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Deliverable title	D1.2 Quality Assurance Plan
Deliverable Lead:	UNIVPM
Related Work Package:	WP1 - Project coordination and overall management
Related Task:	T1.2 Project coordination, management, supervision, and quality control T1.3 Communication with PRIMA call secretariat and the funding Agencies
Author(s)	Lucia Aquilanti
Dissemination level	PU
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Start date of project	30.05.2022
Duration	36 months
Summary of Deliverable D1.2 – Quality Assurance Plan	The Quality Assurance (QA) Plan of SEAFENNEL4MED provides the backbone for smooth collaboration and high standards across the consortium. It is the first tangible outcome of the coordination work package and offers a practical guide to all partners on how to ensure consistency, accountability, and quality in every step of the project. Rather than being a bureaucratic requirement, the plan is conceived as a living tool to foster trust, clarity, and efficiency among the diverse Mediterranean partners. The document sets out a clear management structure that balances well-defined responsibilities with a participatory approach. It explains how the Project Coordinator, Steering Committee, and Management Committee will work hand in hand with national expert groups and stakeholders to keep the project on track and relevant. It also details how communication will flow, how meetings will be organized, and how potential conflicts will be resolved in a transparent and constructive way. A significant part of the plan focuses on risk management, anticipating challenges ranging from technical difficulties to delays in deliverables or stakeholder engagement. By identifying risks early and outlining mitigation strategies, the consortium demonstrates its readiness to face uncertainties without compromising on objectives. Regular reporting cycles (every three months, six months, and annually) are introduced to ensure progress is monitored and shared openly. The QA plan also standardizes project outputs through templates for deliverables, reports, presentations, and meeting minutes. This not only ensures consistency in appearance but also strengthens credibility and coherence when communicating results to PRIMA, funding agencies, and the broader public. Furthermore,

	the plan highlights the importance of communication channels - such as the project website, intranet, and social media—making them central to transparency and dissemination.

Versioning and Contribution History

Version	Date	Modified by	Modification reason
v1.0	07/06/2022	Lucia Aquilanti	First version
v2.0	16/06/2022	Lucia Aquilanti	Comments after peer review process

List of Abbreviations and Acronyms

CA Consortium Agreement
EC European Commission
GA national Grant Agreements
WP Work Package
PC Project coordinator

Table of Contents

Executive summary

The purpose of the Quality Assurance (QA) Plan is to provide a single point of reference on the quality assurance processes that will govern the course of the SEAFENNEL4MED project. This deliverable defines the project organization, procedures, roles and responsibilities related to the quality control and quality assurance activities that will be carried out. It describes how the project will execute its day-to-day activities from a quality perspective, and ensures that standards, processes, and procedures are defined, and their execution is continuously monitored, corrected when necessary and improved. It exposes the proposed risk management approach of the project for managing and controlling all project risks. Moreover, this plan will address the roles and responsibilities of the organization, the risk identification, as well as risk assessment and mitigation plans.
This document is based on the terms and conditions established in the national Grant Agreements (GA), as well as in the Consortium Agreement (CA). The use of the present guidelines can ensure better collaboration among the consortium partners. This deliverable is to be used by all the project partners to ensure quality assurance of project processes and outputs and prevent possible deviations from the project work plan.

1. Introduction

The establishment of a Quality Assurance (QA) Plan is the very first accomplishment of WP1 – Project coordination and overall management. The present document gives a practical guidance to all the partners for checking the progress of the project and assuring the quality of its outputs and results. This document reports on the procedures to be followed for the management of the resources, documentation production, project dissemination activities amongst others. It describes:

(i) Project management structures, role and responsibilities of the different project management bodies, the decision-making procedures as well as the communication channels within the consortium.
(ii) Reporting requirements for WP leaders and project partners, procedures to produce deliverables, reports, and financial statements. These procedures include document naming and version numbering protocols as well as formats to be used for various purposes. Templates, where appropriate, are provided in the Annexes.
(iii) Procedures for the review and distribution of the various types of deliverables, reports, demos, publications, and prototypes.
(iv) Overall project monitoring and risk assessment procedures.
(v) Procedure to be followed by all project partners for communication, publication, and dissemination activities.
(vi) Rules for the use of the project webpage and social media

2. Management Structure – roles and responsibilities

The management structure aims at safeguarding the effective cooperation among the members of the Consortium and at producing high quality deliverables to the Commission during the various stages of the project life. The overall management structure will endorse links between SEAFENNEL4MED partners and build and strengthen new interactions, especially by enabling and fostering the transfer of complementary expertise between the involved research, industry, end-users and other relevant stakeholders' players and countries. Within the SEAFENNEL4MED Consortium, each participant will take an active part in the efficient implementation of the coordination and management activities, and will cooperate, perform, and fulfil, promptly and on time, all of its obligations as foreseen in the GA. The Management Structure was addressed in the CA and detailed as follows.

The principle behind the Project management structure is to have a clear structure with clear responsibilities and reporting duties. At the same time, it is the intention of the Coordinator to manage the project in a participatory way to make full use of the creative potential of the participants involved and allow for effective and productive discussions. This approach has already been applied to the preparation of the SEAFENNEL4MED proposal, with nearly all key decisions being made through open discussion and consensus building.
The project management purpose of SEAFENNEL4MED is to ensure the development of the Project according to the work-plan described in section 3.1 and to monitor the quality of the outputs. The coordination relates to the management structure and to the management procedures.
The management of the project will be achieved through a configuration based on the following structure:

Whitin the Consortium:

- Project Coordinator;
- Steering Committee;
- Project management Committee;
- Consortium Partners;
- National expert groups

External Parties
Stakeholder platform

The management structure will ensure that the scientific and technical objectives of the entire project are achieved by: (i) monitoring the progress of the entire project; (ii) supervising that the milestones are met; (iii) ensuring timely delivery of the deliverables; and (iv) taking under control any other non-technical aspect. The management addresses all aspects of the project and at all levels from the individual technical tasks upwards. It will also assist the facilitation of knowledge management & technology transfer, ethics, and dissemination & exploitation. Other responsibilities include the financial management, the submission of the interim and final reports and the contact with representatives of PRIMA-IS and the funding agencies. In essence, the management structure will:

- Ensure effective, transparent management of the SEAFENNEL4MED project
- Monitor and adapt the project planning, as required
- Evaluate, approve, and record all innovations, outputs, and deliverables
- Manage results intellectual property, considering the rights of the participants as specified in the consortium agreement
- Ensure the project proceeds within the specified time frame and under the established budget and according to administrative, financial, and legal principles defined by the European and national regulations
- Establish clear procedures for making decisions and resolving conflicts effectively
- Ensure that the participants conform to their obligations under the contract and the consortium agreement
- Monitor ethical issues effectively and efficiently
- Address gender issues appropriately

The SEAFENNEL4MED management structure will encompass all aspects of the Project and maintain communication within the consortium, PRIMA-IS, the funding agencies and through other activities at the national, EU, and global level. Moreover, it matches the complexity of the project, in accommodation changes in the project, consortium and guarantees effective and quick decision making to achieve the desired outcomes of the Project.

Project Coordinator. The project will be coordinated by Dipartimento di Scienze Agrarie Alimentari e Ambientali, Università Politecnica delle Marche (UNIVPM), Italy, which has extensive experience in the coordination and participation in EU projects as well as in coordination and participation in public-funded national projects. The tasks of the Project Coordinator will be accomplished by Prof. Lucia Aquilanti who has a vast experience in project management involving industries as well as public entities. The Coordinator will be responsible for the smooth execution of the Project and will be supported by the Steering Committee and the Project Management Committee in achieving the objectives of the project. The support of this team, who will monitor the progress daily, will enable the Coordinator to focus on the big picture and promoting the project. The Coordinator will be supported by appropriate scientific, administrative, and financial staff. The Coordinator's role is to:

- liaise with PRIMA-IS and the funding agencies as the main point of contact for the SEAFENNEL4MED project
- oversee the progress of the project in accordance with the objectives, work plan and schedule
- make sure the project flows according to the plan regarding due dates for deliverables and milestones and interim reports

- ensure timely preparation and submission of reports, deliverables, and financial statements to PRIMA-IS and the funding agencies
- address any issues that may hinder the progress of the project, including delays, conflicts, risks, and ethical issues
- encourage collaboration between partners through the intranet platform, teleconference/skype meetings, and face-to-face meetings
- convene and chair the project general meetings; oversee meeting organisation, including planning, invitations, and execution of the meetings.

Project Management Committee. The Project Management Committee will comprise one representative from each partner and will be led by the Project Coordinator. The Project Management Committee will meet face-to-face and/or by teleconference/skype meeting at least every three months or as required, for the following tasks:

- approve the financial plan and Workplan for the coming project period;
- evaluate the progress since the last project period;
- discuss any issues concerning the management or the smooth running of the project which may require attention;
- resolve sensitive technical, administrative or contractual issues;
- monitor coherence and integration in the project;
- identify and analyse potential risk factors and determine the necessary measures to minimize them, recording this in a risk register;
- discuss and approve changes in the consortium if necessary;
- take decisions on proposed changes to the Consortium Agreement deal with conflict resolution.

Steering committee. The daily management of the Project execution will be the responsibility of the Steering Committee, who will comprise the Coordinator and the Work Package (WP) Leaders. Each work package (WP) has a work package leader who is the contact person for that work package. The Steering Committee will direct all tasks of the project in accordance with the Project objectives. The Steering Committee will be also responsible for:

- ensuring that the tasks are progressing according to the agreed schedule and in coordination with the other WP leaders
- report on progress to the Coordinator and advice of any delays, risks or other issues that may hinder this, including the proposal of solutions
- as necessary propose modifications to the work plan and the consortium agreement for approval by the Project Management Committee and PRIMA-IS and the funding agencies if so required.
- Provide input on technical and financial aspects to be included in reports and communication (via the Coordinator) to PRIMA-IS and the funding agencies.
- Address and document all issues raised by external regulatory and other relevant bodies
- Discuss and record all relevant intellectual property issues raised by participants in conformity with the consortium agreement.
- Approve or otherwise, publications resulting from the SEAFENNEL4MED project
- Monitor all ethical issues

The Steering Committee will meet once a month via teleconference/Skype. Additional meetings can be called at any time. Decisions will be taken by consensus. If this is not possible, then they will be referred to the Coordinator.

Consortium partners. The consortium partners will organize the project progress within their institutions and execute the project plan. In each participating organization, the principal investigator (PI) will be responsible for the activities carried out by his/her research team as well as presentation of reports to the Coordinator at specified dates. Dissemination and further development of results in the country where research has been carried out will also be part of the partner's task. In those cases where there are two participants from the same country, the tasks will be shared according to the plan commonly agreed upon. In keeping with the partnership concept, decision making will be made where possible on a consensus basis in the project group.

National Experts Groups. The National expert groups will monitor the project and provide advice about how to keep the project research and outputs relevant to key stakeholders in the consortium countries.

Stakeholder platform. The SEAFENNEL4MED outcomes will be of interest farmers and their cooperatives, certification and control bodies, NGO's, food business operators (e.g., producers of crops, preserves, spices, food ingredients) retailers, consumers, policymakers, associations, researchers, etc. Other key stakeholders are represented by agriculture operators (especially crop producers). Relevant stakeholders will be directly involved during the whole-project using multiple tools (newsletters, participation at national expert groups). They will be also invited to participate in the thematic project events (final Workshop; events for valorisation of local dairy products) where the SEAFENNEL4MED project results will be presented and discussed.

3. Monitoring and reporting progress

The SEAFENNEL4MED consortium believes that one of the crucial factors for success in this kind of collaborative project is to maintain an efficient communication flow between the partners. The SEAFENNEL4MED consortium will use a web-based cooperative workgroup tool as a platform for cooperative work documentation. It will be hosted by TRELLO.
Reporting is performed on a three-level scheme:
• Three-monthly: The work package (WP) leaders submit a summary progress report (2-3 pages) to the project Coordinator. This includes short information about progress, results obtained (e.g., deliverables) and compliance with the work programme. To help complete the three-month-reports, WP leaders will answer a questionnaire, structured in three major sections: (i) assessment of the work done vs. the planned work; (ii) key issues for the development of SEAFENNEL4MED; (iii) on-going results of evaluation indicators. The self-assessment questionnaires and the progress reports will be analysed by the project Coordinator and presented to the Project Management Committee for further analysis and actions as necessary.
• Six-monthly: The Principal Investigators submit a report detailing progress and effort expenditure to the project Coordinator.
• Annually: The WP leaders submit to the project Coordinator a summary progress report showing the technical work carried out during the year. The project Coordinator prepares a consolidated annual progress report for the PRIMA-IS and the funding agencies. Moreover, every 12 months the project Coordinator prepares a consolidated overview of the budgetary situation of the project based on the cost's statements from the partners.
The coordinator submits to the PRIMA-IS and the funding agencies technical and financial reports in the following 'reporting periods':
- RP1: from month 1 to month 18
- RP2: from month 19 to month 36

4. Meetings

Kick-off meeting (milestone M1): clearly planning the initial work for each WP.

Annual project meetings (face-to-face or by teleconference) will take place on a yearly basis rotating physical location. Partial supplementary meetings can take place upon request from any partner. In cases that a member cannot attend a meeting, a written notification must be sent to the Coordinator. Reports of annual project meetings will be produced within 4 weeks of the meetings. The Coordinator is responsible for ensuring that action points arising during the meetings are carried out before the next meeting takes place. Annual project meetings will involve representatives from all project participants, irrespective of their involvement in managing a work package. In each general meeting, chaired by the Project Coordinator, detailed plans for activities in the coming period, arrangements for the coordination of activities between respective work packages, and possible adjustments to the initial planning for the work programme will be put on the agenda and discussed. All reports of progress will be made according to existing milestones and deliverables, as indicated in the Work Plan reported in the CA. If severe difficulties are encountered, a quality assessment will be initiated by the Coordinator, in collaboration with the Steering Committee and (if required) with an external reviewer to redesign the

approach. This will ensure that targets are met, and that the overall quality of the project output is guaranteed. Chairpersons of sessions within annual project meetings will be rotated to, amongst other things, encourage the active participation of junior scientists.

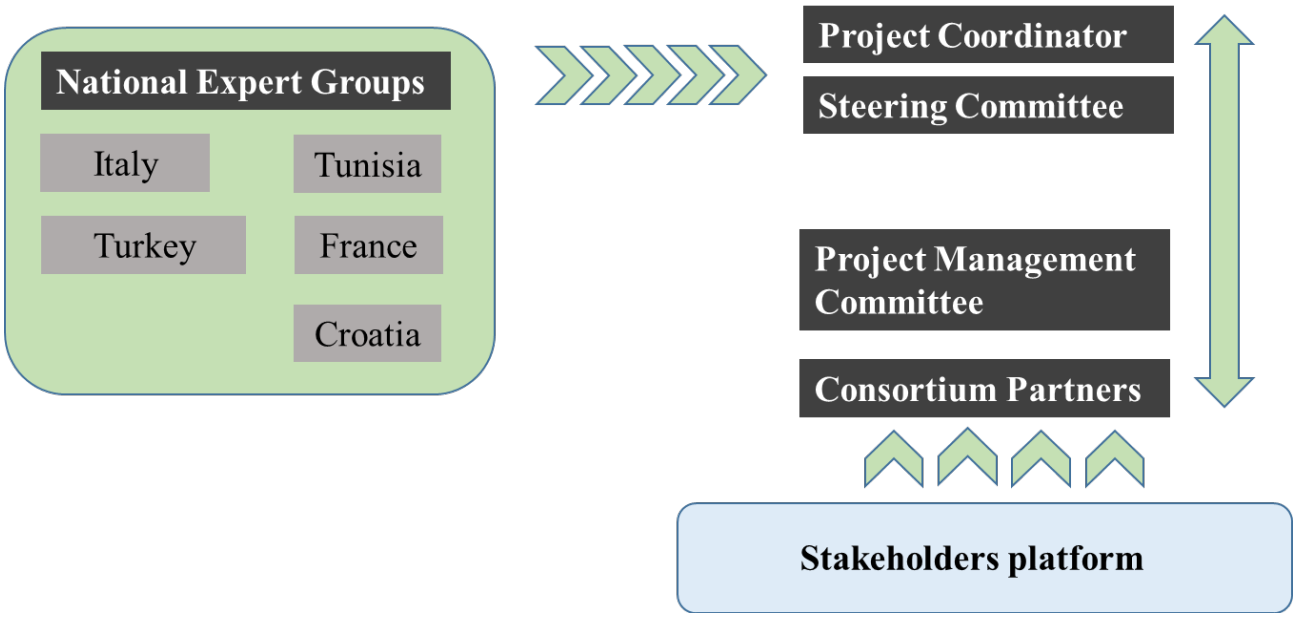
The Project Management Committee (composed by PIs and led by the Project Coordinator) will meet (by teleconference) at least every 3 months or as required at **Project Management meetings**, to monitor the project progresses and effort expenditure.

The Steering Committee (including the WP leaders and led by the Project Coordinator) will meet (by teleconference) at **WP meetings** at least every month, or as required, to monitor and verify the work progress of the respective WP. WP meetings will help update project status on a regular basis as well as having the opportunity to discuss technical, operational, and administrative issues on a timely fashion.

Experience from other projects has shown that person-to-person communication is very important for international research projects. Therefore, the Coordinator will liaise with WP leaders on a regular basis (by e-mail/phone/video call) to check progress.

Annual project meetings, **WP meetings** and **Project Management meetings** will greatly facilitate the common understanding of the objectives and the work and thus greatly facilitate the efficient delivery of the expected outputs.

A Diagram showing the management structure of SEAFENNEL4MED is reported in the following figure.



5. Conflict resolutions

Any conflict, which impacts on organisational, technical or administrative issues, is solved by the most appropriate level by majority vote and referred to the next highest level in the organisational structure if a satisfactory resolution is not achieved. Ultimately, any unresolved dispute is referred to the Project Management Committee who, if an amicable

agreement cannot be reached within that body will have the right to appoint external independent arbitrators. All the details for conflict resolution are addressed in the CA.
In case of an important impact to the project scope, work plan or contractual obligations, the proposal for implementing the change is submitted to the Project Officer and review board for final approval.

6. Risk Management plan

During the implementation of the SEAFENNEL4MED, internal and external risks, as well as any other issues that might affect the project progress, will be identified, and monitored to carry out mitigation actions as soon as possible. The management process will identify and monitor technical and management risks as well as any other issues that might affect the project progress towards its objectives, to carry out mitigation actions as early as possible. Risks can arise from unexpected technical difficulties or scientific findings, poor communication or cooperation between the partners, resource shortage by the partners, objectives not achievable in terms of budget or feasibility, partners leaving the consortium, human operational errors, etc. Each partner has the responsibility to report immediately to their respective WP leader any risky situation that may arise and may affect the project objectives or their successful completion. Any change in the time schedule of the deliverables or in the allocated budget must be reported to the corresponding WP Leader or to the Project Coordinator. In case of problems or delays, the Steering Committee will be consulted, and it may set up task forces to take the necessary actions. In case there is no resolution, the Project Management Committee will be consulted and will establish mitigation plans to reduce the impact of risk occurring. Responses may include strengthened supervision, adjustments to project strategy, changes to implementation arrangements and changes in budget allocations.
The partners performed a risk analysis jointly during proposal preparation. It is reported below.

Description of risk	WP	Proposed risk-mitigation measures
Consortium has no harmony Causing late and incomplete deliverables Level of likelihood: **LOW**	All	The Consortium partners have significant experience in projects. The harmony of the consortium for the preparation of the project has been outstanding. Project meetings will ensure that good communications are established between partners
Lack of coherence in the project development and lack of cooperation among Partners. Level of likelihood: **LOW**	All	The tight monitoring of each partner's progress by the Coordinator and the Project Management Team will ensure coherence in the overall Project
Critical deliverables are delivered too late, and milestones are missed Level of likelihood: **LOW**	All	Management processes include specific roles for the monitoring and management of general, technical, and human/legal/privacy/end-user issues and tasks
Sampling of sea fennel populations and seeds poorly representative of the Mediterranean biodiversity (e.g., difficulty to find out different ecotypes). Level of likelihood: **LOW**	3	The risk is low since in the countries involved in WP3 sea fennel the typical flora is well known and it is acknowledged that sea fennel is largely diffused. For the research of different ecotypes, careful and systematic sampling should allow to find out the different ecotypes, if present.
Scarce success of the agronomic practices for one or more of the ecotypes considered Level of likelihood: **LOW**	4	This risk is considered quite low given the excellent adaptation of sea fennel to the Mediterranean climate, due to (i) positive balance between growth phases and Mediterranean climatic trends; (ii) capacity of growing under multiple stress conditions (water drought, soil salinity, nutrients deficiency). Nevertheless, to minimize this risk,

		cultivation trials have been foreseen very early in the triennial project and hence could be repeated, if needed.
Failure in manufacturing new shelf-stable sea fennel-based preserves with high nutritional and/or biological value Level of likelihood: **LOW**	5	Sea fennel young leaves and sprouts are currently used for the manufacturing of local typical Mediterranean foods (preserves in olive oil or in brine, spices, salads, etc). In addition, the mild technologies applied in the Project to manufacture shelf-stable preserves (fermentation, mild in-container pasteurization) are successfully used at industrial scale for manufacturing of vegetable preserves.
Failure in producing sea fennel extracts with biological value Level of likelihood: **LOW**	6	Sea fennel has been used for centuries culinary, medicine, and cosmetics, because of its nutrient and phytochemical contents and to date, numerous substances with biological activity have been identified in sea fennel essential oils.
Difficulty in engaging relevant stakeholders in meetings Level of likelihood: **LOW**	2 & 7	In case stakeholders cannot be engaged in person, they will be contacted by emails, Telegram, or other means. As during the pandemic, in-person meetings may be replaced with virtual meetings.
Difficulties in finding consumer online panels with correct socio-demographic characteristics in some countries Level of likelihood: **LOW**	7	Since in some countries access to computers and internet may be not equally distributed across the population, online survey may be complemented by phone surveying
Failure in producing data from the different productions Level of likelihood: **LOW**	8	If inventory data is difficult to obtain, best estimates will be used

6.1. Risk Management: Roles and responsibilities

Quality and risk management will be performed under the supervision of the **Project Coordinator**, who will be responsible for the following tasks:

• Allocating the required resources and time to execute the Quality Assurance Plan within the scope of the project budget and schedule
• Developing, distributing, and implementing the Quality Assurance Plan
• Monitoring the project to identify any new or changing risks
• Updating the initial risk list with the support of the consortium
• Contributing to risk mitigation and contingency planning
• Coordinating with the consortium to monitor risks and implement risk response strategies
• Managing quality control procedures on deliverables
• Monitoring the effectiveness of the risk management strategies
• Reporting regularly to the consortium and
• Making the final decision on risk actions, in co-ordination with the WP Leaders.

Steering Committee responsibilities include:

• Developing and/or updating the risk response strategy
• Monitoring the assigned risks and informing the Project Coordinator of any threats or opportunities to the project
• Assessing the probability that a risk will occur and specifying the criteria used to assess the probability; and
• Assessing the impact of risks on project cost, time, scope, and quality objectives, and

specifying the criteria used to assess the impact.

Work Package (WP) Leaders are responsible for the following tasks within their work package(s):
• Identifying and describing any risk
• Helping to identify the risk owners and assisting in developing the risk response strategies
• Performing the risk response steps assigned
• Reporting on the progress of the risk response to the Project Coordinator; and
• Assisting the Project Coordinator in activities associated with risk monitoring and control.

6.2. Risk Processing

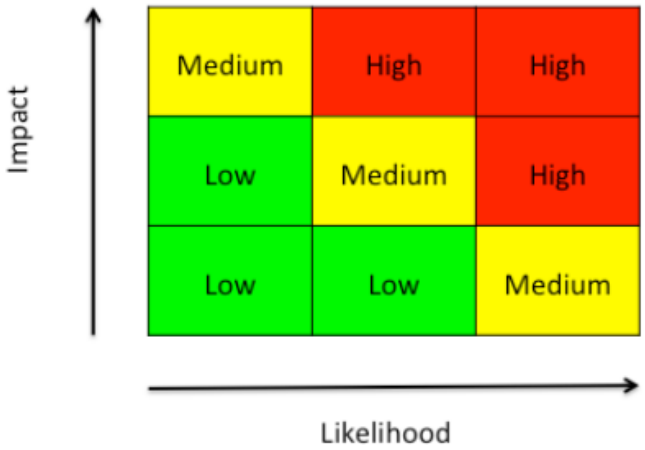
Risk identification, analysis, response planning and monitoring and control are the steps involved in processing risk. The Consortium before the beginning of the project forecast a table of risks. This table will be completed and updated during the project progress. This Risk Management Register will be maintained and will be used to record all possible risks of the project and any subsequent measures or actions required. The Risk Management Register will be placed on the intranet website and will be continuously updated.

6.3. Risk Identification

Risk identification will be done throughout the life cycle of the SEAFENNEL4MED project, with an emphasis on identifying risks as early as possible so effective response planning and subsequent monitoring can take place. Risk Identification will be performed within work packages. WP leaders will report the risks and suggestions for the risk priority to the Steering Committee, which will agree on the final risk priority as well as on the respective response strategy. Identified risks will be included into the Risk Management Register. This register will be accessible to the consortium through the Intranet platform.

6.4. Risk Analysis

After a risk or group of risks has been identified and documented, it is important to assess the probability that the risk may occur and if it occurs, the size of the possible impact. The exposure to a given risk is estimated using the following risk matrix:



Concerning each risk, the Steering Committee will estimate the probability it could become a problem (Low/Medium/High). The results of risk analysis will be included into the Risk Management Register.

6.5. Response Planning

During risk response planning, strategies and plans are developed to minimise the effects of the risk to a point where it can be controlled and managed. During response planning, higher priority risks should receive more attention than lower priority risks. Every risk that poses a threat should be assigned to a responsible party during response planning. The following strategies will be taken (depending on the risk category):

For high and medium - priority risks: Mitigation

Risk mitigation involves reducing the probability and/or the impact of a risk to an acceptable level. Taking early and proactive action against a risk is often more effective than attempting to repair the damage a realised risk has caused. Contingency planning is an example of risk mitigation.

For low-priority risks: Acceptance

Acceptance is often taken as a risk strategy since it is very difficult to plan responses for every identified risk. Risk acceptance should normally only be utilised for low-priority risks. Risk acceptance can be passive, where no action is taken at all, or active. The most common active approach to risk acceptance is to develop a cost and/or schedule revision to accommodate known (or unknown) threats. Utilising a risk acceptance approach determines that the risk should be monitored rather than reassessed. The results of response planning will be included into the Risk Management Register.

6.6. Risk Monitoring and Control

Each Work Package Leader is responsible for the Risk Management within their Work Package. Each project partner is highly encouraged to communicate and discuss any (possible) risks and response planning with their Work Package Leader. It is the responsibility of all SEAFENNEL4MED partners to communicate the Project Coordinator about the status and effectiveness of each risk and mitigation plan to update the Risk Management Register and assess the relevance of the tools. Risk exposure will be continuously revaluated and modified accordingly and the results of monitoring and control will be documented.

7. Document production and review

7.1 Formats

The following are the formats specified for use in partner communication, documentation, reporting, and deliverable production. In the Annexes, the project document templates can be found. The latest version of all the templates will be always available in the project Intranet to all partners.

7.1.1. Reports and Deliverables

Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The Project Coordinator will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.
Reports and Deliverables should have a consistently styled cover sheet and structure, based on the template contained in this document (Annex I). The cover should contain:

- Title of the project
- Logos of the project, of PRIMA and of the H2020 Programme
- Title of the document
- Related Work package(s)
- Related task(s)
- Author(s)
- Dissemination level
- Due submission date
- Actual submission date
- Abstract

All pages should be numbered, and the document identification number should be included in the footer. They should also use the page layout (headers) suggested in the same Annex. Furthermore, they should abide to the following rules:

- Have a list of abbreviations used within the deliverable
- Have a table of contents
- Start with a one-page Executive Summary or Abstract
- Include a References section at the end of the document
- Include all technical details and other information in Annexes

The content of each deliverable report depends on the type of provided information. As a general principle, the responsibility for the content of each deliverable report is always with the author(s). Nevertheless, the reports should always meet a set of quality criteria, as described below:

A. 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. Foreground information should be supplied in a clear fashion such that misinterpretation will be avoided.

B. 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 research work and its target audience.

C. Relevance. All information used should be provided to the depth needed for the purpose of the reports, according to the project and programme objectives.

D. Appearance and structure. Although deliverable reports will be authored by different partners, it is important that reports are prepared with uniform appearance and structure, such that they appear as originating from a single initiative. It is therefore necessary to observe the templates provided in the Annex I.

E. Punctuality. The report should be released on time.

7.1.2 Presentations

A template for project presentations is provided in the Annex II in order to facilitate their production as well as to guarantee the consistency and quality of images.

7.1.3 Meeting Minutes and Agenda

All participants will be reminded of plenary meeting dates 30 days in advance. The meeting Chair will circulate an agenda not later than two weeks before the meeting. Agenda structure and appearance should be in accordance with template present in Annex III. All necessary working documents will be uploaded in the Intranet at least five working days in advance of the meeting date.

Minutes will be circulated to the Partners no later than three weeks after the meeting. Minutes shall be deemed to be approved if no objection has been sent to the Coordinator within 7 days of the circulation of the minutes. Template of Minutes can be found in Annex IV.

7.2. Review procedure

The project Coordinator has administrative responsibility for the transmission of all deliverables to the PRIMA-IS and the funding agencies. Deliverables must be in final draft at least two weeks before the deadline, to undergo an internal review procedure from all the partners involved in the drafting process. At the same time, the Coordinator designates two persons of the Consortium for formal peer review.

These reviewers should not have been involved in the preparation of the said deliverable. The designated partners write a short report, according to the form shown in Annex V. At least one week before the deadline, all feedback provided by the internal peer reviewer and the rest of partners is forwarded to the author of the deliverable, who updates and completes it.

7.3. Repository

The quality records resulting from the review process are to be maintained by the Consortium and can be made available when necessary. All quality records are to be filed to allow easy retrieval. The records are retained for the time required under the Grant Agreement. An analysis of the records is carried out to indicate unsatisfactory trends so that corrective action can be taken. All records are kept in a suitable environment to minimize damage.

8. Web page

. The public area of the project webpage will be maintained and updated by WP2 Leader (UNIVPM). Requests for updates or changes in the structure of the project webpage should be proposed through the Coordinator. The WP2 leader will also promote the visibility of the web page to Google and other important search engines. Any news related to the project should be communicated to WP2 Leader. WP2 Leader will prepare the content to be published on the webpage and will submit it to the Coordinator for approval. The restricted area will be used for storing and sharing of project documents (official documents, templates, deliverables, and documents related to each of the WPs). It is also a working area for all the project related documents. Access to the Restricted Area will be available only to registered members of the project consortium, who will have a personal account created with rights to this area.

8.1. Project logo

The project logo can be found on the project Intranet.

8.2. Social media

The project uses the following social media:

- FACEBOOK
- TWITTER
- INSTAGRAM

Any content to be shared using social media should be sent to the WP2 Leader.

Annex I. Deliverable Template

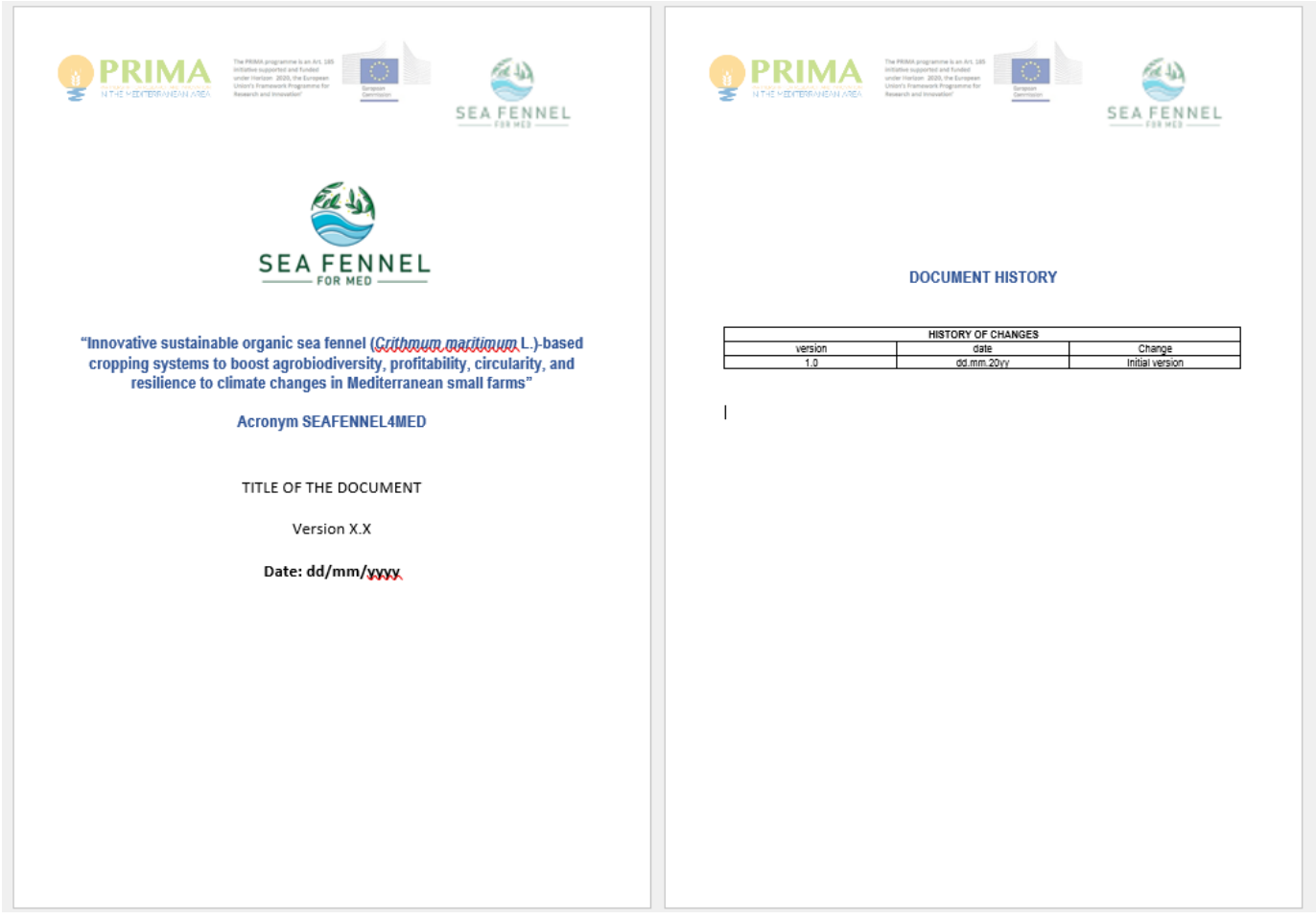
SEA FENNEL FOR MED

Deliverable title	DX.X Deliverable title
Deliverable Lead:	Title of the lead organisation(s)
Related Work Package:	WP(N°) (WP title)
Related Task:	TX.X (Task title)
Author(s)	(name(s)of author(s)
Dissemination level	
Due Submission Date:	dd.mm.yyyy
Actual submission:	dd.mm.yyyy
Start date of project	01.05.2019
Duration	36 months
Abstract	(Couple sentences to describe the objectives and key outcomes of the deliverable)

The PRIMA programme is an Art.185 initiative supported and funded under Horizon 2020, the European Union's Framework Programme for Research and Innovation

Annex II. Presentation Template

Annex III. Agenda Template



"Innovative sustainable organic sea fennel (*Crithmum maritimum* L.)-based cropping systems to boost agrobiodiversity, profitability, circularity, and resilience to climate changes in Mediterranean small farms"

Acronym SEAFENNEL4MED

TITLE OF THE DOCUMENT

Version X.X

Date: dd/mm/yyyy

DOCUMENT HISTORY

HISTORY OF CHANGES		
version	date	Change
1.0	dd.mm.20yy	Initial version

Annex IV. Minutes Template

SEA FENNEL
FOR MED

"Valorisation of thistle-curdled CHEESEs in MEDiterranean marginal areas"
Acronym SEAFENNEL4MED

MEETING MINUTES

Version 1.0

Date: dd/mm/yyyy

DOCUMENT HISTORY

HISTORY OF CHANGES		
version	date	Change
1.0	dd.mm.20yy	Initial version

1. DATES
2. LOCATION
3. PARTICIPANTS
4. AGENDA FOR THE MEETING (if applicable)
5. MEETING MINUTES AND CONCLUSIONS

Annex V. Peer Review Report Template

Procedures used for peer review

The SEAFENNEL4MED Consortium uses a peer review process for its internal quality assurance for deliverables to assure consistency and high standard for documented project results. The Peer Review is processed individually by selected reviewers. The allocated time for the review is about two weeks. The author of the document has the final responsibility to collect the comments and suggestions from the Peer Reviewers and decide what changes to the document and actions are to be undertaken.

Overall Peer Review Result

Deliverable is:			
☐ Fully accepted	☐ Accepted with reservation	☐ Rejected unless modified as suggested	☐ Fully rejected

Comments of Peer Reviewers

One table for each reviewer

Comments of: [Reviewer name]			
Review result			
Deliverable should be:			
☐ Fully accepted	☐ Accepted with reservation	☐ Rejected unless modified as suggested	☐ Fully rejected
General comments			

Specific comments
Criterium A: Completeness ***Reviewer comment:***
Author response:
Criterium B: Accuracy ***Reviewer comment:*** ***Author response:***
Criterium C: Relevance ***Reviewer comment:*** ***Author response:***
Criterium D: Appearance & Structure ***Reviewer comment:*** ***Author response:***
Criterium E: Punctuality ***Reviewer comment:*** ***Author response:***