



740575	FIRE-IN	D5.1 Quality Assurance Plan
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## Project Deliverable

<b>Project Number:</b> 740575	<b>Project Acronym:</b> FIRE-IN	<b>Project Title:</b> Fire and Rescue Innovation Network
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<b>Instrument:</b> COORDINATION AND SUPPORT ACTION	<b>Thematic Priority</b> H2020 SECURITY
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<b>Title</b> <b>D5.1 Quality Assurance Plan</b>
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<b>PU</b>	Public	
<b>PP</b>	Restricted to other programme participants (including the Commission)	
<b>RE</b>	Restricted to a group defined by the consortium (including the Commission)	
<b>CO</b>	Confidential, only for members of the consortium (including the Commission)	X

**Abstract:**

This document, the FIRE-IN Quality Assurance Plan, contains and describes the procedures that shall be followed during the implementation of the FIRE-IN project in order to achieve the objectives of the project. It formalises the approach of the FIRE-IN consortium to the project management and to the assurance of the quality of the project outcomes.

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## Summary

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### **Recall on the description of the QA from the DoA:**

*Quality assurance (QA) [Pole SAFE/inno]: the objective of this task is to define and guarantee a process of QA for all activities that result from FIRE-IN, assure structured integration of external knowledge and management of working documents. In order to have a consistent impact assessment after each activity, it is essential to have a centralized QA task management with appropriate performance indicators. The Work task (WT) leader will, in consultation with relevant WP and other task leaders, develop further appropriate performance indicators where necessary. All indicators will be realistic, simple and feasible. At the beginning of the project, **the QA leader will develop a quality assurance plan and guidelines for the production of deliverables and events.** The QA process and assessment will be relevant for the following project areas: implementation of the WT and WP, accessibility of the results from the project, deliverable and reports (internal review – external review from IAB wherever necessary), workshops and dissemination events (performance indicators quantitative e.g. number of participants, and qualitative), and communication and dissemination performance.*

The objective of this deliverable is to report the Quality Assurance Plan (QAP) established for the FIRE-IN project. This plan synthesises the good practices that partners have to respect in order to guarantee successful work in the project. It also presents guidelines for the production of deliverables and events. The ultimate objective of this Quality Assurance Plan is to serve as a tool, guideline, or handbook, for consistent use by project participants to ensure concrete and quality results in line with the work plan that FIRE-IN is committed to achieve.

The Quality Assurance Plan is organised as follows:

- **“Introduction”** explains the purpose and intent of this QAP and introduces common acronyms that are used therein.
- **“Organisational Structure of the Project”** introduces the FIRE-IN structure and management structure employed in the project, including the interaction between project management (Coordination), project governance (General Assembly), the external experts group (International Advisory Board), the security expert group (Security Advisory Board), operational management (Work Package Leaders), and the associated experts.
- **“Project reporting and quality assurance”** outlines the procedure established for the preparation of project deliverables and events, including the deliverable template, deliverable due dates, review process and report management flow in order to ensure that project reports are delivered on-time and with the right level of quality to the Commission and the public with the approval of the project’s coordinator.
- **“Coordination of Activities and Reporting”** presents the procedures to report the activities performed by the consortium. This reporting is done at M12, M30, M48 and M60. In addition, a report is produce every 6 month about the findings on the three lines of action : research monitoring, expression of common requirements with regards innovations, priorities as regards domains requiring more standardization
- This section also states the **expected impact of issues** that might affect the project in terms of delays, quantity of work and resource management.
- **“Dissemination Policies”** reports the essential information regarding the preparation of dissemination material, including key messages of FIRE-IN, use for disclaimers and funding recognition and communication of event participation to the relevant work package leader. A

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specific deliverable will be devoted to the Communication Strategy and provide more detail (D4.3 Dissemination and Communication Strategy and Plan).

- “**Risk Management**” describes the processes related to the identification and analysis of potential risks and the associated contingency plan.

The Quality Assurance Plan will be updated according to the project/partners’ needs.

# 1. Introduction

## 1.1 Purpose and Intent

This QAP is designed to guide the FIRE-IN project participants through all aspects of the project’s management and coordination activities. It is to serve as a reference tool as it brings together all of the procedures and policies that have been agreed upon since the beginning of the project by the project managers, the dissemination work package participants and the whole consortium.

### Important remarks

1. Compliance with the QAP is essential for all project partners.
2. The QAP **complements** the Grant Agreement with the EC, its Annexes and the Consortium Agreement of the project.

## 1.2 Terms and Abbreviations

Hereafter please find a list of terms and their abbreviations used alternately in this report, and throughout the project in general. The selection of a particular term for use depends mostly on the context of its usage, as well as the habits or prior experience of the persons involved in the project.

ACRONYMS	
AB	Advisory Board
AE	Associated Experts
AFO	Administrative and Financial Office of the project
BM	Business Model
BP	Business Plan
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive materials
CCCs	Common Capability Challenges
COTS	Commercial off-the-shelf
CoU	Community of Users
CP	Civil protection
CPM	Civil Protection Mechanism
CSA	Coordination and Support Action
CTIF	International Association of Fire and Rescue Services
DG HOME	Directorate General for Migration and Home Affairs of the European Commission
DPO	Data Protection Officer
DSRSA	Draft Strategic Research and Standardisation Agenda

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<b>EARTO</b>	European Association of Research and Technology Organisations
<b>EAB</b>	Ethical Advisory Board (internal)
<b>ECCP</b>	European Cluster Collaboration Platform
<b>ECML</b>	Joint Research Centre's European Crisis Management Laboratory
<b>EENA</b>	European Emergency Number Association
<b>EERC</b>	European Emergency Response Capacity
<b>EMR</b>	Emergency Medical Response
<b>EOS</b>	European Organisation for Security
<b>ETPIS</b>	European Technology Platform on Industrial Safety
<b>EU</b>	European Union
<b>F&amp;R</b>	Fire and Rescue
<b>FCCCs</b>	Future Common Capability Challenges
<b>FEU</b>	Federation of European Union Fire Officer Associations
<b>FIRE-IN FP</b>	FIRE-IN Focal Point
<b>FP, FP7</b>	Referring to the EU's Framework Programmes for Research and Innovation; 7 <sup>th</sup> EU Framework Programme for Research and Innovation
<b>FR</b>	Final Report
<b>GA</b>	Project's General Assembly
<b>GIS, GPS</b>	Geographical Information System; Global Positioning System
<b>H2020</b>	European Union's 8th Framework Programme for Research and Innovation
<b>HAZMAT</b>	Hazardous Materials
<b>IAB</b>	International Advisory Board
<b>ICT</b>	Information and Communication Technologies
<b>LEA</b>	Law Enforcement Agency
<b>MS</b>	European Union's Member State
<b>NCP</b>	National Contact Point
<b>NGO</b>	Non-governmental organisation
<b>PCO</b>	Project's Coordinator
<b>PCPs</b>	Pre-Commercial Procurements
<b>PCU</b>	Project Coordination Unit
<b>PNNC</b>	Permanent Network of National Correspondents (PNNC) of DG ECHO
<b>PNRS</b>	French National portal of resources and knowledge
<b>PPIs</b>	Public Procurement of Innovative Solutions
<b>PR</b>	Periodic Report
<b>PFR</b>	Periodic Findings Report
<b>QA</b>	Quality Assurance
<b>R&amp;D</b>	Research and Development
<b>R&amp;I</b>	Research and Innovation
<b>R&amp;T</b>	Research and Technology
<b>RDI</b>	Research, Development & Innovation
<b>PR</b>	Periodic Report
<b>RTD</b>	Research Technology and Development
<b>RTOs</b>	Research and Technology Organisations
<b>SAR</b>	Search And Rescue

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<b>SEC-21</b>	Refers to the call SEC-21-GM-2016-2017 - Pan European Networks of practitioners and other actors in the field of security
<b>SEREN3</b>	Security Research NCP Network 3
<b>SME(s)</b>	Small and Medium Enterprise(s)
<b>SotA</b>	State-of-the-Art
<b>SRA</b>	Strategic Research Agenda
<b>SRSA</b>	Strategic Research and Standardisation Agenda
<b>TEU</b>	Treaty of Lisbon
<b>TIEMS</b>	International Emergency Management Society
<b>ToR (IAB)</b>	Terms of References of the project' International Advisory Board
<b>ToR (SAB)</b>	Terms of References of the project' Security Advisory Board
<b>TTM</b>	Time to Market: industrialisation level
<b>TWG / T5</b>	Refers to the 5 Thematic Working Groups of FIRE-IN
<b>UAS / UAV</b>	Unmanned Aerial Systems / Vehicles
<b>UGS / V</b>	Unmanned Ground Systems / Vehicles
<b>USV</b>	Unmanned Surface Vehicle
<b>UUV</b>	Unmanned Underwater Vehicle
<b>UCPM</b>	Union's Civil Protection Mechanism
<b>UXO</b>	Unexploded ordnance
<b>WP</b>	Work Package
<b>WT</b>	Work Task

## 2. Organisational Structure of the Project

The organisational structure of FIRE-IN is centred around two core components: 'Operational management' and 'Strategic Management'.

The governance of the Project will be exercised taking into account that both a technical and an administrative management body are required to ensure the success of the project.

A **Project Coordinator (PCO)**, assisted by a deputy, will carry out the day-to-day management of the project. The PCO is the managerial cornerstone of the Project. The PCO will address the global supervision of the project, the follow-up of its underlying activities, the transfer of the results and will provide the administrative logistics to ensure an overall cohesion of the project. In addition, the PCO is the technical coordinator; he will carry out the management of the technical aspects of the project, in particular related to the Fire and Rescue discipline and the interactions with the industry and academia.

A **Project Coordinating Unit (PCU)**, composed of one representative of each partner, will monitor the quality management of the project and following the rules and guidelines as set out in this document.

The PCO (and the deputy PCO), leads and coordinates the PCU activities

The objectives of project management are designed to ensure a **coherent technical multi-disciplinary, administrative and financial coordination** of FIRE-IN, while providing the participants with the support and tools required for the achievement of the project objectives.

A diagram of the project structure is presented below and described more in detail in the following paragraphs:

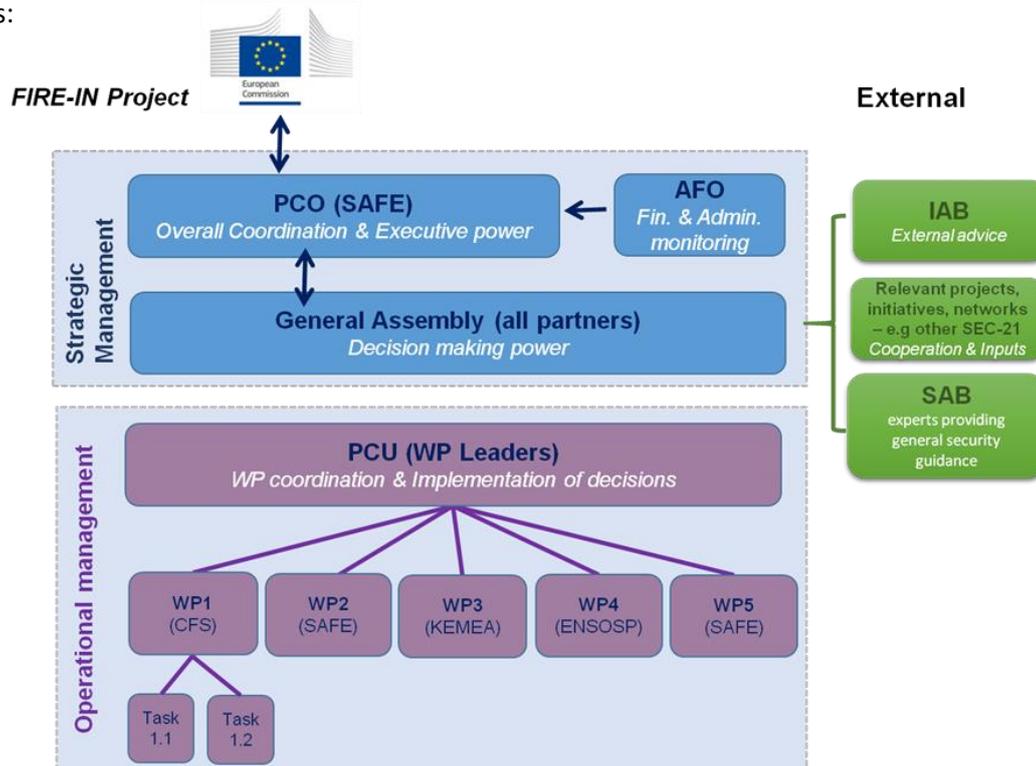


Figure 1 – FIRE-IN Organisational Structure

## 2.1 Project Coordination

Work Package 5, dedicated to the project management and coordination, is led by the **Project Coordinator (PCO)**, Jean-Michel DUMAZ ([jean-michel.dumaz@safecluster.com](mailto:jean-michel.dumaz@safecluster.com)), and a deputy project coordinator, Laura CAREL ([laura.carel@safecluster.com](mailto:laura.carel@safecluster.com)). The deputy PCO will ensure the continuity of the coordination of the project during the absence of the PCO. In addition, the deputy PCO is particularly involved to support the PCO for the reporting, the quality, and the administrative and financial management. Those tasks are integrated in the Administrative and Financial Office (AFO). The AFO include also

- Camille VIDAUD ([c.vidauid@inno-group.com](mailto:c.vidauid@inno-group.com)) from inno TSD, in charge of the framework of the project management, and involved for the meetings and events preparation and report as well as the planning management.
- The FIRE-IN **Financial Project Administrator**, Christian Ranieri ([c.ranieri@inno-group.com](mailto:c.ranieri@inno-group.com)), who is in charge of the framework of the financial management and its implementation.

### To contact the Financial Project Administrator (“FIRE-IN”):

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### 2.1.1 Project Coordinator (PCO)

The project coordinator is provided by SAFE CLUSTER (Jean-Michel DUMAZ or alternatively in his absence by Laura Carel), who is the single point of contact for the project in its interactions with the European Commission. The role of the coordinator focuses on the day-to-day project management, the supervision of activities in line with the project objectives, the reporting to the EC, the IAB and the SAB. The Administrative and Financial Office (AFO) support him. His main responsibilities include:

- Administrative and financial co-ordination within and across work packages
  - o Preparation & reimbursement of cost statements, payment transfers,
  - o Administration and invoicing.
- Ensuring the management of the project
  - o Collection and submission of deliverables,
  - o Organisation of the periodic leading partners and consortium meetings and validation of periodic activity reports,
  - o Assessment of project partners' commitment,
  - o Supervision of the dissemination and collaboration sustainability efforts,
  - o Set up of a communication environment dedicated to the project that will include all the necessary elements for the management,
  - o General coordination and supervision of the management of human and material resources involved in the project,
  - o Planning and monitoring of activities, record keeping, reporting,
- Interactions and negotiations with the European Commission,
- Ensuring the technical coordination and the coherence between the works done with the F&R community including the cooperation with relevant the industry and academia

**Note:** Only the Project Coordinator should contact the European Commission directly. Other project participants or representatives should initiate contact with the Project Officer only if first contacted by the EC or having agreed it with the PCO. The purpose is not to block information circulation but to align all communications with the EC, and to have as much as possible a single point of contact. In the latter case, the Project Coordinator should be included in all communications.

### 2.1.2 Project Coordinating Unit (PCU)

The PCU is the decision-making body of FIRE-IN. It includes one delegate from each consortium partner. It is responsible for the monitoring of the quality management of the project, i.e. the overall management, planning and control of the project such as: changes of the project's technical scope, contractual matters, budget, timeline, deliverables and milestones, re-allocation of resources and adding/removing of partners. It must also monitor progress according to the project. The PCU will not be involved in the day-to-day-management, but its decisions will have major impact on it.

The PCO leads the PCU, coordinate this body, prepare the meetings and the basis for decisions.

The PCU meets at the beginning of the project during the kick-off meeting and then once a year, at the regular plenary meetings. The PCU members validate decisions by a majority vote-seeking consensus. The PCU will be given access to all the information within the work packages (except for information explicitly excluded due to confidentiality issues) and rely extensively on electronic collaborative tools to give its members the opportunity to interact as often as necessary.

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### 2.1.3 Work package (WP) Leaders

Work Package leaders are responsible for the set of activities assigned to them in the work plan, corresponding reports and deliverables. They will report to the project coordinator. Each WP is composed of tasks for which dedicated task leaders are identified. The nominated task leaders are responsible for the supervision of the particular tasks comprised in the WP. The task leaders report to their WP leader.

### 2.1.4 International Advisory Board (IAB)

It will give strategic guidance to the project. This includes general advice on the project strategy and methodology, quality of deliverables and activities, thematic and horizontal issues that the project should explore. The AB will also play a role in contributing to explore the exploitation potential of the project and avenues to ensure the sustainability of the project results. The AB will consist of policy-advisors e.g. from industry, research or ministries: experts that are fully aware of the political scene and general scientific and industrial developments. All AB members received the Terms of References (ToRs) during the preparatory phase of the project (see document in 8.3) in order to understand the methodology of work. The AB will meet up to three times during the project, after the end of each cycle. If manageable, this will be done back-to-back to a larger FIRE-IN event (eg. dissemination event). In addition to physical meetings, online meetings will be set up in order to ensure a constant communication.

The PCO is responsible to keep the IAB informed, and organise its meetings and the reporting (T5.2).

#### The IAB members are :

- Patrick Butor, Ministry of Interior, France – Minister-level official responsible for standards, and Convenor for ISO/ TC 292 (standardisation in the field of Security) on the WG6 dedicated to protective security.
- Geraud Canet, Centre de l’Energie Atomique, France - Chair of the EARTO Security Working Group
- Ann Enander, Swedish Defense University, Sweden – Associate Professor at the Leadership Centre, Past-President of the Society for Risk Analysis Europe (SRA-Europe, <http://sraeurope.org/>) and social scientist known for her work in risk and crisis communication
- Clive Goodchild, BAE Systems, United Kingdom – coordinator of the EDEN project (largest CBRNe Demo project in FP7) and Member of the IMG-S Board
- J Javier Larrañeta, Spanish Technology Platform on Industrial Safety (PESI), Spain – Secretary General at PESI and Member of the Executive Board of the European Technology Platform on Industrial Safety (ETPIS, [www.industrialsafety-tp.org](http://www.industrialsafety-tp.org)), in charge of the security topics
- Javi Mulero Chaves, German Aerospace Centre (DLR), Germany – Project Manager at the Institute of Communications and Navigation. 10 years of experience in national (German) and European projects focused on the provision of communication solutions for emergency management (EU FP7 WISECOM, e-Triage) and early warning of the population (Alert4All, PHAROS)
- Robert Reiss, Conseil pour la réduction des accidents industriels majeurs (CRAIM, [www.craim.ca](http://www.craim.ca)), Québec, Canada – Chairman of the Technical Committee at the CRAIM, more than 30 years of experiences in working on emergency management for the Canadian Government, Environment Canada.

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### 2.1.5 Security officers

The security officers are

- M Denis JOSSE, SAFE CLUSTER. Pharmacist, CBRNE expert for the French fire-fighter officer academy (ENSOSP) and member of the national CBRNE working group, under the authority of the French “Secrétariat Général à la Défense et à la Sécurité Nationale – SGDSN”, first minister service in charge of national security.
- M Lionel LACHENAUD, from SGDSN. M LACHENAUD is medicine doctor, CBRNE expert since 20 years, and in charge at SGDSN to apply national security procedures on CBRNE and sensitive issues of Fire and Rescue and Homeland Security activities. SGDSN is the national service in charge to define the classification processes and protocol for national security related issues.

They will be involved alternatively according to their availability.

They will status on the level of dissemination of the deliverables and dissemination materials related to

- CBRNE issues
- Terrorism issues

The consortium partners may involve them for any other sensitive issues, if needed.

### 2.1.6 Security Advisory Board

The SAB is a group of experts that gives general security guidance for the project, supporting the security officers. This includes advices concerning the sensibility (security issues) of the data and information collected, managed and produced by the project.

They will meet once a year, by remote, for a general security review of the project. All SAB members will receive the Terms of References (ToRs) (see document in 8.4) in order to understand the methodology of work.

- **M Olivier SALVI, PhD Engineer**, has been working at INERIS, the French National Institute in charge of industrial risk and environment protection from 1995 to 2013 as Programme Manager in the field of Risk Assessment and Management, then as Scientific Manager and finally as Business Development Manager. During these years, he has been involved in several international projects addressing industrial safety, security and CBRNE. In 2013, he became the President of INERIS DEVELOPPEMENT SAS, the subsidiary company of INERIS in charge of international business development. With INERIS DEVELOPPEMENT he is a member of the Steering Committee of the project P41 “High risk chemical facilities and risk mitigation in the AAF Region” Contract IFS/2014/346176 sponsored by the European Commission (CBRNe Centres of Excellence) and UNICRI. In 2006, he has been one of the founders of the European Virtual Institute for Integrated Risk Management EEIG (EU-VRI, [www.eu-vri.eu](http://www.eu-vri.eu)) and is acting as General Manager. M SALVI is one of the managers of the European Industrial Safety Platform (ETPIS), and he is involved in the CBRNE FP7 project “EDEN”. In relation with his professional activities, he is used to implement the requirements and procedures for the classification and treatment of confidential data and documents.
- **M Ing. Vladim r Vlček, PhD**, Chief Fire Officer of Fire Rescue Brigade of Moravian Silesian Region (FRB MSR). He has served as Head of General Headquarter of Fire Rescue Service of the Czech Republic. Involved in several national projects on FIRE&RESCUE, he has deal with sensitive information, including national security aspects and CBRNE issues. M Vlček has been involved interagency works, including on the national doctrines and procedures on chemical radiological and nuclear incidents.
- **Brigadier General (ret'd) Ioannis Galatas**, MD, MC (Army), KEMEA, CBRNE Senior Research Associate. MA Degree (with merits) on “International Terrorism, Organized Crime and Global

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Security” from Coventry University, UK (2010). As of July 2016, he is the Manager of the CBRN Knowledge Centre at the International CBNE Institute (Belgium)

The PCO lead the SAB and organise its meetings and the reporting (T5.2). The security officer may involve the SAB members for security advice at any time of the project life time

## 2.2 Conflict resolution

Effective conflict resolution begins with an understanding of the individual and collective management roles. As a general rule, project management will aim towards the goal of consensus building, promoting mediation over voting in order to ensure a maximum degree of cooperation.

When a conflict arises between partners, the following escalation process will be followed:

### STEP1

One of the disputing parties sends an email explaining the situation to the relevant Work Package Leader with copy to the disputing party and the PCO (allowing the other party to reply if so desired)

#### Action

and outcome:  
→

+ Work Package Leader successfully resolves the conflict,

- If no resolution is achieved, go to Step2

### STEP2

The WP leader raises the issue with the Project Coordinator via a teleconference.

#### Action

and outcome:  
→

+ If the conflict does not have a direct legal or financial impact on one of the partners or on the consortium as a whole, the PCO builds consensus or opts for a vote following the rules described in the Consortium Agreement

- If the conflict has a direct legal or financial impact on one of the partners or on the project as a whole, Project Management must formulate an action plan for its resolution which is presented to the PCU following the rules defined in the Consortium Agreement.

## 3. Cooperation Tools

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### 3.1 Project shared online platform (internal to the Consortium)

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The partners will use the “Project Netboard” tool for the management, the following and the reporting of the project.

Each partner will implement and update on this tool the elements concerning its activities related to FIRE-IN, the effort and budget consumption, and use the shared repository of the platform to exchange the documents to the partners.

### 3.2 Mailing Lists

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To manage effectively all email exchanges, several mailing lists have been set up and further may follow when considered useful:

**ADMIN** => administrative/financial staff of all partners [admin-fire-in@lists.inno-projects.net](mailto:admin-fire-in@lists.inno-projects.net)

**ALL** => all operational staff of the project [fire-in@lists.inno-projects.net](mailto:fire-in@lists.inno-projects.net)

**LEADERS** => one responsible per partner [leaders-fire-in@lists.inno-projects.net](mailto:leaders-fire-in@lists.inno-projects.net)

Leading partners => WP leaders and Fraunhofer [leading-partners-fire-in@lists.inno-projects.net](mailto:leading-partners-fire-in@lists.inno-projects.net)

TWG leaders => Thematic Working Groups leaders [twg-leaders-fire-in@lists.inno-projects.net](mailto:twg-leaders-fire-in@lists.inno-projects.net)

TWG A => Partners of the TWG A [twg-a-fire-in@lists.inno-projects.net](mailto:twg-a-fire-in@lists.inno-projects.net)

TWG B => Partners of the TWG B [twg-b-fire-in@lists.inno-projects.net](mailto:twg-b-fire-in@lists.inno-projects.net)

TWG C => Partners of the TWG C [twg-c-fire-in@lists.inno-projects.net](mailto:twg-c-fire-in@lists.inno-projects.net)

TWG D => Partners of the TWG D [twg-d-fire-in@lists.inno-projects.net](mailto:twg-d-fire-in@lists.inno-projects.net)

TWG E => Partners of the TWG E [twg-e-fire-in@lists.inno-projects.net](mailto:twg-e-fire-in@lists.inno-projects.net)

Participants are encouraged to watch for signs of mail rejection and be rigorous about verifying that any changes in mailing addresses are communicated to the Project Coordinator.

**Participants are encouraged NOT to use a mailing list for emails that do not concern other project partners.** Communications between individual partners should be done by using their email addresses, without mailing list.

Any changes in or problems encountered with the mailing lists should be indicated by email to inno TSD ([c.ranieri@inno-group.com](mailto:c.ranieri@inno-group.com)).

### 3.3 List of Contacts

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An Excel sheet “List of Contact” is regularly updated and made available on Project NetBoard, the online platform used for the project management. This document lists all people involved in the FIRE-IN project, their specific roles and contact information. The list will be updated as soon as a new entry or change of contact details appears.

The “List of Contacts” is managed by inno TSD. To inform inno TSD of a change in any role, responsibilities, contacts or the addition or departure of any team members, an email has to be sent to inno TSD ([c.ranieri@inno-group.com](mailto:c.ranieri@inno-group.com)).

### 3.4 Information sharing through the project website and social medias

Another item of information sharing among project partners can be the project website (set up month 6), and the media used by the project (e.g. LinkedIn) as well as the Newsletters. Indeed, all information on important ongoing activities – events, public meetings, reports/publications, news, etc. – will be published at least on the project website, the e-FIRE-IN platform, LinkedIn FIRE-IN, and the Newsletters, relayed by the partners twitter accounts (#FIREIN), and thus shared internally and publicly. This means all partners have access to this information and can use it for example for reports, dissemination through other channels, etc., even though they might not be involved in all this activity.

## 4. Project reporting and quality assurance

The progress of FIRE-IN is monitored by the PCU. Monitoring will help to control and to reorganise, if needed, the implementation of the project and implies continuously observing and ensuring that the resources foreseen for each step are effectively used according to the project work plan, that work schedules are respected and that concrete results are delivered. Key to monitoring the progresses of the project are the milestones detailed in the workflow of the Description of Action that are assigned to ensure that the associated deliverables are achieved. Milestones are also defined to monitor the progress of individual work packages and to identify problems in time so that corrective actions can be taken.

### 4.1 Templates

Templates will be produced for all FIRE-IN reports, presentations and deliverables as well as a graphic chart. These documents and materials will be made available on the project online platform, NETBOARD. It is mandatory to use it in all external project communications, including reporting to be submitted to the European Commission.

### 4.2 Deliverables

Deliverables are produced by the partners responsible for each document, and are submitted and forwarded to the EC by the PCO.

In accordance with the templates that have been set up for the project, deliverables should:

- Have short abstract (a few lines, for announcement on the web site)
- Contain Table of Contents, List of Figures, List of Tables, List of annexes and List of Ressources
- Provide a table of terms and abbreviations

Each major section should be introduced by a 5-10 lines introduction exposing the main subjects discussed in each section.

#### 4.2.1 Process for deliverable production

##### Dates of Delivery for Deliverables

The template which is used for the submission of deliverables to the EC includes two “dates of delivery” on the document information page: “Due date” and “Actual submission date”. The due date of delivery should read the date identified in the List of Deliverables (Grant Agreement Annex 1), and be written in the format

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“Month X”. The actual submission date should be left blank by the authors. The Coordinator will enter the date on which the final draft was submitted via electronic mail to the EC. In case of a deliverable not being a report (website ...), the delivery date should be the one at which it has been made available to the users.

### Deliverable Reviewers

“Reviewers” are selected to examine and to evaluate each deliverable. A reviewer is a partner that did not participate in the preparation of the deliverable. Each deliverable is reviewed by at least three reviewers: one non-involved partner, the WP leader, and the PCO. In addition, the reviewers have to include practitioners and academia in order to have a variety of views. If not, another reviewer is involved.

Comments made by the reviewer should be made as specific as possible. Comments which are too general often cannot be answered appropriately.

The role of the reviewer is to monitor the quality of the deliverable to the best of his or her capacity, and in line with the project objectives. The goal of the review is to improve the deliverable. The authors will take the comments into account in the finalisation of the deliverables. If, after revision of the deliverable, the reviewer considers the deliverable to be insufficient or technically wrong, he forwards his remaining concerns to the Project Coordinator.

***The IAB may be involved for the review for specific aspects. The security officer is involved for the review for any deliverable related to CBRNE and / or terrorism issue.***

**If agreement is not achieved** between the **Deliverable Leader** and the WP leader, then the reviewed deliverable should be submitted to the PCO for review and decision on the action to take.

The Project Coordinator acts as the final reviewer.

The usual deliverable review process is as follows, where Month X = “contractual date of delivery” and the active participant for each step is in **bold** font:

- A detailed planning of tasks and deliverables will be provided to the consortium members in the Annex 1 to the Grant Agreement which available on project NETBOARD
- 2 months prior the deadline, **inno** shall send a reminder to the deliverable leader, cc WP lead. The WP leader and the PCO nominate a peer reviewer.
- Each **WP Leader** must establish the rules for reporting required within his/her work package (in agreement with the general rules established).
- At least 4 weeks before the deadline, the **author(s)** sends the draft document to the reviewer with copy to the WP Leader and the Project Coordinator.
- At least 2 weeks before the deadline, the **reviewer** sends comments and remarks back to the author(s) with the WP Leader and the Project Coordinator in copy.
- The **author(s) and WP Leader** shall work together to make the requested modifications/clarifications.
- One week before the date of delivery, the **WP Leader** forwards the final version of the deliverable to the Project Coordinator and to the reviewer. If the reviewer still has major concerns, s/he sends them to the WP Leader and to the PCO.
- Before the last day of Month X, the Project Coordinator sends the deliverable to the Project Officer.

If any difficulties or delays arise in the deliverable review process, the PCO should be informed immediately. Solutions will then be achieved on a case-by-case basis.

**If agreement is not achieved** between the author and the reviewer, then the “review report” should be submitted all the same to the PCO for review and decision on the actions to take.

#### 4.2.2 Periodic reports

Periodic reports are addressed to the EC or used within the consortium. They state progress of work, results obtained and statements of expenditure incurred during the reporting period.

The planning and the organization of this reporting will follow the same process than for the deliverables. Further explanations are given in section “5.2 Reporting”.

## 5. Coordination of Activities and Reporting

### 5.1 Project meetings

The project is being executed in close interactions between the partners. These interactions can be achieved by face-to-face meetings, phone or web conferences and e-mail exchanges. The following meetings are foreseen at minima in the project to ensure detailed project planning and assessment of work progress:

- **One initial plenary consortium meeting (kick off):** This meeting aligns the activities of the partners with the work plan and establishes an understanding of the goals, strengths and needs of the partners.  
Kick off meeting: 23-24 May 2017 / Aix en Provence, France
- **(At least) Four Plenary consortium meetings** will take place once a year.  
Tentative schedule for consortium meetings:
  1. April 2018, Barcelona (tbc), consortium meeting and annual workshop
  2. April 2019, place to be define, consortium meeting and annual workshop
  3. April 2020, place to be define, consortium meeting and annual workshop
  4. April 2021, place to be define, consortium meeting and annual workshop
  5. March 2022, place to be define, final consortium meeting and annual workshop
- **Consortium meetings** (online) will be organized every three months. These conference calls aim at revising the ongoing project activities with focus on taking intermediate decisions where necessary and preparing the next physical meeting.
- **Leading partners meetings** (online) will be organized fortnightly
- **Internal WP / task meetings:** to be define by the WP leaders and task leaders
- Three of the **IAB meetings** will be organised in conjunction with the plenary meetings.
- Five **SAB meeting** will be organised by remote, in March 2018, March 2019, March 2020, March 2021, March 2022

#### **The process for the meeting organising and reporting will be the following:**

The PCO is responsible for the leading partners and consortium meetings, as well as IAB and SAB. The WP leaders are responsible for the WP meetings, the task leaders for the task meetings.

Each responsible shall schedule the meetings, at least 2 weeks in advance, and at least two months in advance for the meetings requiring travels. The meeting will avoid, if possible, the Mondays and Fridays, and avoid the specific days as national days or equivalent.

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The agenda shall be sent at least one week in advance for remote meetings, and at least one month in advance for physical meetings. The relevant documents that might be the basis for the discussions will be sent to the participants at the same time.

The responsible shall send the connexion details for the remote meetings at least one week in advance.

The responsible shall provide the minutes of the meeting, at least one week after a remote meeting, two weeks after a physical meeting. The minutes have to include:

- The list of participants (with signatures for physical meetings)
- A summary of the discussions
- The documents / slides used during the meeting
- The list of the actions with the responsible for each.

## 5.2 Reporting

The reporting of project activities assists the project management and the European Commission to monitor the progress of the project, as well as the achievements and the difficulties encountered. During the course of the project, reporting will be done at regular intervals. All the partners are involved in the production; the PCO is responsible for the coordination of the writing and the submission to the Commission. The PCO reserves the right to edit the contributions, requesting more information when necessary.

Besides formal reporting, communication of results and difficulties will also be performed on a non-periodic basis.

### 5.2.1 Periodic Reports (PR)

A technical and financial report is due to the Commission for each Reporting Period (RP), i.e. M12, M30, M48 and M60.

These reports include the following:

(a) A '**periodic technical report**' containing along the WP-structure:

- An **explanation of the work carried out** by the beneficiaries, Including all meetings and participating partners;
- An overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1, and an explanation of the eventual derivation from the objectives
- The exploitation and dissemination of the results and the communication activities;
- A **summary** for publication by the Commission;
- The answers to the '**questionnaire**', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;
- An updated risk overview.

The process for the production of the periodic technical report will be the following:

- The PC requests inputs on WP leaders
- WP leaders fill in the templates in cooperation with their task leaders
- The partners involved in each task support their task leaders

**The timing and the review process is the same than for paragraph 4.2. Deliverables.**

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(b) A **'periodic financial report'** containing:

- An 'individual financial statement' from each beneficiary and from each linked third party, for the reporting period concerned.
- An explanation of the use of resources and the information on subcontracting

The periodic financial report writing will be coordinate by INNO. Every partner will be required to provide the financial information as requested by INNO, on the EC participant portal. A thorough "Explanation of the use of the resources" will have to be provided including an explanation of personnel costs, subcontracting and any major costs incurred by the partner, such as travel costs, large consumable items, etc., linking them to work packages. Every partner will provide Financial Statements (Form C) according to the Grant Agreement Annex 1.

A "financial guide" is provided by inno TSD which explains major financial rules, with practical information, and the Financial Project Administrator will support the partners and provide complementary and ad hoc information.

**The timing and the review process is the same than for paragraph 4.2. Deliverables.**

### 5.2.2 Final Report (FR)

A final report is due to the Commission within 60 days following the last RP.

This report includes the following:

(a) A **'final technical report'** with a public summary containing:

- An overview of the results and their exploitation and dissemination;
- The conclusions on the action

(b) A **'final financial report'** containing:

- A 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance
- A 'certificate on the financial statements' for each partner and for each linked third party, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2, Point A of the Grant Agreement).

The forms and templates for this reporting are provided by the electronic exchange system.

The reports production will follow the process and planning describe in paragraph 4.2 deliverables.

### 5.2.3 Periodic Findings Reports (PFR)

A report will be produced every 6 months about the findings of the project, in addition to the deliverables.

The **Periodic Findings Reports (PFR)** include the following:

- Research, and innovation projects monitoring with a view to recommending the uptake or the industrialisation of results. This part is related to Task 2.1. It will be report by SAFE (WP2 leader), supported by FhG-INT (T2.1. leader), and T2.1 task partners,
- Expression of common requirements as regards innovations that could fill in capability and other gaps and improve their performance in the future. This part is related to Task 1.4. It will be report by CFS (WP1 leader), supported by SAFE (T1.4 task leader) and T1.4 task partners,

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- Indications on priorities as regards domains requiring more standardization. This part is related to T2.3 and T3.3. It will be report by KEMEA (WP3 leader), supported by SAFE (T2.3 and T3.3 leader) and the T2.3 and T3.3 partners;

The template and forms of these reports will be provided by INNO.

The coordination of the report will be done by inno.

The timing and the review process is the same than for paragraph 4.2. Deliverables.

## 6. Dissemination Policies

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Dissemination of project achievements and results is a task for all the partners. All partners should take all opportunities to contribute to the project dissemination. CBSS is responsible for the communication, dissemination strategy and tools, supported by all FIRE-IN partners.

A project Initial “Dissemination, Communication Strategy and Plan” is prepared under Deliverable D4.7, M5. Here, only the principles of dissemination are provided.

### 6.1 Guidelines

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#### 6.1.1 Disclaimer

The EU cannot be responsible under any circumstances for the content of communication items prepared by project partners. All items must therefore include the following disclaimer in their publication:

*"This publication has been produced with the support of the European Commission. The contents of this publication are the sole responsibility of <name of the author/beneficiary/implementing partner> of the FIRE-IN project and can in no way be taken to reflect the views of the European Commission."*

#### 6.1.2 Recognition

Communication items and publications must include recognition of financing by the European Union and include the following text: *"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 740575"* as well as the EU emblem.

#### 6.1.3 FIRE-IN logo and templates

A graphic chart, a FIRE-IN logo and a standard set of communication material and templates will be developed (responsible CBSS with the inputs of all partners), and be made available on Project NetBoard. They should be used in all communication activities. These items will include the communication information required by the EC.

### 6.2 Participation in Events

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Anyone participating in an event and communicating information concerning FIRE-IN or results obtained within FIRE-IN, either directly or indirectly, should inform the PCO with cc to the PM, in advance to the event (see D4.7), of the following:

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- Planned and actual dates of the event;
- Name of the event
- Type of audience (Research, Industry, General Public, Policymakers, etc.)
- Countries addressed / represented
- Partner responsible/involved
- Name of the person
- Title of presentation/paper (if applicable).

A template for providing this information will be included in the deliverable D4.7 “Initial Dissemination, Communication Strategy and Plan”.

This information will be shared to the TWG leaders that will select the relevant events, according to the thematic they lead, in order to avoid duplication of participation if not needed, and to highlight the events that are the most related to the works done by the project.

The partners have to use the opportunity for participating to an event to share information about FIRE-IN, involve new associated experts, collect all information useful for the project.

## 6.3 Online and media presence

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### 6.3.1 Project website

Partners are requested to send news for the website to CBSS, responsible for the implementation. Regular reminders (usually on monthly basis) will be circulated to invite partners to share the news. The website will include information about project activities/results, upcoming events, success stories about relevant RDI projects and links with industry and market commercialisation following project recommendations. In addition, the website will be linked with e-FIREIN platform.

### 6.3.2 e-FIRE-IN platform

The e-FIRE-IN platform will contribute to the dissemination and online presence. The works and results publish on the platform may support the dissemination material, dissemination activities, for their contents

### 6.3.3 Newsletters (external)

Ten e-Newsletters, issued on semi-annual basis, will be published. It will be based on the content of the website and the contribution of all the partners, under the responsibility of CBSS.

### 6.3.4 Social media

The use of the social media will be defined and describe the Dissemination, Communication Strategy and Plan (D4.7).

The key word that have to be used for all communication related to the project is #FIREIN.

### 6.3.5 Audience

The project information (external) will be designed in order to address the FIRE and RESCUE community as well as the industry and the research communities interested by that discipline.

## 6.4 SECURITY

Each dissemination activities and communication materials related to CBRNE or terrorism issues have to be checked by the security officer in order to define the level of dissemination. The identified sensitive information will be restricted to the consortium and the commission.

The partner responsible for the dissemination / communication action have to contact the security officer through the PCO.

## 6.5 ETHICS

All the activities carried out under FIRE-IN will comply with the ethical principles and relevant national, EU and international legislation, such as the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights.

The data collected (registration of AE, surveys, questionnaires, discussions, results of interviews) for the project will be managed by the e-FIRE-IN platform. It will be hosted in France and thus will be submitted to the compliance with the National Data Processing and Liberties Commission (Commission Nationale de l'Informatique et des Libertés - CNIL)'s rules, which is a guarantee of privacy. In addition, a Data Protection Officer (DPO) will be appointed by ENSOSP, and responsible for the European Data Protection Act application for the e-FIRE-IN platform.

An internal Ethical Advisory Board (EAB), including the DPO and representative from EU-VRI and PCF, will advise the PCO and PM on general ethical issues, and review the e-FIRE-IN platform and data management processes every year.

# 7. Risk management

The goal of the Risk Management (RM) activity is to enable the FIRE-IN consortium to manage actual and potential risks that may occur during the lifetime of the project.

In order to achieve the expected impact of FIRE-IN and the global objectives of the project, regular monitoring will be performed to ensure that individual targets are being met and that contingencies are planned. Each identified risk is evaluated against its probability of occurrence and its impact in case it occurred. At the end of each reporting report an updated risk overview will be presented in the periodic report.

Risks that may affect considerably the progress and quality of the project have been identified and relevant contingency plans have been elaborated. The list of risks will be updated on an ad hoc basis.

Identified risks can be classified as “**internal**” and “**external**”. “Internal” are generally those linked with the operation of the project team while “external” risks may be induced by the project targeted stakeholders, though they may still be caused by inappropriate project approach or inadequate performance.

Risks are assessed separately and reported in the reports to the EC. Each WP leader is responsible to identify additional risks that may arise during the implementation of the project and to assess constantly those that have been identified. Contingency planning may be adapted accordingly.

## 7.1 Risk process and roles

Risks have to be identified by the WP leaders and communicated to the PCO as input to each reporting period (template on paragraph 8.2).

The PCO has the role of informing the PCU about identified major risks, monitoring the implementation of the counter measures and assessing the results/outcomes. The PCU has the final decision on which counter-measures should be applied, by whom and when.

WP Leaders submit a Risk Report to PCO when a new risk is identified, in which they provide detailed info about the identified risks, propose counter-measures and report on the implementation of those measures). The same document is also used by the PCO to inform the PCU about the identified risk and to communicate the PCU decisions per risk to the responsible WP leader.

## 7.2 Risk assessment

Risk assessment concerns mainly two factors: Impact and Probability of occurrence.

A risk management section will be included in the reports to EC reporting the major risks and the counter-measures taken by the consortium.

## 7.3 Corrective actions and Contingency plans

In case that a risk is identified and/or the effort of a project partner does not conform to the planning of the work or the planned effort of a partner or of the consortium as a whole is not sufficient to achieve the objectives of the project, the PCO will propose corrective actions. Depending on their nature, the PCU will take decisions on these actions, e.g. if a shift of funds is required. The PCO will inform the EC if it becomes evident that not all project objectives can be achieved with the planned effort or not within the planned time frame, and propose a modification of the Description of Actions to the project partners and to the EC on which a consensus between the PCO, the PCU and the EC must be reached.

The table below presents examples of potential risks already identified and decided countermeasures; the “real” risks encountered in the course of the project will be mentioned in the periodic reporting.

### *Examples of critical implementation risks and mitigation actions*

**Table 1: Examples of risks and mitigation actions**

#### **Examples of internal risks**

Risk description	Mitigation actions	Impact / Probab.
Conflicts within the consortium	Conflicts on decision making – e.g. failure to agree on strategic decisions for the project will be avoided as much as possible through a democratic voting seeking consensus in the GA, according to CA rules.	High / Low
Delays and administrative issues	The coordinator and its support partner on project management inno TSD are well aware of the administrative process and will support all partners on H2020 administrative activities. The CA will define actions to be taken in the case that a partner causes significant delays or administrative issues.	Medium / Low

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The consortium experiences disruption (a partner fails or resigns)	Structural risks can mainly be attributed to key personnel (Coordinator, WP or WT leaders) or a partner leaving the consortium. A strong commitment (through the CA) by all partners will be given. The risk is minimised through division of work among several experienced partners and a detailed work plan.	High / Low
Quality of work unsatisfactory	All major project deliverables as well as key project activities and events will be subject to Quality Assurance (QA) (Task 5.2). Deliverables will be checked according to QA guidelines.	High / Low
Different cultures / culture for cooperation	Different mindsets/ attitudes on R&I management, communication and culture may affect cooperation. Although all partners have had experiences in transnational cooperation before, the PCO will secure mutual understanding, transparency and effective communication.	Medium / Very low

### Examples of external risks

Risk description	Mitigation actions	I/P
Political and economic instability factors	Should a major European or international political or economic crisis erupt during the project, specific measures (rescheduling, virtualisation or re-allocation of deliverables or activities, etc.) will be taken in order to control negative effects on the overall FIRE-IN activities.	High / Low
Low commitment and engagement of relevant stakeholders	FIRE-IN strongly depends on the active involvement of various stakeholder groups, especially in WP1, involving European practitioners. The strong practitioner component in FIRE-IN consortium, all with important national activities and international network, provide for the necessary mitigation. When necessary will be deployed: intensified networking and dissemination efforts, informing stakeholders about the benefits/ advantages of FIRE-IN through target actions, extending cooperation with other projects (WP4).	High / Low
Low attendance in project events and activities	FIRE-IN will map the various networks and projects that could be interested in the project at the beginning and constitute a database of contacts for dissemination purpose. The project will highly engage in communication activities towards the R&I communities in the EU, including liaising with existing networks / projects to reach interest and raise awareness (WP4). Every year dissemination impact will be assessed (i.e. targets achieved) and corrective actions taken if needed.	High / Low
Low participation on the platform	FIRE-IN's success also strongly relies on its online platform. There is a risk with such a virtual platform with a majority of content provided in English that the culture of some practitioners may differ from the use of it. For this, FIRE-IN have reflected on the possibility to gather contributions in various languages, and each partner is committed to engage mitigation actions towards the stakeholders from their own countries/region. Further guidance will be provided on the platform through the helpdesk.	High / Medium
Difficulty in establishing a sustainable network	FIRE-IN will build on the partner's common activities and participation in sustainable networks to design a sustainability plan that will allow exploitation of the project's results and network continuation.	High / Medium

The QAP is a document that should be used as a tool and guidelines for the smooth implementation of the project, its management and the achievement of efficient and qualitative results.

The Partners of the FIRE-IN consortium are asked to follow the plan, to apply the instructions to practice and to provide suggestions to update the project plan.

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## 8. Annexes

### 8.1 List of deliverables

Deliverable Number	Title	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)
D1.1	FIRE-IN framework	Fraunhofer INT	R	CO	10
D1.2	Report on current and future common capability challenges (CCCs and FCCCs) #1	SAFE	R	PU	17
D1.3	Report on current and future common capability challenges (CCCs and FCCCs) #2	SAFE	R	PU	30
D1.4	Report on current and future common capability challenges (CCCs and FCCCs) #3	SAFE	R	PU	43
D2.1	Methodology for RDI and standardisation screening	Fraunhofer INT	R	CO	14
D2.2	RDI and standardisation screening report #1	Fraunhofer INT	R	CO	21
D2.3	RDI and standardisation screening report #2	Fraunhofer INT	R	CO	34
D2.4	RDI and standardization screening report #3	Fraunhofer INT	R	CO	47
D3.1	FIRE-IN context for interacting with Industry and Research	EU-VRI	R	PU	20
D3.2	Results of the Request for Ideas: mapping RTOs and Industry potential, response and trends related to Fire-IN CCC/FCCCs #1	KEMEA	R	PU	25
D3.3	Results of the Request for Ideas: mapping RTOs and Industry potential, response and trends related to Fire-IN CCC/FCCCs #2	KEMEA	R	PU	38
D3.4	Results of the Request for Ideas: mapping RTOs and Industry potential, response and trends related to Fire-IN CCC/FCCCs #3	KEMEA	R	PU	51
D3.5	Final Strategic Research and Standardisation Agenda #1	SAFE	R	PU	27
D3.6	Final Strategic Research and Standardisation Agenda #2	SAFE	R	PU	40
D3.7	Final Strategic Research and Standardisation Agenda #3	SAFE	R	PU	54
D4.1	Report on the Development of the e-FIRE-IN Platform and toolkit for the portal users	ENSOSP	R	CO	20
D4.2	Annual report on interaction with practitioners and existing networks and dissemination conference #1	SAFE	R	PU	12
D4.3	Annual report on interaction with practitioners and existing networks and dissemination conference #2	SAFE	R	PU	25
D4.4	Annual report on interaction with practitioners and existing networks and dissemination conference #3	SAFE	R	PU	37
D4.5	Annual report on interaction with practitioners and existing networks and dissemination conference #4	SAFE	R	PU	48
D4.6	Annual report on interaction with practitioners and existing networks and dissemination conference #5	SAFE	R	PU	60
D4.7	Initial Dissemination and Communication Strategy and Plan	CBSS	R	PU	5
D4.8	Final Dissemination and Communication Strategy and Plan	CBSS	R	PU	30
D4.9	Mid term report on the Dissemination activities of the project	CBSS	R	PU	30
D4.10	Final report on the Dissemination activities of the project	CBSS	R	PU	60
D4.11	Business Plan and Business Model to sustainably operate FIRE-IN	EU-VRI	R	CO	58
D5.1	Quality Assurance Plan	INNO TSD	R	CO	2

Table 2: List of deliverables

## 8.2 Risk report

### Identified by

WP Leader Name	
WP Number	
Contact Person	
Date of the report: (DD/MM/YY)	

### Identified risk

<b><u>2.1 General</u></b>	
<input type="checkbox"/> New risk	<input type="checkbox"/> Already identified risk
Date of identification: (DD/MM/YY)	
Type of Risk	<input type="checkbox"/> Budget, <input type="checkbox"/> Deadline, <input type="checkbox"/> Technical, <input type="checkbox"/> Other, <input type="checkbox"/> Internal, <input type="checkbox"/> External If Other, please specify
Risk Description	
Impact	<input type="checkbox"/> 1: Low, <input type="checkbox"/> 2: Medium, <input type="checkbox"/> 3: High
Probability of occurrence	<input type="checkbox"/> 1: Low, <input type="checkbox"/> 2: Medium, <input type="checkbox"/> 3: High
<b><u>2.2 For a NEW RISK</u></b>	
Proposed preventative and / or corrective action (please describe the action, propose a timetable and responsible person)	
<b><u>2.3 For an ALREADY IDENTIFIED RISK</u></b>	
Description of evolution of risk status	
Status of Preventative and Corrective Actions / Re-evaluation of the risk	

## 8.3 IAB Terms of Reference

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Aix-en-Provence, May 31th, 2016

### Terms of Reference for the International Advisory Board of the FIRE-IN project

1. This paper presents the **Terms of Reference** for the **International Advisory Board** of the FIRE-IN Project.  
**FIRE-IN** stands for an European coordination network dedicated to the development of research, innovation and standardization for practitioners dealing with Fire and Rescue.
2. **Call addressed (Horizon 2020 call published on October 14, 2015):**  
**SEC-21-GM-2016-2017: Topic:** Pan European Networks of practitioners and other actors in the field of security.
3. **Deadline for submission:** August 25<sup>th</sup> at 17:00 CET.

4. **Objectives of the FIRE-IN project:**

The overall objective of the FIRE-IN proposal is to build a European coordination network that will serve research, innovation and standardization purposes and generate recommendations on the uptake of promising solutions, which meet the needs of practitioners dealing with Fire and Rescue.

The overall resources and knowledge available on the FIRE-IN network will make it possible to provide industries, national agencies and universities information about the real needs of the practitioners. The European research program will be coordinated and it will lead to a better sustainable competitiveness of those actors at European level.

The specific objectives of the FIRE-IN project are therefore:

- To identify the needs (Common Capability Challenges) from the practitioners;
- To contribute to the European Strategic Research Agenda (SRA);
- To highlight area of interest and R&T challenges supported by the practitioners;
- To ensure a continuous dialogue and dissemination between and to the stakeholders (public services, industry and academia) and practitioners.

## 5. Role of the **International Advisory Board (IAB)**

To bring international vision and experiences and to elaborate, with the members of the European coordination network, the global solutions needed for Fire and Rescue, it was decided to create an International Advisory Board (IAB).

The IAB gathers specialists and experts from national and international Fire and Rescue networks. The IAB shall make a critical review of all project development phases, comment and advise the Project Coordination Committee on the applicability and usefulness of the results achieved within the project.

Specifically, the International Advisory Board will be consulted in order to:

- Comment on the approach and work plan proposed in the project to address the objectives of the call;
- Validate the approach implemented in the project;
- Share its experience with the members of the center;
- Support dissemination of the results towards a large community;

In summary, the principal task for the International Advisory Board is to ensure that the Consortium and the Project Coordination Committee are aware of important concerns of the community that may have an impact on the project outcomes, so that the Project Coordination Committee may take action when necessary.

## 6. **Constitution**

The International Advisory Board shall be almost constituted before submitting the proposal to the European Commission services.

The IAB will be formally constituted at the beginning of the project and follow it throughout its entire duration (60 Months).

## 7. **Reporting**

The International Advisory Board reports to the Coordination Team of the project.

## 8. **Effort Involved**

The effort for the members of the International Advisory Board consists in active participation at the IAB meetings (3 meetings over the project duration, i.e. 60 months) as well as in the review of the materials distributed before or during these meetings.

Expenses for travel to the meetings will be reimbursed by the project with a maximum budget of 800 € per expert and per meeting.

Jean-Michel DUMAZ – SAFE CLUSTER  
FIRE-IN project coordinator

## 8.4 SAB Terms of Reference

### Terms of Reference for the Security Advisory Board of the FIRE-IN project

Aix-en-Provence, June 27, 2017

#### Scope

This document contains the Terms of Reference for the SAB (Security Advisory Board) of FIRE-IN Project (GA 740575).

#### Objectives

The overall objective of the FIRE-IN proposal is to build a European coordination network that will serve research, innovation and standardization purposes and generate recommendations on the uptake of promising solutions, which meet the needs of practitioners dealing with Fire and Rescue.

The overall resources and knowledge available on the FIRE-IN network will make it possible to provide industries, national agencies and universities information about the real needs of the practitioners. The European research program will be coordinated and it will lead to a better sustainable competitiveness of those actors at European level.

The specific objectives of the FIRE-IN project are therefore:

- To identify the needs (Common Capability Challenges) from the practitioners;
- To contribute to the European Strategic Research Agenda (SRA);
- To highlight area of interest and R&T challenges supported by the practitioners;
- To ensure a continuous dialogue and dissemination between and to the stakeholders (public services, industry and academia) and practitioners.

#### Role of the SAB (Security Advisory Board)

The SAB is a group of experts representing various stakeholders in the field of security, applied to fire and rescue thematics. They will provide general security guidance for the project, supporting the security officers for the performance of their missions, in particular to address the sensibility (security issues) of the data and information collected, managed and produced by the project, and to manage the levels of dissemination.

#### Effort Involved

The effort for the members of the SAB consists in active participation at the yearly remote meeting for a general security review of the project. The SAB will in particular be involved to give advises concerning the level of dissemination of the project activities related to CBRNE and Terrorism issues.

In addition, the SAB may be involved by the Security Officer or the PCO for a specific advise concerning the security issues during the project life time

#### Reporting

The SAB is led by the project coordinator and reports to him.

Jean-Michel DUMAZ – SAFE CLUSTER  
FIRE-IN project coordinator