



Magic-RR

D5.2 – Project Quality Plan

WP5 – Task 5.2

Version 1

Dissemination level : Public

22/01/2025

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Document information

Grant Agreement	n°101166335
Project Title	Research on Materials Ageing and Structural Integrity of Research Reactors
Project Acronym	Magic-RR
Project Coordinator	HUN-REN ENERGIATUDOMANYI KUTATOKOZPONT (EK-CER)
Project Duration	1 November 2024 – 31 October 2028 (48 months)
Related Work Package	WP5
Related Task(s)	T5.2
Lead Organisation	EK-CER
Contributing Partner(s)	LGI
Due Date	31/01/2025
Submission Date	DAY MONTH YEAR
Dissemination level	Public

History

Date	Version	Submitted by	Reviewed by	Comments
22/01/2025	1	Marine Lux	Murthy Kolluri	

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Summary

This deliverable presents the MAGIC-RR Project Quality Plan. It describes the guiding principle for the quality planning, the collaboration processes, the information management and quality assurance. This document is effective throughout the lifetime of the project but it is open to revision if necessary.

Keywords

Keywords of the GA - Irradiation damage in Al alloys, Corrosion, Transmutation, Ageing of research reactors, Small specimen techniques, Surveillance testing, continued safe operation (CSO), Multi-scale modelling.

Abbreviations and acronyms

Acronym	Description
WP	Work Package
DoA	Description of Action
WPL	Work Package Leader
GB	Governing Board
ExCom	Executive Committee
SAC	Scientific Advisory Committee
PR	Periodic Report
QA	Quality Assurance
PMO	Project Management Office
PQP	Project Quality Plan

1. Introduction

1.1. Purpose

The present document is the Project Quality Plan (PQP) for the MAGIC-RR project. It describes requirements and procedural regulations that will help the consortium to complete the project. It presents an instruction guide for participants in MAGIC-RR, as regard information management, document publication, quality assurance issues, project organization, and contact information. Technical rules, e.g., rules for design, licensing procedures, are not included in the present document.

1.2. Application and validity

The requirements contained in this project quality plan apply to all personnel engaged in MAGIC-RR. Revisions of the contents of the PQP become valid from the date of issue.

1.3. Administration

LGI is responsible for the administration of the project quality and management plan. Proposals for modifications or additions must be submitted to LGI, which updates and issues the revisions of the PQP. All revisions need approval by the Coordinators. Each new issue will be indicated in the revised document by means of a revision number.

1.4. Dissemination

The PQP and its annexes are public and may be circulated outside the beneficiaries.

Each beneficiary of the project will receive the PQP at the issue date. It will also be available on the project collaborative platform, [MAGIC-RR SharePoint](#).

2. MAGIC-RR project organisation

2.1. Overall organisation

All project activities are grouped into five work packages (WP).

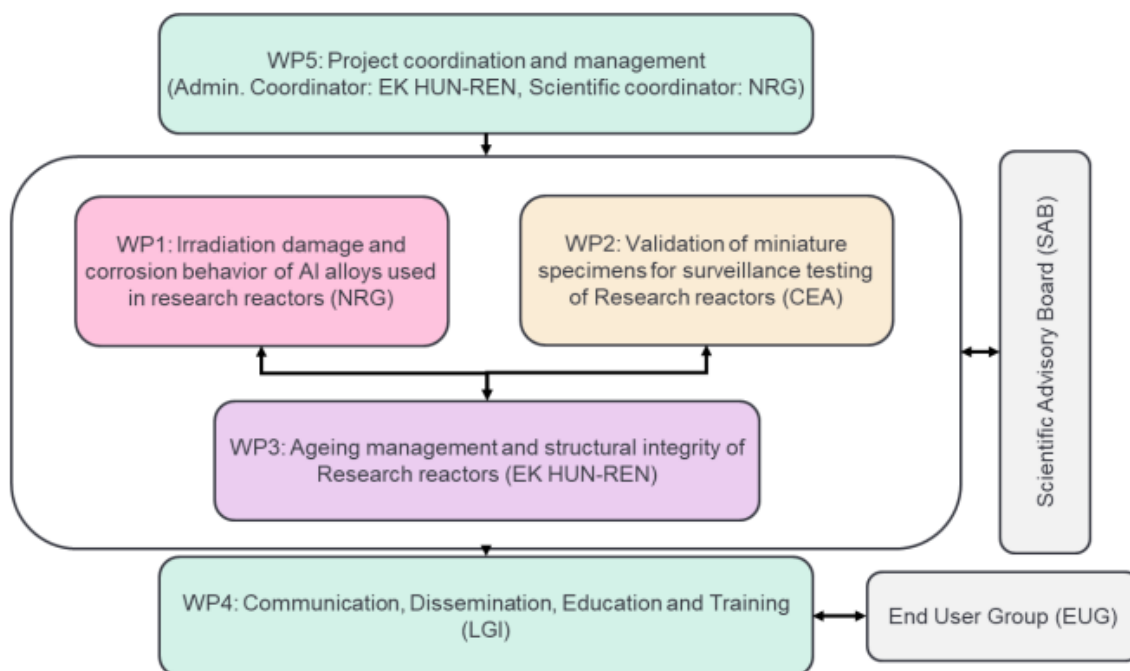


Figure 1: Structure of the WPs

The main governing structure of the MAGIC-RR project is the Governing Board (GB) with one vote per partner. The Executive Committee (ExCom) consisting of the WP Leaders and the coordinator will deal with the day-to-day management of the project. The structure of the project is shown below.

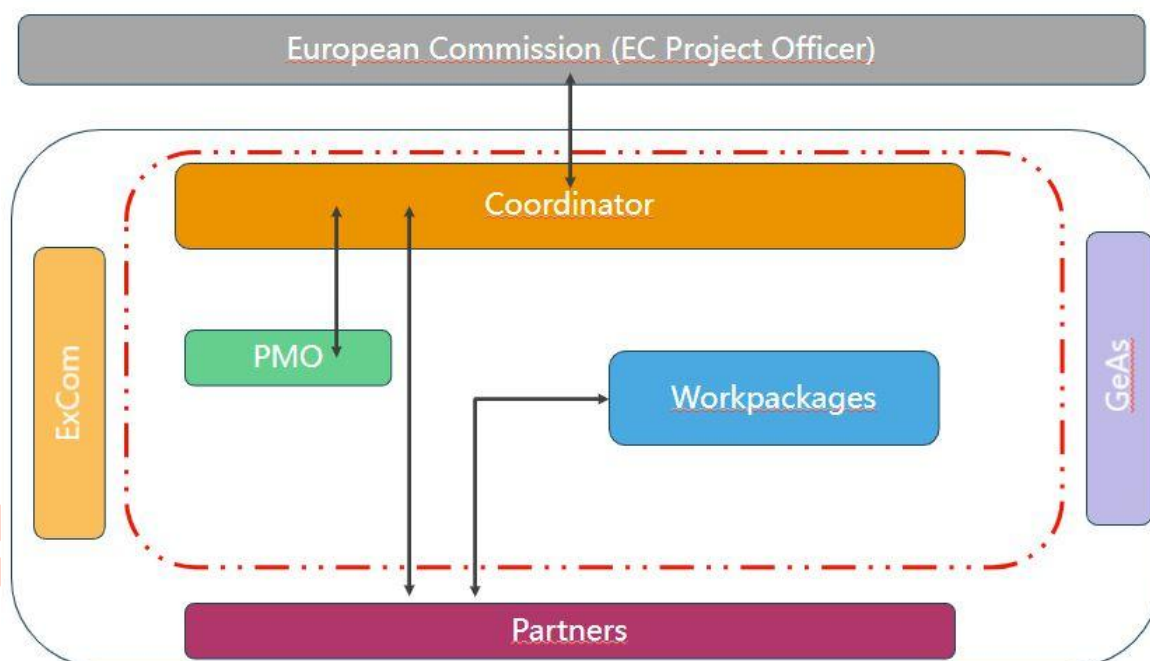


Figure 2: Governing Structure of the project

2.2. Description of project bodies and actors

The central project bodies and actors are listed below.

The Administrative Coordinator is the legal entity acting as the intermediary between the Parties and the Granting Authority. The Scientific Coordinator is the entity acting as the main intermediary between the different Work Package Leaders. The Coordinators shall, in addition to their responsibilities as Parties, perform the tasks assigned to them as described in the Grant Agreement and this Consortium Agreement. The Coordinators are assisted in their tasks by the PMO (Project Management Office).

Organisation	Name
EK-CER	Akos HORVATH (Administrative Coordinator)
NRG	Murthy KULLURI (Scientific Coordinator)
LGI	Mariana TERREROS LOZANO, Marine LUX and Mina LAZAREVIC (LGI)

Table 1: Coordinator and PMO

As defined in MAGIC-RR Consortium Agreement, the General Assembly is the ultimate decision-making and conflict resolution body of the consortium. It is formed by one representative per partner. The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise in a meeting of the General Assembly.

Organisation	Name
EK-CER	Akos HORVATH
NRG	Murthy KULLURI
CNRS	Bertrand RADIGHET
TU/e	Hans VAN DOMMELEN
CEA	Benoît TANGUY
TUD	Yaiza GONZALEZ GARCIA
LGI	Bastien DUPLANTIER

Table 2: General Assembly

The Executive Committee is the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly.

Organisation	Role
EK-ECR	Administrative Coordinator
NRG	Scientific Coordinator
NRG	WP1 leader
CEA	WP2 leader
EK-ECR	WP3 leader
LGI	WP4 leader
LGI	WP5 leader
LGI	PMO, support to ExCom

Table 3: Executive Committee members

The Scientific Advisory Board is the supervisory body for the scientific activities of the Project, which shall report to and be accountable to the Executive Committee. At the time of this report, the Board is currently being selected.

Organisation	Name	Status
University of Wollongong, Australia	Dr. Alan Hellier	Agreed to be SAB member
HZDR, Germany	Dr. Eberhard Altstadt	Agreed to be SAB member
CIEMAT, Spain	Dr. Lorenzo Malerba	Contacted, waiting for reply
Nuclear Institute of the Technical University of Budapest Hungary	Prof. Aszódi	Contacted, waiting for reply

Table 4 : Scientific Advisory Board

3. Collaborative web platform of the project

The project document management tool is created for internal exchanges and publication of reports and deliverables.

The technical documents foreseen in the framework of MAGIC-RR are requested to be uploaded and updated at the MAGIC-RR SharePoint. The platform is maintained and administrated by LGI (PMO). LGI is in charge of account creation and access right configuration; requests for a new account or proper access should be sent to LGI.

Screen capture of the MAGIC-RR SharePoint is shown below.

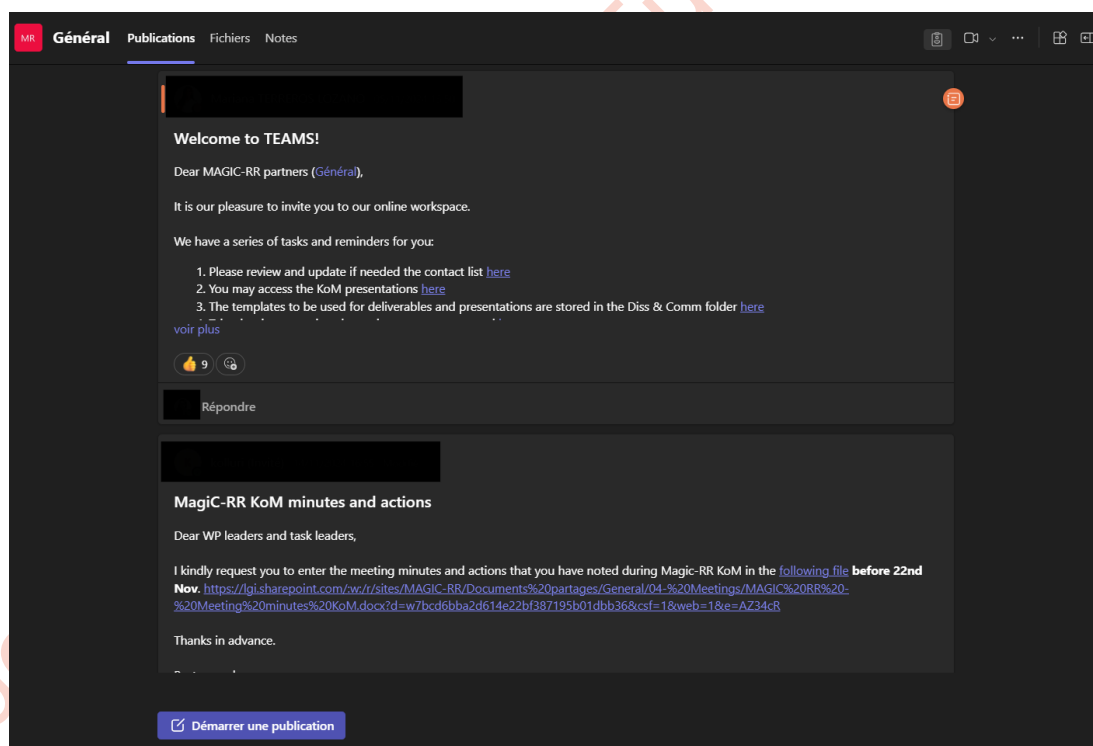
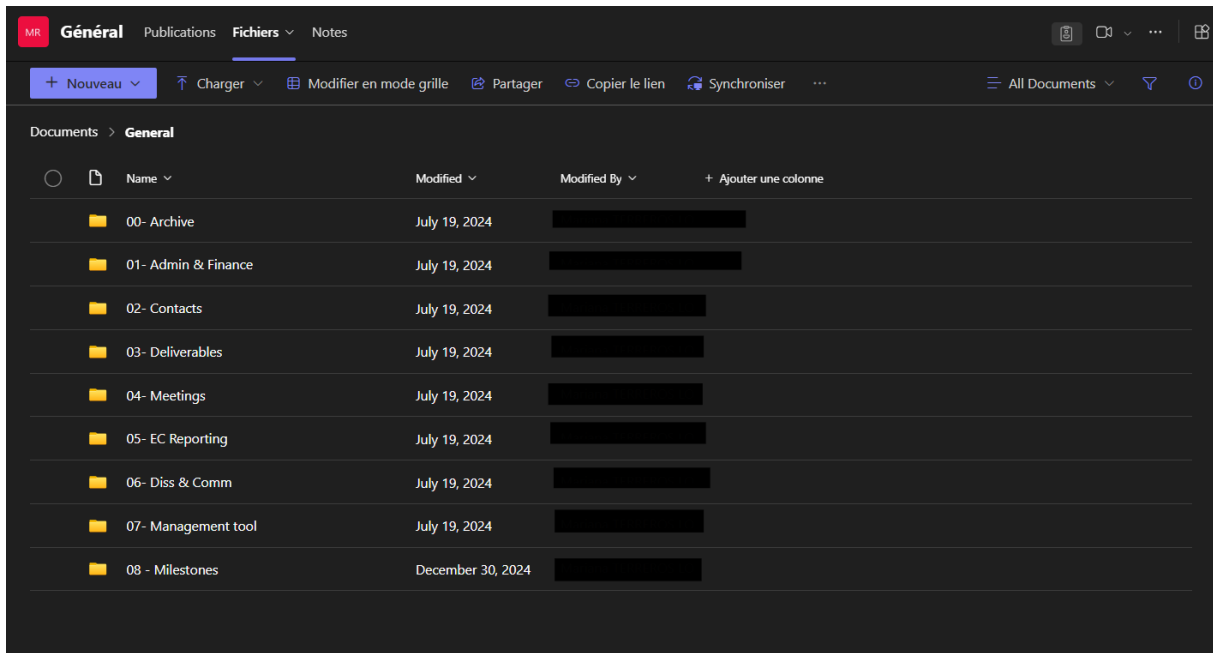


Figure 3: MAGIC-RR SharePoint

The content of the MAGIC-RR SharePoint is shown as follows and can be updated when needed



Name	Modified	Modified By
00- Archive	July 19, 2024	
01- Admin & Finance	July 19, 2024	
02- Contacts	July 19, 2024	
03- Deliverables	July 19, 2024	
04- Meetings	July 19, 2024	
05- EC Reporting	July 19, 2024	
06- Diss & Comm	July 19, 2024	
07- Management tool	July 19, 2024	
08 - Milestones	December 30, 2024	

Figure 4: MAGIC-RR Folders

4. Meetings

Both the Coordinator and WP Leaders can organise periodic or ad-hoc technical progress meetings. After the first consultations with participants, a preliminary agenda should be uploaded to the “[Meetings](#)” folder on the MAGIC-RR SharePoint. All technical participants, as well as the Coordinators shall then be notified electronically. Other participants will be notified on a case by case basis.

After the meeting, the organiser must write minutes and make them available on the platform. A specific folder related to the meeting shall be created in this folder “[Meetings](#)”.

5. Information management

Non-sensitive documents can be shared on SharePoint such as :

- Contractual technical documents, including technical deliverables and milestones. The validation process is described in the section below. The MAGIC-RR SharePoint will be used to prepare the deliverables and to monitor the quality process. WP leaders and Coordinator will perform respectively a technical and consistency check.
- Non-technical documents, including administrative and financial documents, general communication, etc. are restricted to MAGIC-RR participants and the EC.

The platform is not suited for restricted documents containing sensitive information; and private communications are the responsibility of the partners involved in the discussion.



Figure 5: Level of confidentiality for information management within the MAGIC-RR project

5.1. Preparation of contractual technical documents

5.1.1. General Principles

The main principle regarding document preparation and internal dissemination is that each beneficiary applies its own rules and procedures. Each partner organisation should use its own Quality Assurance (QA) procedures to prepare its contribution to MAGIC-RR documents. If the beneficiary is not obliged to use internally controlled guidelines and templates, these shall be provided by the project management office and should be used for all documents.

Additionally, some specific rules are required for information management at the project level in order to ensure conformity of view, consistency of administration, and traceability of documentation. The objective of this chapter is to define these rules.

5.1.2. Quality process for Milestones and Deliverables

The various steps necessary to issue contractual technical documents such as deliverables and milestones, are presented below.

The process looks as follows:

1. The main author, who is responsible for the elaboration of the document, asks all involved participants to write their contribution to the document (c.a. two months before the delivery date, as a general rule, a draft should be ready one month before the submission deadline). It is recommended to use the MAGIC-RR Word template for all contributions to facilitate the preparation step.
2. After gathering and consolidating all participants' contributions, the main author uploads the finalised version of the deliverable in editable format (Word format is the preferred option) on

SharePoint under the [‘Deliverables - Under review’ folder](#) and informs the Coordinators, PMO and respective WPLs via email. The document should be named in the following format: “YYYY-MM-DD-Dx.x-Deliverable name-Vx.x”.

3. The WP Leader reviews the technical content of the document or designates a suitable expert to review deliverables/reports.
 - If the report does not require any modifications, the WP Leader informs the main author and Coordinators via email.
 - If modifications are needed, the WPL or assigned reviewer will comment the document and inform the author. Once the updates are implemented, the main author can upload the revised deliverable and inform of the Coordinators and WP leader. At this point the process will go on until the validation.
4. The Coordinators will then check the deliverable’s coherence, following the same way: either modifications are required and the report will be revised, or there are no modifications needed and the report is validated.
5. At least three days before the submission deadline the coordinator then sends an email to PMO, who will perform quality review (e.g. template, format, acknowledgements etc.) and issue final version (PDF) and saves in the “Deliverables (Final versions only)” folder and for delivery to the EC by the Scientific Coordinator.

Note: The size of the pdf document is limited to 52 MB which is the size limit imposed by the EC portal

This workflow process can be illustrated as shown below.

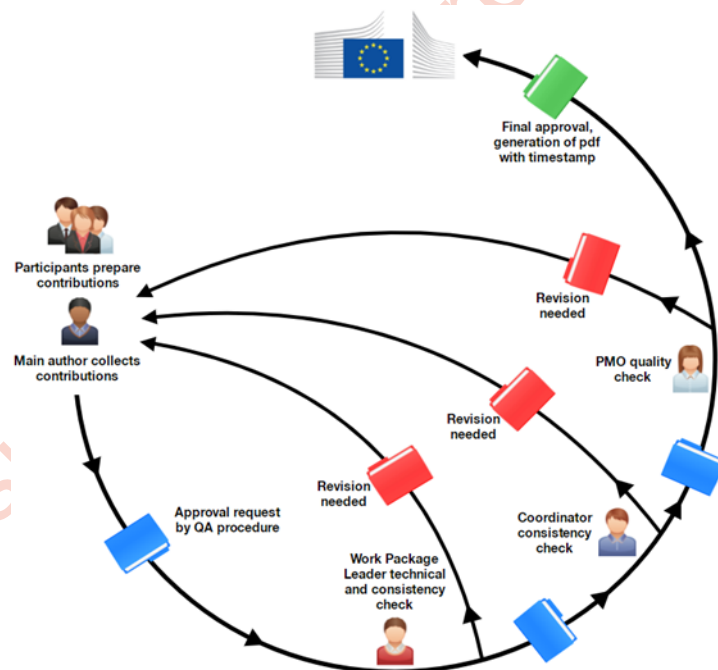


Figure 6: Workflow validation process for the deliverable submission

5.1.3. Milestone validation process

The quality process for Milestone is as follow:

1. The responsible partner for a Milestone writes to the concerned WP leader and Coordination to notify them of the completion of the Milestone and upload any documents related to the means of verification on the collaborative platform under the [Milestone folder](#).

2. Coordination Team inform Commission via the EC Portal through the Continuous Report tool.

5.1.4. Distribution

When approved, the Administrative Coordinator is responsible for distributing the contractual documents to the European Commission following procedures established between the two Parties.

The dissemination of the deliverables, milestones, and other reports within the consortium is made via the MAGIC-RR collaborative platform. The publication rules are defined in the Consortium Agreement.

5.1.5. Specific case of periodic reporting for the EC

According to the Grant Agreement, the Coordinators are responsible for issuing the periodic reports (financial report and activity report) to the EC. The procedure to prepare these reports starts from the top level of the project and goes down through the various management levels. The reporting is divided into a financial part and a technical part. To ensure high quality and timely reporting, the PMO will use the approach outlined below. Being responsible for the execution of the entire reporting process, the PMO will provide support to the Coordinators to ensure the quality of this reporting. For the financial part of the reporting, the procedure is shown below.



Figure 7: Procedure for the financial periodic reports

On the other hand, for the technical part of the reporting (project progress) the process is as follows:



Figure 8: Procedure for the activity periodic reports

Moreover, the WPLs are responsible for verifying and confirming the consistency between the funding needs and the resources as defined in the Grant Agreement. If adaptations appear to be necessary, the WPLs have to inform the Coordinators, who may propose to the Executive Committee some

adaptations of the distribution of tasks and funding between the WPs, and if necessary, between beneficiaries (N.B. such changes require approval from the GBs).

5.1.6. Preparation of other technical documents

This section concerns the preparation of other technical documents, in particular non-contractual reports, support documents and progress meeting minutes. For these documents, the steps are similar to those described in the previous section, but the procedure is simplified. In particular:

- MAGIC-RR templates are used without any reference to the internal QA of the beneficiaries involved.
- No document approval form is used. Only the validation of the WPL and Project Coordinator appear on the second page of the document.

In the particular case of joint meetings concerning more than one work package, all concerned WPLs shall approve the minutes.

5.1.7. MAGIC-RR document templates

Mandatory templates to be used for MAGIC-RR documents will be made available provided on the SharePoint [Templates](#). For any questions regarding the use of these templates, the PMO can be contacted (see contact information in Annex 1).

The templates to be made available to all partners are as follows:

- Template for MAGIC-RR Word document
- Template for MAGIC-RR PowerPoint presentations

The format for the final documents should be a PDF file.

6. Public events

All partners shall take appropriate measures to engage with the public and the media about the project results and highlight the EC financial support. Any publicity, including at a conference or seminar or any type of information or promotional material, must specify that the project has received EC funding and display the project logo, the European emblem with appropriate prominence, and the following acknowledgment and disclaimer:

"This project has received funding from the Euratom Research and Training programme (2021-2025) under Grant Agreement No 101164744"

AND

"The content of this document reflects only the authors(s)'s views. The European Commission is not responsible for any use that may be made of the information it contains".

The EU emblem and the project logo:



Figure 9: EU emblem and project logo

For any public presentations, a beneficiary should use the MAGIC-RR templates available on the platform.

7. Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in MAGIC-RR. The rules as follows apply for submission.

- Under no circumstances can a beneficiary publish the contribution of another beneficiary without its approval.

The main author must upload the document on the collaborative online platform work folder of the relevant WP and provide partners with (minimum) 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Consortium Agreement in writing to the Coordinator and to the Party/Parties proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

- All accepted publications related to MAGIC-RR shall be uploaded in the dedicated "[Conference and journal publications](#)" folder under WP4 channel in the SharePoint platform
- "Normal circumstances" exclude cases with a severe external deadline (e.g., Ph.D. thesis manuscript submission). In this case, a preliminary version should be sent to the WP Leader and the Coordinator for formal validation. The final version should be uploaded to the platform.

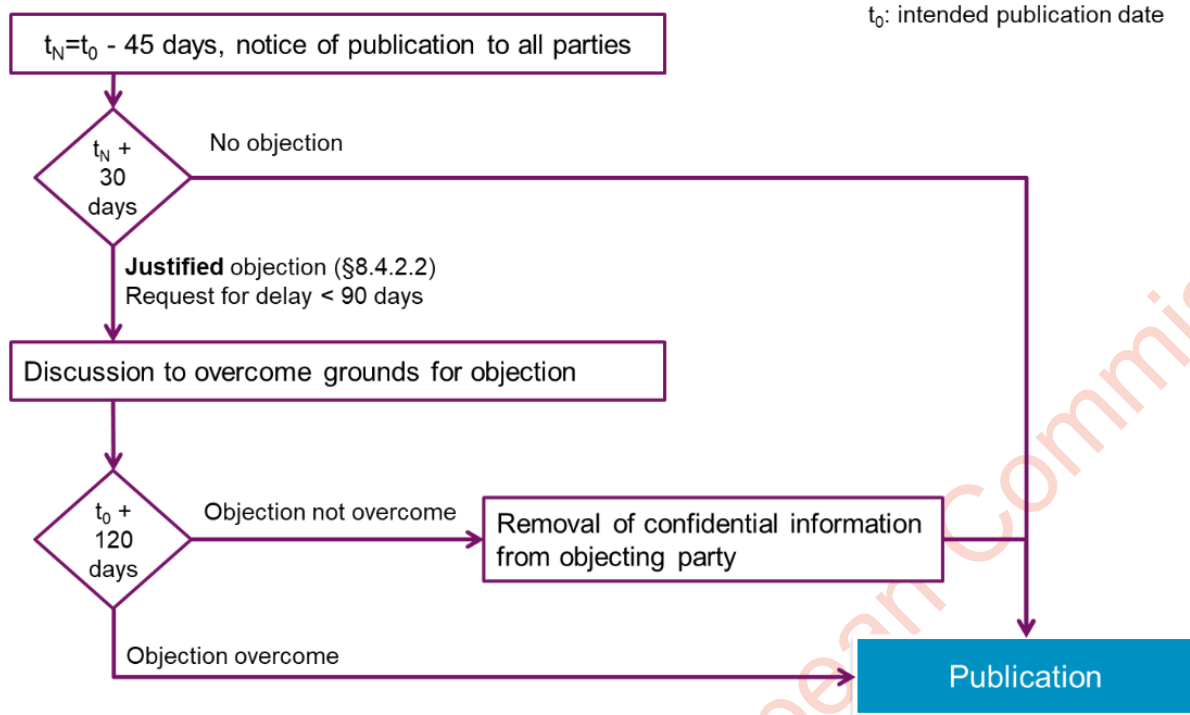


Figure 10: Description of the validation process for dissemination activities

8. Annexes

8.1. Contact information

The contact information of all partners and their respective role in the project is accessible to partners of this consortium only, in the SharePoint under the [contacts](#) folder.



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