D8.3
Quality Assessment Plan

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Executive summary

Quality assessment is vital to ensure the delivery of high-quality project outputs and the realisation of the full potential impact of a project. This document outlines the plan and procedures that have been adopted by the GRETA project for quality assessment. It also describes, in detail, how quality assessment is being implemented through other deliverables (such as for example D8.2, Project Guidelines and Management Plan).

The purpose of this deliverable is to provide guidelines to all GRETA consortium partners to ensure the quality of various project outputs during the project activities. Whilst the details of specific quality related standards will be developed elsewhere during the project, the procedures for managing them are defined here.

Section 1 introduces the purpose of the deliverable and presents the glossary of main terminology used in the deliverable.

Section 2 looks at quality management as an umbrella term, focusing on how to ensure the quality of the outputs from an overall project level. It also illustrates the plan and processes GRETA has adopted for its quality assessment.

Section 3 describes the quality assessment implementation in greater detail. It shows how the quality of outputs is assessed, identified, dealt with, and mitigated in the context of GRETA's work. In essence, it illustrates the work to be carried out in each WP but also in Task 8.3.

Project information

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Summary (for dissemination)	This deliverable outlines the GRETA quality assessment plan. It describes the quality related aspects that are important for any project. Furthermore, the deliverable introduces the implementation of quality assessment and its processes. It illustrates simple but effective quality assessment measures in order to plan, deliver, maintain and upgrade the quality of project outputs.
Keywords	Quality management, quality assessment, quality assurance, project management

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0.3	2021-10-15	Third draft for the internal review
0.4	2021-10-26	Fourth (final) draft
1.0	2021-10-31	Final version

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Abbreviations and acronyms

Dx.x: Deliverable number

DLA: Deliverable Lead Author

DQA: Deliverable Quality Assurer

DQR: Deliverable Quality Reviewer

E-COM: Executive Committee

EEAB: External Expert Advisory Board

EC: European Commission

GA: General Assembly

GQCA: GRETA Quality Control and Assessment

GQI: GRETA Quality Improvement

GQP: GRETA Quality Policy

GRETA: GReen Energy Transition Actions

KPI: Key Performance Indicator

Mx: Month identifier, project month

NC: Non-Conformative

PIC: Person In Charge

PC: Project Coordinator

PM: Project Manager

PrM: Preventive Measure

RO: Responsible Organisation

QA: Quality Assurance

QB: Quality Benchmark

QC: Quality Control

QI: Quality Improvement

QL: Quality Log

QM: Quality Management

QuA: Quality Assessment

QuAM: Quality Assessment Manager

TM: Technical Manager

WP: Work Package

WPx: Work Package number (identifier)

1   Introduction

GRETA is expected to generate high-quality results, deliverables, and other outputs. Quality Assessment (QuA) aids the GRETA project management activities in that it guides the preparation of the various project outputs so that the objectives are met with success and the quality of the work delivered in the various tasks is of the highest standards. It is part of the Quality Control (QC) that is carried out in several ways in GRETA, as is later described in Section 2 and Section 3, respectively. Information related to quality has already been partially introduced in other deliverables, i.e., D8.2 and D8.3.

Figure 1 illustrates the relation of quality control (the purpose of this deliverable, D8.3) to both Project Management (outlined in D8.2) and Risk Management (outlined in D8.4). The GRETA consortium members should read all these three deliverables, but the main differences are as follows:

- D8.2 illustrates the Quality Management (QM) at a high level from the project management perspective. It lists the structures in use and the decision-making processes. Work Package management is also introduced in D8.2. In addition, there are separate sections in D8.2 related to both risk management, and quality management of the deliverables that is extended in this deliverable.
- D8.4 addresses a subset of quality control. It focuses on risk identification and risk assessment. Risks and deviations are collected with the help of GRETA's risk table (Annex 1 of D8.4).

Figure 1. Quality control in relation to GRETA's Project Management and Risk Management.

As Figure 1 illustrates, quality control focuses on monitoring progress of the project outputs, including deliverables and other outputs listed later in Section 2. Quality control is the operative part of quality management. It sets the boundaries and criteria for when the quality requirements of a result of GRETA's result, e.g., a deliverable, are achieved. It has two parts, i.e., progress reporting that is carried out each month and deliverable review. This present deliverable, Quality Assessment (QuA) plan, focuses on the components included in the golden box in Figure 1. Table 1 illustrates the main related glossary used in this deliverable.

Table 1. Quality assessment-related glossary.

Glossary word	Explanation
Deliverable review	A process used to oversee the final quality of the deliverable.
Monitoring progress	Both monthly and periodical (for internal audit) progress monitoring process that will be carried out by the coordinator organisation.
Quality Assessment	Quality assessment is the data collection and analysis through which the degree of conformity to predetermined quality requirements and criteria can be measured.
Quality Control	Quality control is a process that GRETA uses, in the context of this deliverable, to review and inspect the quality of project outputs.
Quality Improvement	Quality Improvement (QI) is a continuous and ongoing effort to improve GRETA delivering its outputs. It will range in duration, execution, and subject matter.
Quality Management	An umbrella term that includes all the other glossary terms. It is the high-level term of a management process of dealing with all quality related issues. Quality management (QM) relates to project management activity of overseeing that all activities will be able to accomplish a desired level of excellence.

1.1   Objectives of the deliverable

The purpose of this deliverable is:

- To illustrate the motivation and importance of quality management and its quality assessment procedures.
- To empower and encourage WP teams (and task leaders) to implement these procedures whilst performing their tasks and activities.
- To visualise quality assessment and its processes and practices.

2 Quality Assessment

In order to achieve the expected outcomes of the project, it is fundamental that the project successfully delivers high-quality outcomes for all planned tasks. Quality assessment is the overall continuous data collection and analysis process that takes place throughout the lifetime of GRETA (see also the implementation in Section 3). It includes the build-up and maintenance of project related assessments and audits in relation to quality, conducted within the project management team. Figure 2 illustrates the sphere of Quality assessment in the GRETA quality management that has adopted the following procedures:

- GRETA Quality Policy (GQP) that provides a framework for quality objectives and a joint commitment to meet applicable requirements of those as well as to meet the requirement to continually improve.
- GRETA Quality Control and Assurance (GQCA) that provides the process to review and <u>inspect</u> the quality of project outputs. This includes progress monitoring and deliverable review but, in addition, the control and assurance of all project outputs.
- GRETA Quality Improvement (GQI) provides how GRETA will implement a systematic procedure to enhance the quality of project outputs.
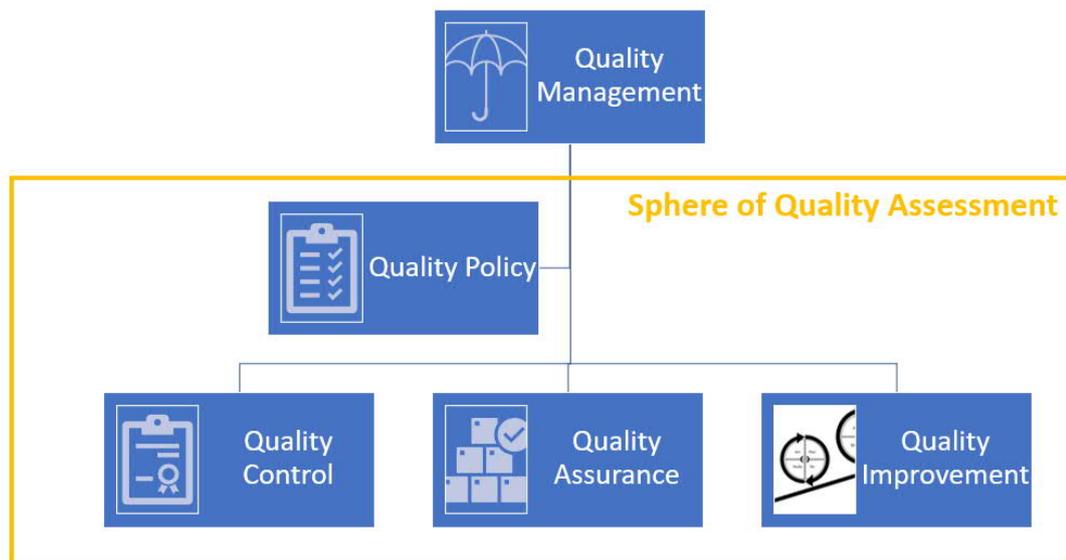

Figure 2. Quality Management overview.

Within the quality management perspective, as shown in D8.2 and D8.4, each ongoing task will be presented in the project's monthly meetings, with a two-slide template, where the latter slide contains a table to report any deviations or delays to the task and the proposed contingency plans, as well as an updated risk assessment, and a mitigation plan. Quality control will use this information to figure out if the potential deviations, delays or changing risks to the task delivery are adequately addressed in the contingency or mitigation plan, or whether they could lead to a deterioration of the quality of a project output.

2.1   Quality control procedures

Quality control procedures are needed in any project to maintain and upgrade the quality of the work carried out. Table 2 contains the list of quality control procedures adopted in GRETA.

Table 2. List of quality control procedures.

Procedure	Explanation	Notes
Project audit	Four internal audits will be performed during the project lifetime. Audits take place periodically based on output-based progress report.	See details in Section 3: Implementation of Quality Assessment plan
Deliverable review	Internal review process to ensure the quality of deliverables.	Section 2.3.1 and D8.2
Log file maintenance and utilisation	A Word file that shows the status of items that are under progress, i.e., potential deviations and amendments.	Section 2.2
Progress monitoring, including other project outputs	A continuous process carried out by the coordinator to guarantee that activities are aligned with the Grant Agreement and expected quality criteria.	See details in Section 3: Implementation of Quality Assessment plan, but also Section 2.3.2
Setting benchmarks	A continuous process that sets benchmarks for quality and quality improvement.	Section 2.2

2.2   Benchmarks for quality control

Benchmarks are checklists that are used by the coordinator to assess where GRETA stands in the process of implementing the work agreed in the project. These benchmarks also include formal guidance for the practices for the GRETA personnel working in the project. This guidance contains i) basis for the practice, ii) planning period with checkpoints for next steps and iii) if needed, a scale-up of practices. Benchmarks should be designed to help people move through the stages of the GRETA implementation. Benchmarks help to identify critical factors and conditions that have an impact on a successful implementation of the activities and, at the same time, act as a great self-evaluation tool for the management team. GRETA has adopted the following benchmarks for the quality (see Table 3).

Table 3. GRETA quality benchmarks (QB).

Critical element features	Functions to perform for QC	Person in charge (PIC)	Element (status)		
			0 (Not in place but can be adopted)	1 (Emerging but needs modification)	2 (in place)
Project coordination	• Management and decision making	PC, PM, E-COM	--	--	Yes, D8.2
Project planning	• Work Plan • KPI's	PM, PC, WP leaders, GA	--	--	Yes, D8.2 and D8.1
Internal communication	• Communication practices and tools	PC, PM	--	--	Yes, D8.2
External communication	• EEAB • Stakeholder engagement	WP7 leader	--	Yes, D7.1	--

Project implementation	• Continuous reporting • Monthly meetings • GA	PM, PC, all WP leaders, QuAM, TM	--	--	Yes, WP8 deliverables and templates in use

Another quality assessment tool in use is the Quality Log (QL) file. It contains records of actions and improvements made. The quality log is shown in Table 4. Any single row in the document has eight items that need to be marked by the project management team (project coordinator, project manager) and quality manager (Task 8.3 leader). These eight items are as follows:

- ID, each row gets a distinct number, the first being 01, the next becoming 02 and so on, to distinguish quality related issues from each other. Furthermore, there are two kinds of IDs, one for non-conformities (NC 01, NC 02, …NC XX) and another for preventive measures, PrMs (PrM 01, PrM 02, …PrM XX).
- Subject
- Description of the action, what and why it is done
- Method (of quality check)
- Person responsible for the check (depends on the issue)
- Time of creation and duration of the implementation (if any)
- Decision, both intermediate (if any) and final
- Time of closure / due date to close the issue

Table 4. Quality log row inside a document.

ID	Subject	Description of the action	Method	Person in charge	Date of creation and estimated duration	Decision and its level	Closure date
NC 01 or PrM 01	Topic of the quality problem	What is supposed to be done to sort out the quality problem?	How	Set in GA or E-COM	xx.xx.202x	What was decided?	xx.xx.202x

GRETA

2.3 Assessment of project outputs

Assessment of quality (see also responsibilities in Annex 2) is carried out for all project outputs. These project outputs include, for example:

- Progress reports – linked to both review reports (M1-M18, M19-M30) and internal periodical reports (see Figure 3 below). For internal periodic reporting there are two separate internal reports. The three-monthly report is for following the progress of the project activities, and the nine-monthly activity report also adds the financial accounting related information to that.
- Deliverables – see Section 2.3.1
- Other dissemination related outputs (not exhaustive) such as
  - both scientific and non-scientific publications
  - brochures
  - press releases
  - newsletter
  - blogs
  - videos
  - website content
  - technical reports (if any)
  - presentations and/or demonstrations
  - non-deliverable software
  - educational material

	M1-M3	M4-M6	M7-M9	M10-M12	M12-M15	M15-M18	M19-M21	M22-M24	M25-M27	M28-M30
WP1			M7-M9 progress report and plan for M10-M12, financials M1-M9			M16-M18 progress report and plan for M19-M21, financials M10-M18		M22-M24 progress report and plan for M25-M27, financials M19-M24		
WP2	M1-M6 progress report; and plan for M7-M9. As first six months is heavily used to kick-start the activities, report not collected			M10-M12 progress report and plan for M13-M15	M13-M15 progress report and plan for M16-M18		M19-M21 progress report and plan for M22-M24		M25-M27 progress report and plan for M28-M30	M28-M30 progress report , financials M25-M30
WP3										
WP4										
WP5										
WP6										
WP7										
WP8										

Figure 3. Timeline for progress reporting.

Quality assessment is made based on a short (continuous) report to be delivered and updated by WP leaders every three months (see Figure 3 above), starting in M6, then M9, M12 and so on. The output-driven Word template has six distinct parts that WP leaders and the coordinator team need to fill in. These parts are:

1. Aims and objectives set for the reporting period (as stated in the Grant Agreement), first for M1-M6, next for M7-M9, then for M10-M12, and so on.
2. Activities undertaken in the reporting period, first in M1-M6, next in M7-M9, then in M10-M12, and so on.
3. Activities to be undertaken during the next reporting period, first between M7-M9, next between M10-M12, then between M13-M15, and so on.

4. <u>Changes or alterations</u> from planned project activities <u>agreed/completed</u> (against the Grant Agreement or an amendment made) and the reasons why those have taken place

5. <u>Suggestions</u> (planned) for changes <u>or expected variations</u> to be made/to take place during the next period (if any – if not, then no need to submit one). If one exits, a justification for the variation is needed.

6. <u>Data collection sheet for the purpose of a forthcoming review;</u> the aim is to collect information typically asked in review questionnaires; twice before the first review (M9, M18) and twice before the second review (M24, M30).

2.3.1 Deliverable review

In order to guarantee that deliverables are prepared both successfully and with high quality and meet the project's objectives, the Consortium implements the following quality assessment procedure before submitting the deliverables to the EC. All draft deliverables will undergo an internal review with the consortium partners to ensure the revision of the drafts based on the comments before generating the final version for the EC review and approval. The GRETA Consortium will produce the deliverables listed in Annex 1. All deliverables follow the GRETA deliverable template introduced in D8.2.

A set of roles has been set for the deliverable review. These are explained in Table 5.

Table 5. Roles in the deliverable review.

Role	Explanation
Deliverable Quality Assurer (DQA)	The Project Coordinator is responsible for the deliverables' quality assessment. The Project Coordinator can assign some of her/his responsibilities within the coordinator team based on expertise. The status of overdue deliverables is continuously checked by the DQA who sends regular notifications via email to the lead participant for an update. The Project Coordinator performs the Quality Check once informed by the responsible leader that the document is ready and follows the evolution of the document (further revisions, improvements, etc.) up to the submission. The Project Coordinator submits each deliverable. The Project Coordinator is supported by the Project Manager and the Quality Assurance Manager (QuAM).
Deliverable Quality Reviewer (DQR)	As part of the quality assurance process, internal reviews of the deliverables will take place. For each deliverable, according to the skills of the different project partners, at least one or two Internal Reviewers have been identified and nominated at the beginning of the project. They receive the advanced draft from the Deliverable Lead

	participant two weeks prior to the submission deadline and share their comments with the Project Coordinator and the WP leader, asking for clarifications or modifications as required.
Deliverable Lead Author (DLA)	Each deliverable has a designated author. The Project Coordinator will liaise with the lead organisations to ensure that there is a lead author designated for each deliverable. This Deliverable Lead Author is both responsible for authoring (with the help of other authors, sometimes coming from different organisations) the deliverables according to the rules/guidelines set in D8.2. The Deliverable Lead Author is required to be available throughout the last 15 days before the submission to react to both formal (layout, structure, etc.) and content-driven (against the Grant Agreement) requests for editing (or can assign someone else from the lead organisation to be available for this period).

The <u>final phase</u> of the quality assurance procedure is illustrated in Figure 4.
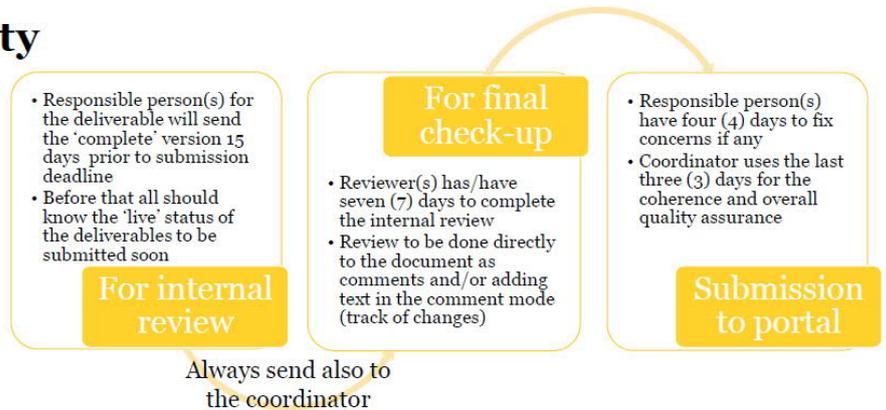
Figure 4. A high-level view of deliverables' quality assurance procedure.

Figure 4 shows the final phase of the deliverables' internal quality assurance procedure. Other check-ups are done in the monthly meetings and, if necessary, also separately with the beneficiary responsible for the deliverable. As some deliverables may take a longer time to prepare and rely to some extent on the results of another deliverable, they will be scrutinised earlier than usual. The following early phase procedures are in place with the deliverables:

- The beneficiary (preferably the lead author) responsible for the deliverable should inform the WP leader and the whole consortium of the progress in the monthly meetings.
- Every deliverable's table of contents must be presented by the second last meeting before the deliverable submission deadline.
- Each responsible beneficiary, if facing problems that may/will have an impact on the deliverable quality, must inform the coordinator and the consortium as soon as possible about a likely delay. This will also be discussed in the above-mentioned meeting.
- Each deliverable has several reviewers, in practice. One formally allocated (see also Annex 1) and the coordinator who also reviews it. If the deliverable is considered critical for success, another person may be assigned to review it during the internal review period.

In addition to quality assurance of the content, the formal requirements set in the deliverable template will be checked both prior and after the submission. If there are faults found in either case, these will be fixed and, if necessary, the deliverable will be resubmitted. The deliverable D8.2 already contained the basic rules for how deliverables should be written. This deliverable, D8.3, includes the list of reviewers assigned to each deliverable. Note! Person names are not shown in this version, as this is a public deliverable.

2.3.2 Other project outputs

Other project outputs listed in the beginning of Section 2.3 do not go through such a scrutinised process. They all are, however, subject to quality assessment. All outputs are checked so that they

- comply with the requirements set in the Grant Agreement (to be checked by the project management team of the coordinator organisation)
- relay the GRETA message the Consortium has agreed on (to be checked by WP7 leader and the Project Coordinator)
- follow the rules and guidelines set for both communications and dissemination in WP7 deliverables (to be checked by WP7 leader and the project manager)

3   Implementation of the Plan

In the implementation of the Quality Assessment plan, the tools mentioned in Section 2 are utilised in the internal MS Teams space. This is entirely done on the side of the coordinator.

Procedures are explained in more detail in Table 6.

Table 6. Quality assessment implementation procedures.

Procedure	Explanation	Persons required
Coordinator's bi-weekly meetings	Even if the main purpose is to deal with day-to-day management issues of the project, quality assurance related items (as described in Section 2) are on the agenda	Coordinator sets the agenda for every meeting. Mandatory members participating are Project Manager and Quality Assurance Manager (QuAM).
Consortium-wide monthly meetings	Each WP leader (every three months) and task leader (every month) will present the progress of the WP/Task activities carried out. The second slide of the two slides used has a dedicated space in which quality related issues can be reported	Coordinator has made a template that is being used partially for performing Tasks 8.2-8.3. Activities are collected by QuAM.
Three-month 'audit'	Every three months, WP leaders have to deliver (in addition to presenting at that given month) a three-month report and an estimation of activities for the forthcoming three months. These reports are discussed in the consortium at the respective meeting (M7, M10, …).	QuAM has collected the previous period's contents from the monthly meetings to the template. The audit is mainly used as a forward-looking planning tool unless some deviations are noticed. Both PM and QuAM, if necessary, perform the lightweight review audit.
Review 'audit'	A special instance of the above-mentioned audit, aiming to get prepared for the mid-	It is used to collect core input towards the

	time review. Carried out with WP leaders and the coordinator.	review and its questionnaire. This data is collected in separate periods, i.e., M9, M15 and M24. This review is done by QuAM and PM.
Setting benchmarks	A continuous process that set benchmarks for quality and quality improvement.	Internal work by the coordinator team to set benchmarks and develop them to enable quality improvement.

The first rows of the headings on the three-month report are shown in Tables 7-12, respectively. It is a question of a simple Word file that is easy to fill in, and this can be done in the consortium-wide MS Teams space. The full templates are given in Annex 3. Tables 7-12 show the beginning of each template. The coordinator collects these also from the monthly meetings, so the information does not need to be very detailed, unless deviations are likely.

Table 7. Periodical reporting – aims and objectives.

Periodical report: Aims and objectives set for the report period (Mx-My)	
Period	Aims and objectives
M1-M6	PM copies from Grant Agreement / monthly meetings – WP leader to sign the text.

Table 8. Periodical reporting – activities undertaken.

Periodical report: Activities undertaken during the report period (Mx-My)	
Period	Activities
M1-M6	QuAM copies from monthly meetings – WP leader to sign the text.

Table 9. Periodical reporting – activities to be undertaken.

Periodical report: Activities to be undertaken during the NEXT report period (My-Mz)	
Period	Activities
M7-M9	WP leader writes
M10-M12	See above

Table 10. Periodical reporting – agreed deviations.

Periodical report: Changes or alteration during the report period that have been agreed (Mx-My)	
Period	Activities
M1-M6	Collected by PC from decisions made (by E-COM)

Table 11. Periodical reporting – suggested/expected deviations.

Periodical report: Suggested/Expected deviations for the NEXT report period (My-Mz)	
Period	Activities
M7-M9	WP leader suggests

Table 12. Periodical review datasheet.

Data needed for Questionnaire / Review: M9 / M15 / M24 / M30	
Item	Data from WP leader – Status (with metrics) at the reporting period, what activities have been carried out?
Related GRETA objective, O1-O5, one line for each, max three objectives per WP	
Related GRETA milestone, MS 01-04, one line	
Key exploitable results arising from WP work	

The objectives are illustrated in the box on the template – so that they are close-by for the author to check the relevance for that WP.

O1: To understand who energy citizens are and clarify concepts, definitions, and evolving perspectives on energy citizenship. (KPI 1.1); O2: To understand how energy citizens act and interact individually and collectively, within energy communities, and whether and how exclusion from this process happens. (KPI 2.1, 2.2 and 2.3); O3: To develop and test behavioural strategies, approaches, and models for facilitating energy citizenship leading to new strategies for achieving decarbonisation. (KPI 3.1, 3.2ab and 3.3ab); O4: To realise impact by scaling approaches from local case study to regional, national, and supranational levels leading to generalising and formalising project outputs for further use. (KPI 4.1); O5: To improve the policy making process towards a more favorable governance, policy, political, legal, and financing framework for the emergence of energy citizenship in the EU. (KPI 5.1)

4   Conclusions

This deliverable presented GRETA's Quality Assessment Plan. The deliverable has three sections. The first section introduces the main glossary and the objectives of this deliverable. The second section outlines the details of the Quality Assessment. The final and third section illustrates the implementation of the plan.

Section one introduced the main glossary that is being used in both planning the Quality Assessment and implementation of the plan. It also describes it in the context of Project Management and Risk Assessment. Furthermore, it details the purpose of this deliverable.

Section two presented the plan for the Quality Assessment. It firstly introduces the processes planned for the Quality Control. Secondly, it sets the benchmarks used in the planning of the Quality Assessment. Thirdly, and finally, it presents the assessment plan for project outputs, i.e., deliverables and other recognised outputs.

Section three illustrates the implementation of the Quality Assessment plan described in Section two. This implementation relies heavily on the use of both monthly meetings and three-month periodic internal reporting for auditing and following the project progress. It also introduces the template and MS Teams space that are used for the purpose of the implementation.

Annex 1. GRETA's deliverables and internal reviewers

Deli-verable	Name	WP	Leader	Type	Dissemi-nation level	Due month	RO*	Name of Reviewer**
D8.2	Project Guidelines and Management Plan	WP8	LUT	R	Public	M2	TNO	
D7.1	Stakeholder Engagement Framework	WP7	KASKAS	R	Public	M3	UNIBO	
D8.1	Key Performance Indicators – Definition and Methods	WP8	LUT	R	Public	M4	TEC-NALIA	
D8.4	Risk Assessment and Mitigation Plan	WP8	LUT	R	Public	M4	FRAUN-HOFER	
D7.2	Dissemination, Communication, and Exploitation Strategy	WP7	KASKAS	R	Public	M5	TEC-NALIA	
D7.3	Project website	WP7	KASKAS	R	Public	M6	FRAUN-HOFER	
D8.3	Quality Assessment Plan	WP8	LUT	R	Public	M6	TNO	
D8.5	Data Management Plan	WP8	VPS	R	Public	M6	FRAUN-HOFER	
D8.6	Ethics and Privacy Management Plan	WP8	VPS	R	Public	M6	UNIBO	

D8.7	Knowledge and IPR Management Plan	WP8	TNO	R	Public	M6	KASKAS	
D1.1	Analytical Framework with St-O-A Review on current Status Knowledge on Energy Citizenship	WP1	TNO	R	Public	M8	LUT	
D1.2	Vision Document on Energy Citizenship based on EU	WP1	UNIBO	R	Public	M8	LUT	
D2.1	Understanding the Role of Digitalization and Social Media on Energy Citizens	WP2	VPS	R	Public	M8	KASKAS	
D5.1	Taxonomy of Geographical Levels and Drivers for Energy Citizenship Emergence	WP5	UNIBO	R	Public	M9	GESIS	
D2.2	A Replicable Workshop Design Template for Cocreating Community Level Indicators	WP2	LUT	R	Public	M10	KASKAS	
D3.7	Multinational Citizen Consultation Results Database	WP3	LUT	Other	Public	M15	TEC-NALIA	

D5.2	Interrelations among Different Types of Citizens in Different Geographic Contexts	WP5	GESIS	R	Public	M15	UNIBO
D2.3	A Set of Community Level Indicators for Six Case Studies	WP2	LUT	R	Public	M16	FRAUN-HOFER
D4.1	Data Integration and Pre-Processing	WP4	LUT	R	Public	M16	VPS
D1.3	Protocols / Guidelines for Case Study Implementations	WP1	TNO	R	Confidential	M17	VPS
D4.2	Definition of the Modelling Framework	WP4	TEC-NALIA	R	Public	M17	GESIS
D8.8	Update of Project Management Plan	WP8	LUT	R	Public	M17	TNO
D1.4	Protocols / Guidelines for Model-Based and Pathway Analysis	WP1	LUT	R	Confidential	M18	UNIBO
D3.1	Case Study 1 Report	WP3	UNIBO	R	Public	M20	LUT
D3.2	Case Study 2 Report	WP3	TNO	R	Public	M20	UNIBO

D3.3	Case Study 3 Report	WP3	VPS	R	Public	M20	TNO	
D3.4	Case Study 4 Report	WP3	FRAUN-HOFER	R	Public	M20	VPS	
D3.5	Case Study 5 Report	WP3	TEC-NALIA	R	Public	M20	FRAUN-HOFER	
D3.6	Case Study 6 Report	WP3	TNO	R	Public	M20	TEC-NALIA	
D5.3	Roadmap for Community Transition Pathways - Guidelines	WP5	UNIBO	R	Public	M20	KASKAS	
D6.1	Report on the Policy Context for Energy Citizenship Initiatives	WP6	TNO	R	Public	M20	UNIBO	
D7.4	Periodic Dissemination, Communication and Exploitation Report	WP7	KASKAS	R	Public	M20	LUT	
D4.3	Energy-Based Models at Local Level	WP4	TEC-NALIA	R	Public	M22	LUT	
D4.4	Non-Energy Related Base Models at Local Level	WP4	LUT	R	Public	M22	FRAUN-HOFER	

D4.5	Predictive Modelling and Scenario Definition at Local Level	WP4	LUT	R	Public	M22	TEC-NALIA	
D4.6	2d GIS-Based Models for Spatial Analysis and Scenario Definition at Regional, National and Supranational Levels	WP4	GESIS	R	Public	M25	VPS	
D6.2	Draft Policy Recommendations Based on Results from Previous WPs	WP6	FRAUN-HOFER	R	Public	M27	TNO	
D2.4	Design Principles for Energy Interfaces	WP2	LUT	R	Public	M28	VPS	
D5.4	Guidelines on Energy Citizenship Contracts – Definition and Implementation	WP5	UNIBO	R	Public	M28	LUT	
D5.5	Community Transition Pathways's Assessment Across Geographical Levels	WP5	UNIBO	R	Public	M30	GESIS	

D6.3	Report on Citizen's Input and Public Commitment to GRETA's Policy Recommendations	WP6	FRAUN-HOFER	R	Public	M30	TEC-NALIA	
D6.4	Set of Policy Briefs with Recommendations on Energy Citizenship Emergence in the EU Context	WP6	FRAUN-HOFER	R	Public	M30	TNO	
D7.5	Final Dissemination, Communication and Exploitation Report	WP7	KASKAS	R	Public	M30	LUT	

*   *RO = Responsible organisation for the internal review*
**   *Actual Reviewer name is removed due to the public delivery of deliverable*

Annex 2. Other GRETA project outputs

Other GRETA project outputs	
Output	Quality assurance carried out by
Publications	WP7 as a whole and PM oversee the dissemination process of publications. Internal/External Peer-to-Peer is utilised to make sure that publications are of high quality.
Brochure	WP7 as a whole and Communication manager oversees the quality assurance of the brochure and designated author is responsible for the content quality.
Newsletter, blogs, videos	WP7 as a whole and Communication manager oversees the quality assurance of the newsletter, blogs or video.
Website	WP7 as a whole and Communication manager oversees the quality assurance of the content of the website.
Presentations and/or demonstrations	PC and/or PM oversee the quality of project presentations or potential demonstrations.
Software	PM oversees the quality of the multi-survey database.

Annex 3. Periodical reporting template

1. Aims and objectives of the WP

PM copies original text. WP leader should check and sign on the final text based on Grant Agreement. Period may vary from WP to another.

Period	Aims and objectives
M1-M6	
M7-M9	
M10-M12	
M13-M15	
M16-M18	
M19-M21	
M22-M24	
M25-M27	
M28-M30	

2. Activities undertaken

Text is being copied by QuAM from monthly meetings of the period. WP leader and PM should check the text and sign on the final text.

Period	Activities undertaken
M1-M6	
M7-M9	
M10-M12	
M13-M15	
M16-M18	
M19-M21	
M22-M24	
M25-M27	
M28-M30	

3. Activities to be undertaken in the next reporting period

Text is being written by WP leader at the start of the period. Signed by the PM.

Period	Activities to be undertaken
M7-M9	
M10-M12	
M13-M15	
M16-M18	
M19-M21	
M22-M24	
M25-M27	
M28-M30	

4. Changes/alterations during the reporting period that have been agreed

Text is being written only by PC into the right period. Signed by the E-COM.

Period	Changes/alterations
M1-M6	
M7-M9	
M10-M12	
M13-M15	
M16-M18	
M19-M21	
M22-M24	
M25-M27	
M28-M30	

5. Suggested deviation/change for the next reporting period

Text is being written by WP leader into the right period. Signed by the PM.

Period	Suggested deviation/change
M7-M9	
M10-M12	
M13-M15	
M16-M18	
M19-M21	
M22-M24	
M25-M27	
M28-M30	

6. Data collection sheet for the purpose of the review

Data from WP leader – Status (with metrics) at the reporting period, what activities have been carried out in order to measure the success of reaching the objectives set in the Grant Agreement?

Period (M1-M9)	At each period, illustrate by measuring the success of WP to reach the objectives (O1-O5) and milestones (MS01-MS04) of GRETA
Related GRETA objective, O1-O5, one line for each	
Related GRETA milestone, MS 01-04, one row per MS	
Key exploitable results arising from WP work	