



WP 1 - Project coordination and common project framework
D1.2 - Quality Assurance Plan (QAP)

30/04/2019

About GRRIP GRRIP will embed sustainable RRI practices in 4 research performing organisations (RPO) and 1 dual function RPO and research funding organisation (RPO/RFO) (total 5 RPO&RFO) in the Marine and Maritime (M&M) sectors through Action Plans (AP) for institutional and cultural change. This will be accompanied by establishing a platform for engagement with the Quadruple Helix (QH) for each RPO&RFO, and a platform for mutual learning between the 5 RPO&RFOs and QHs.

M&M is high priority for the EU. However, the M&M is seriously exposed to the non RRI alignment between Research and Innovation (R&I), societal actors and the environment, affecting its performance and competitiveness.

Six Objectives of GRRIP

Objective 1: Co-develop, implement and evaluate self-tailored RRI Action Plans (AP) to enable institutional and cultural change processes for the 5 Marine and Maritime (M&M) research performing organisations and research funding organisations (RPO&RFO) to embed RRI in their governance frameworks, structures and cultures.

Objective 2: Establish structures to facilitate, promote and maximise real sustainable engagement with, and input from, the Quadruple Helix (QH) (industry, societal actors, policy and other RPO&RFOs). GRRIP will pay particular attention to societal actors (often referred to as citizens, public, society, civil society organisations).

Objective 3: Establish indicators and methodology for impartial Monitoring, Reflection and Evaluation cycles. Objective 3 will provide formative and summative Evaluation producing Cross-Fertilisation and Trans-disciplinary foresight. Objective 3 will ensure provision of evidence of societal, democratic, economic and scientific impacts of institutional changes.

Objective 4: Develop a Mutual Learning process across the M&M RPO&RFOs both during the institutional and cultural change project and the ongoing evaluation feedback loop cycles, using participatory methods.

Objective 5: Legacy: To enable more M&M RPO&RFOs to ground RRI practices through institutional and cultural changes by a) creating a practical user-friendly RRI AP framework template and guidelines, and b) launching a M&M RRI community.

Objective 6: Examine how an RFO can positively influence and encourage an RPO towards RRI via its funding policy and interaction. This will be explored via a case study.

Document Information

- **Title** - Quality Assurance Plan
- **Distribution** - Public
- **Document Reference** -GRRIP_D2.1_Quality assurance Plan_20190430
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Executive Summary

This document represents the Quality Assurance Plan for the GRRIP 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 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 GRRIP 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 GRRIP 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, GRRIP D1.1 Project initiation Document PID

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)

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.

3. 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.

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: **GRRIP_D2.1_Quality assurance Plan_20190430**

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: **GGRIP_WP1_ Project Initiation Document_ 20190430**

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 GRRIP.
- All publications should acknowledge the GRRIP 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.

Fig.1

WP	Description	ATTENTION															
		Year 1			Year 2			Year 3			Year 4						
		3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48
1	Project Coordination, Standardisation and Methodology																
	T1.1 PID & QAP and implementation of management structure																
	T1.2 Monitoring of project delivery, communication and internet																
	T1.3 Financial administration																
	T1.4 Risk management Plan and Administration																
	T1.5 Sub-contractor tender and procure and Administration																
	T1.6 Communication and reporting to the EU																
	T1.7 Data Management Plan and Reports and Administration																
	T1.8 Ensure RRI principles are followed throughout the project																
	T1.9 Set up External Advisory Board																
	T1.10 Develop common Project Framework																
2	Dissemination, Exploitation and Communication																
	T2.1.1 Dissemination plan creation																
	T2.1.2 Organisation of GRNIP events, workshops																
	T2.1.3 Organisation of Training workshops in RRI and RRI action plans																
	T2.2.1 Creation of a communications plan and strategy																
	T2.3 Exploitation Plan																
	T2.4 Final Dissemination, Communications and Exploitation report																
3	Statement of the Art or RRI Action Plans and QH dialogue platforms																
	T3.1 SoA review of RRI projects and SoA selected RPO&RFOs with RRI plans																
	T3.2 SoA review of EU projects with QH involvement																
	T3.3 Mutual Learning																
	T3.4 Complete list of QH contacts																
4	Quadruple Helix engagement																
	T4.1 Identification of QH member representatives																
	T4.2 QH Platform development																
	T4.3 QH Training materials and training workshop																
	T4.4 Engagement with all other WP (as detailed in respective WP)																
	T4.5 Mutual learning, Reflection and Evaluation for QH																
5	RPO&RFO Working Groups setup, and Audit and impact assessment of RRI maturity																
	T5.1 Establish RPO&RFO Working Group (WG)																
	T5.2 Develop self-tailored Audit plans - Part A&B																
	T5.3 Conduct Audit part A&B for each RPO&RFO																
	T5.4 Analysis of findings and create report for WP6 RRI AP and baseline indicators for WPS																
	T5.5 QH engagement cycle review and final report																
	T5.6 Mutual Learning workshop organised by WPS																
6	RRI Action Plans creation																
	T6.1 Develop RPO&RFO self-tailored RRI AP: institutional & cultural changes, barriers and challenges																
	T6.2 Develop Communication, education and training procedures																
	T6.3 QH engagement cycles																
	T6.4 Risk management Plan																
	T6.5 AP RRI final creation																
	T6.6 RPO&RFO at level engagement review of draft AP																
	T6.7 QH engagement review of draft AP																
	T6.8 Mutual Learning workshop																
	T6.9 Final Report																
	T6.10 Creation of RRI operational base within each RPO&RFO																
7	Part A: RRI plan Implementation																
	T7.1 RRI AP launch																
	T7.2 Barriers and challenges mitigated																
	T7.3 Communication, Education and Training of RPO&RFO staff workshop																
	T7.4 RPO&RFO mutual learning forms continuous throughout WP																
	T7.5 Implementation of AP interventions up to trial stage																
	T7.6 Trials of sample interventions																
	T7.7 Monitoring and Evaluation of the trials																
	T7.8 Full roll out of remaining AP interventions																
	T7.9 Monitoring of full AP interventions																
	T7.10 Final Evaluation of full AP interventions																
	T7.11 Final Implementation Report and final presentation to each respective RPO&RFO																
	Part B: Case study on impact to RPO of RRI embedded in RFO funding calls																
	T7.12 Complete list of funding calls issued by RFO that are relevant to RPO																
	T7.13 Examine RRI Dimensions in current funding programs of RFO																
	T7.14 Workshop RPO/RFO/QH																
	T7.15 Trial																
	T7.16 Trial reflection and evaluation																
	T7.17 Mutual Learning																
8	RRI Mutual Learning- Monitoring, Reflection and Evaluation																
	T8.1 Establish marine and maritime RPO&RFO mutual learning platform																
	T8.2 Monitoring methods and implementation																
	T8.3 Evaluation Plan methods																
	T8.4 Evaluation cycle Implementation and meetings																
	T8.5 Conduct Mutual Learning Workshops																
9	Marine and Maritime Legacy outputs																
	T9.1 Marine and maritime Framework for RPO&RFO institutional change																
	T9.2 Establish the sustainable, growing and proactive M&M RRI community																