Funding Scheme: **THEME [ICT-2007.8.0] [FET Open]**

Paving the Way for Future Emerging DNA-based Technologies: Computer-Aided Design and Manufacturing of DNA libraries

Grant Agreement number: **265505**

Project acronym: **CADMAD**

Deliverable number: <u>D7.1</u>

Deliverable name: <u>Quality Control Plan</u>

Contractual Date of Delivery to the CEC: M12
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Security: Pub
Nature: R
Version: 1.0
Total number of pages: 23

Abstract:

In order to assure a high quality of the project management, the following tools are being used:

- A reporting procedure will be applied as described in section 4.
- There will be defined ways of communication within the consortium and with the EC (Section 4).
- Deliverables as mentioned in Annex I of the Contract will be delivered as per the attached format and according to the procedure described in section 4 paragraph 4.3
- Periodical Meetings will be established and carried out according to a defined procedure as described in section 5.
- The Consortium Agreement, signed by all partners, will direct all consortium related issues e.g. the IPR and financial payments. A short summary of the most important issues settled by the Consortium Agreement is in section 6.
- The project defined a well-structured managing process described in section 7.

Keywords

Reporting procedure, deliverables, quality assurance, project management

Abbreviations

IPR	Intellectual Property Rights
EC	European Commission
MT	Management Team (Weizmann and OSM)
GB	Governing Board
AB	Advisory Board
WPL	Work Package Leaders

Table of Contents

Section 1. Participants details

Par. No.	Organization legal name	Acronym	Country	Org. type*
1.	Weizmann Institute of Science	**WEIZMANN**	IL	RES
2.	Universite d'Evry Val d'Essonne	**UEVE**	FR	HE
3.	The University of Notthingham	**UNOTT**	UK	HE
4.	Universitaetsklinikum Bonn	**UKB**	DE	HE
5.	Ruhr-Universität Bochum	**RUB**	DE	HE
	Eidgenössische Technische Hochschule Zürich	**ETHZ**	CH	HE
6.	Friedrich Miescher Institute	**FMI**	CH	RES
7.	University of Helsinki	**UH**	FI	HE
8.	OSM DAN Ltd.	**OSM**	IL	SME

Section 2. Background and Rational

This document is a formal deliverable of the project. It is a dynamic document and will be updated as required throughout the project. As it is a formal deliverable, its release and update will require the additional authorization of the project manager.

Section 3 Project Quality Assurance Plan - Summary

In order to assure a high quality of the project management, the following tools will be used:
1. A reporting procedure and frequency will be applied as described in section 4
2. There will be a defined way of communication inside the consortium and between the consortium and the EC (section 4)
3. Deliverables as mentioned in Annex I of the Contract will be delivered as per the attached format and according to the procedure described in section 4 paragraph 4.3
4. Periodical Meetings will be established and carried out according to a defined procedure as described in section 5.
5. The IPR, financial payments and other consortium related issues are all covered by the Consortium Agreement signed by all partners.
6. The project defined a well-structured managing process described in section 7.

Section 4. Reporting procedures and frequency

4.1 Internal reports

• All project documents will be produced in RTF or PDF format to minimize incompatibilities and chances of spreading viruses.

• They will be in A4 format, and in general use Arial Narrow English Font at 12-point size with justified lines. Use of non-alphanumeric content will be minimised to keep file sizes down.

• The report will be uploaded to the restricted domain at the project internet site:
http://www.weizmann.ac.il/DNAps/

4.1.1 Internal meeting reports

These are reports of Work package (WP) periodic meetings. They must be prepared by the WP leader as a consolidation of the individual WP partners' reports and presentations. They must be lodged within ten days of the meeting. See appendix-I: Internal meeting report template; Appendix-III: Internal meetings and Deliverables summary table- template.

4.1.2 Internal deliverables

Internal deliverables will indicate a required task and due date per WP. They will be decided throughout the project by the project manager and/or the WP leader in order to assure successful achievement of WP tasks and Annex-I deliverables in term of performance and time line. Internal deliverables will be submitted to the project coordinator. See Appendix II: Internal deliverable report template; Appendix III: Internal meetings and Deliverables summary table- template

4.1.3 Conference calls

WP leader or any partner can initiate a conference call as a semi- WP meeting. The conference call will be than summarized and reported by the initiator. See appendix-IV: conference calls report template.

4.2 Between the Consortium and the EC

All official project documents will be produced in RTF or PDF format to minimize incompatibilities and chances of spreading viruses.

• They will be in A4 format, and in general use Arial Narrow English Font at 12-point size with justified lines. Use of non-alphanumeric content will be minimised to keep file sizes down.

• The report will be delivered by e-mail to the EC project officer prior due date.

• The report will be uploaded to the restricted domain at the project internet site:
http://www.weizmann.ac.il/DNAps/

4.2.1 Periodic management report

Each organization should report to the coordinator on overall progress against plan with an emphasis on the resources, operational and business aspects. They must highlight any foreseen problems. Each organization must submit information required by the Project Manager for the periodic management report, which is a formal deliverable. The coordinator will edit all the reports into a final consolidated report as per the template from "Guidance Notes on Project Reporting" [1].

4.2.2 Cost Statements

One copy of duly signed Periodic Cost Statements and Audit certificates must be submitted as required by the coordinator by each organization in a timely fashion, as they cannot be forwarded for payment unless they are all included. If an organization is two weeks late in this activity, the coordinator at his discretion can submit without the late organizations report. He will only do this in exceptional circumstances, as it will result in a partner's payment being delayed until the next cost period.

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[1] ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf

4.2.3 Periodic Progress Reports

Each WP leader to the coordinator, before each annual periodical meeting, will deliver these reports. The reports will include all the work performed within the WP by all collaborators. The WP leader is responsible to collect all technical reports from all the collaborators and integrate them into a single report for each WP. The coordinator is responsible to collect all WP leaders' reports and integrate them into the final periodical report. The format of the report will be as per the FP7 requested templates and subjects by the EC through the Project Officer.

4.2.4 Project Technical Review

The project will be periodically technically reviewed yearly. This review will be based on the periodic reports and deliverables submitted by the coordinator.

4.3 Deliverables

Formal deliverables are numbered as Dx.y., where x = WP number, y = deliverable number within the WP. Appendix-V is the template of the deliverable format.

Section 5 Meetings and meeting reports

5.1 Project Management Team and Governing Board Meetings

Description	Mo	Place	Topics	Duration (days)
Kick-off	1	Rehovot, Israel	√ Partners introduction √ Project vision and main objectives overview √ General Work plan √ General project management and coordination √ Detailed work plan for the next 6 months. (Each partner)	2
6M, 18M, 30M Progress Meeting	M6 M18 M30	Berlin, Germany TBD TBD	√ 6-month Progress reports per partner and WP √ Work planned for the next 6 months by WPs √ GA conclusions √ Internal WP sessions √ Internal Workshop - annually	2
12 and 24 Months Progress meeting + Technical Review	M12 M24	Rehovot, Israel Rehovot, Israel	√ Periodic activity report √ Periodic management report √ Periodic report on the distribution of the Community's contribution √ All reports and deliverables related to the reported period.	2-3
36 months Project summary and final review	M36	Rehovot, Israel	√ Final activity report √ Final management report √ All projects reports & deliverables	2

5.2 Meeting Agenda and Minutes

5.2.1 Agenda – Formal Meeting

The project manager will circulate a draft agenda at least two weeks prior to the meeting by e-mail to all consortium members and the EC Project Officer. They will have one week to add new specific subjects with the agreement of the project manager. He will then email the final draft agenda. Each agenda will consist of the following minimum set of items:

Item 1 Review of outstanding Action Items from previous meetings
Item 2 Brief status reports by Project Coordinator highlighting progress and problems
Item 3 Meeting specific items
Item 4 Any Other Businesses
Item 5 Agreement on subsequent meeting dates and places
Item 6 Review on new Action Items arising from these meetings

5.2.2 Minutes - Formal Meeting

The Project Manager is responsible for preparation of the minutes and their distribution by email within three weeks after each Meeting. Minutes will be structured as follows:

Item 1 Date and Place
Item 2 Participants
Item 3 Agreed Agenda
Item 4 Status of outstanding Action Items
Item 5 New Action Items assigned
Item 6 Decisions made at Meeting
Item 7 Other notes/comments arising
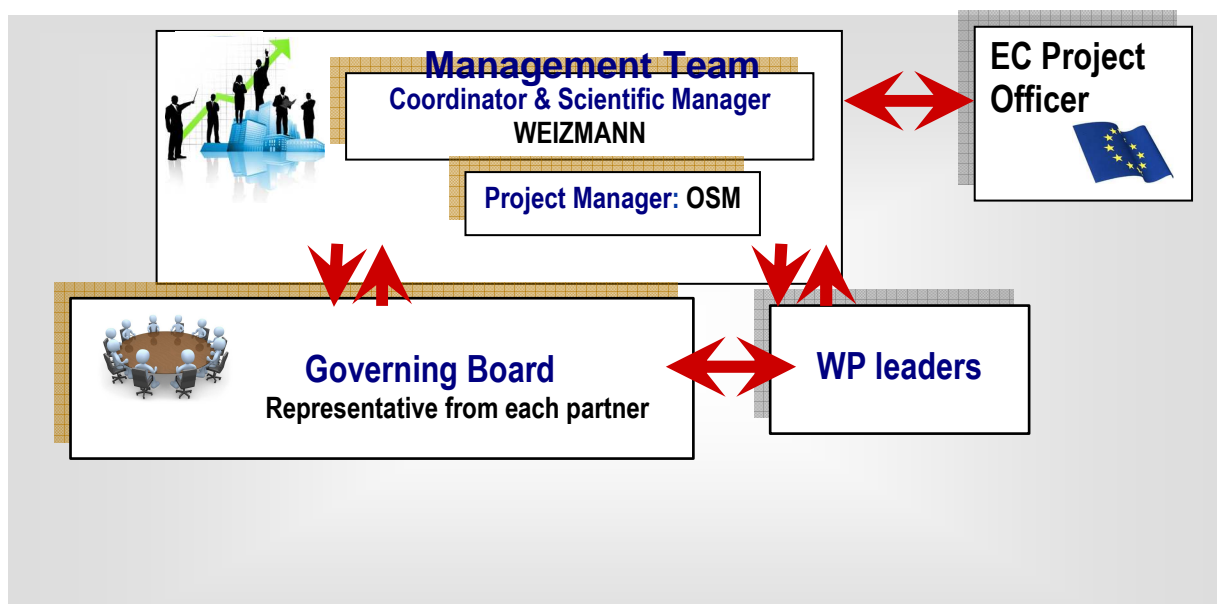Item 8 Future meeting plans

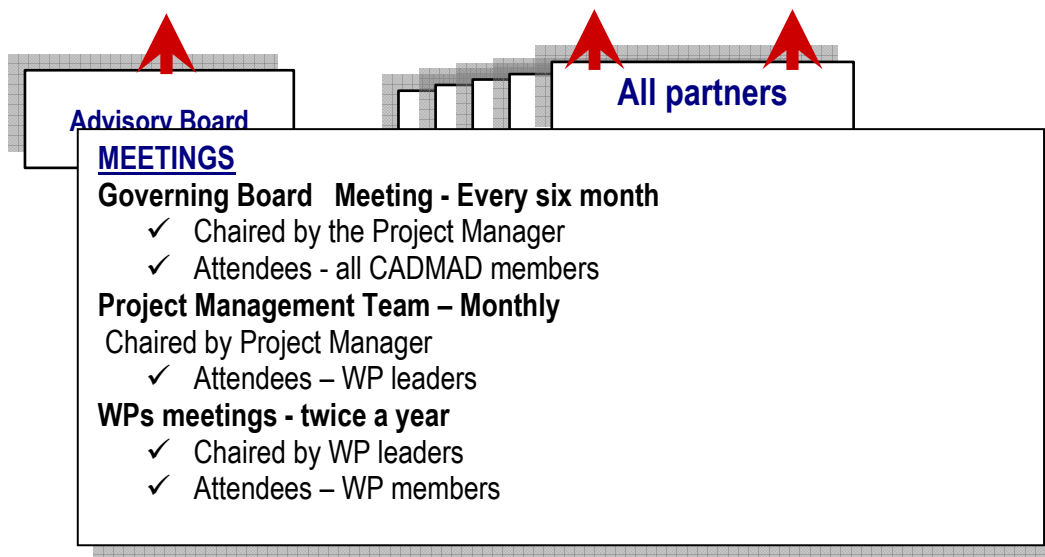### Section 6 Consortium Agreement between partners

In order to set-up the rules for the functioning of the consortium in term of management and exploitation of results, the partners entered into a Consortium Agreement before the beginning of the project. This Consortium Agreement is written in compliance with the European Contract, and deals especially with the co-ordination and management aspects, and the exploitation and intellectual properties rights.

The main parts of this agreement are related to:

1. Project co-ordination (transmission of the documents, Coordinator responsibilities, etc'),
2. Contractors' representation and steering committee (with emphasis on the role of local coordinators and functioning of the steering committee),
3. Responsibilities of each contractor,
4. Payment of the contribution of each contractor,
5. Ownership of IPR and exploitation rights.

Section 7 Project Management Roles

MEETINGS

Governing Board   Meeting - Every six month
- ✓ Chaired by the Project Manager
- ✓ Attendees - all CADMAD members

Project Management Team – Monthly
 Chaired by Project Manager
- ✓ Attendees – WP leaders

WPs meetings - twice a year
- ✓ Chaired by WP leaders
- ✓ Attendees – WP members

7.1 Project Coordinator and Scientific and Technological leader.

The Project Coordinator, Prof. Ehud Shapiro, will be the Scientific and Technological manager. The roles of the coordinator:

As the Scientific and Technological Manager
- Coordinate the activities of the work packages
- Monitor, control and evaluate the technical quality of the project
- Follow-up technical and scientific bottle necks and initiate ways to overcome them

As The Coordinator:
- Final approval of the periodic technical and financial reports for the EC
- Administer the Community financial contribution in accordance with this Grant Agreement and the decisions taken by the consortium.
- Keep the records and financial accounts and the funds delivered to the partners
- Ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- The interface between the European Commission and the consortium
- Initiating and leading the GB meetings
- Conclude the consortium and GB meetings:
- Clarify "next steps" and assignments
- Reflect on effectiveness of the meeting (evaluation)

7.2. The Governing Board

The General Assembly includes one representative from each consortium partner. These representatives should be able to decide on behalf of their organizations.

The GA is the highest managerial body primarily responsible to carry out the strategic plans and policies as established in the project, grant Agreement and Consortium Agreement

Responsibilities	•Coordination at the project level of the technical activities • Monitoring work progress at the Consortium level • Supports motivation of participants in their activities • Ensuring cross activity integration • Taking decisions which request partners' votes • Setting, and if necessary changing, the ultimate technical work of the project and its scope, approving Consortium changes with respect to partner exit or new partner entrance • Interfaces between project stakeholders and community

7.3 Other Consortium Managers

WP leaders will be responsible for the technical and scientific work performed within the project, therefore they will:

Responsibilities	• Coordinate the technical work within the work packages • Review monitor and evaluate the technical work within the relevant WP against the timetable and the budget • Report deviation in the work towards achieving the objectives to the General Assembly • Ensure the WP targets are aligned with the program strategic objectives • Identify bottle necks in the scientific and technical work

Exploitation and Dissemination Manager

OSM will be the Exploitation and dissemination manager. Their main task is to monitor the relevant markets and report to the GA, every six months, monitor project activities and results, vis-à-vis the market, coordinate between the business community and the consortium, suggest project activities re-planning action to assure business exploitation result. They will identify new IP and advise appropriate means of protection and management.

Project Manager

The project Manager OSM will provide techniques & tools to control & provide project deliverables within the CADMAD timeframes & budgets.

Responsibilities	• Produce tools for: - compiling efficient deliverables - follow up and record participants budget and Person Months spent on the project - Meetings organization • Procure a quality assurance plan and follow up the Quality of the project **One of the main managerial tools is the consortium meetings. Thus they must be effective and well organized.** The Project Manager will manage the meetings of the consortium and the GB to include: • Developing Agendas • Prepare and distribute necessary materials for meetings • Establish Ground Rules for Meetings (participation, focus, momentum, closure, etc.) • Evaluating the Overall Meeting • Recording the minutes of the meetings and defining actions from the meetings • Maintain the project website as project dossier • Establishing quality standards via the development of an efficient Project Quality Plan ; • Organize the information flow inside the consortium; • Maintain the grant Agreement • Maintain the Consortium Agreement

7.4 Consortium General Rules

Responsibility Flow
A three-level decision process is established:

• **WP leader**: is responsible for organizing the tasks and meetings, which ought to be set up in such a way that the progress and content of work as well as the deliverables are optimum to fulfill the project requirements. WP leaders are responsible for the outputs of the relevant work-package. They may delegate part of their responsibility to task leaders, according to the rules here below, but on the project level they are responsible for the timely and effective execution of the work-package work. WP leaders report to the Project Manager.

• **The Governing Board:** includes one representative from each consortium partner. These representatives should be able to decide on behalf of their organizations. The GA is the highest managerial body primarily responsible to carry out the strategic plans and policies as established in the project, grant Agreement and Consortium Agreement

• On the task level, a sub-task leader could be appointed following a decision of the partner responsible for the sub-task in accordance with the work plan. The sub-task leader is responsible for coordinating the work at sub-task level and keeps regular communication with the activity leaders. If meetings at sub-task level are required, the initiative to organize them will be up to the sub-task-leader. Task leaders report to the work-package leader;

• On the specific activity level, an activity leader should be appointed following a decision of the partner responsible for the activity in accordance with the work plan. The activity leader is responsible for the effective organization of the work and assignment of specific responsibilities to the scientists/engineers involved in the activity. Activity leaders report to the sub-task leaders.

Voting System
Regular decision at all levels will be taken by a majority vote (2/3). In special cases, the coordinator can declare the vote as a matter of substance that will be dealt through the conflict resolution procedure stated below. This issue will be further developed within the Consortium Agreement

Conflict Resolution Procedures
Should the members of any board fail to reach an agreement on matter of substance; the conflict will be solved on a proportional vote basis, being the vote weight in direct relation to the percentage of the overall project cost assigned to each partner. Matters of substance will include all issues that may affect the financial/programmatic status of each of the consortium partners, or any other issue raised by the coordinator on his own discretion.

Communication between consortium members
The normal communication means between the project team members will be e-mail, phone, conference call (Interwise), project website.

7.5 Management of knowledge
One of the objectives of the Seven Framework Programme is to make the knowledge available to the public. However, another objective of the Programme is to ensure that intellectual property right adequately protects this knowledge. There is a fundamental clash between these two objectives, because making information public can lead to the forfeiture of intellectual property right. The consortium agreement will try to resolve this conflict.

The way the project results will be disseminated will be specified in the consortium agreement to assure the Intellectual property rights are protected. The partners are committed to provide effective" intellectual property protection for knowledge", capable of industrial or commercial application".

The Consortium Agreement is already delivered, and is establishing methods regarding the confidentiality between the members of the consortium regarding patentable results. Each contractor will nominate an IPR responsible in his organization.

He should:

• Legalize the status of a tradable result;

• Instruct the contractor to apply for a trade patent (or other types of protection),

• Establish rules for the patents, e.g. if the industrial partner does not intend to commercialize the patent, it should be proposed to the interested consortium partner on a fair commercial basis.

There will be certain intellectual property rights acquired automatically, without any need to apply for them. The most important of these rights is copyright: any document (including a computer program) authored by a contractor will "belong" (under copyright law) to that contractor. Since in this case, intellectual property is automatic; a contractor will not have to take any positive steps to obtain it. However, having copyrighted it will not necessarily excuse a contractor from acquiring other rights; (e.g. a computer program is protected by copyright, but it may, in some cases, also be patentable). Each contractor will be required to use the knowledge owned by him **as a result of the project**, in accordance with its own interests. **This could include enabling other parties to use the knowledge**. The following are examples for the ways the contractors accepted to make use of a patent for a new product

• Use the information contained in the patent for further research: this is the "use" within the meaning of the contract. This approach may be of a particular interest to **academic institutions**;

• Manufacture and sell the patented product;

• License third parties to produce and sell he patented product: the contractor would then collect patent royalties, (these third-party licenses would be treated as access rights)

Useful for all consortium partners;

• Sell the patent, on condition that the purchaser will make use of the patent. (Special rules on assignment).

Large Industries and SMEs.

Gender issues

The main gender issues to be addressed by the project:

- Undertake Gender Equality Actions.
- Design and implement an equal opportunity policy.
- Implement mentoring schemes for women.
- Family friendly working conditions.
- Partners will promote women by preferring women collaborators wherever possible
- The staffs in the project includes about 30% women

Project closure

Once all the deliverables have been produced and the EC has accepted the final deliverables, the project will be ready for closure. Project Closure involves releasing the **final reports and deliverables to the EC**, handing over project documentation, releasing project resources and communicating project closure to all stakeholders. The last remaining step is to undertake a Post Implementation Review to identify the level of project success and note any lessons learned for future projects.

**Appendix I
Internal Meeting Report – Template**

PARTNERS:
MEETING TITLE: WPx Internal Meeting

WPX internal meeting	[Date]	[Time]	Location:

MEETING CALLED BY	
TYPE OF MEETING	Internal meeting
ATTENDEES	

MEETING TOPICS

TOPIC 1:   **[**Time allotted**]**   *[Presenter]*

DISCUSSION	

CONCLUSIONS	

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**

**Appendix-II
Internal Deliverable Report – Template**

Funding Scheme: THEME [ICT-2007.8.0] [FET Open]

Paving the Way for Future Emerging DNA-based Technologies:
Computer-Aided Design and Manufacturing of DNA libraries

Grant Agreement number: 265505

Project acronym: CADMAD

Internal Deliverable number: I_Dx.y

Internal Deliverable name:

Synopsis

Appendix-III
Internal Meetings and Deliverables Outline – Template

WP Leader (Acronym): _____

INTERNAL MEETINGS

No Meeting	Participants	Date (Start/End)	place	WP/Task	Expected results/details
1.					
2.					
3.					
4.					

INTERNAL DELIVERABLES

DELIVERABLE	FROM partner	TO Partner	DATE	PURPOSE

**Appendix-IV
Conference Calls Report – Template**

PARTNER (Acronym): _____

Conference Call (CFC) TITLE: _____

WP/Task   [CFC Date]   [CFC Time]

CFC INITIATED BY	
TYPE OF CFC	
PARTICIPANTS	

MEETING TOPICS
TOPIC 1:   [Time allotted]   **[**Presenter**]**

DISCUSSION	

CONCLUSIONS	

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

Appendix-V
Deliverable Format – Template

Funding Scheme: THEME [ICT-2007.8.0] [FET Open]

Paving the Way for Future Emerging DNA-based Technologies: Computer-Aided Design and Manufacturing of DNA libraries

Grant Agreement number: 265505

Project acronym: CADMAD

Deliverable number: DX.Y
Deliverable name: XXX

Contractual Date[2] of Delivery to the CEC: MXX	
Actual Date of Delivery to the CEC:	
Author(s)[3]: XXX	
Participant(s)[4]: XX	
Work Package: WPX-XXX	
Security[5]: Pub	
Nature[6]: R	
Version[7]: 0.0	
Total number of pages:	

Abstract[8]:

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[2] As specified in Annex I

[3] i.e. name of the person(s) responsible for the preparation of the document

[4] Short name of partner(s) responsible for the deliverable

[5] The Technical Annex of the project provides a list of deliverables to be submitted, with the following classification level:
Pub - Public document; No restrictions on access; may be given freely to any interested party or published openly on the web, provided the author and source are mentioned and the content is not altered.
Rest - Restricted circulation list (including Commission Project Officer). This circulation list will be designated in agreement with the source project. May not be given to persons or bodies not listed.
Int - Internal circulation within project (and Commission Project Officer). The deliverable cannot be disclosed to any third party outside the project.

[6] **R (Report):** the deliverables consists in a document reporting the results of interest.
P (Prototype): the deliverable is actually consisting in a physical prototype, whose location and functionalities are described in the submitted document (however, the actual deliverable must be available for inspection and/or audit in the indicated place)
D (Demonstrator): the deliverable is a software program, a device or a physical set-up aimed to demonstrate a concept and described in the submitted document (however, the actual deliverable must be available for inspection and/or audit in the indicated place)
O (**Other):** the deliverable described in the submitted document can not be classified as one of the above (e.g. specification, tools, tests, etc.)

[7] Two digits separated by a dot:
The first digit is 0 for draft, 1 for project approved document, 2 or more for further revisions (e.g. in case of non acceptance by the Commission) requiring explicit approval by the project itself;
The second digit is a number indicating minor changes to the document not requiring an explicit approval by the project.

[8] 10-18 lines summarising the content and the results presented in the deliverable.

Keywords[9]:

Introduction
    a. **Aim / Objectives**
    b. **State of the Art**
    c. **Innovation**

2.   Implementation

3.   Results

4.   Conclusions

5.   References

6.   Abbreviations

List all abbreviations used in the document arranged alphabetically.

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[9]   Keywords that would serve as search label for information retrieval