

EXECUTIVE SUMMARY

This Quality Plan has been prepared to guarantee the quality assurance process all along the project. The main topics in this document are:

Chapter 2 describes the project management and the organisational structure of the project. General information about meetings organisation, risk management and conflict resolution are also given.

Chapter 3 deals with documents management; the documents to be produced by beneficiaries are listed, as well as the templates to be used for each type of document.

Chapter 4 describes the deliverable review procedure which will guarantee a proper internal approval process before deliverables are submitted to the EC.

Chapter 5 covers the necessary steps to be made internally before disseminating results of the projects in order to ensure a coordinated approach.

Chapter 6 introduces the Cooperation Tool, focusing on the rights access and the document coding. This tool will be used for the storing, uploading and downloading of documents and follow-up of the progress of work, including status of deliverables and milestones. Detailed guidelines about the use and functionalities are provided in the “*Tutorial for all Project Members*”, available on the Cooperation Tool.

Chapter 7 gives an overview on how the implementation of this Quality Plan will be monitored specially with regards to deliverables.