




D1.2 Quality Management Plan

December 2023

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Coordinating partner



Beneficiary partners



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1. Introduction

1.1. Purpose

The aim of this Quality Management Plan (QMP) is to give an overview of the most relevant managerial aspects of the project, laying out the rules and responsibilities of the Diputació de Barcelona (DIBA) as Project Coordinator (PC) to ensure a good quality and progress of the work.

This document summarises all the required knowledge for the good management of the documentation of the project, and contains all information related to the management strategy, structure of the project team, issue reporting, templates to be used, publication procedures, etc. Furthermore, the purpose of this guide is to clarify legal and financial aspects of the Grant Agreement that may need further clarification to beneficiaries.

This guide is a 'living' document and can be modified according to the project needs. This document will be updated and extended, if needed, through the lifecycle of the project, including relevant issues and changes in the project or procedures.

1.2. Relation to other project documents

In the event of discrepancy between documents, this Quality Management Plan is overruled by the Grant Agreement, including its Annexes.

2. Project Basis

2.1. Project Team

The Project Coordinator Contacts of the LIFE eCOadapt50 project are presented in the following list:

Name	Mail
General contact	otccs.ecoadapt50@diba.cat
Núria Parpal	parpalsn@diba.cat
Sara Martuscelli	martuscelims@diba.cat
Sílvia Escolano	escolanocs@diba.cat
Pablo Cifuentes	cifuentesgp@diba.cat
Susanna Ginesta	ginestacs@diba.cat

An updated **list of contacts** for all partners is available in the Project Repository (MS Teams).

2.2. Internal contact management

2.2.1. E-mail communication

When sending e-mails, the following principles should be followed (for e-mail communications):

- The primary email address to be used is the General contact (otccs.ecoadapt50@diba.cat). Personal email addresses should not be used by default unless specific circumstances demand it.
- Include “eCOadapt50” at the beginning of the subject and use clear subjects afterwards (For urgent deadlines, include URGENT in the subject).
- Distribute recipients between the “To:” and “Cc:” fields. Only direct recipients should be included in the “To:” field.
- Keep politeness and correct language in any and all communications.
- Confirm receipt when handing in time-sensitive information and documentation.
- Make proper use of the priority rating.
- Be careful with “Reply all”, particularly when responding to consortium-wide e-mails.
- Use “Out of office” to alert those contacting you via email of your availability, expected return date or best person to contact in your absence.

2.3. Grant Agreement

The Grant Agreement (GA) No. 101069781 and following annexes form an integral part of the grant agreement. The GA and its annexes will be available in the eCOadapt50 Repository to all project partners.

To date, no amendments to the Grant Agreement have been requested. However, in the case an amendment to the Grant Agreement that substantially impacts its contents is requested in the future, the Quality Management Plan (QMP) will be duly updated to reflect the current state of affairs.

3. Project structure

The overall plan of the project follows the tasks, activities, schedule and budget as laid down in the Description of the Action - DoA. The guiding point of reference of all work and planning are the deliverables and milestones due to the Commission along the scheduled reporting periods.

3.1. Work Packages list / overview

eCOadapt50 is a 96-month project organized in 11 Work packages.

The main characteristics of each Work Package are collected below:

WP	Work Package title	Leader	Start month	End month
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Nº				
1	Project management, coordination and monitoring	DIBA	1	96
2	Mapping vulnerability and stakeholders for CC	DACC-OCCC	1	96
3	CCA living labs-observatories setup and adaptive governance	COPATE	3	96
4	Co-creating nature-based solutions for CCA	CCAP	1	96
5	Implementing the action plans for adaptation to climate change (APACC)	ARCA	1	96
6	Capacity building for local adaptation to CC	CCB	1	84
7	Embedding adaptation into public and private policies and plans	DDGI	36	96
8	Bridge the financial GAP for local climate change adaptation	DIBA	6	96
9	Dissemination and communication	DIBA	1	96
10	Sustainability, replication and exploitation of project results	DIPTA	1	96
11	Impact monitoring and evaluation	DIBA	2	96

3.2. Budget

The estimated budget for the action is broken down in detail in Annex 1 to the Grant Agreement and totals a Maximum grant amount of **€ 11,193,981.49**.

4. Project Reporting

4.1. Deliverables

The list of deliverables for the 96 months is shown below, ordered by work package:

WP Nº	Nº	Deliverable Name	Type	Dissemination Level	Month Due
WP1	D1.1	Project Management Handbook (PMH)	R	PU	1
WP1	D1.2	Quality Management Plan (QMP)	R	PU	1
WP1	D1.3	Auditory report	R	PU	48
WP1	D1.4	Progress report	R	PU	54
WP1	D1.5	Risk register	R	PU	96

WP2	D2.1	Climate change vulnerability assessment (3 studies)	R	PU	20
WP2	D2.2	LL4CC mapping	DATA	SEN	9
WP3	D3.1	Sectorial and territorial joint meeting recordings uploaded on a content sharing platform	DEC	PU	88
WP3	D3.2	Methodological manual for the creation and operation of the sectorial broad and territorial (LL4CC) governance structures for the adaptation to climate change	R	PU	36
WP3	D3.3	Compilation of all climate change adaptation actions prioritized by the sectoral and territorial governance structures of the eCOadapt50 project	DATA	PU	48
WP3	D3.4	Compilation of all climate change adaptation actions prioritized by the sectoral and territorial governance structures of the eCOadapt50 project- II	DATA	PU	96
WP3	D3.5	Methodological manual for the creation and operation of the sectorial broad and territorial (LL4CC) governance structures for the adaptation to climate change	R	PU	96
WP4	D4.1	NBS methodological Handbook	R	PU	36
WP4	D4.2	NBS Proposal	R	PU	48
WP4	D4.3	Catalogue of the NBS Actions	R	PU	96
WP4	D4.4	Criteria for selection of third parties for NBS actions	R	SEN	54
WP5	D5.1	Catalogue of actions for local adaptation to climate change *online dynamic	R	PU	96
WP5	D5.2	Actions reference handbook	R	PU	96
WP5	D5.3	Handbook of good practices in the implementation of actions for local adaptation to climate change	R	PU	54

WP5	D5.4	Guidelines for the implementation and monitoring and evaluation of demonstrative actions	R	PU	54
WP5	D5.5	Criteria for selection of third parties	R	SEN	54
WP6	D6.1	Analysis of capacity building needs on adaptation to climate change	R	PU	12
WP6	D6.2	Know-how library on local and sectoral adaptation to climate change	R	PU	84
WP6	D6.3	CCA Best practices report	R	PU	84
WP6	D6.4	Training course / Moodle (T6.1.)	R	PU	12
WP6	D6.5	Final outcome report	R	PU	84
WP7	D7.1	How to foster a comprehensive local climate adaptation policy	R	PU	96
WP7	D7.2	Guidelines and tips to embed climate change adaptation in the private sector	R	PU	96
WP7	D7.3	Guidelines for supralocal policies to support local adaptation to climate change	R	PU	96
WP8	D8.1	Roadmap for public and private investments and for green insurances	R	PU	33
WP8	D8.2	Results of marketplace on financing adaptation	R	PU	63
WP8	D8.3	Insurance tips to increase resilience to climate-related risks	R	PU	48
WP8	D8.4	Report of the achievement of complementary actions	R	PU	96
WP8	D8.5	Insurance tips to increase resilience to climate-related risks - II	R	PU	96
WP9	D9.1	LIFE-ECOADAPT50 Communication Plan	R	PU	2
WP9	D9.2	Promotional materials	R	PU	48
WP9	D9.3	Sector Toolkit for stakeholders	R	PU	24

WP9	D9.4	Yearly publication on Climate Change adaptation in rural territories (every 12 months, 7 editions)	R	PU	48
WP9	D9.5	Layman Report	R	PU	96
WP9	D9.6	Dissemination materials among citizens report	R	PU	96
WP9	D9.7	Website	DEC	PU	6
WP9	D9.8	Promotional materials - II	R	PU	96
WP9	D9.9	Sector Toolkit for stakeholders - II	R	PU	48
WP9	D9.10	Sector Toolkit for stakeholders - III	R	PU	72
WP9	D9.11	Sector Toolkit for stakeholders - IV	R	PU	96
WP9	D9.12	Yearly publication on Climate Change adaptation in rural territories (every 12 months, 7 editions) - II	R	PU	96
WP10	D10.1	Replication plan	R	PU	24
WP10	D10.2	Replication toolkit	R	PU	24
WP10	D10.3	Replication toolkit - II	R	PU	96
WP11	D11.1	Monitoring and Evaluation Plan (MEP)	R	PU	12
WP11	D11.2	Midterm assessment of project indicators	R	PU	50
WP11	D11.3	Final assessment of project indicators	R	PU	96
WP11	D11.4	Report on data from the LIFE KPI webtool - I	R	PU	9
WP11	D11.5	Report on data from the LIFE KPI webtool - II	R	PU	48
WP11	D11.6	Report on data from the LIFE KPI webtool - III	R	PU	96
WP11	D11.7	Report of increased awareness on climate change adaptation among society (results of perception barometer)	R	PU	96

Table 1. List of deliverables

TYPE corresponds to one of the following codes:

- R Document, report
- DATA Data sets, microdata, etc.
- DEC Websites, patent filings, videos, etc.

DISSEMINATION LEVEL corresponds to the following codes:

- PU Public
- SEN Sensitive

Each deliverable is associated with one or more tasks of the project and one or more contributors. Each deliverable is responsibility of a leading contributor and the corresponding WP leader.

To maintain high quality standards and originality of information, the reports will not be copied or extracted from unvalidated information sources. Information will be duly referenced to the original author/s.

4.2. Periodic reports

The LIFE eCOadapt50 project has three reporting periods of the following duration:

- Period 1: from M1 to M36 Periodic report
- Period 2: from M37 to M72 Periodic report
- Period 3: from M73 to M96 Final report

After the end of each interim period, a periodic report shall be submitted to the Commission. The two Periodic reports and the Final report shall be submitted to the Commission by the coordinator within 60 days after the end of the corresponding reporting period.

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables and distribute the corresponding payments within 90 days of their receipt. In the case that the Commission requests any further information, clarification or documentation on the periodic report, the time of 90 days will be stopped from the Commission side restarting the count-down upon reception of requested information.

4.2.1. Electronic submission of reports

The submission of periodic reports to the European Commission is the responsibility of the Coordinator. To that end, the responsibility of all Parties is to provide the Coordinator, the Project Officer, and evaluators with the most complete, comprehensive, and clear information they can provide.

The Final Report is submitted at the termination of the project and will contain all the necessary information demonstrating achievement of project objectives and showing that the work that has been carried out. In addition to the required technical and financial documents.

4.3. Internal progress reporting

Internal documents will be uploaded and tracked on the shared Microsoft Teams channel. Appropriately divided into: General, Communication, General Documents, Partners, Work Packages, and Zabala Support.

Zabala Innovation provides ad-hoc support to DIBA in their role as coordinator. The Project Coordinator has access to all channels, while other partners may only access their own folders and public channels. This is done to preserve confidentiality and compartmentalization between project partners.

A protocol for the use of this platform has been produced by DIBA and has been shared with all project participants. It can also be accessed any time in the General Documentation folder, under the name 'Protocol d'ús equip Teams Life eCOadapt.pdf'.

5. Governance structure

The LIFE eCOadapt50 project has several internal groupings that allow for an effective and efficient management of technical, financial, and general project aspects respectively.

These are the Project Management Office (PMO), the Project Management Board (PMB), and the Technical and Financial Management and Coordination Board (TFMCB).

Of lesser structural importance and feeding into the above are the Project Technical Board (PTB), the Communication and Dissemination Board (CDB), the Technical Advisory Board (TAB), and the Financial Advisory Board (FAB). These occupy a more technical role and are meant to address specific aspects rather than provide a holistic review of the project.

Project Management Board (PMB)

The PMB will be responsible for the strategic guidance, decision-making, and overall management of the project and will be chaired by the Project Coordinator. The PMB oversees decision-making, including major decision affecting the implementation and success of the Action. The main roles and responsibilities are showed below:

- Monitors project planning and progress. Any major change in the nature of the Action including starting or stopping the conduction of a particular part of the project.
- General monitor of project costs and budgets and, in particular, of relevant budget deviations. Proposing amendments therein.
- Ensures resource availability.
- Monitors development throughout the project and conducts reviews.
- Assesses risks and manages risk mitigation plans.

Project Management Office (PMO)

The Project Management Office assists the Project Coordinator and plays a crucial role in ensuring effective planning, execution, and control of project activities. It establishes and enforces the project's management standards, as outlined above, and ensures consistency and quality across project execution, reporting, and deliverables.

The PMO manages resources and addresses risks to keep the project on track over its long running period and provides structure over its lengthy execution.

Technical and Financial Management and Coordination Board (TFMCB)

The TFMCB will be made up by a technical representative and a financial and administrative representative of each beneficiary. These can be the same person, as long as they are capable of managing both aspects with a reasonable degree of competence in keeping with the quality expected by the project. It will also be chaired by a representative of the Project Coordinator, DIBA.

The TFMCB manages the executive management of the project, covering the financial and technical dimensions of the work and keeping in contact with the PMB and PMO to update them on the project status.

Additionally, it coordinates the work carried out by the Project Technical Board and writes reports on financial and technical status and progress.

Lastly, the repository of contact information for each project beneficiary and their actionable partners are managed by the TFMCB, including communication.

Meetings of the Board will be held at least annually including all partners, and every three months in response to any arising concerns or issues of interest. Extraordinary circumstances can require the convening of an ad-hoc meeting to address. Meetings can be technical, financial, or general.

6. Procedures

6.1. Project meetings

The scheduled meetings are to occur at least once every three months, either face-to-face or via tele- or web-conferencing including the Coordinator and the Project Management Board. Additionally, each WP will arrange meetings either face to face or by teleconference (usually via Teams, with the possibility of exploring other platforms if justified) whenever necessary, in order to guarantee good communication between Partners and progress of the activities being implemented.

6.2. Risk management

Risk assessment and management procedures implemented in eCOadapt50 entail the identification, assessment and follow-up of threats and opportunities throughout the project by means of a bottom-up approach.

Task 1.4 Risk Management, led by DIBA and with the participation of all partners for the entirety of the project. Risks will be monitored and updated based on identified operational, technical and management standpoints.

A risk register (D1.7) will be set-up early after the project start and will be updated continuously by the Risk Manager, Ms. Núria Parpal, whenever a new risk appears or is mitigated, and reviewed during the PTB meetings every 6 months. Ongoing project monitoring will allow the prevention of some risks. If events occur which could jeopardise the implementation and evaluation of a planned activity, the risk owner will swiftly gather the necessary information to make an informed decision to the PC on what steps to take to address and overcome risks as early as possible.

6.3. Dissemination of results

As stated, any dissemination of results (in any form, including electronic) must display the EU, LIFE, and project logos. All logos will keep the same prominence when displayed together. Any dissemination of results must indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

The beneficiaries must engage in communication and dissemination activities and provide visibility to EU funding by acknowledging the source of support and displaying appropriate emblems, logos, and statements. All public project documents and results will be uploaded to Funding and Tenders Portal.

7. Information management

Work package leaders will maintain the quality of the generated results within its activity. Especially all deliverables, which will be subjected to internal review before submitting.

The following quality criteria has been established:

- **Completeness.** Information provided in the deliverable report must be reliable and must correspond with reality. This means that all background information used in the reports should be appropriately supported by references.
- **Accuracy.** Information used in the deliverable report should be focused on the key issues and be written in a fashion that takes into consideration the scope of the specific work and its target audience.
- **Relevance.** All information used should be provided to the depth needed for the purpose of the reports, according to the project and programme objectives.
- **Appearance and structure.** Whenever is possible the authors should use the templates developed to ensure uniform appearance and structure, or at least transfer the information to the template.
- **Punctuality.** The report should be released on time.

7.1. Financial information – reporting costs

The timely receipt of the necessary cost statements, as laid out in the Grant Agreement is paramount in maintaining correct accounting practices.

All information will be uploaded as outlined above in the project communication guidelines. Partners will provide the necessary Financial Statements, statements of justified costs, and corresponding evidence to corroborate those activities in full compliance with the local, regional, national, and project-specific regulations.

Timesheets complying with LIFE requirements will be kept, and DIBA recommends all partners to use the template provided to maintain coherence over all documents, though it does accept other formats if they are already in use internally. These must contain an accurate record of the hours spent on LIFE eCOadapt50, other EU funded projects, and other activities, and be duly signed by the employee and supervisor within a 2-week period of the end of reporting. Late signings must be justified.

In addition, employment contracts, salary slips, proofs of payment and all other relevant accounting documents will be maintained for personnel costs, as well as a complete tracking of other costs.

The submission of these documents does NOT waive the right of the Commission to carry out its own audit which may be launched at any time and up to 5 years after the end of the project. All beneficiaries have to keep LIFE eCOadapt50 supporting documents up to five years after payment of the balance.

8. Green management

The implementation of the project will seek to ensure the implementation of green management criteria at the level of the consortium, coordinator, and partners, with the aim of minimising any negative environmental impact that some of the project activities may cause.

The consortium will keep journeys to a minimum and ensure that they are covered by public transport or car sharing. Green procurement criteria will be a priority when purchasing equipment and services. Similarly, the meetings and events created by the project will ensure that their emissions are minimised, that the use of plastics is controlled, and that appropriate food and waste management is promoted.