HaS
Humanities at Scale

D1.1	Quality Assurance Plan

HaS-DARIAH
INFRADEV-3-2015-Individual implementation and operation of ESFRI projects
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Table of Content

Executive Summary

The Quality Assurance Plan describes the general approach to quality assurance and the procedures to be followed by the consortium for the production of project outcomes. This deliverable summarizes the project government structure, monitoring procedures, deliverables preparation and review processes. The Quality Assurance Plan is intended as a reference tool for the "Humanities at Scale" project consortium.

Nature of the deliverable		
✓	R	Document, report
	DEM	Demonstrator, pilot, prototype
	DEC	Websites, patent fillings, videos, etc.
	OTHER	
Dissemination level		
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	CO	Confidential only for members of the consortium (including the Commission Services)
	EU-RES	Classified Information: RESTREINT UE (Commission Decision 2005/444/EC)
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1. Introduction

This deliverable describes the necessary procedures, through a set of guidelines, to ensure the quality level of the project management, deliverables production and outcomes.
This deliverable is structured to facilitate the cooperation among partners throughout the course of the project.

The Quality Assurance Plan has been set up specifically for the *Humanities at Scale* project consortium and it represents an important working tool that every partner is invited to refer to when preparing a deliverable, report or presentation.

The Quality Assurance Plan complements existing agreements, such as the Grant Agreement and the Consortium Agreement. Where necessary, the Quality Assurance Plan makes reference to those agreements. In case of ambiguity, the priority is given following this specific order:

1. Grant Agreement and related Annexes
2. Project Management Board decisions
3. Consortium Agreement
4. Quality Assurance Plan

The Quality Assurance Plan can be amended after a decision of the Project Management Board taken by simple majority.

The Quality Assurance Plan will be used alongside the deliverable 2.1 *Project Communication Instruments*, which will be published at month 5.

2. Management Quality Standards

2.1. Management bodies

2.1.1. Project Management Board (PMB)

The Project Management Board is the ultimate decision-making body of the consortium. The PMB is composed of the Scientific Coordinator, the Project Manager, the Work Package Leaders and a representative of each linked third parties.

The Project Management Board shall take the following decisions:

<u>Content, finances and intellectual property rights</u>

- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Approval of the progress reports

<u>Evolution of the consortium</u>

- Entry of a new party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a party of its obligations under the Consortium Agreement or the Grant Agreement
- Declaration of a party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Authority for a change of the Coordinator
- Proposal to the Funding Authority for suspension of all or part of the Project
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

2.1.2. Project Steering Board (PSB)

The Project Steering Board shall consist of the Coordinator together with four members of the Senior Management Team of DARIAH. The Project Steering Board shall monitor the effective and efficient implementation of the Project.

2.1.3. Project Management Team (PMT)

The Project Management Team (PMT) will consist of the Project Coordinator and Project Manager supported by the DCO and DARIAH Board of Directors. The Project Coordinator may co-opt other representatives as necessary to assist the Project Manager in the day-to-day running of the project.

Specific tasks of the PMT include:

– Day-to-day management of the project ensuring smooth communication
– Collecting from all partners the cost and other statements for submission to the European Commission
– Preparing all progress and financial reports and documents required by the European Commission
– Ensuring prompt delivery of all data identified as deliverables in the Description of Action or requested by the European Commission for reviews and audits, including the results of the financial audits prepared by independent auditors
– Allocation of budgets to the partners in accordance with the European Commission contract
– Taking measures in the framework of controls/audit procedures
– Reviewing and proposing budget reallocations to the partners (to be approved by the PMB)
– Making proposals to the partners for the review and/or amendment of the terms of the European Commission contract and the Consortium Agreement (to be approved by the PMB).

2.1.4. Work Package Leaders

The Work Package Leaders (WPL) are responsible for the smooth implementation of the Work Plan. The Work Package Leaders are responsible for:

– Resolving day-to-day administrative, technical and resource problems within their Work Package and coordinating the cooperation between partners of the Work Package;

– Informing periodically the Scientific Coordinator about the progress of the work carried out. They should promptly refer to the Scientific Coordinator (and to the Project Management Board if needed) issues that might require corrections or deviations to the Work Plan;

– Disseminating among other Work Package Leaders the information of relevant aspect of the work carried out in order to ensure a smooth coordination of the project;

– Where necessary, organizing internal Work Package meetings;

– Preventing internal conflicts within the Work Package.

2.2. Project Meetings

The Humanities at Scale overall strategy for organizing project meetings has been identified and agreed by the Consortium in the Consortium Agreement. In order to guarantee a smooth running of the project, the members of the Project Management Board, which represents the ultimate decision-making body of the consortium, will meet at least twice a year. The Project Management Team, composed by the Project Manager and the Scientific Coordinator, will meet on a regular basis in order to provide a management structure that assists and monitors the progress and quality of the project and resources. The chairperson of a Consortium Body is responsible for producing written minutes for each project meeting. The minutes are sent to all partners for approval within 7 calendar days of the meeting.

The timetable for ordinary project meetings is provided below:

Consortium Body	Ordinary Meetings	Notice of a meeting	Sending the agenda	Minute preparation
Project Management Board (PMB)	Twice a year	30 calendar days	14 calendar days	Within 7 calendar days of the meeting
Project Steering Committee (PSC)	At least quarterly	14 calendar days	7 calendar days	Within 7 calendar days of the meeting
Advisory Board	Once a year	30 calendar days	14 calendar days	Within 7 calendar days of the meeting

Where necessary, partners can convene extraordinary meetings.

This is the case when the quorum is not reached. As stated in the Consortium Agreement "*each Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum). If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an*

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extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented".

The partners may convene an extraordinary meeting if an unexpected event could compromise the smooth running of the project.

2.3.   Periodic Reports

Besides technical and financial reports already identified in the Grant Agreement, each partner will prepare biannual internal reports in order to summarize the work progress and cover issues related to the project implementation. Furthermore, the periodic report will monitor the costs incurred during each semester. Those reports will help to identify in advance the progress made towards the project objectives and, if necessary, take measures in order to comply with the Description of Action.

Nonetheless, the Scientific Coordinator and the Project Manager will informally monitor the quality of the work carried out on a regular basis.

3. Deliverables Quality Standards

3.1. Evaluation process and timeline

The Project Coordinator is responsible for the submission of the deliverables identified in the Annex I, in accordance with the timing and conditions set out in it, as stated in the article 19 of the Grant Agreement.

The Coordinator will set up a range of review procedures in order to ensure the maximum quality of each deliverables produced. The partner responsible for the production of the deliverable must ensure that those procedures and deadlines are respected.

One to three reviewers (according to the deliverable) will be appointed by the Project Management Team after a consultation with the consortium, on the basis of their expertise and experience on the subject treated. The review committee should be composed by persons not directly involved in the deliverable production. The reviewers must be selected in due time. The Project Management Team will check the consistency and readability of the deliverable before the submission. Where necessary, the Project Management Team will ask the authors to promptly modify the document to ensure that it complies with contractual obligations.

The production of each deliverables must follow the following time plan to ensure that it will be submitted in time:

- 6 weeks before the deadline, a complete outline of the content should be provided.

- 4 weeks before the deadline, the Project Management Board appoints the reviewers.

- 2 weeks before the deadline, a final draft should be made available to reviewers.

- 1 week before the deadline, comments must be integrated to the final document. The final draft is produced and uploaded on the project management tool. Where major modifications are necessary, the document will be sent again to the authors and modified in order to satisfy contractual obligations.

- up to 2 days before the deadline, the Project Manager will carry out a final quality check. This final check should assess only the appearance and structure of the deliverable and not its scientific soundness, relevance or scope.

- The day of the deadline, the Project Manager will upload the final version on the Participant Portal.

Due to several deliverables foreseen at month 24, the authors, where possible, should made available their draft to reviewers duly in advance to ensure the respect of the timeline and avoid delays in the submission to the Participant Portal. The Project Management Team will set up a specific Work Plan.

3.2.   Quality criteria

The author(s) is responsible of the content and the soundness of each deliverable. To ensure that all deliverables produced during the course of the project meet high quality standards, a common set of requirements has been identified and will be used to measure project deliverables:

Specific: The information provided must be clear and unambiguous. It should be coherent with the information provided in the Annex I.

Correctness: The information provided must be evidence-based, consistent, complete and accurate. All ideas, theories, quotes, facts, evidences must be supported by pertinent references.

Relevance: this criterion stresses the importance of focusing on key issues and should be adapted to its target audience.

Quality of writing: all deliverables should meet the following requirements:

- General readability (the text is clear, concise and repetitions are avoided);

- Citations must be accurate. Where required, a glossary and a complete bibliography should be added at the end of the document;

- Uniformity: all deliverables should be structured with the same layout. The font to be used is "Candara". An official template has been provided to the consortium at the beginning of the project.

Timeliness: all deliverables must be produced in accordance with the schedule defined in Annex I. The authors are also invited to respect the time plan described in section 3.1.

3.3. Nature of the deliverable and confidentiality

The author(s) should indicate the type and the dissemination level of the deliverable using one of the codes identified in the following table:

		Nature of the deliverable
✓	R	Document, report
	DEM	Demonstrator, pilot, prototype
	DEC	Websites, patent fillings, videos, etc.
	OTHER	
		Dissemination level
✓	P	Public
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The table is implemented in the deliverable template and should be filled out before releasing. The dissemination of the document will be implemented in according to the confidentiality level identified by the author(s).

3.4. Archiving

In order to facilitate the work of the consortium, each partner is invited to follow to apply the standard procedures described hereafter:

3.4.1. Storage

Each document (draft, reviewed version, final version), should be uploaded in the HaS project management platforms (internal project communication instruments will be detailed in the deliverable D2.1 foreseen at Month 5). This allows each participant to easily retrieve all relevant documents.

3.4.2. Format

The formats chosen for projects documents, videos or presentations is the following:

- **Text document**: all text documents shall be saved in .doc or .docx format (available on both Microsoft Word and Open Office). If a document is revised and edited by multiple people, the Track Changes feature should be activated.

- **Tables**: all tables shall be saved in .xls or .xslx format.

- **Presentations**: Partners are invited to save presentations using the .ppt or .pptx format. However, partners are allowed to use alternative slide show presentation programs if wished.

3.4.3. Documents title

All documents name should contain the project acronym HaS, followed by the type of document (e.g. DX.Y for a deliverable, MIN for minutes, AGD for agenda, PPT for presentation). To avoid redundancy, each document should present a short specification (draft, revised, final, meeting, workshop etc.).

For example:

- HaS_D1.1 Revised_CNRS.doc

- HaS_MIN_meeting Berlin_DARIAH.doc

- HaS_PPT_workshop Paris_DANS.ppt

3.4.4. Documents size

For each deliverable, the Participant Portal allows the upload of a single file. The maximum size is 50MB. When preparing a deliverable, the author is invited to respect this limit.

3.5.   Logos and acknowledgment

The "Humanities at Scale" logo must be shown in every publication or presentation related to the project (deliverables, reports, leaflet, articles etc.). The HaS logo cannot be used by third parties without prior authorization of the project consortium.

The DARIAH-EU logo should be used alongside the HaS logo for publications and presentations related to the project.

The European emblem must be shown in every publication or presentation related to the project. It should be given appropriate prominence when displayed in association with the "Humanities at Scale" logo.

All the logos are available in the project management tool.

All publications and presentations produced in the framework of the project must contain a text acknowledgment to the European Commission and a disclaimer. A typical text as follows:

"The Humanities at Scale is project funded by the European Commission under the Horizon 2020. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

Figure 1- The "Humanities at Scale" logo

4. Conflict Management

If any conflicts, whether technical, scientific, managerial or financial, should occur during the course of the project, the parties shall ensure their best endeavors to settle their disputes amicably. The aim is to resolve this conflict at the lowest possible level following a given hierarchy.

If a potential conflict situation arises, this should be solved following internal Work Package procedures or through inter Work Package meetings. In case no solution is found, the Project Coordinator shall convene an extraordinary Project Management Board. The figure below shows the conflict resolution scheme adopted in the project.
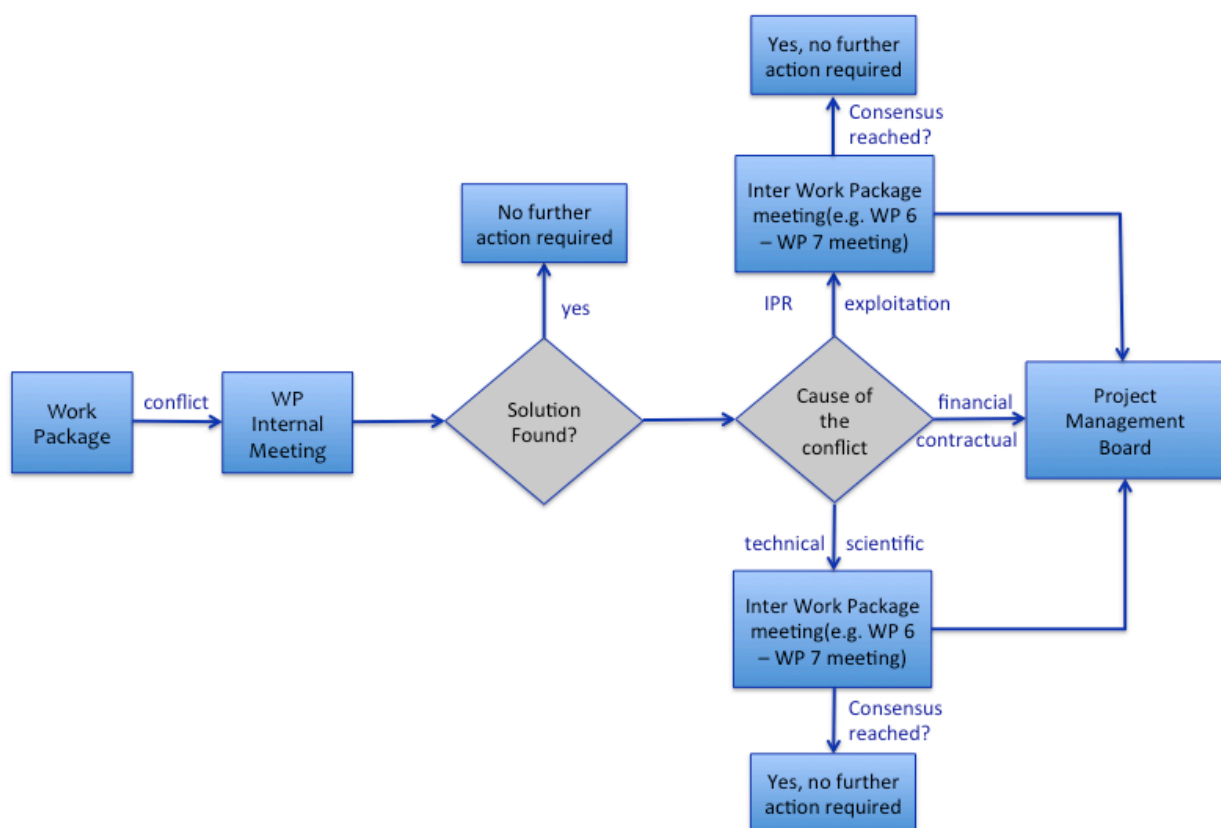

Figure 2 – Conflict Resolution Scheme

If a major conflict should occur, the Project Manager and the Project Coordinator must inform in duly time the European Commission.

5. Project Advisory Board Selection

The Project Advisory Board (PAB) will provide a further layer of quality control as well as knowledge and strategic thinking. The PAB will review selected reports to offer the project the benefit of their domain and technical expertise and help position the technical advances of the project in a wider scientific and commercial context.

The PAB consists of a sub-group of the newly established DARIAH Scientific Board (http://dariah.eu/about/organisation/scientific-board.html). Advisory Board members may also participate in some planned dissemination and training activities (e.g. innovation conferences, workshops, summer schools etc.).

The PAB meetings will be organized alongside DARIAH Scientific Board meetings and at least two meetings will be organized before the end of the project.

The Project Advisory Board consists of arts and humanities researchers with significant experience in digitally enabled research methods. The members selected are the following:

- **Patrick Svensson**: Professor in the Humanities and information technology at the Umea University.

- **Lorna Hughes**: Professor in Professor in Digital Humanities (Humanities Advanced Technology and Information Institute) at the University of Glasgow.

A third member will be chosen among the experts of the DARIAH Scientific Board.