

# Deliverable D1.1 Project Quality Management Plan

## Summary

The purpose of deliverable PQMP - Project Quality Management Plan is to serve as a quick and easy reference and guide/handbook for the applied project management and quality practices throughout the project lifetime. The target group is the whole project consortium and its individual project members.

The deliverable contains general project information, lists of key contacts, and an overview of the project management structure, project guidelines and document templates, publication processes, the quality management structure, risk management and internal procedures adopted in the project as well as financial management procedures. The deliverable is important especially in Horizon Europe, as the proposal template and therefore Description of Action do not include a section on project management.

In applicable parts the deliverable is based on EC guidelines, and the project specific Grant and Consortium Agreements - which it will not replace or overrule but rather highlight some of their key sections.

The deliverable is a living document that is updated and amended as needed. The latest version of the manual will always be available in the project's shared workspace.

As this deliverable's dissemination level is Public, any sensitive data, personal data and links to internal project documents have been removed. The project's shared workspace contains an unrestricted version of this Project Quality Management Plan including the sensitive data and links to project documents. This version is available to the project members only.

**Table of Contents**

Summary	1
1. Introduction	3
1.1. General project information	3
1.2. Coordinator Contacts	3
1.3. Partner contacts	3
1.4. Terms and Abbreviations	3
2. PROJECT MANAGEMENT	4
2.1. General Assembly	4
2.2. External Advisory Board	4
2.3. European Commission	4
2.4. Work Package Leaders	4
3. Project Quality management	4
3.1. General practices	4
3.2. Risk management	5
3.3. Internal status reporting	5
3.4. Milestones	5
3.5. Deliverables	5
3.5.1.General	5
3.5.2.Deliverable review process	5
3.5.3.Deliverables: File formats and naming	6
3.5.4.List of Deliverables	6
3.6. GANTT chart	6
4. Ethics	6
5. Reporting Guidelines	6
5.1. Reporting duties	6
5.2. Periodic reports to the EC	7
5.3. Final report to the EC	7
6. Communication practices	7
6.1. Information management and collaboration platforms	7
6.2. Maintenance of contact information	7
7. Dissemination Practices	8
7.1. Open access publishing	8
7.2. Publication principles	8
7.2.1.Prior notices to the other parties	8
7.2.2.Acknowledging EU Support	8
7.2.3.Ownership and Protection of results	8
7.2.4.Logos for documents and presentations	9
8. Other working procedures	9
8.1. Task planning	9
8.2. Project schedule	9
8.2.1.Meetings	9
8.2.2.Project calendar	9
8.3. Hosting Consortium meetings	10
9. Reference documents	10
9.1. Legal documents	10
9.2. Project documents	10

## 1. Introduction

### 1.1. General project information

<i>Action full title:</i>	Integrating bio-inspired assembly into semiconductor manufacturing technology for biosensors
<i>Short name:</i>	BIOASSEMBLER
<i>Call &amp; topic:</i>	HORIZON-CL4-2021-DIGITAL-EMERGING-01-27
<i>Type of Action:</i>	HORIZON-RIA
<i>Grant Agreement No:</i>	101070589
<i>Starting date:</i>	01.09.2022
<i>Project duration:</i>	36 months
<i>Estimated project cost:</i>	3 265 740.25€
<i>Maximum grant:</i>	3 265 740.25€

### 1.2. Coordinator Contacts

Coordinator: VTT TECHNICAL RESEARCH CENTRE OF FINLAND LTD  
 Project Manager: *Restricted information*  
 Project Finance: *Restricted information*

### 1.3. Partner contacts

Short name	Legal Name	Contact person	Email
UNIVIE	UNIVERSITAT WIEN	<i>Restricted information</i>	<i>Restricted information</i>
JOBST	JOBST TECHNOLOGIES GMBH	<i>Restricted information</i>	<i>Restricted information</i>
Abcalis	ABCALIS GMBH	<i>Restricted information</i>	<i>Restricted information</i>
BIOMENSIO	BIOMENSIO OY	<i>Restricted information</i>	<i>Restricted information</i>
CES	CENTRO DE ESTUDOS SOCIAIS	<i>Restricted information</i>	<i>Restricted information</i>

### 1.4. Terms and Abbreviations

**CA** Consortium Agreement  
**CO** Project Coordinator  
**DoA** Description of Action, project plan (Annex 1 to the Grant Agreement)  
**EAB** External Advisory Board  
**EC** European Commission  
**GA** Grant Agreement or General Assembly  
**PO** Project Officer at European Commission  
**OEI** Other Ethics Issues  
**WP** Work package

## 2. PROJECT MANAGEMENT

### 2.1. General Assembly

The General Assembly (GA) is the decision-making body of the consortium. It consists of one representative of each Party of the Consortium. The GA is chaired by the Coordinator. The GA also functions as a Steering Committee to monitor and control the progress of the work done in the WPs.

### 2.2. External Advisory Board

An External Advisory Board (EAB) will be composed of representatives from semiconductor manufacturing and biosensor industries. The EAB will assess the project's exploitation plans.

### 2.3. European Commission

The Coordinator (CO) represents the project consortium towards the EC and the Project Officer (PO). Note that only the Coordinator should communicate with the EC.

### 2.4. Work Package Leaders

Work Package	Lead partner	Contact person
<b>WP1</b> Project Management	VTT	<i>Restricted information</i>
<b>WP2</b> Dissemination, Exploitation and Communication	CES	<i>Restricted information</i>
<b>WP3</b> MEMS, Fluidics and Integration	JOBST	<i>Restricted information</i>
<b>WP4</b> DNA Zipcoding	UNIVIE	<i>Restricted information</i>
<b>WP5</b> Self-assembling molecular binders	ABCALIS	<i>Restricted information</i>
<b>WP6</b> Testing, Validation & Data analysis	VTT	<i>Restricted information</i>
<b>WP7</b> Ethics requirements	VTT	<i>Restricted information</i>

## 3. Project Quality management

### 3.1. General practices

Project's internal communication between different parties takes place by email.

The targeted distribution of different communications within the consortium members is managed by email lists. Up-to-date email lists are kept in the shared workspace folder [Contact info](#).

Communication towards the PO (representing the EC) is only through the CO.

Project documentation is maintained in the project's shared [workspace](#) using the Microsoft Teams collaboration platform.

All reports (periodic reports and deliverables) will conform to a common format and identity. ([Reporting templates](#) are available in the project's shared workspace.

Financial management is carried out by the Coordinator's Project Finance Administration (see [1.2. Coordinator contacts](#)).

### 3.2. Risk management

A list of identified critical risks and proposed mitigation measures is in the [DoA Part A](#) pg. 24-26.

In addition to the specific risk mitigation measures, the project will apply management practices that facilitate the early identification of risks, monitoring their status, and acting on them in an appropriate manner. The following management practices will be applied:

- Detailed planning by the responsible task leaders; and review of the plans in the monthly WP meetings
- Monitoring the progress of work in monthly WP meetings
- Continuous monitoring of the evolving deliverables well in advance of the due dates, to be carried out both at the WP level (monthly) and by the GA (every two months).

### 3.3. Internal status reporting

Project's internal status reporting takes place in WP meetings (each month) and GA meetings (every two months).

In the WP meetings, the task leaders report on their activities and results, as well as their plans for the next steps. The reports can be in the form of Powerpoint presentations. The WP leader is responsible for producing minutes of the meeting, including also a summary of progress towards the goals. The minutes of the WP meetings and the task reports are stored in the projects's common workspace under the respective WP folder.

In the GA meetings, the WP leaders report on the progress in their WPs. These reports can be given as Powerpoint presentations. The reports should assess the progress with respect to the deliverables. Any deviations or expected delays should be raised well in advance of the due date, and risk mitigating measures decided by the GA. The CO is responsible for

### 3.4. Milestones

List of milestones is in the [DoA Part A](#). The milestones are reported in the [Continuous Reporting Module](#) by the lead beneficiary as indicated in the GA.

### 3.5. Deliverables

#### 3.5.1. General

Deliverables are Project's Outputs defined in the GA, and must to be submitted to the Participant Portal by the due date using the [Continuous Reporting Module](#).

#### 3.5.2. Deliverable review process

Deliverables should be prepared and submitted by the lead beneficiary as indicated in the [GA](#). A draft version should be shown to the WP leader and the CO at least two weeks before the due date. In the case of disagreement on the deliverable content, the GA should be consulted.

Upcoming deliverables are monitored by the WP leader and the CO and they are discussed in WP, GA and Consortium meetings.

In the case that a deliverable seems not to be achieved by the due date, the GA will decide whether a new due date - or an amendment to the GA - will be requested. The CO will communicate the request to the PO.

### 3.5.3. Deliverables: File formats and naming

The deliverables are prepared and as Word documents (.docx) and named according to the number and name used in the GA (e.g., **D1.1 Project Quality Management Plan.docx**). The final version is also converted to a .pdf format.

Both the .docx and the .pdf versions of the deliverable are stored in the project's common workspace under the [Project Deliverables](#) folder.

The .pdf version is uploaded to the Participant Portal using the [Continuous Reporting Module](#)

### 3.5.4. List of Deliverables

The list of deliverables is in the [DoA Part A](#).

## 3.6. GANTT chart

Scheduling of tasks, milestones and deliverables is shown in a [GANTT chart](#) in the project's common workspace.

## 4. Ethics

Ethics issues are specially dealt with in WP1 and WP7.

In **WP1**, the task **T1.3 Ethics management** covers the work done to ensure compliance with all ethics regulation and rules. The project will follow the Horizon Europe ethics appraisal procedure. As task leader, VTT will act as Ethics mentor monitoring the ethics issues involved in the project and how they are handled. By the end of M3 an **Ethics Plan (D1.3)** will be prepared, detailing the forthcoming actions and responsibilities to ensure that ethics requirements are satisfied. The Ethics Plan will include a schedule to obtain and deliver all documents related to Ethics requirements identified in DoA Part A.

WP1 also includes deliverables **D1.4 (Ethics report 1, M18)** and **D1.5 (Ethics report 2, M36)**. These reports will be produced by an external independent Ethics Advisor (to be appointed) to assess the project's handling of ethical issues raised in the Ethics Summary Report in the evaluation of the project proposal.

In **WP7**, deliverable **D7.1 (OEI - Requirement No. 1, M12)** fulfills the requirement to appoint an external independent **Ethics Advisor**. The Ethics Advisor will assess the project's use of **Human cells**, as well as addressing **Health and Safety** of the research staff working with biological material, different solvents and other chemicals in the project. The Ethics Advisor's assessments will be reported as deliverables **D1.4 and D1.5**, already mentioned above.

## 5. Reporting Guidelines

### 5.1. Reporting duties

As set forth in the [GA](#) Article 21, The beneficiaries must **continuously report** on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

In addition, the beneficiaries must provide **periodic reports** to request payments, in accordance with the schedule and modalities set out in the Data Sheet (Point 4.2) in the [GA](#). In BIOASSEMBLER, two periodic reports are required, concerning months 1-18 and months 19-36, respectively.

## 5.2. Periodic reports to the EC

In order to receive payments, the beneficiaries must report on the (technical and financial) implementation of action. This is done electronically on the Participant Portal (templates provided). Periodic reports must be submitted **within 60 days following the end of each reporting period** (including the last/final one).

Each periodic report should be seen as a single package, composed of a technical report and a financial report.

The periodic financial report will include the following:

- Individual financial statements for each beneficiary (Annex 4 to the [GA](#))
- Description of the use of resources and the information on subcontracting provided by third parties from each beneficiary

A periodic summary of the financial statement (consolidated data from all individual financial statements for all beneficiaries and linked third parties, for the reporting period) is created automatically by the electronic exchange system and includes the request for interim payment at the end of the first reporting period.

The individual financial statement and the explanation on the use of resources are linked and will be prepared together: for each cost declared in the financial statement, a box will pop up asking the beneficiary to give an explanation of the cost, link it to the relevant work package(s) and justify the expense, if necessary.

At the end of each reporting period, the functionality of periodic reporting in the Participant Portal will be activated, the Coordinator and all beneficiaries will receive an electronic notification to complete on the Participant Portal their own Financial Statement. The Coordinator will submit Financial Statements and Technical Parts of Periodic Report in one single submission (all parts in one single package).

More guidance on the reporting is in the GA Article 21, as well as in the following link:

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf)

## 5.3. Final report to the EC

The Periodic Reporting Module (and periodic reports) are also used for the final report (report for the last reporting period, to close the grant). The system behaviour, screens and documents used are the same.

## 6. Communication practices

### 6.1. Information management and collaboration platforms

Project information and documents are stored in the project's shared [workspace](#) built on the Microsoft Teams collaboration platform. The workspace is maintained by the CO, and the project participants have guest access to it.

The information and documents stored in the workspace include, among other, mailing lists, meeting memos and presentations, agreements, deliverables and periodic reports.

Instructions for Teams workspace guest user login are in [VTT guest users guide to Teams](#).

### 6.2. Maintenance of contact information

Main mode of internal communication is by email; phone numbers are generally not shared.

Contact information is kept in mailing lists in the shared workspace folder [Contact info](#).

Each partner (P.I.) should maintain and update the contact info in the mailing lists, to ensure that all project participants are assigned to the relevant groups and receive the emails and meeting invitations they need.

## 7. Dissemination Practices

### 7.1. Open access publishing

According to the GA Article 17 and Annex 5, the results must be disseminated as soon as feasible, in a publicly available format, however subject to any restrictions due to the protection of intellectual property, security rules or legitimate interests.

Scientific publications in peer-reviewed journals must be open access. Note that only publication fees in full open access venues for peer-reviewed scientific publications are eligible for reimbursement. More guidelines regarding open access publishing can be found in [GA](#) Annex 5 section “Open science”.

### 7.2. Publication principles

#### 7.2.1. Prior notices to the other parties

Prior notice of any planned publication shall be given to the other Parties at least 45 calendar days before the publication.

For conference or seminar presentations, the notice shall be given at least 10 days prior to the planned presentation.

More details on the prior notices and objections to publication are found in the [CA](#) section 8.4.2.

#### 7.2.2. Acknowledging EU Support

As stated in GA article 17.2, communication activities related to the project (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant **must acknowledge EU support** and display the **European flag** (emblem) and **funding statement** (translated into local languages, where appropriate).

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support. When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

In scientific publications, the Grant Agreement number (101070589) should be mentioned in the acknowledgements section, for example, as follows: *“This research project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No. 101070589”*.

#### 7.2.3. Ownership and Protection of results

Any publication activities should take into account the ownership and potential protection of the results (GA Article 16, Annex 5).

1. Results shall be the property of the partner carrying out the work leading to the results.
2. Where several partners have jointly carried out work generating the results and where their respective share of the work is indivisible, they shall have joint ownership of such results. The partners concerned shall agree in writing the allocation, terms of exercising ownership and protection of the joint results.
3. Where a partner transfers ownership of results, it shall take steps to get the approval of other partners and to transfer to the assignee obligations regarding the results (e.g. granting of access rights and dissemination).



4. Where results are capable of industrial or commercial application, its owner shall provide for its adequate and effective protection, in conformity with relevant legal provisions, and having due regard to the legitimate interests of the partners concerned.

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval, unless they are already published. ([CA 8.4.3](#))

#### 7.2.4. Logos for documents and presentations

**BIOASSEMBLER Project logo** and the **EU flag and funding statement** are found in different versions and data formats in the project's share workspace under the folder [Logos](#).

## 8. Other working procedures

### 8.1. Task planning

Task leaders are responsible for developing and continuously updating the practical level plans. The plans should be developed together with all partners contributing to the task. Planning meetings are recommended. Presentations and notes made in such meetings can be stored in the respective WP meeting folder in the shared workspace.

The task plans should also be reviewed in the monthly WP meetings, and the key points should be written down in the meeting memo.

### 8.2. Project schedule

#### 8.2.1. Meetings

Type	Tasks	Participant	When
<b>Kick-off meeting</b>		All partners' representatives and key persons	Month 1
<b>General Assembly</b>	Make strategic decisions regarding the project direction and responsibilities of consortium members	One representative of each consortium partner organization or represented by Proxy	Every two months, online
<b>Consortium meetings</b>	Review the progress of the whole project, engage all project personnel, ensure commitment	Consortium meetings open to all consortium members	Once a year
<b>Review meetings with EC</b>	Review the results of the reporting period	EC representative, CO, WP leaders	Month 18 Month 36
<b>WP meetings</b>	Monitor and coordinate the work at WP level	WP leader, Task leaders, Key personnel, CO	Once a month

#### 8.2.2. Project calendar

[Project calendar](#) keeps track of the planned meetings and other events & venues.

### 8.3. Hosting Consortium meetings

Hosting of Consortium meetings involves the following tasks:

- Reserving a local venue suitable for a live event for the group (2 to 4 participants per partner)
- Providing an information package including addresses, hotels, and travelling guidance
- Optionally: negotiating a hotel quota with special prices for the meeting guests
- Technical arrangements including wifi, video projector, and gear for remote participation
- Meals (coffee breaks, lunch, consortium dinner)
- Social program (optional, not paid from the project budget)
- Taking minutes of the meeting

## 9. Reference documents

### 9.1. Legal documents

Legal documents, in order of precedence, with copies available on the project's shared workspace:

[Grant Agreement](#) (GA)

[Consortium Agreement](#) (CA)

### 9.2. Project documents

The project documents are stored in the project's shared [workspace](#). Access to the workspace is only to project members.

[Description of Action \(DoA\)](#)

[Project Quality Management Plan](#) (this document)

[Templates](#) for:

- Powerpoint presentations
- Deliverables
- Other documents

Completed deliverables are stored in the project's common workspace under the [Project Deliverables](#) folder.

The official submitted deliverables are found in the EC Grant Management Tool: [Continuous Reporting Module](#)