



ESFR-SIMPLE

Research and Innovation Action (RIA)

This project has received funding from the Euratom
research and innovation programme 2021-2025 under
Grant Agreement No 101059543

Start date : 2022-10-01 Duration : 48 Months

Project Quality Plan and online workspace

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ESFR-SIMPLE - Contract Number: 101059543

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Document title	Project Quality Plan and online workspace
Author(s)	Mr. Sebastien BALECH
Number of pages	22
Document type	Deliverable
Work Package	WP10
Document number	D10.1
Issued by	LGI
Date of completion	2022-10-31 16:11:59
Dissemination level	Public

Summary

This deliverable is the project quality plan (PQP) for the ESFR-SIMPLE project. It describes requirements and procedural regulations as far as these are needed for a common uniform approach to completion of the project. It is to be used as an instruction guide for participants in ESFR-SIMPLE, concerning information management, document publication, quality assurance, project organisation, and contact information, including a description of the online workspace.

Approval

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2022-10-31 16:19:42	Mr. Pierre SCIORA (CEA)



Project Quality Plan & Online Workspace

ESFR-Simple (101059543) – European Sodium Fast Reactor: Safety by
Innovative Monitoring, Power Level flexibility and Experimental
research

Deliverable 10.1

Version 1.0
October 2022

Authors:

Pierre Sciora – CEA



Funded by
the European Union

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Document information

Grant Agreement / Proposal ID	101059543
Project Title	European Sodium Fast Reactor – Safety by Innovative Monitoring, Power Level flexibility and Experimental research
Project Acronym	ESFR-SIMPLE
Project Coordinator	Pierre Sciora (pierre.sciora@cea.fr) – CEA
Project starting date (duration)	1 st October 2022 – 30 th September 2026 (48 Months)
Related Work Package	WP10
Related Task(s)	T10.1
Lead Organisation	CEA
Contributing Partner(s)	CEA
Due Date	October 2022 (M1)
Submission Date	31/10/2022
Dissemination level	PU

History

Date	Version	Submitted by	Reviewed by	Comments
31/10/2022	V1.0	Pierre Sciora – CEA	Pierre Sciora – CEA	

Table of contents

1.	Introduction	7
1.1	Purpose	7
1.2	Application and validity	7
1.3	Administration	7
1.4	Dissemination	7
2.	Decision-making process: Project bodies and actors	8
3.	Collaborative web platform of the project (FLEXX)	9
3.1	Mailing List	11
4.	Meetings	13
5.	Information management	14
5.1	General information	14
5.2	Preparation of contractual technical document (deliverables, milestones)	14
5.2.1	Formal process of deliverables validation	14
5.2.2	Reviews of technical deliverable by experts	17
5.2.3	Intermediate deliverables	17
5.3	Project website	17
5.3.1	Presentation and expectations	17
5.3.2	Content	17
5.3.3	Accessibility	18
5.4	Preparation of other technical documents	18
5.5	Preparation of contractual reporting document	18
6.	Publications	21

List of figures

Figure 1 - Decision-making process	8
Figure 2 - FLEXX log in page	9
Figure 3 - Main page (ECM) structure of FLEXX	10
Figure 4 - ESFR-Simple collaborative platform folders' organisation	11
Figure 5 - ESFR-Simple collaborative platform User Directory page	12

Figure 6 - ESFR-Simple collaborative platform, workflow page for deliverables and milestones monitoring..... 15

Figure 7 - Workflow validation process for the deliverable submission..... 16

Figure 8 - The financial reporting process..... 19

Figure 9 - The technical reporting process..... 19

Abbreviations and Acronyms

Acronym	Description
CA	Consortium Agreement
GA	Grant Agreement
EEAB	External Expert Advisory Board
ESFR-SIMPLE	European Sodium Fast Reactor – Safety by Innovative Monitoring, Power Level flexibility and Experimental research
PMB	Project Management Board
PMO	Project Management Office
PQP	Project Quality Plan
QA	Quality Assurance
WP	Work Package
WPL	Work Package Leader

Summary

This deliverable is the project quality plan (PQP) for the ESFR-SIMPLE project. It describes requirements and procedural regulations as far as these are needed for a common uniform approach to completion of the project. It is to be used as an instruction guide for participants in ESFR-SIMPLE, concerning information management, document publication, quality assurance, project organisation, and contact information, including a description of the online workspace.

Keywords

Project Quality Plan, Information Management, publication, quality insurance, project organisation

1. Introduction

1.1 Purpose

The PQP and online workspace of ESFR-SIMPLE will describe how quality will be managed throughout the project.

1.2 Application and validity

The requirements contained in the present document apply to all personnel engaged in ESFR-SIMPLE. Revisions are valid from the date of issue.

1.3 Administration

The Project Management Office, the PMO (LGI) is responsible for the administration of the project quality plan. Proposals for modifications or additions must be submitted to the PMO (LGI), which updates and issues the revisions of the PQP. All revisions need an approval by the coordinator. Each new issue will be indicated in the revised document by means of a revision number.

1.4 Dissemination

The PQP and its annexes are public to the beneficiaries and may be circulated outside the beneficiaries only with the approval of the Project Management Board (PMB). Copies of this plan are distributed to each participant of the project at the issue date. It is also available on the project collaborative web platform.

2. Decision-making process: Project bodies and actors

There are several project bodies in the project, comprised of different actors, as summarized below:

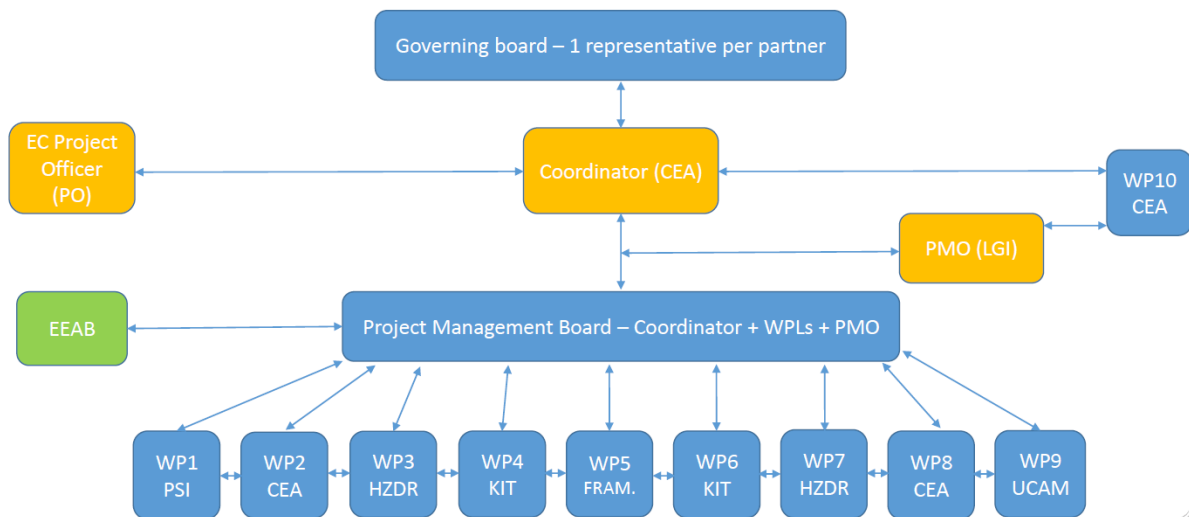


Figure 1 - Decision-making process

This governance structure guarantees that each member is represented throughout the project implementation and also facilitates the project progress. The roles and responsibilities of the different project management bodies and actors are detailed in the Grant Agreement and its annexes.

For ESFR-SIMPLE, the project bodies are the following:

- **Coordinator**
- **Governing Board**
- **Project Management Board**
- **Work Package leaders**
- **External Expert Advisory Board**

Further details on decision-making processes and procedural regulations are provided in the Consortium Agreement (CA) to be signed by all beneficiaries of ESFR-SIMPLE.

In addition, every partner shall appoint a Main Contact whose role is to ensure that all relevant information about the project is available to all contributors in the given organisation, and this person shall make sure that the contact list of his/her organisation is up to date. The Main Contact will be solicited for all inquiries where no other contact is provided for the task in question.

3. Collaborative web platform of the project (FLEXX)

The ESFR-SIMPLE online collaborative platform, named “FLEXX” has been set up and released on-line in October 2022. Since the ESFR-SIMPLE FLEXX platform was not ready yet, the structure and some features were presented at the Kick-off meeting to the consortium members.

FLEXX is a web platform created and maintained by LGI which integrates essential tools for collaboration. It can be deployed with unlimited number of users using a unique login credentials for accessing the platform. FLEXX is hosted in Europe on secure servers and is GDPR-compliant.

The ESFR-SIMPLE collaborative platform will be used for internal exchanges and publication of reports and deliverables – these documents shall be uploaded and updated at : <https://app.Flexx.camp/esfrsimple-ecm>

The platform is maintained by LGI as Project Management Office (PMO). LGI is responsible for account creation and management of user permissions. All related requests shall be addressed to LGI at: marianne.gros@lgi.earth

Here below the log in page in Figure 2:

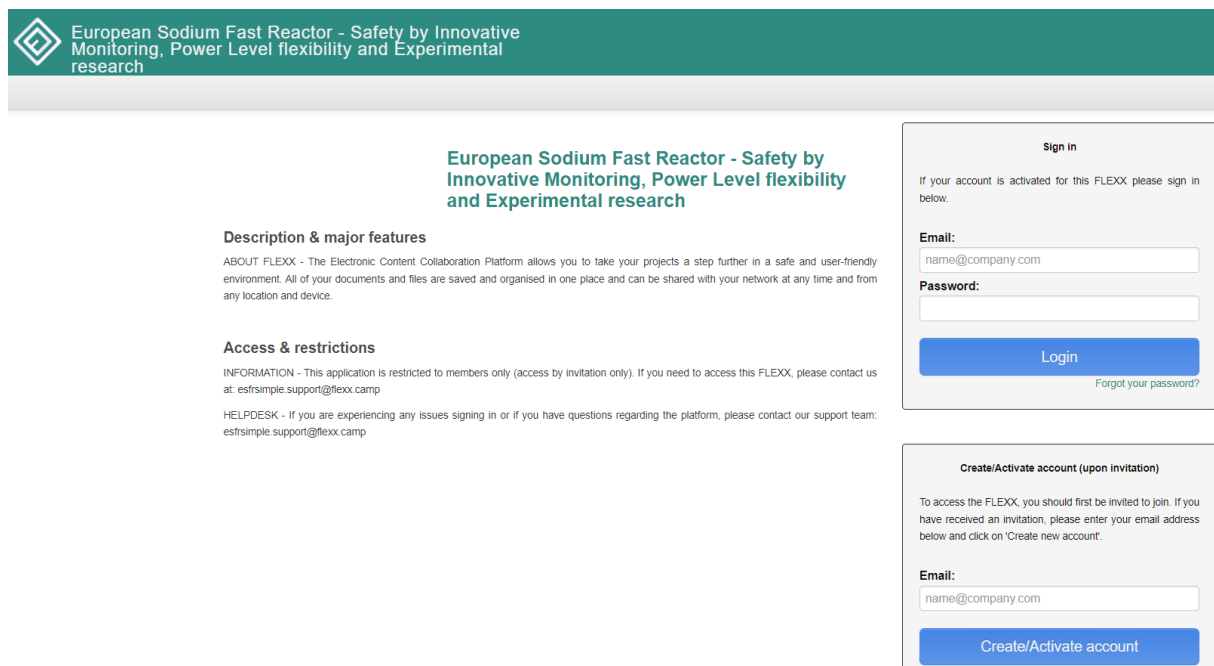


Figure 2 - FLEXX log in page

FLEXX has a document management module, ECM, to be used for internal exchanges and publication of reports and final deliverables, with restricted access for project partners. Therefore, this module allows continuous information exchange and knowledge transfers within the consortium. It promotes the integration of the work performed.

Internal document exchanges between the beneficiaries will be achieved as much as possible by electronic means via the ECM.

The folder tree of the project is shown below in Figure 3 (updates to this initial folder structure will be made in the course of project implementation as necessary).

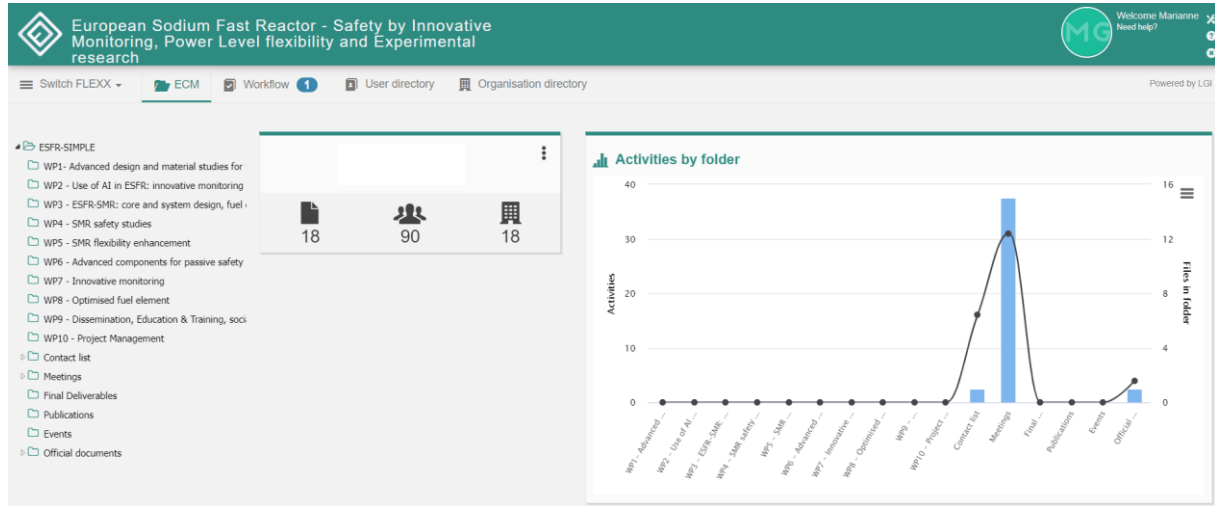


Figure 3 - Main page (ECM) structure of FLEXX

Folders and documents can be created, shared in the collaborative work folders.

The general project and technical information on the platform are organized in Figure 4:

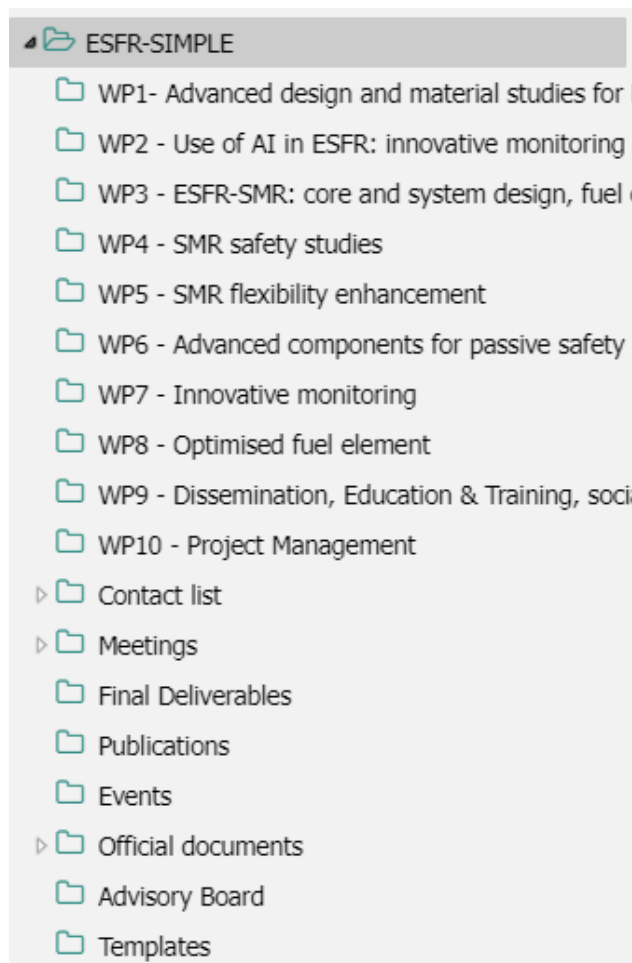


Figure 4 - ESFR-Simple collaborative platform folders' organisation

Most of the folders are related to the different ESFR-SIMPLE Work Packages and the project meetings. These contain important information related to the corresponding Work Package. This preliminary structure will be updated according to the project's needs whenever necessary along the project duration.

Access rights to the private online platform are summarized as follows:

- **For all project participants: Rights to read and add files in the folders**
- **For the Coordinator and the PMB members: Rights to read, add and delete files in the folders**

The content of this ESFR-SIMPLE online collaborative platform will evolve during the lifetime of the project with the inputs of all participants.

3.1 Mailing List

The “User Directory” on the FLEXX makes it easier to:

- **Find information about the project consortium (“who is who”)**
- **Write emails to members or groups of members (e.g. financial admins, WP contributors, etc.)**

Using the mailing list on the FLEXX replaces contact lists in Excel, which may exist in multiple versions on multiple computers locally. Since every project partner is invited on the FLEXX platform, they all have a User Directory profile created (see Figure 5 here below), allowing them to send emails directly from the FLEXX platform (to proceed, the user must go to the User Directory page, and select a distribution list or an individual contact). Each project body shall have its own diffusion list, and any number of lists can be created on demand.

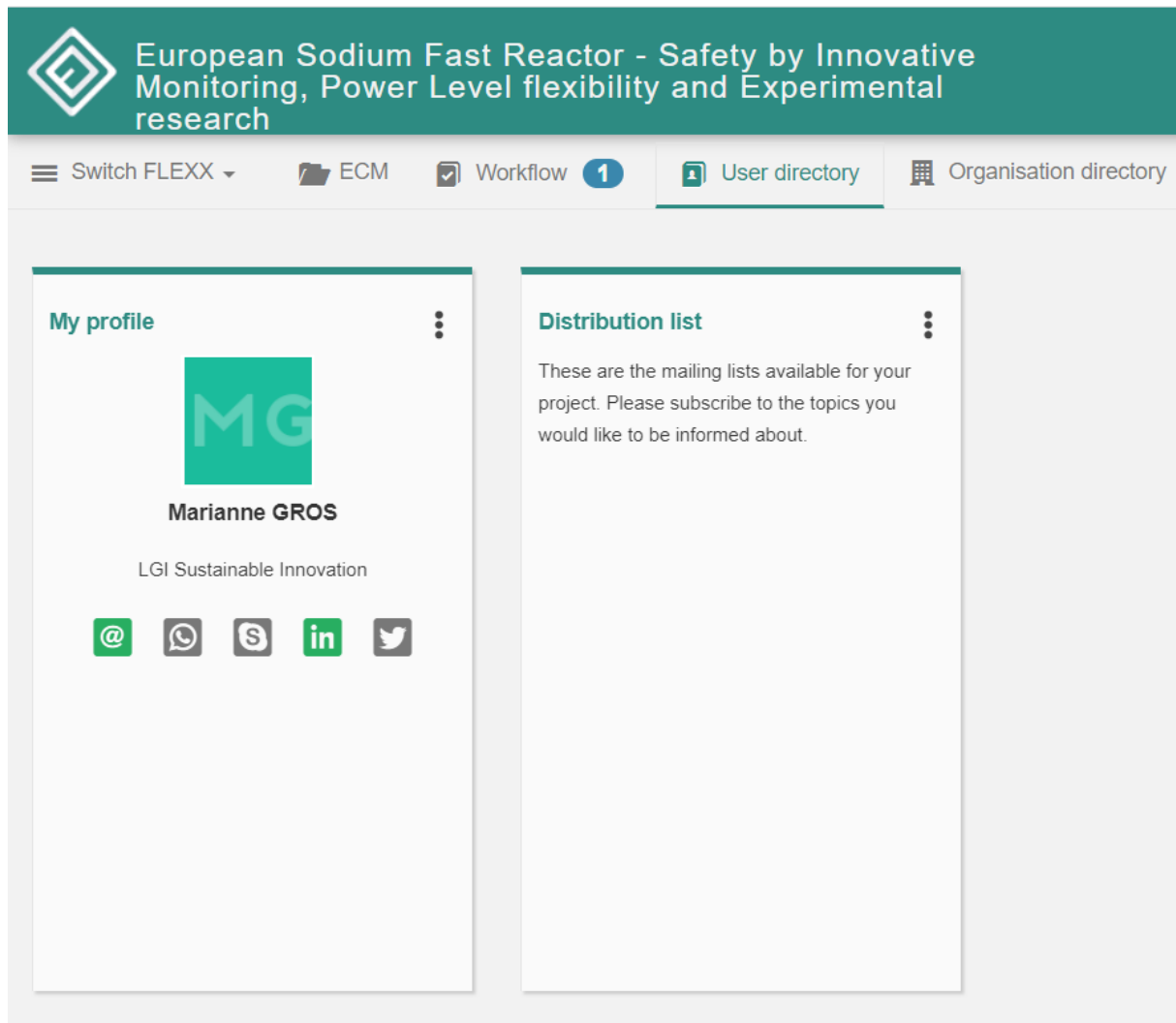


Figure 5 - ESFR-Simple collaborative platform User Directory page

4. Meetings

Several types of meetings may be organised during the project (periodic meetings such as consortium meetings and PMB meetings, or ad hoc technical progress meetings, etc.) by either the coordinator or by the WP leaders.

After a consultation between the participants involved, an item containing at least: meeting date, meeting location and preliminary agenda should be made available as soon as possible on the FLEXX platform.

For each meeting, the organiser or the PMO must write the minutes, make them available on the collaborative project platform, and notify the respective consortium members electronically.

5. Information management

The information used or generated by the project may take many forms. This section will describe the internal procedures for document preparation in a quality-oriented approach. Documents produced in the project fall into several categories:

- **Contractual technical documents including technical deliverables and milestones. These are either public or restricted to project participants and the EC**
- **Other technical documents including non-contractual reports, support documents and progress meeting minutes restricted to project participants and the EC**
- **Contractual reporting documents including administrative & financial documents restricted to project participants and the EC**

5.1 General information

The main principle regarding document preparation and internal dissemination is that each beneficiary applies their own Quality Assurance (QA) procedures for the preparation of their contributions to project documents. If such procedures are not applied by the beneficiary, the project templates should be used and further guidelines can be provided by the project management office upon request.

Templates to be used for project documents are available on the FLEXX at: <https://app.flexx.camp/mso/ecm/esfrsimple-ecm-folder-12458>

To ensure that documents are of the highest quality, the validation process is to be implemented using FLEXX, as described in Section 5.2.

5.2 Preparation of contractual technical document (deliverables, milestones)

5.2.1 Formal process of deliverables validation

The workflow tool on FLEXX, developed by LGI, enables:

- **The internal review of contractual technical documents (e.g. deliverables) as soon as they are available on the platform**
- **Monitoring project progress in terms of milestones and deliverables**
- **A more streamlined process for the publication and approval of deliverables while enforcing appropriate QA processes**

See the Workflow page here below in Figure 6:

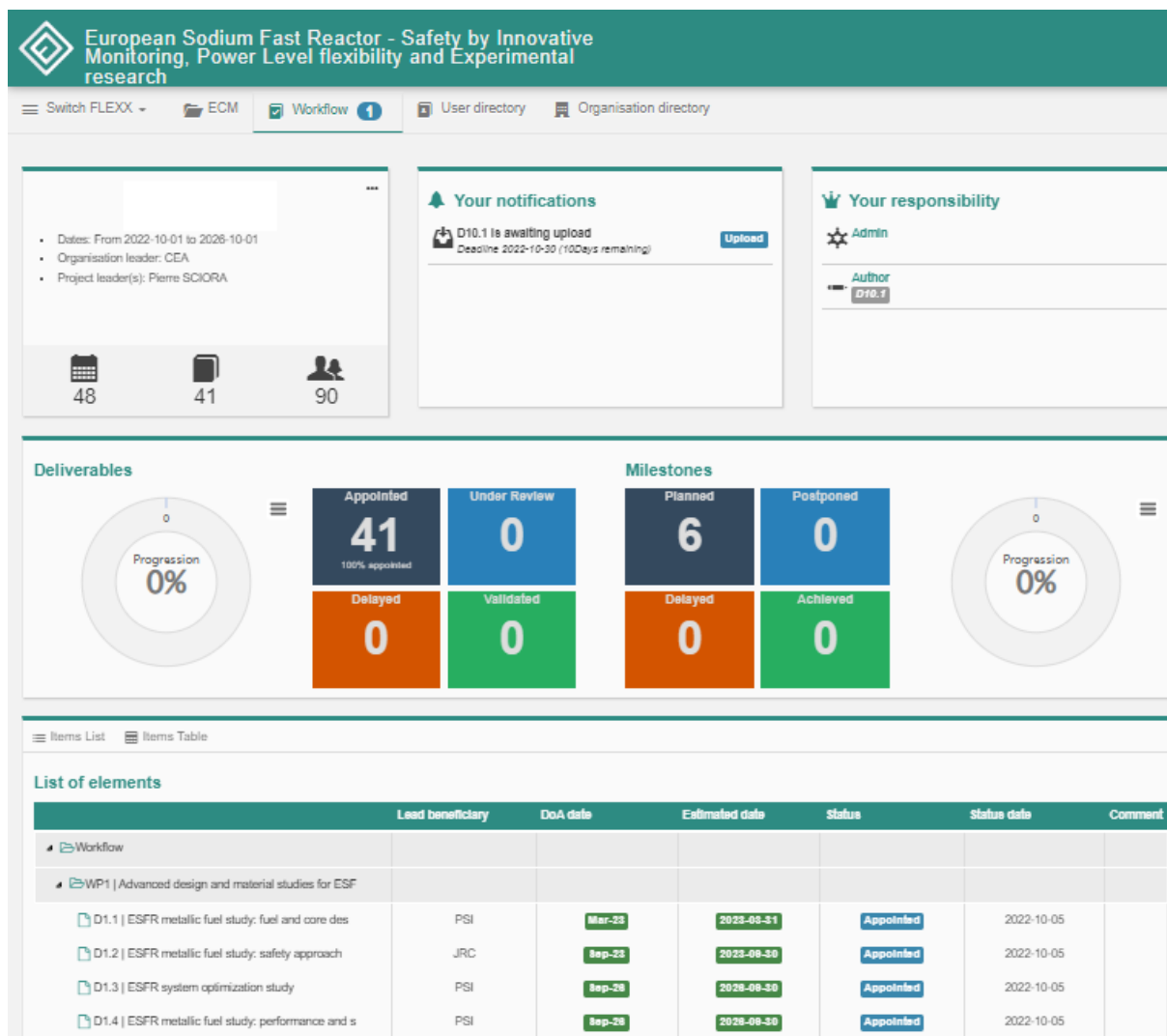


Figure 6 - ESFR-Simple collaborative platform, workflow page for deliverables and milestones monitoring

The various steps necessary to issue contractual technical documents are presented in the image below in Figure 7:

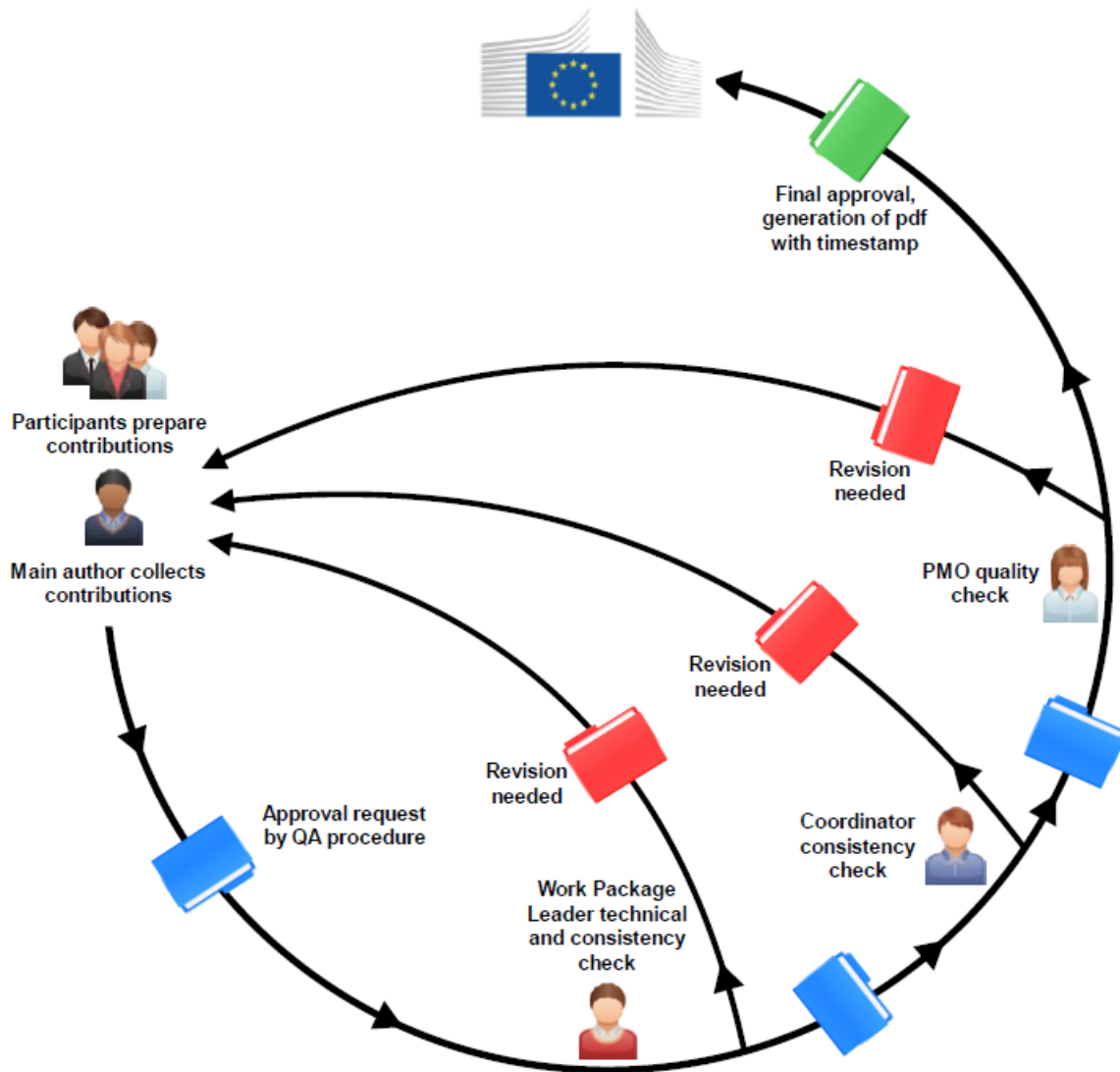


Figure 7 - Workflow validation process for the deliverable submission

- The **main author**, who is responsible for the elaboration of the document, asks all the involved participants to write their contribution to the document.
- After gathering and consolidating all contributions, the main author issues the draft version of the report with his/her own procedures. He/She then **uploads the draft deliverable on the Workflow tool**, also providing the abstract and the names of contributors.
- The WP leader receives an automated email stating that the deliverable is available for review. The **WP leader then reviews the technical content of the document**. If modifications are needed, the WP leader returns the document back to its author and provides comments. The FLEXX automatically notifies the author that the deliverable needs to be improved. Once the updates are implemented, the main author uploads the revised deliverable on the Workflow, and the process begins anew until the WP leader validates the document.

- If/when the WP leader validates the deliverable, the FLEXX automatically notifies the Coordinator (next in line for review) that the deliverable can be reviewed. At this point the process above repeats until the **coordinator validates the document** as well.
- Once this happens, the **PMO (LGI) is notified that the document can be finalized** following a final check. Once this is done, the FLEXX will generate the cover pages (with logos, timestamps, etc.), and the document is ready for submission to the EC.

5.2.2 Reviews of technical deliverable by experts

Selected technical deliverables may be reviewed by competent experts chosen among the members of the External Expert Advisory Board (EEAB) or any other expert before validation by the WP leader. The WP leader and the project coordinator assign the expert(s) for revision of the selected technical deliverables. Such process is not mandatory and is to be decided by the WPL.

5.2.3 Intermediate deliverables

The project management team will require partners to prepare intermediate versions of deliverables, as mentioned on the Gantt chart of the project. These intermediate versions will be reviewed by the technical experts (as the final version) and will support drafting and issuing the final versions.

5.3 Project website

5.3.1 Presentation and expectations

The purpose of the ESFR-SIMPLE public website is to communicate ESFR technology features, advertise events, highlight major results. Website's target audience is wide: beneficiaries, project partners, nuclear technology professionals, academics, industry, students, general public, etc.

The website will promote the international visibility of the project, communicate on the progress achieved and disseminate the results stemming from the project.

To make useful and relevant information available to the general public, it was decided that the website should address the needs and the questions that would most likely interest external stakeholders or visitors, such as:

- **What the project is about**
- **What the project is delivering, and why, including its mission**
- **Who the partners of the project are**
- **How to get involved**

5.3.2 Content

Public deliverables will be published on the project website on a regular basis, as well as upcoming, past and current events. Publications, dedicated training courses, and public project results will be updated on the project website.

Once launched in 2022, the ESFR-SIMPLE website will be updated regularly and will remain a flexible tool ; content and structure may evolve if necessary.

More details about the website content and structure will be found in the **D9.5 Communication Strategy and Website**.

5.3.3 Accessibility

The project website will enhance the visibility of the project and to re-direct potential stakeholders, students, young professionals, etc.

The website (at least the homepage and several sections) will be written in a non-expert language in order to be welcoming for the general public; it will be professionally referenced to be easily reachable via search engines on relevant keywords.

The website will be compatible with the common web browsers on all common operating systems. These include various versions of Internet Explorer, Firefox, Safari, Opera and Chrome.

The layout of the website will also be responsive: it will adjust the design display based on the screen size of the device it is viewed on, regardless of whether it is viewed on a desktop, tablet or mobile.

5.4 Preparation of other technical documents

This section provides guidance on the preparation of other technical documents, non-contractual reports, support documents and progress meeting minutes. For these documents, the steps are similar to those described in the previous section, but the procedure is simplified.

- **The partners can use their own Quality Assurance (QA) procedures for the preparation of ESFR-SIMPLE documents. Alternatively, ESFR-SIMPLE templates can be used without any reference to the internal QA of the beneficiaries involved.**
- **The validation and the corresponding timestamp of the WPL and Project coordinator appear on the second page of the document.**

In the case of joint meetings concerning more than one work package, all concerned WPLs shall approve the minutes. The templates for meeting minutes and for other technical documents are included in the ESFR-SIMPLE collaborative platform.

This procedure is not mandatory for ad hoc technical meetings that partners may informally organize to discuss details of the project activities.

5.5 Preparation of contractual reporting document

According to the grant agreement, **the coordinator is responsible for issuing the periodic reports (financial report and activity report) to the EC**. The procedure to prepare these reports starts from

the top level of the project and goes down through the various management levels. The reporting is divided into a financial part and a technical part. To ensure high quality and timely reporting, the PMO will use the approach outlined below. Being responsible for the execution of the entire reporting process, the PMO will provide support to the coordinator to ensure the quality of this reporting.

For the financial part of the reporting, the illustration below describes the process:

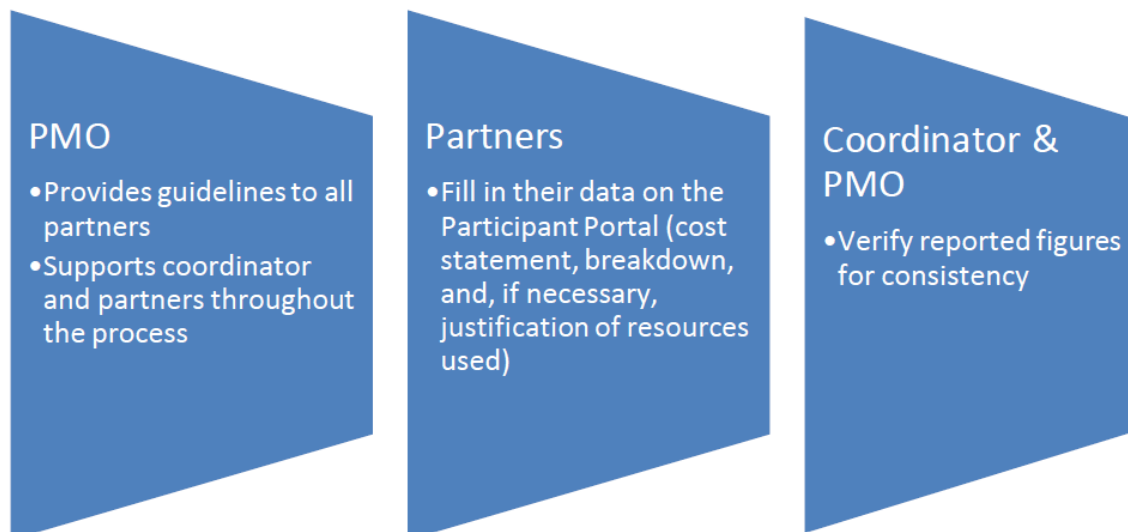


Figure 8 - The financial reporting process

On the other hand, for the reporting of the activities (project progress) the process is as follows:

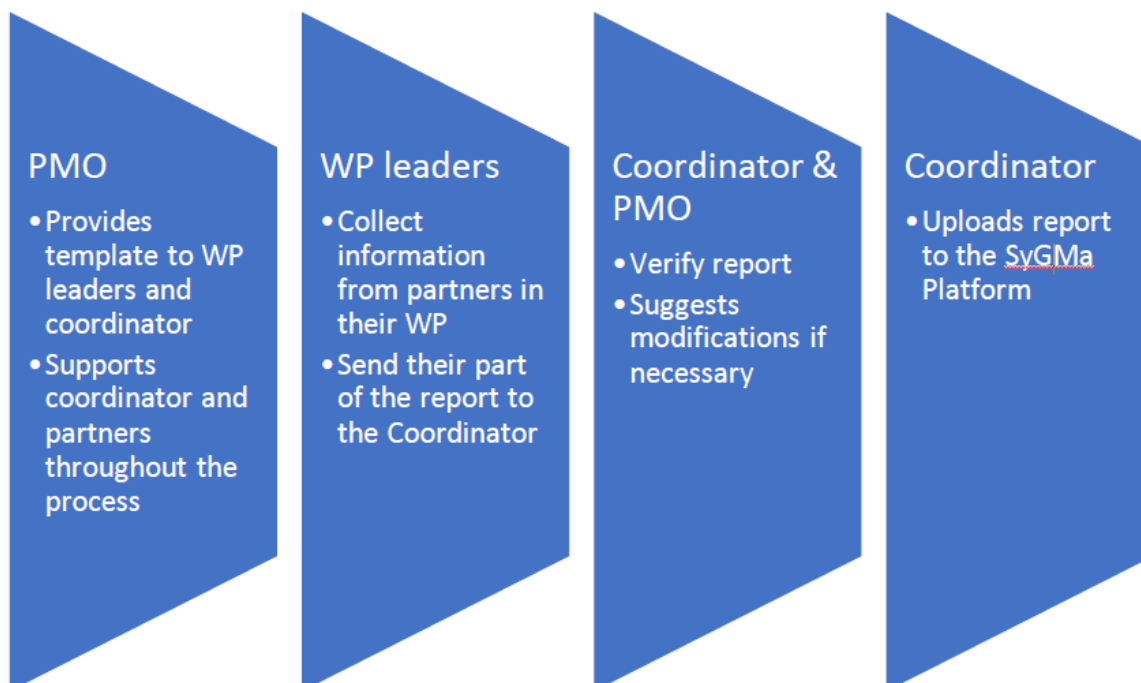


Figure 9 - The technical reporting process

Additionally to the contractual reporting documents, the management team of ESFR SIMPLE will ask partners to midterm reporting (M12, 24, 36) to monitor accurately the project progress. This will also facilitate the official reporting when requested by the EC.

6. Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in ESFR-SIMPLE. As a reference to the ESFR-SIMPLE CA, **prior notice of any planned publication shall be given to the other partners and to the coordinator before the publication.** Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Party or Parties proposing the dissemination after receipt of the notice. If no justified objection is made within the time limit stated above, the publication is permitted.

For presentations to conferences, it is strongly recommended to use the ESFR-SIMPLE Power Point presentation template (LGI will make it available on the web collaborative platform once it's finalized). The minimum requirement is to use the project logo. Moreover, the EU logo should be added for acknowledgement of the EURATOM support. Communication activities of the beneficiaries related to the action (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:** “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Atomic Energy Community. Neither the European Union nor the granting authority can be held responsible for them.”.

The submitted and final versions of the articles and communications must be uploaded on the Flexx platform work folder of the relevant WP and then published in the **“Publications” folder.**

All partners should take appropriate measures to engage with the public and the media about the project and to highlight the Community financial support. Any publicity, including at a conference or seminar or any type of information or promotional material, must specify that the project has received Community research funding and display the European emblem with appropriate prominence.

In addition, publications are an important element of the dissemination strategy, so partners will be encouraged to publish the results of their work under the open access principles. The **Data Management Plan (D10.2)** will outline the conditions for data preservation, adherence to FAIR principles, publication, and clearly make a distinction between potentially sensitive or confidential information and open access data.

Indeed, ESFR-SIMPLE will fully embrace the **open access policy of Horizon Europe.** Public scientific deliverables and associated supplementary data will be available on an EU-endorsed trusted repository (e.g. OpenAIRE on Zenodo) under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a licence with equivalent rights in addition to the project website.

Publications of ESFR-SIMPLE results in scientific journals will use the highest level of open access, whenever possible. Similarly, publications in conference proceedings will be **gold open access whenever possible.** Beneficiaries (or authors) shall retain sufficient intellectual property rights to

comply with the open access requirements. The selection of journals and conferences as part of dissemination activities will prefer such that enable open access.

