning, including lack of securing financial support from ministries - <i>Low</i>	WP1, WP2, WP3	The risk is low has most of the partners are running infrastructures already identified in the national roadmap and know their RI NCP. The mapping of national/regional contact points will be continuously updated and

			<p>appropriate material (fact sheets ...) made available to the partners to efficiently liaise with the RI NCPs.</p> <p>The project will also liaise with the RICH www.rich2020.eu project and the FEIRI (COOP+ www.coop-plus.eu/) and use their resources.</p> <p>In case of lack of national financial support (relevant national roadmap doesn't progress as expected or doesn't finally include gliders), the concerned partner will search funding at the regional level and with project funding to keep its glider RI in line with the GERI overall design.</p>
R7	Securing communication with and support from European/International policy makers for RI planning - <i>Low</i>	WP1, WP3	<p>Most of the partners already know or have identified their ESFRI delegates.</p> <p>The contact with ESFRI delegates can be established thanks to the network partners have with the existing marine ERICs and their participation in project such as the ENVRI+ (ending) and ENVRI-FAIR projects.</p> <p>Use RICH resources.</p>
R8	Securing communication with and support from Industry, including access the funding decision maker - <i>Moderate</i>	WP3, WP5	<p>Partners already have glider-specific communication and support from two large energy companies and several technology companies. Lead partner CSCS already organizes annual workshops to bring together industry, government, and marine technology developers. Partner PMM-TVT belongs to the BTCA (cluster alliance) which facilitate contact with other industries. These 3 factors should improve the responsiveness and level of attraction of other companies since we will show examples of similar companies and regulators considering glider technology.</p>
R9	Other existing or emerging EU RIs may define science and/or technology roadmaps that will conflict with GROOM II - <i>Moderate</i>	WP2, WP6	<p>WP2 is full dedicated to RI landscape which will allow keeping good overall contact with these RIs.</p> <p>It is critical to maintain communication with other RIs and communities like EMSO, EU Marine Robotics, JERICO, etc., to keep an alignment on overlapping technologies and techniques. Many members of GROOM II are part of different networks and RIs that can help to advice and keep the alignment.</p>
R10	Lack of experience in Design Study project of some partners - <i>Very low</i>	WP1	<p>There are no such major risk that could jeopardize the successful development of the project: i) All partners have experience in participating and managing European Infrastructure projects including from previous and on-going INFRADEV projects. ii) The Scientific Coordinator will be helped by a Technical Manager and the WP leaders, all having extensive experience in RI European projects.</p>

Table 4 – Risks and Contingency Plan Table

5 Project deliverables

5.1 Template for deliverables and other project related document

A template for Project Deliverables and other related documents is proposed by the Project Management Team in order to ensure project outputs quality and consistency. Project partners are invited to use this template and respect the proposed layout. An overview of the template is available below and the document will be uploaded to the private area of web site, in the folder dedicated to project management.

GROOM II

[Deliverable Number] – [Deliverable Title]



DELIVERABLE [Deliverable Number]
“[Deliverable Title]”

ABSTRACT

[2000 characters all included]

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DISSEMINATION LEVEL:	[Please refer to the status / dissemination level table]

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GROOM II

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AFFILIATION(S):			
FURTHER AUTHORS:			
PEER REVIEWERS:			
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			[Yes/No]
REMARKS / IMPROVEMENTS:	[For a long list of remarks please use a separate document]		

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GROOM II

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TABLE OF CONTENTS

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GROOM II

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CONTENT

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- ❖ Bullet point 1
 - Bullet point 2

Tables:

Example 1:

Example 2:

References: Style = “Referencing style” (Times New Roman, 10pt).

Examples on how to reference:

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- [2] L. Stein, “Random patterns,” in Computers and You, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
- [3] R. L. Myer, “Parametric oscillators and nonlinear materials,” in Nonlinear Optics, vol. 4, P. G. Harper and B. S. Wherret, Eds. San Francisco, CA: Academic, 1977, pp. 47-160.
- [4] M. Abramowitz and I. A. Stegun, Eds., Handbook of Mathematical Functions (Applied Mathematics Series 55). Washington, DC: NBS, 1964, pp. 32-33.

10/12/2020

4

Figure 5 - Template for deliverables and other related documents

5.2 Project deliverables review process

5.2.1 Review process definition, reviewers appointment and timing

The formal outputs from GROOM II (mainly deliverables) will pass through a **review process**. The purpose of this internal review procedure is to guarantee the highest quality of project deliverables and other related documents, in terms of content but also in terms of wording and layout, prior to their submission to the European Commission and dissemination to a wider public audience.

A **reviewer** is responsible for reviewing deliverables and/or project documents for which they are not the principal author or a main contributor. Reviewers have been appointed by WP Leaders for the WP they are leading. Their appointment has been pre-validated by the PMT and approved by the ExB. Reviewers themselves have confirmed their approval.

5.2.2 Timing of the review process

The deliverable main author(s) is(are) expected to send a first draft ("v0.x") of the deliverable to the appointed reviewers three weeks before the estimated delivery date indicated in the Description of the Action (Annex I of the Grant Agreement).

Stage 1:

Reviewers have up to one week to review the deliverable and give their comments to the main author(s).

The Scientific Coordinator (SC) should be in copy of all the exchanges described above for monitoring of the process.

The main author(s) has(ve) one week to discuss and implement the reviewers' comments and send an updated version ("v1.x") of the document to the project SC.

Stage 2:

The SC proceeds to a final review of the deliverable. Depending on the review's outcome:

- ❖ In case the SC has comments: the document is sent back to the main author(s) for modification. The main author(s) implement(s) the modification in a new version of the document ("v2.x") and send(s) back the document to the SC for final checking. If no further remarks, the SC renames the document as "vfinal" and saves it in ".PDF" format for submission;

- ❖ In case the SC has no further comments: he renames the document as "vfinal" and saves it in ".PDF" format for submission.

Final stage:

The SC sends the final version (vfinal) of the document to the AFC Manager for submission on the EC Research and Innovation Participant Portal before review by the EC Project Officer.

Timing to complete stage 3 and final stage of the GROOM II review process is one week.

In case the deliverable is rejected by the Project Officer:

- ❖ If minor changes are requested, the main author implements them and sends a revised version to the SC and AFC Manager for resubmission;
- ❖ If major changes are requested, the deliverable should pass through the entire review process described above.

5.2.3 Internal review process flow chart

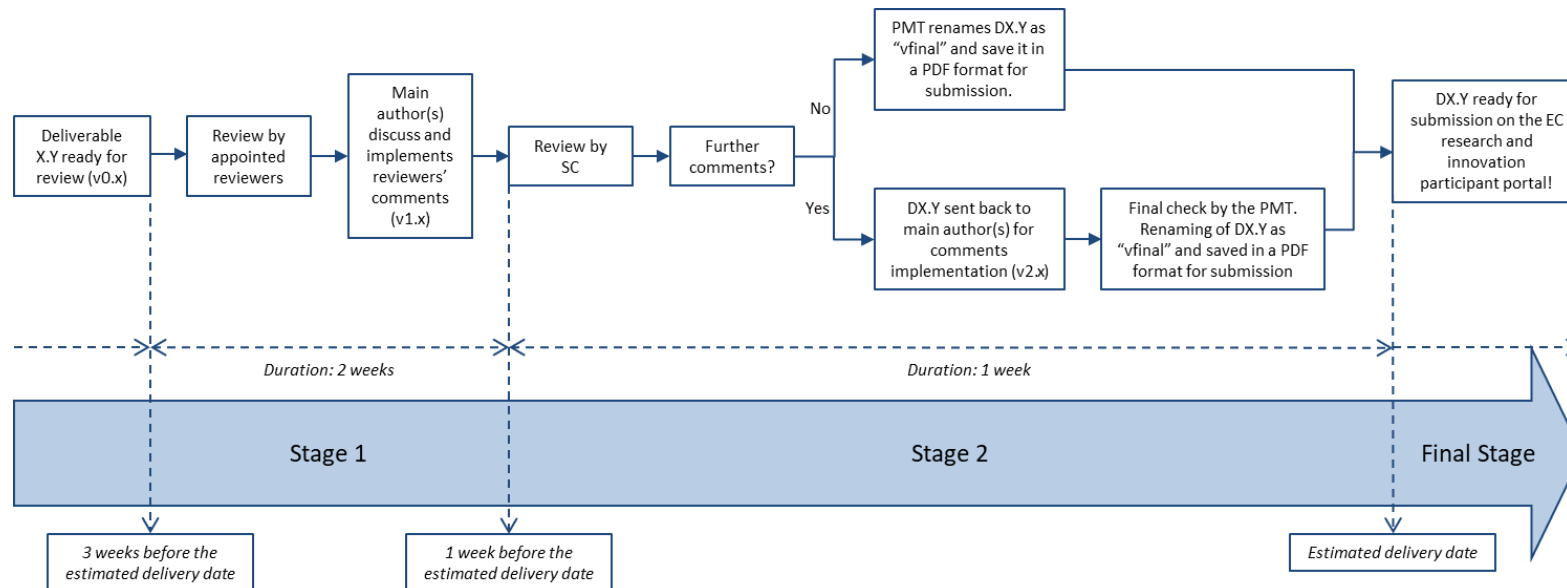


Figure 6 – Internal review process

5.3 Deliverables table

This table gathers all project deliverables including their nature, dissemination level, estimated delivery date and responsible participant.

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)
D1.1	Quality Assurance Plan	WP1	ARMINES	Report	PU	M3
D1.2	Data Management Plan	WP1	ARMINES	Report	PU	M6
D1.3	Dissemination and Exploitation Plan	WP1	ARMINES	Report	PU	M6
D1.4	Dissemination and Outreach Report	WP1	ARMINES	Report	PU	M18, M36
D1.5	Policy brief and fact sheets on the design of the GERI	WP1	ARMINES	Report	PU	M12, M24, M36
D1.6	Final Conceptual Design Report on the GERI	WP1	ARMINES	Report	PU	M36
D2.1	GERI access policy and rules	WP2	NOC CLG	Report	PU	M18
D2.2	Integration of the GERI at European and Global level	WP2	MI	Report	PU	M24
D2.3	GERI scientific and technical training and capacity building	WP2	PLOCAN	Report	PU	M30
D3.1	Governance and legal aspects	WP3	ARMINES	Report	PU	M30
D3.2	Financial sustainability at Regional, National and EU levels	WP3	HCMR	Report	PU	M27
D3.3	Financial sustainability at National and EU levels	WP3	PMM-TVT	Report	PU	M27
D4.1	Report on plans for an EU contribution to OceanGliders, the GOOS/GCOS and EOOS, and data delivery on a sustained basis	WP4	GEOMAR	Report	PU	M30
D4.2	Whitepaper on the GERI position in EOOS	WP4	HCMR	Report	PU	M27

D4.3	Report on the GERI in contributing to statutory monitoring frameworks and maritime/naval information	WP4	NOC CLG	Report	PU	M27
D5.1	Glider services for public and private needs	WP5	CSCS	Report	PU	M27
D5.2	Ensuring continued evolution of glider services	WP5	PMM-TVT	Report	PU	M30
D6.1	Technology roadmap of the GERI	WP6	NOC CLG	Report	PU	M30
D6.2	Data management roadmap for the GERI	WP6	CNRS	Report	PU	M21
D6.3	Best Practices for Data Management, Operations, Maintenance and Fault Reporting	WP6	CSCS	Report	PU	M24
D6.4	Interfaces and methodologies for mission planning and execution	WP6	UPORTO	Report	PU	M24
D6.5	Policy briefs and fact sheets for outreach	WP6	CNRS	Report	PU	M24
D7.1	POPD - Requirement No. 1	WP7	ARMINES	Report	CO	M1

6 Communication – Dissemination

6.1 Project website

The main objective of the GROOM II website is to disseminate project news and results to possible end-users, stakeholders and the public at large.

However, it will also include a part restricted to the project Participants. On top of email and phone communication, this private area has to be considered as a day-to-day working platform where the consortium will be able to exchange and work on any scientific or technical document (deliverables, reports) that is needed for the project. A specific folder of the private area will be dedicated to the project management. Participants will have at their disposal contractual documents, templates for reports and deliverables and financial follow up of the project.

Before the setup of this website, a temporary one has been created where project Participants can find any relevant document related to the project such as:

- ❖ Template for deliverables/project documents;
- ❖ Reference documents (Grant Agreement, Consortium Agreement, Project Proposal, Evaluation Summary Report, etc.);
- ❖ Outreach material (project logo, EC and H2020 emblems, press releases, etc.);
- ❖ Presentations made during project meetings.

The URL of this temporary website is <http://www.groom-h2020.eu/>.

6.2 Communication inside the Consortium – Mailing list

6.2.1 Definition and purpose

3 mailing lists will be created for internal communication:

- ❖ groomII_SC_armines@listes.ensmp.fr: gathering at least one contact directly working on the project per organization. This list has to be considered **as the “working” mailing list** to be used for project implementation;
- ❖ groomII_admin_armines@listes.ensmp.fr: gathering at least one administrative/financial contact per organisation. This list is **mainly used by the coordinator** to inform project partner about administrative/financial issues related to the project;
- ❖ groomII_all_armines@listes.ensmp.fr: gathering all the contacts from the “groomII_sc” and “groomII_admin” mailing lists. This list is **mainly used by the coordinator** to inform project partner about general info related to the project.

6.2.2 Starting a new subject

When you send an email with a new topic, do not start by replying to an existing message, but rather, start a new message. This keeps messages organized by thread, for people who like to use threads (on high-volume mailing lists like this one, threads can be a great convenience).

In case you do not use a mailing list, please start the object of any new email by mentioning [GROOMII].

6.2.3 Replying to a message sent to a mailing list

When you are replying to a message sent to one of the GROOM II mailing lists, please ensure that you are replying to the sender and not to the mailing list itself except if your reply is of interest for all the people part of the mailing list.

In case you do not use a mailing list, please keep [GROOM II] in the object of your reply.

6.3 Communication/Dissemination outside the Consortium – GA obligations

According to the article 38.1.2 of the GROOM II Grant Agreement “Information on EU funding — Obligation and right to use the EU emblem” any communication/dissemination activity related to GROOM II (including in electronic form, via social media, etc.) must at least:

- ❖ display the EU emblem



and

- ❖ include the following text:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 951842”

Official EC and HORIZON 2020 emblems can be downloaded from the GROOM II temporary website.