AMANAC

Advanced Material and Nanotechnology Cluster

D1.1 Project Master Document

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Dissemination level		
PU	Public	☒
PP	Restricted to other programme participants (including the Commission Services)	☐
RE	Restricted to a group specified by the consortium (including the Commission Services)	☐
CO	Confidential, only for members of the consortium (including the Commission Services)	☐

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0.1	14/5/2015	Draft version	T. Gkika	
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Executive summary

This document constitutes deliverable D1.1 ”Project Master Document - PMD” of the AMANAC describing the management structure of this CSA project, the decision-making bodies and their responsibilities, the peer reviewing scheme that aims to set a high quality control in all project results, and the risk management plan. This respective aim of this deliverable is to present the project procedures that can be used as guidelines from the consortium throughout the duration of the project.

The overall document will assist the project effective management as it is crucial to define general rules of the meetings organization that will help the communication process. This document is public and will be uploaded on the AMANAC project website.

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TABLE OF CONTENT

Acronyms

CSA	Coordination Support Action
IPR	Intellectual Property Rights
EeB	Energy-efficient Buidlings
PPP	Public-Private Partnership
WP	Work Package
PMD	Project Master Document
EC	European Commission
JAP	Joint Action Plan
CAB	Cluster Advisory Board
IAB	Industrial Advisory Board
LCA	Life Cycle Analysis
LCC	Life Cycle Cost

1. Introduction

1.1. Work Package Objectives

The objective of WP1 is to establish an effective coordination and management structure within AMANAC committees and working groups as well as the cluster projects, namely the advanced material and nanotechnology projects running in the frame of the EeB-PPP. WP1 objectives are:

- To ensure the harmonized and timely completion of the project and the accomplishment of its objectives
- To ensure that deliverables and dissemination materials are prepared to the highest standards
- To provide decision structure for the administrative, dissemination and exploitation needs of the project.
- To manage the project WPs and tasks in order to achieve all project main goals, their concept definition, design, performances, timely delivery and validation.
- To provide financial monitoring.
- To define the quality control standards.
- To schedule and support organization of project meetings.

To fulfill all the aforementioned activities, respective documents that will be used as guidelines and will be accessible to the consortium, will be prepared within the timeframe of WP1.

1.2. Relevant task objectives

With regard to Task 1.2 “IPR and Quality management”, at the start of the project, the coordinator will prepare guidelines (Project Master Document - PMD) for the preparation of all project documents, in particular project deliverables. The PMD will nominate (see Table 3 2) a peer reviewer (an expert member of the consortium) to examine each deliverable (before it is formally transmitted to the EC).
The internal peer reviewing scheme on deliverables aims to set a high quality control in all project results. The coordinator will be responsible for:
• Developing and providing the consortium with strategies of common methodology aspects for addressing the horizontal coordination of the individual projects.
• Developing a special communication flow diagram, depicting graphically the relationship between the respective documents and the precise roles/persons involved.

2. Management structure and procedures

2.1. Organization and governance structure description

A goal-targeted management structure, as illustrated in Figure 2-1, has been established in order to efficiently pursue the project goals, monitor and provide an adequate level of control and steer all parties and their roles.
The AMANAC-CSA management structure is essentially geared towards "innovation management", since the core objective of the project is to enhance impact of cluster projects. It reflects the basic process requirement of understanding and analysis of both market and technical problems, with a goal of successfully implementing appropriate creative ideas

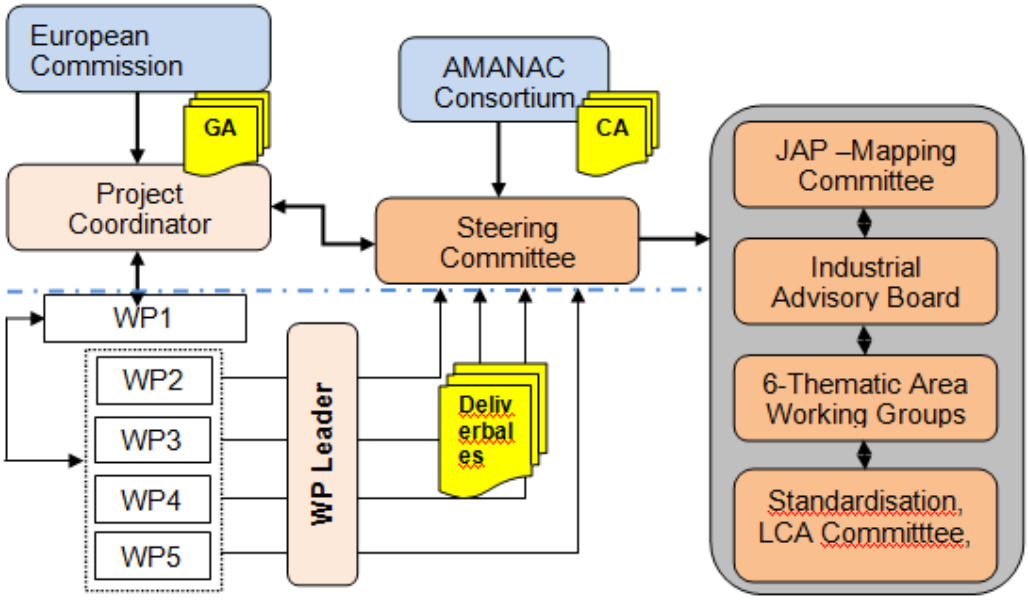

Figure 2-1 Project Management Structure

The overall project management will be carried out by the Project Coordinator, Prof. Maria Founti on behalf of NTUA, in close collaboration with the Steering Committee.

2.1.1. Overall Coordination of the project

The Project Coordinator is responsible to:

- Supervise and co-ordinate implementation of the work programme
- Schedule meetings and implement related monitoring arrangements;
- Provide financial management and financial control of the project
- Act as interface between the Consortium and the European Commission
- Monitor the compliance by beneficiaries with their obligations under the Grant Agreement
- Lead and co-ordinate implementation and completion of the project
- Prepare periodic and final reports
- Set up the Cluster Advisory Board
- Call Steering Committee and Cluster Advisory Board meetings (for e.g. nomination of project committees and working groups)
- Management of the Consortium Agreement during the course of the project.

2.2. Overall approach and methodology

The overall approach of AMANAC-CSA is based on the creation and mobilization of a sufficient number of Working Groups and Committees (Figure 2-2), which will include and represent all partners participating in the projects of the cluster. Each committee/working group will be chaired by one of the AMANAC-CSA consortium partners.
In particular, the following Committees and Working Groups are functioning:

- AMANAC-CSA management: Steering Committee, Cluster Advisory Board (External experts)
- Participating Project Clustering: Joint Action Plan Committee and six thematic Working groups, one for each of the six thematic Areas. The thematic Areas and their representative in the CSA are shown in Table 2-2.
- Thematic Areas:
  Area 1: High performance insulation and HVAC systems
  Area 2: Materials with reduced embodied energy
  Area 3: Novel materials for smart windows
  Area 4: Nanotechnologies for multifunctional lightweight construction materials and components
  Area 5: Technologies and materials for a healthier indoor environment
  Area 6: Pilot production
- Exploitation: Industrial Advisory Board, LCA/LCC committee, Standardisation committee

They will be established within the first three months of the project and their work will continue over its entire duration.

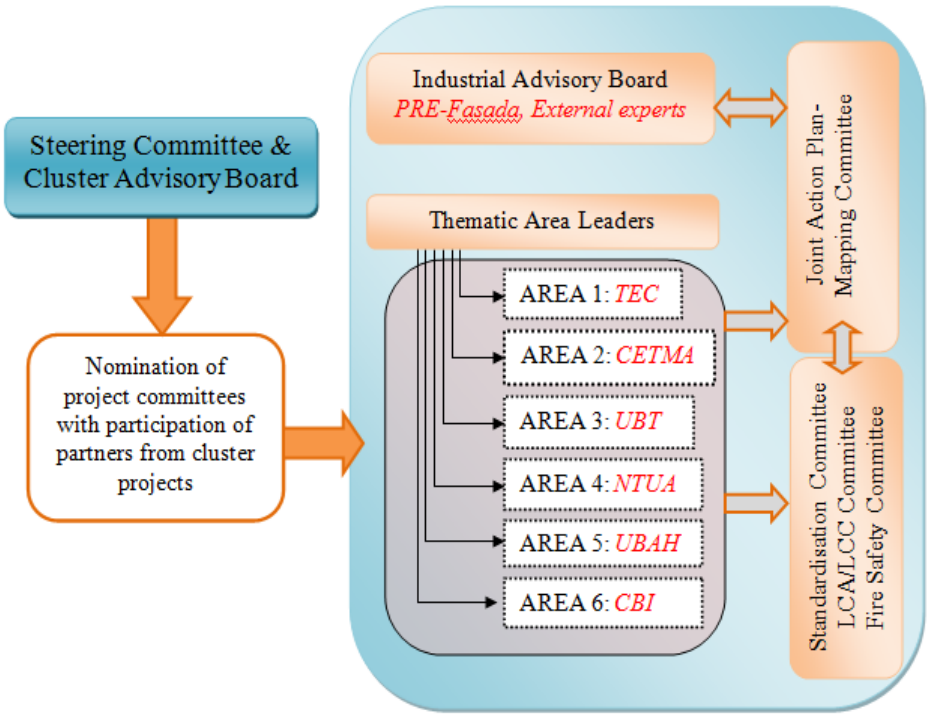

Figure 2-2 Overall approach and methodology of AMANAC-CSA (NTUA*: To be agreed at the 1st SC meeting)

2.3. Decision-making bodies

In order to ensure a smooth and efficient administration of the AMANAC-CSA, a clear decision-making structure has been designed. Table 2-1 describes the decision making bodies of the AMANAC-CSA project, their competence fields, their composition and the frequency of their meetings.

Table 2-1 Decision-making bodies

Body	Responsibility and nature of decisions	Composition	Meeting interval
Steering Committee	• Operational management • Review of project progress • Synchronizing work between WPs • Corrective measures • Monitor the accomplishment of Deliverables/Milestones	All partners	Twice a year
Cluster Advisory Board	• Focus and address project outcomes to relevant partners in the value chain. • Propose to SC amendments on work plan • Review the policy in terms of Intellectual Property Rights • Advises the SC of IPR issuing from project results	Nominated representative of TWI, FASADA, UBAH, TECNALIA and external experts (from participating projects)	On demand
WP Leaders	• Coordination of correspondent Work Package	NTUA, TECNALIA, TWI, FASADA	On demand

2.3.1. Steering Committee & Work Package Leaders

The second highest level of management will be exercised by the Steering Committee (SC), which is constituted by all partners. The Steering Committee will have the overall responsibility for addressing administrative and collaborative aspects of the project as well as resolving strategic issues that influence the consortium as a whole and that may require an amendment of the Consortium Agreement. The SC will, in particular:

- Define and steer the strategy for conducting the project according to the terms of the contract;
- Monitor the progress of the project, the accomplishment of project objectives and deadlines.
- Identify corrective actions when necessary and authorise appropriate amendments to the work plan according to the recommendations/proposals of the project committees and working groups in order to meet the overall objectives;
- Review the policy and strategy for dissemination and publicity of the project;
- Resolve any conflict, technical, managerial or financial that may appear amongst the project partners;
- Oversee and review the administration arrangements of the project Co-ordinator;
- Agree on the management of the knowledge generated during the project.
- Performing inter-work package co-ordination by providing advice to the Work Package Leaders.

- Ensures that every partner fulfils the expected requirements according to the work plan and corrects the deviations related to work plan.

The leadership of AMANAC-CSA Work Packages has been distributed among expert partners, as illustrated in Figure 2-2, in the most efficient way for leading the collaborative work. WP leaders are responsible for the co-ordination of their corresponding Work Package and Task leaders are responsible for the co-ordination of their respective tasks. Deliverables will be peer reviewed according to the Quality Assurance Plan.
The Steering Committee will meet at least once a semester and at least once a year with the Cluster Advisory Board and/or in extraordinary meetings for urgent matters as well. The meeting of WP leaders and participants will be organized according to the necessities of work plan.

WP1-Coordination and Management *Maria Founti (NTUA)*		
WP2 – Mapping cooperation priorities & Joint action activities *Eunate Goiti (TEC)*	**WP3 – Communication & Dissemination** *Sanjeev Naik (TWI)*	**WP4 – Cross-platform business-up Strategies & Exploitation Road map** *Agnieszka Łukaszewska (FASADA)*

Figure 2 2 Work Package Leaders

2.3.2. Cluster Advisory Board (CAB)

The Cluster Advisory Board (CAB) is the next largest decision making body of the consortium, next to the Steering Committee. It comprises:

- Exploitation Manager: Agnieszka Lukaszewska (FASADA)
- Dissemination Manager: Sanjeev Naik (TWI)
- Quality/Risk Manager: Pete Walker (UBAH)
- IPR Manager: Eunate Goiti (TEC)
- External experts: under preparation

The role of the CAB is, in particular, to:

- Establish internal and external synergy potential on technologies, projects and initiatives in order to focus and address project outcomes to relevant partners in the value chain (call editors, politicians, architects, end users).
- Make recommendations/proposals for appropriate amendments in the work plan in order to meet the overall objectives;
- Propose to the Steering Committee the acceptance of new participants or subcontracted members (if necessary).
- Review the policy in terms of Intellectual Property Rights and knowledge foreground and sharing;
- Advises the Coordinator about IPR issuing from project results as well as dissemination activities in order to get the best exploitation of results.
- Support the scientific work of tasks addressing relevant topics

2.3.3. Join Action Plan Committee

The Join Action Plan Committee will be responsible for the preparation of the JAP document. It will ensure that the JAP is implemented and that the JAP document is kept updated. In particular the

28 projects have been grouped in six thematic areas with nominated thematic area leaders (Table 2-2) in order to support coordination and mapping activities as well as facilitate the increase of the object impact.

Table 2-2 Thematic Areas Leaders

Thematic Area Leader	Thematic Areas
TECNALIA (E.Goiti)	*High performance insulation and HVAC systems*
CETMA (S. Saracino)	*Materials with reduced embodied energy*
UBT (M. Porada)	*Novel materials for smart windows*
NTUA (M. Founti)	*Nanotechnologies for multifunctional lightweight construction materials and components*
UBAH (P. Walker)	*Technologies and materials for a healthier indoor environment*
CBI (U. Mueller)	*Pilot production*

The members of the JAP Committee are all the members of the consortium and the Thematic area Leaders.

2.3.4. Industrial Advisory Board (IAB)

The Industrial (SME) Advisory Board is led by FASADA and consists of representatives of the Industries/SMEs participating as partners in the projects that form the Cluster. The Industrial Advisory Board acts as consultant in building up the AMANAC Business Roadmap and moreover advising the SC and CAB on the following issues:

- Transfer of (long term) industrial requirements to the project.
- Transfer of new scientific knowledge from relative projects to industry.
- Exploring opportunities for implementation of the project results.

The following experts have been proposed by the AMANAC projects. Their participation in the AMANAC IAB will be approved in the 1st AMANAC SC meeting to take place on 28 May 2015, in Spain

Thematic Area	Project Acronym	Expert Name	Company	Contact detials/e-mail
Lightweight components	ELISSA	**Daniel Seiler**	Cocoon Systemleichtbau Häring Nepple AG	Hebelstrasse 75. 4056 Basel, Tel. +41 61 260 11 60, Fax +41 61 260 11 63; www.cocoon.ch; seiler@cocoon.ch
Embodied energy	SUS-CON Advisory Board	**Hans Joachim Feuerborn**	ECOBA: European Coal Combustion Products Association e.V.	VGB PowerTech · Klinkestraße 27-31 · D-45136 Essen; http://www.ecoba.com/ hansjoachim.feuerborn@vgb.org

Smart Windows	MEM4WIN	**Andreas Lisec**	LISEC Austria GmbH	Peter Lisec Strasse 1 3353 Seitenstetten Austri andreas.mader@lisec.com
Insulation	Coordinator HomeSkin	**Pierre-André MARCHAL**	Enersens	15 av. Frères Lumière 38300 Bourgoin-Jallieu – France pierre-andre.marchal@enersens.fr
Indoor environment	ECO-SEE board	**Christine Daumling**	German Federal Environment Agency (UBA)	christine.daeumling@uba.de
Pilot Production	Nanoleap	**Anthony Stevenson**	NETCOMPOSITES	Anthony.Stevenson@netcomposites.com
	Nanoleap	**Roberto Cafagna**	NANTOCLEANTECH	roberto.cafagna@nantocleantech.com
Embodied energy	ECO-BINDER	Francois de Larrard	Lafarge, Scientific Director of R&D	francois.delarrard@lafarge.com
	LEEMA	Christos Dedeloudis	IMERYS	Confirmation pending

Table 2-3 Proposed experts to consist the IAB of AMANAC

2.3.5. LCA/LCC Committee

The role of LCA/LCC Committee is to support the Cluster projects in harmonizing approaches in relation to LCA/LCCA for new materials and components and to share data among Cluster projects. The following table has been filled with LCA/LCC experts that are responsible for conducting the LCA within the projects of the cluster.

Table 2-4 Partners expert in LCA/LCC from cluster projects

Project Acronym	Partner expert in LCA/LCC	Key developments of project	Contact person/e-mail
AEROCOINs	VTT	LCA analysis of aerogel manufacturing	Markku Leivo Markku.Leivo@vtt.fi
HIPIN	Parco Scientifico Tecnologico per l'Ambiente (Envipark), Italy	Environmental profile for HIPIN thermal insulation products (aerogel containing paint, plaster, and composite panel) in terms of reduced	Giacomo M. Piacenza (giacomo.piacenza@envipark.com)

		manufacturing embodied carbon (global warming potential) and consumed primary energy.	
LEEMA	D'APPOLONIA	LCA of 3i products	Giorgio Urbano giorgio.urbano@dappolonia.it
BIOBUILD	TNO	LCA (composites of bio-derived resins, natural fibres & various additives & coatings)	Elisabeth Keijzer elisabeth.keijzer@tno.nl
BIOBUILD	TNO	LCA (composites of bio-derived resins, natural fibres & various additives & coatings)	Suzanne de vos Effting suzanne.devos@tno.nl
SUS-CON	TRE	LCA/LCC of SUS-CON products	Sandro Pascale sandro.pascale@consorziotre.it
ISOBIO	Skog Og Landskap (SKOG), Norway	Environmental impact analysis and economic, performance and environmental impact data in a form that is compatible for use with building information management (BIM) software tools. Data will also be formatted in order to provide outputs for EN 15804 compliant environmental product declarations and product environmental footprints.	Callum Hill (enquiries@jchindustrial.co.uk)
ECO-BINDER	GEONARDO	LCA	Jakub Heller/jakub.heller @geonardo.com
ECO-BINDER	GEONARDO	LCA	Omer Ceylan/omer.ceylan@ geonardo.com
ECO-BINDER	D'APPOLONIA	LCA	Giorgio Urbano giorgio.urbano@dappolonia.it
FoAM-BUILD	SRSP – Smithers Rapra and Smither Pira Ltd.	LCA/LCC analysis of FoAM-BUILD developments: flame retardants, foams, moisture control system	Marie Bocquier/ Marie.Bocquier@smithers.com
ELISSA	NTUA	Multi-criteria uncertainty analysis with the in-house developed fuzzy multi-criteria tool to assess the	Dimitris Giannopoulos/ digiann@central.ntua.gr Marianna Stamatiadou / mstam@central.ntua.gr

		sustainability of the ELISSA system	
	STRESS	LCA/LCCA analysis related to the solution developed within ELISSA (wall element)	Valentina James / valentina.james@stress-scarl.it Loredana Napolano/ Loredana.napolano@stress-scarl.it
MF-RETROFIT	IZNAB	LCA/LCCA	Emil Lezak / emil.lezak@iznab.pl
SESBE	CBI	LCA and Risk analysis of nano-particles	Nadia Al-Ayish/ nadia.al-ayish@cbi.se
ADAPTIWALL	ACCIONA	LCA analysis regarding development of concrete buffer and adaptive insulation	Ewa Alicja Zukowska/ ewaalicja.zukowska@acciona.com
H-HOUSE	CYCLECO	LCA/LCCA and Assessment of indoor emissions impact on human health	Marion Sie / marion.sie@cycleco.eu Joane Cettier / joane.cettier@cycleco.eu

2.3.6. Fire Safety Committee

The role of Fire Safety Committe is to inform AMANAC projects on the latest developments in relation to fire safety such as new approaches standards etc and share available data among Cluster projects. The following table has been filled in with the Fire expertises of the AMANAC projects.

Table 2-5 Fire Safety experts from cluster projects

Project Acronym	Partner expert in Fire safety	Key developments of project	Contact person/e-mail
AEROCOINs	TECNALIA	Fire testing on aerogel-based materials	Aitor Barrio aitor.barrio@tecnalia.com
BIOBUILD	LNEC	Fire tests (SBI) on biocomposites	pina.santos@lnec.pt
FoAM-BUILD	FhG-ICT	Development and testing of flame retardant foams	Christoph Mack Christoph.mack@ict.fraunhofer.de
ELISSA	ULSTER	Fire resistance tests on new developed VIP panels, intumescent coatings	Michael Delichatsios / m.delichatsios@ulster.ac.uk
	NTUA	Material thermal properties at fire temperatures Fire modelling	Dionysis Kolaitis dkol@central.ntua.gr Dimos Kontogeorgos dimkon@central.ntua.gr
SESBE	SP	Fire testing of façade elements (lab and full scale)	Michael Försth / michael.forsth@sp.se
	TIC	Fire performance of	Simon Jones /

		intumescent coatings	simon.jones@tremco-illbruck.com
ADAPTIWALL	None	None	wietske.vankanten@tno.nl

2.3.7. Standardisation Committee

AMANAC-CSA will form a standardisation committee within the cluster activity. The committee of experts drawn from across the projects will collaborate with the relevant committees that develop novel testing protocols and standards for the newly developed products, where no set standard already existing. The committee will also resolve technical and commercial challenges faced within the project. The following table has been completed with experts in standardisation from cluster projects.

Table 2-6 Partners expert in standardisation from cluster projects

Project Acronym	Partner expert in Standardization	Key developments of project	Contact person/e-mail
LEEMA	Universitaet Stuttgart	Evaluation of 3i products against international EN standards	Karim Hariri/ Karim.Hariri@mpa.uni-stuttgart.de
LEEMA	BBRI	Evaluation of 3i products against international EN standards	Fabrice de Barquin/ fabrice.de.barquin@bbri.be
SUS-CON	TUV Italia	Certification of SUS-CON products	Massimo Pugliese/ massimo.pugliese@tuv.it
ECO-BINDER	LAFARGE Cements	CEN TC 51: cement, limes and plasters CEN TC 350: Sustainability of construction works	Gunther Walenta
FoAM-BUILD	NEN – STITCHING NEDERLANDS NORMALISATIE INSTITUUT	Evaluation of existing standards and if necessary development of new ones.	Annet van der Horn-de Vries Annet.vanderHorn@nen.nl
SESBE	CBI SP	Cementitious materials Concrete structures	Urs Mueller / urs.mueller@cbi.se Mathias Flansbjer / mathias.flansbjer@sp.se
	SP	Thermal insulation products	Eva-Lotta Kurkinen / eva-lotta.kurkinen@sp.se
	ITP	Acoustic insulation products	Elzbieta Nowicka / e.nowicka@itb.pl
	SP TIC	Fire performance	Michael Försth / michael.forsth@sp.se Simon Jones / simon.jones@tremco-illbruck.com
	UU	Photocatalytic activity	Lars Osterlund /

			lars.osterlund@angstrom.uu.se
H-HOUSE	CBI ROS	Earthen plasters	Urs Mueller / urs.mueller@cbi.se Andrea Klinger / klinger@zrs-berlin.de
	BAM CBI	Hydrophobic concrete surfaces	Patrick Fontana / patrick.fontana@bam.de Katarina Malaga / katarina.malaga@cbi.se
	ITB	Thermal insulation products	Barbara Pietruszka / b.pietruszka@itb.pl
	CBI	Textile reinforced concrete	Katarina Malaga / katarina.malaga@cbi.se
	BAM	Emissions tests	Matthias Richter / matthias.richter@bam.de
ADAPTIWALL	TNO	Building products	siska.valcke@tno.nl

3. Project Documentation

3.1. Project deliverables

Deliverables are to be timely prepared by the responsible partner and peer reviewed by the nominated reviewer, as defined within the Table 4-2.
For each deliverable, the status of dissemination level has to be defined under the item "Dissemination Level", which will include the following options:

- PU: Public
- PP: Restricted to other programme participants (including the Commission Services)
- RE: Restricted to a group of specified by the consortium (including the Commission Services)
- CO: Confidential, only for member of consortium (including the Commission Services)

Deliverables shall be at the disposal of the consortium and only (through the restricted area of project website www.amanac.eu) when the status of the deliverable is "confidential" and at public disposal, through the public are of the website, when the status is "public".
Deliverables shall be numbered according to the List of Deliverables as specified within DoW, i.e. DX.Y with X representing the number of the relevant WP and Y representing the progressive number of the Deliverable item to be submitted within a specific WP.

3.2. Project reports

3.2.1. Periodic and final reports

The project is divided into the following "reporting period" according to Article 20.2 of the GA:

- RP1: from Month 1 to Month 12;
- RP2: from Month 13 to the last month of the project;

The PC shall ensure that each periodic report is submitted to the EC by the agreed deadline as defined within the Grant Agreement, and particularly within 60 days of the end of each reporting period (including the last reporting period). To ensure the quality and appropriate revision, the partners should submit all the required information one month in advance of the official deadline.
More information regarding what a periodic and final report should include is described within Article 20.3 and 20.4 of the GA, respectively.

3.3. Preparation and organisation of project meetings

The chairperson shall convene ordinary meetings of the Steering Committee at least once every six months and shall also convene extraordinary meetings at any time upon written request of any Member.

Notice of a meeting
The chairperson shall give notice in writing of a meeting to each Member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting.

Sendind the agenda

The chairperson shall send each Member a written original agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting.

More information on meeting procedures are included and described briefly within the AMANAC Consortium Agreement, version 1.0, 2014-11-19 Section 6.3.

4. Quality Control and Risk management

4.1. Risks and contingency plans

The risk management of the AMANAC project will be specifically covered by a Risk Management Plan that will be coordinated by the project's risk manager (*E. Goiti, TEC*) and will be implemented during the initial phase of the project within the scope of WP1, as a section of the Project Master Document (D1.1). Its principal objective is to identify and prevent technical and methodological risks associated with the project. The following table has identified the critical implementation risks that might occur in the project.

Table 4-1 Critical Implementation risks and mitigation actions

Description of risk	WP involved	Proposed risk-mitigation measures
A key person at decision making bodies or committees of the project could change his position in his organization or change of enterprise.	All	All partners of AMANAC have significant previous experience and are involved in similar activities and they could easily proceed to an appropriate substitution of the key person. In case the coordinator withdraws a substitute will be first searched among the AMANAC partners and subsequently among other NTUA schools.
Poor quality control of progress - Delays in schedule of activities	All	The complete work-plan is structured into task objects describing the work to be done; the time frame in which the work will be done and names of responsible (task-leader) are identified. Internal quality control procedure is established. The role of the SC and the CAB are established.
Inadequate management structure, poor project-progress, monitoring and late risk identification	1	AMANAC will use widely validated web-based services with a multilevel platform for all technical, financial, administrative activities. The procedures are described in Section 2.1.4.
Risks and external factors outside the immediate circle of influence of the partners which may prevent successful exploitation of results: Disagreements between Partners, Worthless RTD results / Weak IP protection, Lack of Acceptance by End Users	1	The IPR and Quality/risk managers will follow up activities very close for the early identification of such risks.

4.2. Internal Quality Control

In all deliverables/milestones, a **responsible/reviewer scheme** is implemented. Each object (deliverable, milestone) is assigned to a **responsible person**. After finishing the report, deliverable

or milestone, the responsible partner submits it to the **internal reviewer**, who will check the result. For each report, the peer reviewer will prepare a short Review Form assessing various aspects of the deliverable/milestone: presentation, readability, overall quality, technical relevance, etc. The partner responsible for the preparation of the report will have to respond to the peer reviewer comments and update the report if needed.

The responsible partner and reviewer can be chosen individually for each object. There are three rules, which are applied:

- The responsible and reviewer **must not be in the same partner organization** (mandatory).
- The reviewer should **know enough** about the responsible colleagues' work **to judge the quality** and the progress (not mandatory but can be met in most cases).
- If possible, the **reviewer should be the recipient** of the results produced by the responsible (very advisable).

The **responsible/reviewer scheme** (Figure 4-1) will be supervised by the Steering Committee who will be responsible for the timely completion of the submission/review process and will resolve any conflicts arising.

Table 4-2 Nomination of peer reviewers

Del. no.	Deliverable name	WP no.	Partner Responsible	Peer reviewer	Delivery date
1.1	Project Master Document	1	NTUA	TECNALIA	M3
1.2	Periodic report	1	NTUA	TECNALIA	M12
1.3	Final report	1	NTUA	TECNALIA	M24
1.4	Collaboration between the AMANAC participating projects and the AMANAC-CSA	1	NTUA	TECNALIA	M3
2.1	Joint Action Plan	2	TECNALIA	NTUA	M3
2.2	Plan for integration of projects outcomes	2	CETMA	FhG-ICT	M18
2.3	Compilation of results of nanotechnology and advanced materials FP7 projects under EeB-PPP theme	2	CETMA	FhG-ICT	M21
2.4	Organisation of training event on standardization	2	FhG-ICT	CETMA	M11
2.5	Database for LCA/LCC of advanced materials based on project developments	2	NTUA	CBI	M17
2.6	Database on nanosafety aspects	2	UBAH	CETMA	M23
2.7	Impact of technological developments of projects participating in AMANAC	2	FhG-ICT	CBI	M24
3.1	Report with functionalities of	3	NTUA	UBAH	M5

	operational web page				
3.2	AMANAC Wi-ki	3	UBAH	NTUA	M24
3.3	Report with produced publicity material	3	FASADA	UBT	M23
3.4	Report with training material from thematic workshops during M1-M12	3	UBT	TWI	M13
3.5	Report with training material from thematic workshops during M13-M23	3	UBT	TWI	M24
3.6	Report on organization and results of info days	3	FhG-ICT	FASADA	M24
3.7	Outcomes of large scale event participation	3	TWI	FASADA	M24
4.1	First Plan for Use and Dissemination of Foreground	4	CBI	FASADA	M5
4.2	Business Roadmap and Market Plan	4	FASADA	CBI	M23
4.3	Exploitation road map	4	TECNALIA	TWI	M24
4.4	Final version of PUDF	4	CBI	FASADA	M24

4.2.1. Quality Assurance procedure

Step 1: Release deliverable for quality check

The partner nominated as “responsible partner” for the preparation of a deliverable asks input and collects the necessary information from all involved partners. He releases the first draft version of the deliverable. The responsible Partner shall do the following with respect to the release of the first draft deliverable:

- Check that the deliverable fulfils the assessment criteria in the latest version of the DoW
- Check that each partner’s contribution is clearly indicated and balanced with the allocated resources.
- Mark any late contribution as “missing” indicating clearly the responsible partner’s name. Note: Do not delay the release if some partner contributions are very late.
- Upload the deliverable in the EMDESK.
- Inform by e-mail the PC and Peer Reviewers.

The responsible partner is selected in the management tool as Deliverable Owner, who is responsible for *Started, Draft, Reviewed, Submitted* and *Accepted* status of the deliverable.

Step 2: Peers’ Review on draft version (Peer Reviewers)

As a rule, each deliverable is reviewed by persons who are not involved in the creation of the deliverable, the peer reviewers. Peer Reviewers are responsible for the whole process:

- The PC has already set the responsible partner at *Peer* (responsible for the *Review* status of the deliverable, the members of GA) in the management tool.
- The peer reviewers shall provide their assessments within 14 days.

Result: Recommendations (if any) for improving the deliverable are forwarded to Responsible Partner by PC.

Step 2: Quality check of reviewed version (PC)

The PC performs an overall quality check of the deliverable as received from the WPL (after the peer reviewing) with respect to:

- Format of document,
- Time of completion,
- Overall quality,
- Compliance of the scope, content and partner contributions with the DoW especially WP and Task objectives.

Result: Recommendations (if any) for improving the deliverable are forwarded to Responsible Partner by PC.

Step 4: Submission to the EC/PTA

The Project Coordinator will set or review the delivery dates, if there any delays, with the EC Project Officer and will upload the approved deliverable to the EUROPA link. If the deliverable is not accepted by EC/PTA, then review/rejection comments are sent to PC.

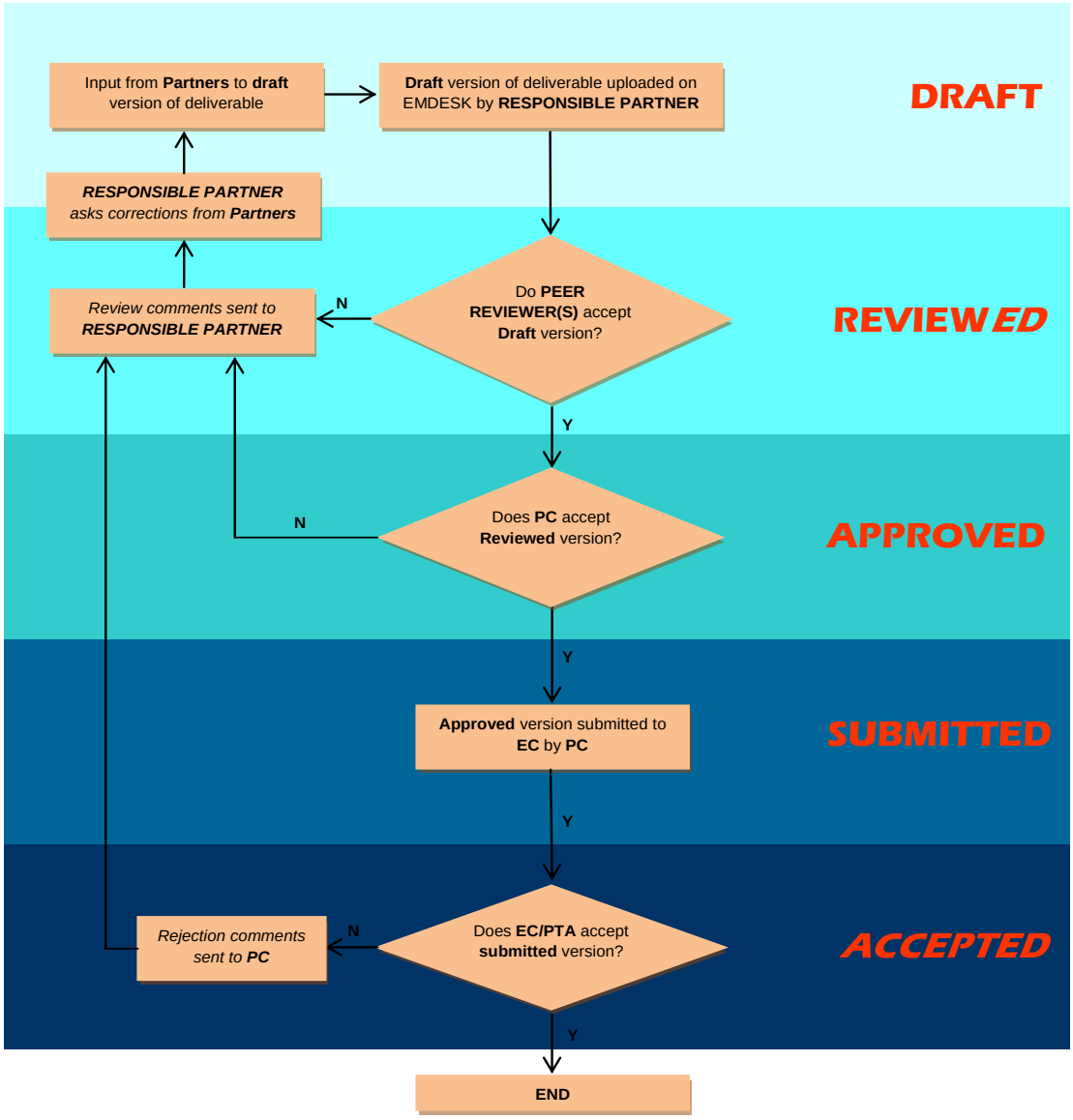

Figure 4-1 Quality Assurance plan of deliverables

5. Conclusions

This document overviewed the management issues of AMANAC. It provided the following:

- Description of the project “innovative” management structure
- Description of role and members of the Committees
- Project documentation information
- A clear and transparent QAP that will guarantee the fulfilment of the WP outputs
- Guidelines for quality control and risk management