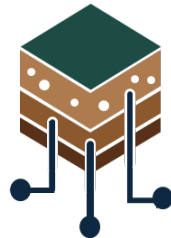


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SOILPROM

Quality Management Plan

Deliverable 7.2

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EXECUTIVE SUMMARY

This Quality Management Plan is a compilation of measures built into the SOILPROM project design, to make sure that the deliverables and other outputs adhere to high standards in terms of scientific and policy value, and that the project implementation meets the standards expected of Horizon Europe projects.

Several sections of this document reiterate or refer to parts of the Project Management Plan (deliverable 7.1) and the grant agreement, and highlight how they contribute to quality management. Further, it articulates the project's quality criteria, and mechanisms for ensuring that they are met.

This plan has been finalised after review and recommendations from all work package leaders. It is as much a report apprising the EU of SOILPROM's quality management plan, as it is a guide to SOILPROM consortium members for facilitating the project's implementation going ahead.

1. INTRODUCTION

This Quality Management Plan outlines project management mechanisms, especially those designed to ensure that all project outputs are of high quality and are produced and submitted to the European Commission in a time-bound manner.

A significant part of the content overlaps with the Project Management Plan (Deliverable 7.1). This reflects the emphasis of the project management on providing the scientific processes all necessary support to ensure that the deliverables and other project results are of a high quality. This also reflects the plan's objective to explain how the quality of project management itself would be maintained.

This document contains several links to key SOILPROM-related documents stored in the project's SharePoint space. They will be accessible only to project team members. They have been included here nevertheless as it is expected that team members will find it useful to refer to this document in course of the project's implementation.

2. PROJECT MANAGEMENT PLAN

2.1. PROJECT MANAGEMENT STRUCTURE AND INFORMATION FLOW

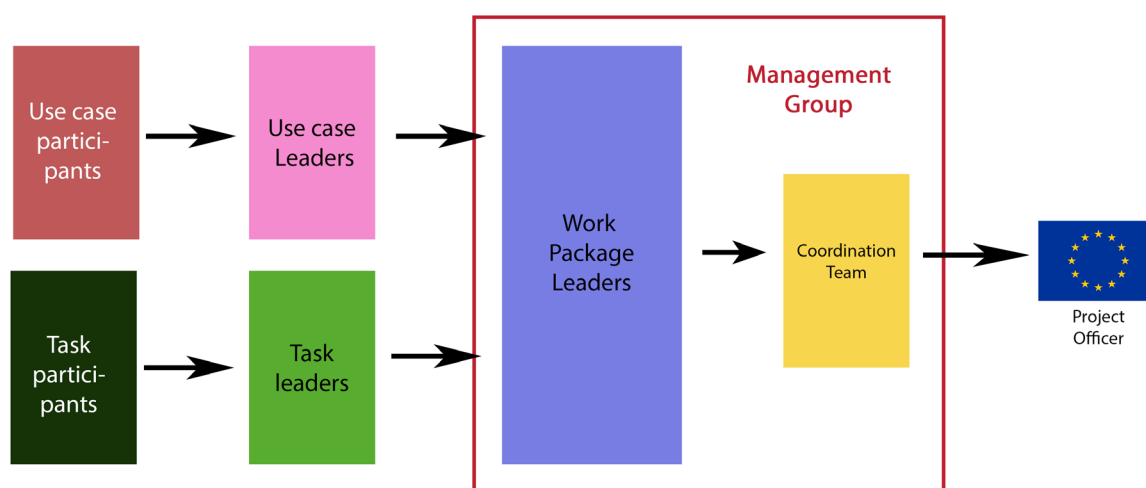


Figure 1: SOILPROM project management structure and Flow of information

As the designated project Coordinator (COO), Wageningen University (WU) takes overall responsibility of the project. As per the terms and conditions of the grant agreement, any project-related communication with the EU will be routed through the coordinator.

The coordination team comprises of WU and Euroquality (EQY). Together, the two organisations divide the focal responsibilities related to project management between them.

Decision-making regarding project management issues will include work package leaders.

The appointment of certain consortium partners as WP leaders has been indicated and explained in the grant agreement. WP leaders shall coordinate the completion of activities tasks in their work packages. They have technical expertise for the work package content, are responsible for work package communication, and are in a natural position to communicate the implementation and completion of the work package.

Task leaders have similar responsibilities, except that they are limited to specific tasks.

Use case leaders will guide and facilitate implementation of the data collection and modelling work within the local physical and institutional context.

WP leaders will work closely and regularly with task leaders and use case leaders, and will therefore be well-positioned to represent and raise issues emanating from the various processes from across the project. The key idea behind such a structure is to ensure that deliverables and decision-making stay informed by a continuous and uninterrupted flow of information between the different components of the project, and are therefore of high quality.

3. DELIVERABLES QUALITY ASSURANCE

A total of 22 deliverables will be produced in course of the project, with 15 of them reflecting project results and 7 outlining plans and strategies guiding the project's implementation.

Also guiding the project's implementation will be 19 milestones, marking completion of tasks that denote significant progress in terms of project implementation.

A tool has been developed to track the completion of deliverables and milestones (under a tab named D&M Tracker in the sheet [SOILPROM_general file](#), accessible to all members of the project team). The tool will help keep tab on the project progress, and trigger reflection/ corrective action where necessary. It will therefore help the project adhere to the timeline outlined in the grant agreement, which is a key aspect of the quality of its implementation.

Work Package	Deliverable / Milestone	Title	Lead	Nature	Dissemination level	Submission deadline	Month
5	MS11	Methodology for stakeholder mapping	SAV			21/10/24	2
6	MS15	Launch of the full project's website in English	EQY			21/11/24	3
7	D7.1	Project Management Plan	WU	R	PU	30/11/24	3
7	D7.2	Quality Management Plan	WU	R	PU	30/11/24	3
1	MS1	Methodology and data collection framework	NIBIO			01/12/24	3
5	D5.1	Needs of MP and DST users	WU	R	PU	21/02/25	6
6	D6.1	Plan for Dissemination, Exploitation and Communication	EQY	R	PU	21/02/25	6
7	D7.4	Data Management Plan	WU	DMP	PU	21/02/25	6
6	MS16	Launch of social media channels	EQY			21/02/25	6
1	MS2	List of DestinE and EUSO requirements	NIBIO			21/02/25	6
4	MS6	Modelling Platform conceptual design	AUA			21/02/25	6
1	D1.1	Report on SOILPROM specifications and requirements	NIBIO	R	PU	21/04/25	8
1	D1.2	Report on soil pollution processes knowledge gaps	UPCT	R	PU	21/04/25	8
1	D1.3	Blueprint for harmonized databases	VITO	R	PU	21/04/25	8



1	D1.4	Plan for models' upgrade and integration	WR	R	PU	21/04/25	8
5	MS12	Creation of the Modelling Board	SAV			21/04/25	8
2	MS3	Plan for data collection in use-cases	FZJ			21/04/25	8
5	D5.3	Toolbox for local stakeholders' engagement	SAV	R	PU	21/06/25	10
5	MS13	7 use-case stakeholders' networks	SAV			21/08/25	12
4	MS7	Decision-support tool conceptual framework	AUA			21/11/25	15
6	MS17	Second draft of the DEC plan completed	EQY			21/02/26	18
4	MS8	MP and DST first version	AUA			21/02/26	18
2	D2.1	Upgraded and integrated SOILPROM models	FZJ	OTHER	SEN	21/03/26	19
7	D7.5	Data Management Plan (first update)	WU	DMP	PU	21/08/26	24
2	MS4	Model validation plan	FZJ			21/09/26	25
5	MS14	Inputs to build land-users' scenarios	SAV			21/11/26	27
3	D3.1	7 use-case databases	VITO	DATA	PU	21/04/27	32
4	MS9	MP and DST second version	AUA			21/04/27	32
3	D3.2	Lessons learned from use-case models' application	WR	R	PU	21/06/27	34
6	MS18	Third draft of the DEC plan completed	EQY			21/08/27	36
3	MS5	Methodology for ES assessment	WR			21/08/27	36
3	D3.3	SOILPROM scenarios for reducing levels of pollution	WU	R	PU	21/12/27	40
4	MS10	Business model analysis	AUA			21/12/27	40
5	D5.2	Report from international conference	FZJ	R	PU	21/02/28	42
3	D3.4	Report on the link between soil pollution and ES	MU	R	PU	21/06/28	46
4	D4.1	SOILPROM Modelling Platform	AUA	DEC	PU	21/06/28	46
4	D4.2	SOILPROM Decision-support tool	GUT	DEM	PU	21/06/28	46
5	D5.4	Policy brief	UFZ	R	PU	21/08/28	48
7	D7.3	Result ownership list	EQY	R	SEN	21/08/28	48
7	D7.6	Data Management Plan (second update)	WU	DMP	PU	21/08/28	48
6	MS19	Final draft of the DEC plan completed	EQY			21/08/28	48

Figure 2: SOILPROM Deliverables and Milestones

The lead institutional partners responsible for each deliverable have been identified and recorded as such in the grant agreement. In the [deliverables and milestone tracker tool](#), partners organisations have been provisionally assigned to each deliverable as reviewers. This may be reviewed, validated, or modified by the work package leaders from time to time.

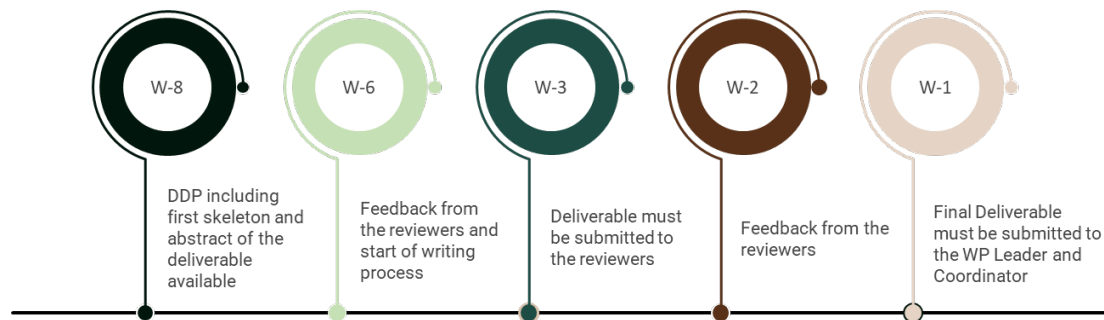


Figure 2: SOILPROM deliverables review timeline

The leads will be asked to present a deliverable development plan (DDP in the figure 4 above) 8 weeks ahead of the deadline. The plan will outline the intended structure, scope, and content of the deliverable. The designated reviewers will then take two weeks to provide feedback to the leads on the DDP, following which the leads will commence work on the deliverable. The DDP-review is built into the process in order to ensure that work on the deliverables is streamlined and does not cost the leads an inordinate amount of time.

The deliverable leads will be asked to draft the deliverables 3 weeks ahead of the deadline and submit it to the reviewers. Reviewers will provide their feedback within two weeks, following which the leads will have a week to finalise the deliverable and forward it to the coordination team to submit it on the EU portal.

Key to this process will be ensuring that the reviewers are identified and informed about the timeline sufficiently in advance, so that they are able to incorporate the review into their schedules. The coordination team will flag and discuss upcoming deliverables in the relevant meetings.

3.1. QUALITY CRITERIA FOR DELIVERABLES

The quality of the deliverables will be assessed against a set of criteria in order to ensure uniformity and consistency in the review process of all deliverables, and to facilitate the reviewers' clear understanding of and compliance with the process. The criteria, along with the aspects to be investigated are outlined in Table 1 below:



Table 1: SOILPROM Quality Criteria

Quality Criteria	Description
Consistency	The content of the deliverable is consistent with the description of the task in the Grant Agreement
Compliance	All aspects of the deliverable, as described in the Grant Agreement are fully addressed
Objective Consistency	The objectives of the deliverable are in line with project objectives
Scope consistency	The content of the deliverable is in line with the scope of the deliverable and relevant to its target audience
Accuracy	The content of the deliverable is scientifically sound and supported by relevant and well-sourced references
Clarity	The language of the text is clear (proper sentence structure is used); the text is in consistent English (UK English); the text is unambiguous; the terminology used is explained; it has been proofread; any potentially sensitive information is phrased with care
Layout consistency	The deliverable is produced using the project templates

3.2. DELIVERABLES QUALITY CONTROL: ROLES AND RESPONSIBILITIES

The roles and responsibilities of various parties involved in the quality control of deliverables are outlined below:

Deliverable Leads: The lead organisation responsible for each deliverable (see Table 1) will be responsible for drafting the deliverable. To this end, it would be their responsibility to coordinate with task leaders, use-case leaders, and others who would need to provide inputs. They will produce the deliverable development plan and draft the deliverable, and share it with the reviewers as per the timeline outlined in Figure 4.

Project Coordinator: Wageningen University, the designated coordinator (COO) of SOILPROM will be responsible for the final submission of the deliverable on the EU Funding and Tenders Portal. It will also track the progress of the deliverable and flag delays/discrepancies to the deliverable lead should any arise.

Reviewers: The coordination team has provisionally identified partner organisations as reviewers for various deliverables as reviewers, as indicated in the [deliverable and milestone tracker](#). The reviewers will provide feedback on the deliverable development plans and the draft deliverables within the timeframe outlined earlier (see figure 4 and corresponding text).

In case of delays in the development and submission of a deliverable, it will be the responsibility of the deliverable lead to notify the coordinator at least a

month in advance and propose an alternative deadline, who will in turn contact the EU Project Officer to notify him and seek authorization for the proposed new deadline.

3.3. MILESTONES: ROLES AND RESPONSIBILITIES

Progress towards the project's 19 milestones (see table 1 above) will be tracked continuously by the coordination team in consultation with the Work package Leaders group (see Figure 1) and with the partner responsible for the milestone. Upon completion of the milestone, that partner will provide the coordinator confirmation to that effect, along with a short text explaining what indicators demonstrate that the milestone has been reached. It will be the coordinator's responsibility to report the milestone in the Continuous Reporting section of the EU Funding and Tenders Portal.

3.4. NAMING CONVENTIONS AND TEMPLATES

Naming convention for project results and deliverables will follow the following pattern:

SOILPROM_Deliverable#_FileName_version

For example, this Quality Management Plan is titled

SOILPROM_D7.2_Quality Management Plan_v1.1

Templates related to the project logo, graphic charter, the EU logo, partners' logos, deliverables, other documents, and communications material are provided in the 'Templates' tab of the sheet [SOILPROM_general_file.xlsx](#), accessible to all members of the project team.

4. QUALITY ASSURANCE OF OTHER OUTPUTS

The other scientific and policy-related outputs of the project, i.e. project commentaries, briefings and working documents, will also be reviewed before they are published, mainly for compliance with the respective templates and quality criteria. As there are no deadlines and no formal submissions (to the EU) for these materials, review process will be designed on a case-by-case basis. In all cases, the coordination team and work package leaders will determine the appropriate scientific team member as the reviewer who will check the output for scientific consistency. Consortium member Helmholtz Centre for Environmental Research (UFZ) will review the output for its policy-related content implications.

5. PROJECT MONITORING AND PERIODIC REPORTING

The monitoring of the project will follow the periodic technical and financial reporting requirements laid down in the grant agreement.

In order to facilitate financial reporting, a detailed financial reporting template (in the SharePoint space, in the [reporting](#) folder) has been provided for use by partners. The template is based on the financial reporting system on the [EU Funding & Tenders portal](#), which partners will be required to fill out every reporting cycle. It contains statements of person months, personnel costs, other direct costs, and other costs incurred—per person, per work package. The template is indicative and its use optional. Partners are free to use their own internal templates and time registration systems. Partners will be encouraged to share their financial reports with the coordinator (WU) before submitting them on the EU portal, in order for the coordinator to be able to check them for compliance with the grant agreement and EU rules and regulation in general. This can help identify and eliminate any irregularities in the reports before submission, reducing the possibility of rejections by the EU and consequent delays in the disbursement of funds. If necessary, subject to discussion, the coordinator will organise a workshop on financial reporting for the partners. It will also be WU's task to make sure that the submission of financial reports follows the EU deadline.

Along with the financial reports, technical reports will have to be provided to the EU, documenting progress of work during every reporting period. The technical report templates will be made available by the EU at the end of each reporting period. Within the report, each Work Package leader will provide an explanation of the work carried out and progress made during the reporting period, within their work package. WU will coordinate this process, and will be in charge of compiling, completing, and submitting the report on the EU portal.

As per the grant agreement, the following reporting schedule will be followed:

Table 2: SOILPROM reporting and payment schedule, extracted from the grant agreement.

Reporting					Payment	
			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
N.A.					Initial prefinancing	30 days from entry into force/10 days before starting date – whichever is the latest

1	1	18	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	19	36	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
3	37	48	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Additionally, the coordination team will provide updates to the Project Officer every three months, apprising him of latest developments and needs for changes in plan/corrective actions, if there are any.

Please refer to the [grant agreement](#) for all the rules, terms, and conditions regarding SOILPROM technical and financial reporting. Please refer to the [annotated grant agreement](#) for detailed explanation of the rules. Following is a selection of rules the coordination team would like to highlight in this document, as a handy reference for project partners:

- Eligible personnel costs: ONLY costs for personnel assigned to the action (i.e. working for the project according to internal written instructions, organisation chart or other documented management decision) can be eligible.
- Record keeping: The monthly declaration of days worked in the project correctly signed (see Article 20) OR reliable time records will normally be sufficient proof of the assignment to the action – unless there is other contradicting evidence (e.g. the employment contract indicates that the person was hired to work on another project).
- Budget transfer:
 - o A transfer can NOT lead to an increase of the maximum grant amount.
 - o As a general principle, beneficiaries may transfer budget among themselves, between affiliated entities or between budget categories (without requesting an amendment; see Article 39) and – at the time of reporting – declare costs that are different from the estimated budget provided that the action remains in line with the description of the action in Annex 1 (if this is not the case, an amendment is needed, under the conditions of Article 39).
 - o If the incurred eligible costs during the action implementation turn out to be lower than the estimated eligible costs, the difference can thus be allocated to another beneficiary or another budget category. The amount reimbursed for the other beneficiary/other budget category (to which the budget transfer is intended) may thus be higher than planned.

7. CONFLICT RESOLUTION

If necessary, the project coordinator will organise a conflict resolution meeting within 30 days following the reception of a written request transmitted by any of the SOILPROM partners. Attempts at arbitration will be performed in increasing order of authority:

- Within the team of each work package under the management of the work package leader
- Within the management group (comprising of WP leaders and coordination team, see Figure 1) under the management of the project coordinator

Any risks or discrepancy within work packages shall be first resolved at the work package level by means of dialogue and mutual concession. In case of failure, decisions from the management group (work package leaders + coordinator) will be requested, and suggestions for potential solutions and answers will be prepared.