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NEWGEN

New generation of HVDC insulation materials, cables and systems

D6.1 Project quality management plan (PQMP)

WP6 – Project Management and Coordination

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Document history

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1. Executive summary

This report is a Project Quality Management Plan (PQMP) aiming to ensure i) management of project-related documentation, ii) monitoring and quality control of project deliverables and milestones, iii) risk contingency management

2. Introduction

This deliverable contains general project information: 1) Management of project-related documentation, 2) monitoring and quality control of project deliverables and milestones, and 3) risk contingency management.

To applicable parts the deliverable shall be based on EC guidelines, the project specific Grant and Consortium Agreements, which it will not replace or overrule but rather highlight key sections, like the EC statement text to be used in all dissemination materials and available in the project Grant Agreement.

3. Quality management plan

3.1 Management of project-related documentation

The project related documents are stored in secured MS Teams channel, which is at VTT's domain. The access is available only to persons authorized by the beneficiaries. These persons will receive an invitation from VTT to join the project's Teams channel.

Following documents are stored in the project's Teams channel:

- Agendas and minutes of the meetings
 - o Folder for each consortium and management committee meeting
- Memos and reports related to the everyday Work Package activities
 - o Each WP has their own folder.
- Templates for reporting and presentations
- Administrative documents like Grant Agreement, Consortium Agreement and any amendments on them.
- Deliverable reports
- Periodic reports and related documents
- Documents related to the project proposal preparation
- Public presentations and publications
 - o GA: Article 17: 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. The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Moreover, it must indicate the following disclaimer: "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 [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them." GA number to be shown: Grant Agreement No 101075592

Project public website is located at www.newgen-project.eu. The website includes all public deliverable report documents, newsletters and copies or links to the publications and public presentations.

3.2 Monitoring and quality control of project deliverables and milestones

NEWGEN project has 21 deliverables from which 17 reports are sensitive and four reports are public. The public deliverables are listed in table 1:

Table 1. Public deliverables.

Deliverable No	Name	Responsible partner	Due date (month)
D2.4	LCA and Sustainability model of HVDC cables and current technology, report and datasets	Greendelta	M48
D5.1	Dissemination and communication plan	VTT	M4
D6.1	Project quality management plan (PQMP)	VTT	M2
D6.3	Project data management plan (DMP)	VTT	M6

The Work Package (WP) leaders will follow progress in their work packages, deliverables and reports. Potential deviations from the Description of Action and their influence on objectives and milestones will be communicated to the Management Committee (MC) consisting of all WP leaders and the coordinator. The deviations will be evaluated and corrective measures will be discussed and implemented together with the consortium and/or participant in question. Realised risks will be handled by the General Assembly (GA), which consist of representatives from all beneficiaries. Based on the decision from the GA, the Description of Action, the Grant Agreement and the Consortium Agreement will be updated according to an amendment procedure, which will be communicated and agreed upon with the EU project officer.

The deliverable reports will be prepared by the responsible partner(s) by the dead-line given in the Grant Agreement. The responsible partner will send a draft version of a confidential deliverable report to the involved partners and to related WP leader preferably at least 10 working days before the dead-line for review. Public deliverables will be sent to all related partners and all WP leaders for evaluation preferably at least 4 days before distributing the report to the whole consortium for approval.

NEWGEN project has 10 Milestones. Milestones will be reported in the periodic reports as separate sub-chapters. The milestone progress is monitored in MC meetings every 3 months.

3.3 Risk contingency management

Project risk management aims to foresee and pre-empt critical risks for implementation by preparing appropriate contingency activities. The critical risks and proposed mitigations are summarised in a confidential risk management table “Critical risks for implementation”, which describes technical implementation risks, environmental sustainability risks, risks of inadequate communication and dissemination, risk in consortium i.e. partner leaving, financial risks and personnel risks when key persons are leaving. The risk table includes evaluation of each risk related to its Likelihood/probability (P=low/medium/high) and Impact/consequences (I=low/harmful/serious), which form a following matrix:

Instruction: A. Name the risk and estimate its likelihood (1-3). B. Evaluate risk's impact /consequences (1-3). C. Choose RISK CLASS (1-5) according to this table.	PROJECT RISK EVALUATION		Impact / consequences		
			LOW (1)	HARMFUL (2)	SERIOUS (3)
	Likelihood	PROBABLE (3)	3 Moderate risk	4 Significant risk	5 Intolerable risk
		POSSIBLE (2)	2 Low risk	3 Moderate risk	4 Significant risk
		UNLIKELY (1)	1 Insignificant risk	2 Low risk	3 Moderate risk

The risky tasks evaluated to include significant or intolerable risks were not allowed in project planning. Therefore, the work planning was done so that the plan includes only tasks with moderate, low, or insignificant risks. Environmental and work safety risks will be reported as a separate Ethics report. The project has not identified any environmental risks and the work safety is managed by each partner organization based on their own work safety instructions and guidelines.

4. Conclusions and summary

This deliverable shall be a living document that is updated and amended as needed. The latest version of the manual shall always be available at the project shared workspace. The project's shared confidential workspace is “EXT-NEWGEN” channel in MS Teams, which is maintained and updated by VTT. This report will be placed on the project's web-site at www.newgen-project.eu with other public deliverables.

5. 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 the European Climate, Infrastructure and Environment Executive Agency (CINEA). Neither the European Union nor the granting authority can be held responsible for them.