D1.1
Report on Quality Control Procedure

Work package:	WP1 Management	
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Dissemination Level	Public	
Nature	Report	

Date	Author	Comments	Version	Status
31.10.2018	Dirk Pleiter	Initial version	V01	Draft
01.11.2018	Dirk Pleiter	Updated version	V02	Final

Executive Summary

The purpose of this document is to define the quality control processes and provide the templates for internal verification and document review for all project results and deliverables.

Contents

1. Quality review process

1.1 Authors

The Leader of a Work Package, which is in charge of providing a particular deliverable, is responsible for defining the authors in time. These authors should follow the latest version of the templates for deliverables (the current version of the templates are shown in the appendix of this deliverable), which are available in the following folder of the collaborative work space of the MAESTRO project:[1]

https://bscw.zam.kfa-juelich.de/bscw/bscw.cgi/2722936

The authors have to make sure that a draft for internal review is available for the internal reviewer(s) no later than 4 weeks before the deadline for the submission of the deliverable. Draft versions of the deliverable will be uploaded in an appropriate sub-folder of the following folder:

https://bscw.zam.kfa-juelich.de/bscw/bscw.cgi/2722929

After having uploaded the draft deliverable, the authors will notify the internal reviewer(s). In case of delays, the Coordinator, the Technical Coordinator, the Work

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[1] The collaborative work space is only accessible for project members.

Package Leader as well as the internal reviewer(s) assigned for this deliverable should be informed as early as possible to establish a mitigation plan.

1.2 Internal reviewers

The list of internal reviewer(s) is maintained in a document on the collaborative work space:

https://bscw.zam.kfa-juelich.de/bscw/bscw.cgi/2722945

The number of internal reviewers is 1 to 2, depending on the size of the deliverable.
The internal reviewer(s) will within 2 weeks provide a review report based on the internal review form template using the latest version as available in the aforementioned folder in the collaborative work space. After completing the review, the reviewers will upload the review forms to the same folder where the draft deliverable had been placed and notify the authors.

1.3 Update by authors

Based on the comments of the internal reviewers the authors will provide an updated version of the draft deliverable and upload this to aforementioned the folder for draft deliverables. When complete the authors inform the corresponding Work Package Leader.

1.4 Approvals

After being recommended by the internal reviewers, the Work Package Leader will decide on forwarding the deliverable to the Coordinator for final approval.

1.5 Submission

Once approved by the Coordinator, the final version of the deliverable will be uploaded to the EC portal as well as to the folder for uploaded versions of the deliverables in the collaborative work space:

https://bscw.zam.kfa-juelich.de/bscw/bscw.cgi/2722920

2. Templates

2.1 MAESTRO deliverables

This template should be used by the authors of any of the deliverables. It comprises the following mandatory parts:
▪ Table with the main document information including information on the review process
▪ Table with the document history

- Executive summary
- Table of contents
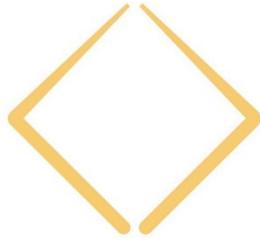- Section "Introduction"
- Section "Concluding remarks"

2.2 Internal review form

This template must be used by the internal reviewers of a deliverable to assure a consistent way of how deliverables are being reviewed. It must, in particular, include a recommendation to the Coordinator on whether to submit this deliverable to the EC.

3. Appendix

The following pages provide a copy of the following documents:
- Template for MAESTRO deliverables
- Internal review form template

<Insert Document Reference from DoA>
<Insert Document Title from DoA>

Work package:	<number> <name>	
Author(s):	<name>	<organisation>
Reviewer #1	<name>	<organisation>
Reviewer #2	<name>	<organisation>
Dissemination Level	<public|confidential>	
Nature		

Date	Author	Comments	Version	Status
dd.mm.yyyy	<name>		V<x>.<y>	<Draft|Final>

Executive Summary

Contents

1. Introduction

2. <section title>

2.1 <subsection title>

3. Concluding remarks

4. References

[<ref number>]   <reference>
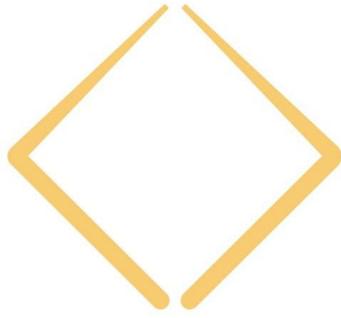
Internal Review Form

No. and title of the deliverable	
Version number	
Author(s) (organisation)	
Reviewer(s) (organisation)	
Date of receipt	
Date of review	

Is the deliverable suitable for submission?

- □   Yes, without changes
- □   Yes, with minor changes
- □   No (see below)

Does the Deliverable comply with its description provided in the DoA?

- □   Yes
- □   No, for the reasons given below:

Is the content sound or have shortcomings been identified?

Is the deliverable self-explanatory or does it provide necessary references to related documents?

Is the language and style of the Deliverable clear and sound?

Which parts of the Deliverable require improvement?

Does the Deliverable correspond to the project templates?

General comments

In cases where the review process takes multiple iterations, previous iterations should be documented in the following table:

Deliverables version	Date of review	Comments