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EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY (CINEA)

D.6.1.: Management and quality plan

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List of Acronyms

Abbreviation / Acronym	Description
GA	Grant agreement
CA	Consortium agreement
WP	Work package
TM	Technical Manager
WPLs	Work Package Leaders
CFS	Certificate on the Financial Statement



Executive Summary

The purpose of this document is to provide an overview of the internal procedures of SEANERGY, a project funded under the HORIZON Europe Energy, Grant Agreement No. 101075710. This document provides information in terms of management structures, communication and collaboration as well as quality control measures in order to ensure efficient project execution and high-quality project outcomes and deliverables.

This Management and quality plan provides the foundation for the practical work in SEANERGY throughout its duration and will help to make sure that the partners will follow the same, well-defined procedures and practices. Thus, this deliverable is an important tool to make sure that that the project is delivered on time and within the budget. Furthermore, the Management and quality plan is a “living” document in the sense that its content may be adapted through the project duration to reflect changes within the project management procedures.

The document will provide the SEANERGY Partners with a detailed reference to the project management structure, responsibilities and tasks at different levels of project execution.

Being SEANERGY a large project involving Partners from different countries (Portugal, Italy, Sweden, Nederland, Spain, Austria, Greece, France, Germany) this Handbook represents a Guide aimed at establishing a common set of procedures for the consortium as a whole.



1. Introduction

This document has to be used as the reference manual for all communication, managerial and operational issues within the SEANERGY project.

After identifying all the SEANERGY Consortium Partners, the Purpose of the document and the Work Packages, the Management Structure is described, including the main project bodies, their roles and responsibilities as well as Conflict Resolution Procedures. The Communication Practices are then explored while the Quality Procedures section describes the procedures to be followed during the project. Section 5 outlines the specific Reporting Activity. The Risk Management can be found in Section 6. Section 7 shows the Own Cloud folder use.

Where necessary, the Handbook makes reference to the relevant project's documents such as the Grant Agreement (GA) and the SEANERGY Consortium Agreement (CA). In the instance where a contradiction or ambiguity arises between this Management and quality Plan and either the Grant Agreement or the Consortium Agreement, the latter documents take precedence. The Management and quality plan does not replace any of these established agreements, nor any of the EC guidelines for project implementation and documentation. In case of inconsistencies between these documents, the following order of precedence should be applied:

1. Grant Agreement (GA)
2. Consortium Agreement (CA)
3. Management and quality plan (present document)

1.1. SEANERGY consortium partners

The SEANERGY Consortium consists of twelve partners, plus one affiliated entity (CIRCLE CONNECTING EU, ITALY) from nine countries as follows:

1. World Maritime University, (SE.)
2. Stichting IHE Delft Institute for water education, (NL).
3. Rina consulting spa, (IT).



4. Fundacion de la comunidad valenciana para la investigacion, promocion y estudios comerciales de valenciaport, (ES).
5. Ennshafen OÖ GmbH, (AT).
6. DAFNI, (EL).
7. Future Proof Shipping BV, (NL).
8. ECO IMAGINATION, (FR).
9. ATPERSON Formacion y empleo, (ES)
10. ZERO EMISSIONS ENGINEERING, (NL).
11. ANLEG GMBH, (DE).

1.2. Deliverable purpose, scope and context

The purpose of this document is to provide the necessary foundations to deliver the project on time and within the budget. This includes the definition of the project-internal and project-external communication procedures, the decision processes, document management procedures and other related information.

This document is one of the cornerstones for achieving the project results. Its relationship to other documents is as follow:

- Management and quality plan: defines guidelines and best practices for the daily project work
- Consortium Agreement: deals with legal aspects between partners
- Grant Agreement- Annex I (part A and B): includes a description of the overall project work plan

It must be noted that during the course of the project, some of the procedures may change either due to decisions taken by the partnership or because of practical aspects. If this is the case, the coordinator will update the Management and quality plan accordingly, but it is not needed to resubmit the document for EU approval.

1.2. Work packages and lead beneficiaries



- WP1-Understanding the current EU ports' situation and stakeholders (Lead Beneficiary: World Maritime University)
- WP2- Gap analysis of the EU port clean energy transition (Lead Beneficiary: ATPERSON)
- WP3-Creation of the SEANERGY Master Plan (Lead Beneficiary: Magellan Circle)
- WP4-SEANERGY Masterplan Implementation (Lead Beneficiary: RINA-C)
- WP5- Communication, Dissemination & Exploitation (Lead Beneficiary: ECO IMAGINATION)
- WP6- Project Management & Coordination (Lead Beneficiary: MAGELLAN CIRCLE)

1.3. Target audience

The Management and quality plan aims primarily at project participants. In addition, it provides the European Commission (including appointed Independent Experts) with an overview of the project management approach and procedures.



2. Project governance

2.1. Consortium management structure

SEANERGY is a large-scale project with a broad scope in topics, partners and regions. Therefore, the management structure and procedures work in a flexible manner in order to:

- Achieve perfect integration of all consortium partners enhancing their expertise, knowledge and networks in every stage of the project
- Efficiently coordinate the processing of the work plan in a collaborative environment

The management of the SEANERGY Consortium is governed by the Consortium Agreement (CA). The SEANERGY organizational shall comprise the following Consortium bodies:

- The **General Assembly** as the ultimate decision-making body of the consortium
- The **Executive Board** as the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly
- The **coordinator** as the legal entity acting as the intermediary between the Parties and the Granting Authority. The coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.

As previously highlighted, the coordinator shall be the intermediary between the Consortium and the Funding Authority and shall perform all the tasks assigned to it as described in the Grant Agreement and in the Consortium Agreement. He/she will act as the focal point for all the project activities and as the primary interface between the Project and the EU Commission.

The **General Assembly** shall consist of one representative of each Party (hereinafter General Assembly Member).

The coordinator shall chair all meetings of the General Assembly, unless decided otherwise in a meeting of the General Assembly.

The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.



In addition, all proposals made by the Executive Board shall also be considered and decided upon by the General Assembly.

The following decisions shall be taken by the General Assembly:

- Content, finances and intellectual property rights
- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Granting Authority
- Changes to the Consortium Plan
- Modifications or withdrawal of Background in Attachment 1 of the Consortium Agreement (Background Included)
- Additions to Attachment 3 of the Consortium Agreement (List of Third Parties for simplified transfer according to Section 8.3.2 of the Consortium agreement)
- Evolution of the Consortium
 - Entry of a new Party to the Project and approval of the settlement on the conditions of the accession of such a new Party
 - Withdrawal of a Party from the Project and the approval of the settlement on the conditions of the withdrawal
 - Identification of a breach by a Party of its obligations under this 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 Project and measures relating thereto
 - Proposal to the Granting Authority for a change of the coordinator
 - Proposal to the Granting Authority for suspension of all or part of the Project
 - Proposal to the Granting Authority for termination of the Project and the Consortium Agreement

As for the **Executive Board**, it shall consist of the coordinator and the representatives of the Parties appointed to it by the General Assembly. The Executive Board shall be responsible for the proper execution and implementation of the decisions of the General Assembly. The Executive Board shall monitor the effective and efficient implementation of the Project. In



addition, the Executive Board shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the General Assembly.

The Executive Board shall:

- support the coordinator in preparing meetings with the Granting Authority and in preparing related data and deliverables.
- prepare the content and timing of press releases and joint publications by the consortium or proposed by the Granting Authority in respect of the procedures of the Grant Agreement Article 17 and Annex 5 Section “Communication, Dissemination, Open Science and Visibility”

In the case of tasks eliminated as a result of a decision of the General Assembly, the Executive Board shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration any prior legitimate commitments which cannot be cancelled.

The Executive Board shall seek a consensus among the Parties.

2.2 Project bodies, roles and responsibilities

The Management structure defines the basic roles and responsibilities. The **coordinator** is responsible for the overall line of actions and the day-to-day management carried out by the project. The coordinator shall be responsible for:

- monitoring compliance by the Parties with their obligations
- keeping the address list of Parties and other contact persons updated and available
- collecting, reviewing to verify consistency, and submitting information on the progress of the Project and reports and other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority



- preparing the meetings, proposing decisions, and preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings
- transmitting promptly documents and information connected with the Project to any other Parties concerned
- administering the financial contribution of the Funding Authority
- providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the coordinator when such copies or originals are necessary for the Parties to present claims.

The coordinator will be supported by a project secretariat that will draw up all overall project reports and ensure a smooth operation of the project. The project secretariat will provide organizational, administrative, financial, and legal support to the Executive Board and the Coordinator in general. It will assist the coordinator in the timely financial transactions according to the financial guidelines and the reporting periods of the project.

The project secretariat plays a major role in keeping up with deadlines and decisions and establishing the defined processes for quality and risk management.

If one or more of the Parties is late in submission of any project deliverable, the coordinator may nevertheless submit the other parties' project deliverables and all other documents required by the Grant Agreement to the Funding Authority in time.

If the Coordinator fails in its coordination tasks, the General assembly may propose to the Funding Authority to change the coordinator.

The coordinator shall not be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium, unless explicitly stated otherwise in the Grant Agreement or the Consortium Agreement shall not enlarge its role beyond the tasks specified in this Consortium Agreement and in the Grant Agreement.

The **Technical Manager** will be the person responsible for overseeing the project technical work. The mandate of the TM is to ensure the accomplishment of the technical objectives of the project, to coordinate the technical activities of the project and convene and lead technical meetings, to report the General Assembly and the Executive Board on the technical progress and to coordinate the production of technical deliverables.



For each Work Package, a **Work Package Leader** is nominated to coordinate all activities of the beneficiaries involved in. The Work Package Leaders will check the performance and progress of the activities with regard to the project plan, ensuring that programme times, costs and resources are maintained, and promptly flagging any discrepancy to the Technical Manager. The WPLs will also check programme deviations, prepare deliverables, and ensure the objectives and results of activities within the Work Package are achieved and that deliverables are available as planned.

As to sub-activities, the Sub-task Leader reports to the WPL, coordinating the technical work for his/her Work Package according to the project and the Work Package objectives, and assisting in the preparation of the corresponding reports

2.3. Meeting procedure and decision rules

a. Operational procedures for the General Assembly

As for the General Assembly, ordinary meetings shall be held at least once a year. Extraordinary meetings shall be held at any time upon request of the Executive Board or 1/3 of the Members of the General Assembly.

Executive board's meetings shall be held at least quarterly. Extraordinary meetings shall be held at any time upon request of any member of the executive board.

The chairperson of a Consortium Body shall give written notice of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Executive board	14 calendar days	7 calendar days

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body



an agenda no later than the minimum number of days preceding the meeting as indicated below:

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Executive board	7 calendar days

Participation of beneficiaries or their delegates is mandatory. It is important to bear in mind that every member's participation is strictly dependent on being entitled to make decisions: every participant (or delegate) has to be entitled to make decisions on behalf of his/her membership organization (e.g. University, Company, Public Institution).

Any agenda item requiring a decision by the General assembly members must be identified as such on the agenda. Any General Assembly member may add an item to the original agenda by written notification to all the other General assembly members no later than 7 calendar days preceding the meeting. During a meeting of the General Assembly, the members present or represented can unanimously agree to add a new item to the original agenda.

Any decision of the General Assembly may also be taken without a meeting if the chairperson circulates to all members a written document that is then signed by the defined majority of its members. Such document shall include the deadline for responses that shall be no later than seven (7) calendar days from the date of delivery such document to the General Assembly members.

Meetings of the General Assembly may also be held by teleconference or other telecommunication means.

A requirement on each organization is that their Partner Representative be authorized to make binding decisions on behalf of their organization during the normal course of General Assembly activities.

During meetings any member:

- Should be present or represented
- May appoint a substitute or a proxy to attend and vote at any meeting
- Shall participate in a cooperative manner in the meetings



Any meeting will be followed by associated minutes, which will point out the major decisions undertaken and the list of activities to be developed.

All decisions concerning Project structure, goals, performance, schedule and intellectual property rights and knowledge have to be ratified by the General Assembly.

In the case of abolished tasks as a result of a decision of the General assembly, members of the General Assembly shall rearrange the tasks of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

Regarding voting rules and quorum, each Consortium body shall not deliberate and decide validly in meetings 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 extraordinary meeting which shall be entitled to decide even if less than the quorum of Members is present or represented.

Each Member of a Consortium Body present or represented in the meeting shall have one vote.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

b. Operational Procedures for the Executive Board - Conflict settlement mechanism

The Executive Board meets every three (3) months. Deliverables shall be generated in a joint effort between the Parties involved in the related Work Package. Their completion will be the responsibility of the Work Package Leader who will ask for assistance from the Sub-Work Package Leaders. Content of Deliverables shall be provided in a draft version, which shall be approved by all the Parties involved in the related Work Package and by the Technical Manager. Once approved, such Deliverables shall be considered a Project-approved version.



Consensus as the general principle will also be pursued in the decision-making processes of SEANERGY. In general, project-related decisions will be taken at the lowest organizational level possible. Furthermore, it is expected that the instructions of overall coordinating tasks (such as management tasks within specific WP) will be followed by the concerned WPL, or that conflicting views will be solved bilaterally. In the exceptional cases in which conflicts cannot be solved at Work Package level, the respective Work Package Leader will bring the problem to the Executive Board that is expected to consult the concerned WP before making any decision and specially to ensure that no difficulties are generated. The goal of the coordinating tasks is always to enhance the overall functioning of the project as a joint undertaking and improve the quality, consistency, and impact of the project results.

If no acceptable solution can be achieved within the Executive Board, the case has to be brought to the General Assembly, the decision of which shall be final and binding on all Consortium Bodies.

In case of a conflict between Parties involved in the related Work Package that cannot be resolved by this procedure, the Coordinator shall inform the EU Project Officer within 7 days of an unsettled dispute within the Project. In this case, the coordinator shall meet the EU Project Officer within 21 days to discuss a method to resolve the conflict effectively, and then submit a proposal for resolving the conflict in writing to the General Assembly within 7 days. The General Assembly shall meet within a further 14 days to make a decision on the dispute. Notwithstanding the provisions described above, such decision shall be made by a simple majority of the votes cast. In the event of a tie vote, the coordinator shall have a casting vote for this decision.



3 Communication process

Ensuring good communication among the project partners and towards the outside world is critical for the success of the project and is a fundamental practice to manage the project itself in the best possible way. The SEANERGY communication strategy objective is to ensure all partners are fully informed about planning, work in progress and challenges.

a. Communication

i. Communication with the European Commission

Concerning communication with the EC, the Coordinator (Magellan Circle) is the communication channel aimed at centralising and facilitating the communication procedures. This way, the Project Officer and other officers at the EC will be provided with a unique contact.

The CINEA contact person is:

- Project Officer: Manuela Conconi, manuela.conconi@ec.europa.eu

ii. Communication among the Consortium Partners

The primary means of communication within the consortium is emails.

In particular, the following communication channels have been identified for project-internal communication:

- Emails
- Conference Calls

iii. Communicating Project Results

During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and



presentations, shall be governed by the procedure of Article 17.4 of the Grant Agreement subject to the following provisions.

Prior notice of any planned publication shall be given to the other Parties at least 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the coordinator and to the Party or Parties proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

An objection is justified if:

- a) The protection of the objecting Party's Results or Background would be adversely affected or
- b) The objecting Party's legitimate academic or commercial interests in relation to the Results or Background would be significantly harmed or
- c) The proposed publication includes Confidential information of the objecting party

The objection must include a precise request for necessary modifications

If an objection has been raised the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion

The objecting Party can request a publication delay of not more than 90 calendar days from the time it raises such an objection. After 90 calendar days, the publication is permitted, if Confidential Information of the objecting Party has been removed from the Publication as indicated by the objecting Party.

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval unless they are already published.



The Parties undertake to cooperate to allow the timely submission, examination, publication and defense of any dissertation or thesis for a degree that includes their Results or Background subject to the confidentiality and publication provisions agreed in this Management and quality plan.

Nothing in this Management and quality plan shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

b. Meetings

As previously outlined, communication between the partners will be mostly made by emails and conference calls, but experience has shown that despite all technological support, real-world meetings between beneficiaries are necessary from time to time to clarify essential questions and to foster the team building process.

Furthermore, WP Leaders can organize specific WP reviews prior informing the coordinator.

4. Quality procedure

The quality assurance is essential for reaching the overall project targets. The main target is to monitor the achievements of the Project, i.e., the deliverables and milestones, and to establish adequate processes within SEANERGY to get the optimum high-quality results. The Project refers to the ISO 9001 norm and contains the description of all relevant organizational elements, processes, methods, and tools. It aims at effectively steering and controlling the project and complying with contractual regulations.

A process made up by the following steps ensures the quality of technical results. The below table describes each step to be followed in order to guarantee high quality results of key deliverables



Table 1-Quality Procedure Main Steps

Step	Description
Sending the final draft	Three weeks before the deliverable deadline, the deliverable leader sends the final draft to every partner for comments
Comments	Every Partner has to send his comments in 1 week
Final version	Once all comments from all Partners have been integrated, the deliverable reaches its final version
Peer review process	The two appointed peer reviewers have to review the final deliverable version in one week
Final version for approval	Once the peer reviewers have reviewed the final version, the deliverable reaches its final version for approval

As highlighted, the quality of technical results will be based on the instrument of peer reviews. If needed, the Executive Board can allocate a second reviewer. The quality management is organized by the Project secretariat, which is also in charge of the tracking and assurance of formal standards. The Work Package Leaders are responsible for the technical content while the Technical Manager / Coordinator act as the final control point.

Particular attention must be paid to the peer review process. After the reviewers have received the "For Review" version, they will review the deliverable to the best of their knowledge and provide the review back to the according WP Lead within the time frame defined (peer-reviewers are requested to produce a peer-review report within 7 days after receiving the deliverable from the editor).

The reviewers will provide comments regarding the content and the structure of the deliverable, which need to be incorporated by the deliverable contributors into the second



“For Review” version. In short, the reviewers check technical content, formatting, spelling and grammar. The objectives of reviewing are:

- Ensure that the technical content is accurate
- Ensure that the technical content is comprehensive
- Ensure that all project standards and guidelines are adhered to in the preparation of the deliverable
- Ensure that the deliverable is clear and lucid when used by others and that no ambiguity is present in the deliverable
- Ensure that the content in no case contains unnecessary verbose content

Peer reviewers are advised to pay particular attention to the following points:

- Is the deliverable aligned with the objectives of the project and relevant work packages?
- Does the deliverable contribute significantly to the project or not?
- Is the content of the deliverable focused on the intended purpose? Are there not necessary parts to be deleted?
- Are there many grammatical errors and/or typographical errors and/or unintelligible sentences? Clear annotations indicating errors and suggested corrections are required before sending back the deliverable to the editor/authors via email together with the peer review report.
- Concrete suggestions are helpful and required in order to improve the deliverable, especially when the deliverable requires substantial revision or rewriting

If minor or substantial revisions are necessary, authors of the deliverable should make changes and produce the final version of the deliverable before the submission date. The final responsibility for the content remains with the WP Leader and it is thus his/her final decision about how to address and integrate the feedback from the peer-reviewers. The review reports will be made available internally for the consortium only.

Reviewers are urged to comment in a constructive way, e.g., instead of writing “I do not understand”, reviewers should explicitly state what they do not understand; instead of writing “I do not like this”, reviewers should explicitly state what they do not like and what would be



an alternative. Furthermore, reviewers should try not to raise concerns in subsequent reviews if the content in question has already been part of previous “For Review” versions of the same deliverable.

If a review is provided too late, the according delay will be credited against the next review deadline.

Quality assurance is of high priority in collaborative research, such as SEANERGY, and the consortium is committed to a set of quality procedures to guarantee high quality project output.

The final validation of each deliverable (before its submission to the EC) is a Coordinator’s responsibility together with the Technical Manager.

The table below indicates the list of key deliverables and peer reviewers.



DELIVERABLES TRACKER

Deliverable Related No	Deliverable Name	Lead Beneficiary	Due Date (in months)	Due Date	Due date for draft (internal due date – 3 weeks)	Status	ddl for comments from the Partners (-2 weeks)	Status	ddl for peer reviewing (-1 weeks)	Status	ddl for the integration of comments by the deliverable leader /last check and submission by the Coordinator(-1 week)	PEER REVIEWERS	receipt date from CINE A	Status (CINE A) and approval date
D1.1	Report on Stakeholders Framework & Database	WMU	3	31 Dec 2022	9 Dec 2022		16 Dec 2022		23 Dec 2022		30 Dec 2022	VPF+ ZERO-E		
D1.2	Catalogue of technologies for Maritime and Coastal Communities and Ports.	VPF	4	31 Jan 2023	10 Jan 2023		17 Jan 2023		24 Jan 2023		31 Jan 2023	WMU+ IHE DELFT		
D1.3	Results of demo-ports' LCA & ESG sustainability assessments	Zero-E	6	31 Mar 2023	10 March 2023		17 March 2023		24 March 2023		31 March 2023	MAGELLAN CIRCLE+ RINA		
D2.1	Report of stakeholders' know-how limitations	WMU	8	31 May 2023	10 May 2023		17 May 2023		24 May 2023		31 May 2023	EHO0+DAFNI		
D2.2	Regional workshop co-creation	MAGELLAN CIRCLE	11	31 Aug 2023	10 Aug 2023		17 Aug 2023		24 Aug 2023		31 Aug 2023	WMU+ IHE DELFT		



	results on policy and business models			2023									
D2.3	Report of recommendations on social, financial and technological barriers	RINA-C	12	30 Sep 2023	8 Sep 2023	15 Sep 2023	22 Sep 2023	29 Sep 2023		EHOO+DAFNI			
D3.1	SEANERGY Master Plan Document	MAGELLAN CIRCLE	17	29 Feb 2024	8 February 2024	15 February 2024	22 February 2024	29 February 2024		FPS+ ECO IMAGINATION			
D3.2	SEANERGY MP Webpage Prototype	MAGELLAN CIRCLE	18	31 Mar 2024	8 March 2024	15 March 2024	22 March 2024	29 March 2024		ATPERSON+AN LEG			
D3.3	Summary of MP & Clean Tech Presentation	MAGELLAN CIRCLE	20	31 May 2024	10 May 2024	17 May 2024	24 May 2024	31 May 2024		VPF+ ZERO-E			
D3.4	Booklet of MP academic integration & Challenge	IHE DELFT	20	31 May 2024	10 May 2024	17 May 2024	24 May 2024	31 May 2024		WMU+ IHE DELFT			
D4.1	SEANERGY Handbook	ATPERSON	25	31 Oct 2024	10 Oct 2024	17 Oct 2024	24 Oct 2024	31 Oct 2024		MAGELLAN CIRCLE+ RINA			
D4.2	Report of SEANERGY Train-the-End-Users Event	IHE DELFT	28	31 Jan 2025	10 Jan 2025	17 Jan 2025	24 Jan 2025	31 Jan 2025		FPS+ ECO IMAGINATION			
D4.3	SEANERGY's Validation and feedback binnacle	RINA-C	30	31 Mar 2025	10 March 2025	17 March 2025	24 March 2025	31 Jan 2025		ATPERSON+AN LEG			



D5.1	Final review of the Dissemination and communication plan	ECO IMAGINATION	30	31 Mar 2025	10 March 2025		17 March 2025		24 March 2025		31 Jan 2025	MAGELLAN CIRCLE+ RINA		
D5.2	Exploitation Plan Report	ECO IMAGINATION	30	31 Mar 2025	10 March 2025		17 March 2025		24 March 2025		31 Jan 2025	VPF+ ZERO-E		
D6.1	Management and Quality Plan	MAGELLAN CIRCLE	3	31 Dec 2022	9 Dec 2022		16 Dec 2022		23 Dec 2022		30 Dec 2022	FPS+ ECO IMAGINATION		
D6.2	Data Management Plan - Final version	MAGELLAN CIRCLE	30	31 Mar 2025	10 March 2025		17 March 2025		24 March 2025		31 Jan 2025	ATPERSON+AN LEG		
D6.3	Data Management Plan	MAGELLAN CIRCLE	6	31 Mar 2023	10 March 2023		17 March 2023		24 March 2023		31 March 2023	EHO+DAFNI		



a. Quality procedures and quality management during implementation

The main monitoring tool will be the official reports to be produced during the lifecycle of the Project and the internal project progress reports that the coordinator will develop merging the contribution of all the partner progress reports

b. Roles and Responsibilities in Quality Management

All project participants are required to contribute to quality management both with regard to adopting specific roles in quality management as well as by taking into account quality plans in their daily work.

In general, the WP Lead is responsible for quality monitoring in the according work package

c. Quality of deliverables and peer review

Deliverables will be a joint effort between the beneficiaries involved in the related Work Package.

In general, WP Leads are responsible for the individual deliverables. It is the responsibility of the WP Leads to:

- Govern the deliverable preparation and submission.
- Set according deadlines
- Perform the final editing including checking of coherence, consistency, and completeness

Nevertheless, it is of course the duty of all participants in a particular task to contribute to deliverables.

It is recommended to clarify the structure of each deliverable and appoint sections to relevant, responsible parties soon after a task starts. Furthermore, examples of necessary input by contributors should be given, especially if several partners contribute to the same section. Without such examples, it is very likely that the editor will receive heterogeneous input, leading to a much higher workload for the editor, as the single parts need to be harmonised.



To involve all task participants, an iterative process for the compilation of each deliverable is very useful. Typically, only parties with person months in a particular task will contribute to a deliverable. However, there might be situations in which a deliverable will contain another party's foreground or background, or a party has some further expertise important for a deliverable.

Deliverables have to be laid out according to the SEANERGY Word Template. Because there can always be an update to the template, the latest version of the template as found in the Own cloud should be used. This means that partners should not make use of an old deliverable and fill in the new content.

Deliverables should be written with their target readers in mind. They should be concise and easy to read. The readability of the document is one of the most important features to its comprehension. The following general structure should be followed:

- Cover page
- Amendment History
- List of Authors/Contributors
- Table of Contents
- Abbreviations/Acronyms
- Executive summary
- Introductory part
- Core part
- References (if present)
- Annexes (optional)



5. Reporting activity

Activity Reporting assists Project Management, and the European Commission, to monitor project progress, achievements and issues encountered throughout the project.

Reporting activities within SEANERGY can be divided into two main categories of reports aiming at internal quality assurance and reporting requested by the EC, the internal and the official progress reports to be submitted to the Sygma portal.

The forecasted documents differ because of various features: periodicity, dissemination level (being either Confidential or Public) and Lead Beneficiaries responsible for drafting.

Tri-monthly internal progress reports

In order to be prepared for the drafting and submission of official periodic project reports, SEANERGY uses an internal management tool called the 'tri-monthly internal progress report'.

These are quarterly reports, covering both technical and financial content, which follow the requirements of the official periodic reports. This is an internal monitoring tool with the following objectives:

- Monitoring of project expenditure (personnel costs and other expenses) in order to have a constant up-to-date view of the comparison between budgeted and actual expenditure. This allows immediate detection of any expenditure deviations
- Constant monitoring of man-month consumption
- Constant monitoring of technical activities carried out. This makes it possible to keep track of project progress according to the tasks required by the Grant Agreement
- Avoid having to deal with files with which the partnership is unfamiliar when drafting and submitting official periodic reports. This will provide a clear, up-to-date view of both technical progress and expenditure, without running the risk of discovering misalignments at the last moment

The financial internal reporting is an excel file, where, each partner must include expenses incurred, updated quarterly. The items of expenditure are as follows:

- Personnel costs and men months per WP
- Travel and subsistence per WP



- Other goods, works and services per WP
- Internally invoiced goods and services per WP
- Indirect and total costs are calculated automatically

As for the technical internal report, it has to be filled only by the WP leaders. The WP leaders will complete the assigned template and send it to the coordinator by the end of each quarter, including their own contributions and those of the various partners who worked on the WP. The WP leaders will collect the necessary information by requesting contributions from the partners who worked on the WP.

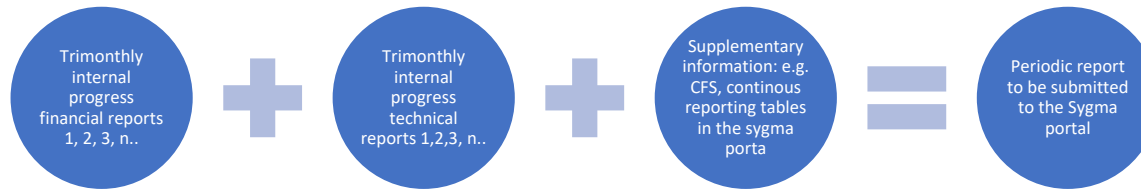
The technical report is only required if the WP was active during the quarter.

The information contained in the internal technical report is as follows:

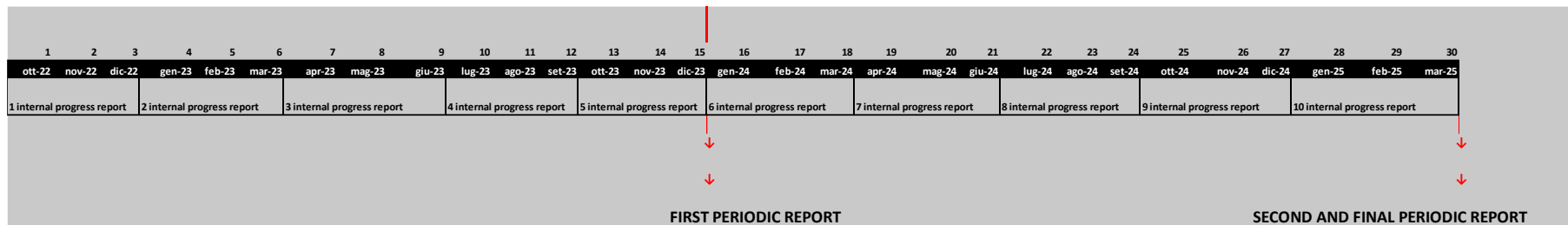
- Explanation of the work carried out by the beneficiaries and Overview of the progress
- Objectives
- Explanation of the work carried out per WP
- Impact
- Deviations
- Tasks

The following diagram explains in a very simple way how the sum of the various internal progress reports (technical and financial) leads to the official progress report to be sent to the Commission via the Sygma portal.

It should of course be emphasised that the information collected quarterly, once the official project periodic report is to be produced, will have to be supplemented with additional information. Internal periodic reports are in fact a simplified version of the official periodic report. When producing the official periodic report, additional information will have to be collected, such as, for instance, a timely update on critical risks and milestones achieved.



The following image shows the deadlines for each internal progress technical and financial report:





As shown in the image above, the quarterly reports cover a three-month period. They must be sent to the coordinator within 15 days of the end of the three-month period.

Below is a list of deadlines:

- 1st internal progress tri-monthly technical and financial reports: 16th January 2023
- 2nd internal progress tri-monthly technical and financial reports: 17th April 2023
- 3rd internal progress tri-monthly technical and financial reports: 17th July 2023
- 4th internal progress tri-monthly technical and financial reports: 16th October 2023
- 5th internal progress tri-monthly technical and financial reports: 15th January 2024
- 6th internal progress tri-monthly technical and financial reports: 15th April 2024
- 7th internal progress tri-monthly technical and financial reports: 15th July 2024
- 8th internal progress tri-monthly technical and financial reports: 15th October 2024
- 9th internal progress tri-monthly technical and financial reports: 15th January 2025
- 10th internal progress tri-monthly technical and financial reports: 15th April 2025

Official reports to be submitted to the Sygma Portal

Seanergy is subject to the obligation to compile two periodic reports, one to be submitted within 60 days of the end of the first reporting period (month 15, of the project, i.e. 31st December 2023 and one within 60 days of the end of the second, and final, reporting period, i.e. 31st March 2025).

The periodic report consists of two parts, the Technical Report and Financial Report.

The Technical Report is itself also divided in two parts, Parts A and B:

Part A: contains the structured tables with project information (retrieved from the Grant Management System).

Part B (the narrative part): mirrors the application form and requires the participants to report on differences (delays, work not implemented, new subcontracts, budget overruns etc.) It must be uploaded as PDF document.



The Financial Report consists of the structured individual and consolidated Financial Statements (retrieved from the Grant Management System).

The technical report Part A and the financial report is generated automatically on the basis of the data in the Grant Management System; Part B needs to be prepared outside the tools (using the template downloaded from the system) and then uploaded as PDF (together with Annexes, if any).

All participants should contribute to the parts, but it is the Coordinator who will have to submit them as a single report.

Tasks of the Coordinator:

- Check that the Continuous Reporting Module is updated in time (before the Periodic Report is Locked for review)
- Check that all participants have submitted their Financial Statements (and CFS, if needed)
- Quality checks:
 - Check that the Report is coherent and that information in Part A and B is consistent.
 - Make sure that the template has been followed and all sections are completed and no annexes are missing.

Certificate on the Financial Statement (CFS)

The CFS is a report produced by an independent auditor (or, for public bodies, public officer) using the template available on Portal Reference Documents. Its purpose is to give assurance to the Granting Authority about the regularity of the costs claimed.

The thresholds depend on the EU programme and type of action (see call conditions on the Topic page). For the MFF 2021-2027, there is usually a single threshold of EUR 325 000 requested EU contribution.



6. Risk management

The structure of the Project, the close interconnections between national initiatives and the related agreements on contributions and time plans need special attention. The project progress reports will be the main basis to ensure risk identification, probable impacts on the Project, and probability of occurrence.

For SEANERGY it is of particular importance that potential risks are clearly identified and assessed, and that the Project prepares for cover-up actions, if required, to ensure the commitment of the supporting partners and joint efforts for deployment.

During the Project, all risks will be identified periodically by partners through the mentioned reporting system, and assessed by the Executive Board. Contingency plans are drawn up at Work Package level and brought to the General assembly level when appropriate.

For risks with medium- to high probability and severe impact, countermeasures and contingency plans are discussed, and flagged throughout the Project execution as “risk items”.

This ensures that all levels of the Project take special care of those items.

For risks with low probability or low impact, and for the ones that cannot be foreseen at this stage, the Executive Board will ensure that they are identified at an early phase, and that necessary countermeasures are taken. The coordinator together with the Project secretariat continuously controls the Project plan with its milestones and critical paths. In addition, there is a quarterly work, progress and resource reporting, which ensures the management is continuously informed of potential problems and can take countermeasures before a problem becomes serious. As a means of early detecting of problems, i.e. before the due date of deliverables, a number of internal checkpoints were defined. The internal reports provide interim indications of the progress and quality of the work, thus allowing a close monitoring of potential problems within the activities and the collaboration of partners. The continuous supervision of the work progress via these internal checkpoints is to be performed by the



Project secretariat. Moreover, the discussion of the risks will be a regular agenda item at the meetings of the Executive Board and of the General Assembly.

During every Executive board, a table summarising risks will be assessed, evaluated and analysed.



7. Own Cloud- use and structure

Own Cloud is a file storage and synchronization service developed by Google. It was chosen by the Consortium as the collaborative file storage of the SEANERGY project.

The SEANERGY Own Cloud folder is structured into the following four main sub-folders. Their main specificities are explained below.

1. Project Management. This folder contains the main official documents of the project and its management tools. The project management folder and all its sub-folders are exclusively managed by the coordinator (Magellan Circle) in order to avoid overlaps and messiness. If case a partner wanted to add, delete or modify documents in this folder, he/she has to previously send a request to the coordinator. The sub-folder is composed as follows:
 - a. Grant Agreement- the official contract between CINEA and the Consortium
 - b. Official documents (CINEA). This section contains all the official documents that will be uploaded by CINEA Sygma PPGMS Portal (e.g. payment letters etc).
 - c. Periodic report manuals. This sections contains the official CINEA's guidelines on how to prepare the periodic reports (both part A, B and the financial statements) as well as the technical instructions on how to fill the financial statements on the Sygma PPGMS Portal (e.g. Periodic Reports-H2020 online Manual; Reports and Payments requests)
 - d. Internal progress reports, technical and financial
 - e. Approved deliverables- this section contains the submitted deliverables after their approval. These deliverables will be downloaded from the Sygma PPGMS Portal.
 - f. Management tools. The main internal monitoring tool used by the consortium are the Action lists and the deliverables' tracker. Action lists are updated bi-weekly and sent to the Consortium by the Coordinator through ad hoc emails that sum-up the main actions to be taken in the next 2 weeks.
 - g. Meetings. This section, which is related to the General Assembly and Executive Board Meetings, is divided into 2 other sub-folders. The "Minutes" section contains all the minutes that are sent by the Coordinator to the Consortium



after every meeting. The “Annexes” section contains all the presentations taken during meetings and the attendance lists.

h. Peer reviews- deliverables. This section is related to the peer review-mechanism, the main quality tool adopted by the project. This section can be managed by the coordinator with inputs from the Partners as follows:

i. First draft versions for comment. As highlighted in the Deliverables’ tracker, 3 weeks before the submission of the key deliverables (those chosen to be peer-reviewed). The project partner in charge of the deliverable has to send this draft version via email to the Project Coordinator, that will upload it in this folder. The coordinator has to send an email to the Consortium to inform them that the draft was uploaded and it can be examined.

ii. Peer reviews- partners that have been elected to peer review, have to send the peer reviews by email to the coordinator, that will upload them in this section. This section is divided into sub-folders named as the deliverables which have to be peer reviewed. Each “deliverable-folder” contains, in turn, the folders with the name of the Partner in charge of the review.

iii. Versions with integration of comments- In this section the Coordinator has to upload a version coming from the deliverable leader. This version integrates comments coming both from the Consortium as a whole and from peer reviewers. As before, when the COORDINATOR uploads a deliverable, he has to inform partners with an email simultaneously.

iv. Final Version to be submitted. When the deliverable reached its final stage, the deliverable leader sends an email to the Coordinator confirming that the deliverable does not need further improvements. At this point, the Coordinator moves it into this folder as pdf and submit this version to the Commission. This folder, therefore, is managed solely by the Coordinator

i. Templates: all the project official templates

2. WPs: this section contains the documents related to each WPs.