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MYRTE

MYRRHA Research and Transmutation Endeavour



Research and Innovation Action
co-funded by the European Commission under the Euratom Research and Training Programme
within the Horizon 2020 Framework Programme

Activity: NFRP-09-2015: Transmutation of minor actinides (Towards industrial application)

Grant Agreement number: 662186

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D1.1

Project quality plan including measures of success

Author: Peter Baeten (SCK•CEN)





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Summary

This document is an instruction guide with regard to information management and document publication. The document also stipulates different measures for a successful conclusion of the project.

Approval

Version	First author and WP leader	Project coordinator
0.0	Peter Baeten SCK•CEN 30.03.2016	Peter Baeten SCK•CEN 30.03.2016
		

Distribution list

Name	Organisation	Comments
Roger Garbil, Project Officer Consortium beneficiaries	EC MYRTE	Copy available on MYRTE sharepoint

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1. Introduction

1.1. Scope

This document is the project quality plan for the MYRTE project (MYRRHA Research and Transmutation Endeavour) of the H2020 Programme. It defines the regulations for project documentation procedures, monitoring and control mechanisms that will be used during the project lifetime. The objective of this document is to describe a common 'modus-operandi' for all partners and thereby ensure high-quality results in line with the project objectives as set out in the Description of Action.

1.2. Implementation

The directives listed in this project quality plan shall be applied by all MYRTE beneficiaries.

1.3. Administration

The project coordination office (PCO) is responsible for the administration of the project quality plan. All beneficiaries may send in proposals for modifications to the PCO. Revisions will be submitted by the PCO.

1.4. Dissemination

The project quality plan will be available on the project website.

2. Project Organisation

We provide here a summary of the governance structure.

2.1. Overall organisation

The technical project work is divided in five work packages and each work package is subdivided in different tasks. Both work packages and tasks are meticulously described in the Annex I (Description of Action) of the Grant Agreement.

Two other Work Packages are assigned to the project, one deals with Dissemination and Communication and another deals with Project Management.

All roles and responsibilities of the Project management bodies are explained below. Details on decision processes and procedural regulations are described in the Consortium Agreement that will be signed by all partners of MYRTE.

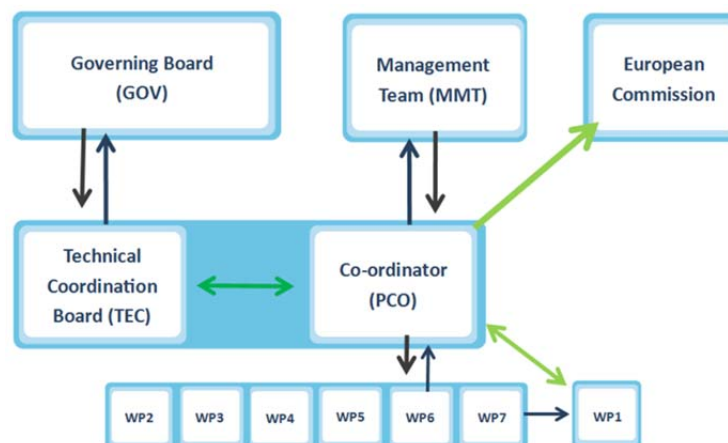


Figure 1: Management structure - Description of Project bodies

2.1.1. Project Coordinator and Project Office

The Coordinator acts as single contact point between the consortium and the European Commission and is responsible for the overall management of the project.

The Project Office (PCO) supports the Coordinator in the overall management of the project.

2.1.2. Governing Board (GOV)

The Governing Board (GOV) is the ultimate decision-making body of the project. The GOV acts as supervising body for the project execution; the supervision and evaluation of any proposed modification of the work plan and management issues.

The Governing Board meetings will be chaired by the Coordinator. Each Partner appoints a permanent member in the Governing Board, who will be entitled to represent its organisation in decisions made within the GOV. The voting rights are described in the Consortium Agreement.

A Governing Board meeting will be held once a year.

Organisation	Representative
SCK•CEN	AÏT ABDERRAHIM Hamid
ACS	JUNQUERA Tomas
ADEX	MARTIN-HOYO Isaías
CERN	VRETENAR Maurizio
CIEMAT	CANO OTT Daniel
CNRS	BIARROTTE Jean-Luc
CRS4	MOREAU Vincent
EA	FERNANDEZ Pedro
ENEA	TARANTINO Mariano
HZDR	ECKERT Sven
IAP	PODLECH Holger
IBA	BLONDIN Albert
JRC	FREIS Daniel
KIT	TROMM Walter
NRG	ROELOFS Ferry
PSI	NEUHAUSEN Jörg
UCL	BARTOSIEWICZ Yann
TUDA	DE GERSEM Herbert
UGENT	DEGROOTE Joris
UNIPI	FORGIONE Nicola
VKI	PLANQUART Philippe (chairman)
VUB	BERGHMANS Francis
COSYLAB	MODIC Robert
TED	SIERRA Serge
IST-ID	VAZ Pedro
CEA	URIOT Didier
NTG	BECHTOLD Alexander

2.1.3. Technical Coordination Board (TEC)

The TEC is responsible for the survey and coordination of the technical activities and their integration. It is also responsible for individuating technical problems and for indicating adequate strategies for solution, to be approved by the GOV.

The TEC is, in particular, responsible for:

- ✓ The evaluation of the progress of the technical activities;
- ✓ The evaluation of the technical-scientific results achieved in relation to the objectives of the program;

- ✓ The revision of the project periodic reports.

The TEC is composed by the work package leaders, and the Coordinator. The TEC is led by the Coordinator.

2.1.4. MYRRHA Management Team (MMT)

The MMT helps the consortium in assessing the Project performance in the MYRRHA project plan and innovative nuclear systems design and implementation. The MMT will verify design needs of the MYRRHA concept, will consider the solutions proposed in the project and will provide feedback to the Work Package leaders. It will also provide independent scientific opinions on the development made in the project.

2.1.5. Work Package Leaders (WPL)

Work Package leaders (WPLs) are responsible for the streamlined execution of their Work Package. They are in charge of coordinating and reporting the progress of the tasks defined in the Work plan with following responsibilities:

- ✓ Coordinating the work of their work package;
- ✓ Ensuring a proper and timely execution and submission of the deliverables;
- ✓ Implementing project management decisions in their WP;
- ✓ Organising periodic or ad hoc technical meetings as required for the execution of the work programme;
- ✓ Reporting on the work done in their WP to the project bodies.

Work Package	Work Package leader	Organisation
WP1 Project Management	BAETEN Peter	SCK•CEN
WP2 Accelerator R&D for ADS/MYRRHA	BIARROTTE Jean-Luc	CNRS
WP3 Thermal Hydraulics	ROELOFS Ferry	NRG
WP4 Chemistry of volatile radionuclides	NEUHAUSEN Jörg	PSI
WP5 Experiments in support of the MYRRHA design evolution	KOCHETKOV Anatoly	SCK•CEN
WP6 Actinide Fuel	FREIS Daniel	JRC
WP7 Dissemination & Communication	PLANQUART Philippe	VKI

2.1.6. Partners

Each Partner appoints representatives in the progress meetings of each WP in which it is involved and participants to the tasks on which it is committed to perform in different WPs. The participants appointed by their organisation in the different components of the Project bear the responsibility of the work being carried out either by themselves or by their colleagues. They will report on their technical and organizational progress to the WPL, who will report to the Coordinator.

Each Partner should ensure that all information that is issued by its organisation is marked with its level of confidentiality. This will support the effort of WPLs and the Executive board for proper management of information.

2.2. External interactions and collaboration with other projects

MYRTE will monitor on-going activities within the sector such as the Generation IV International Forum (GIV), IAEA INPRO, Sustainable Nuclear Technology Platform (SNETP) and its working groups. Collaboration will also be ensured in an informal way since many scientists in the MYRTE project are also involved in other relevant EU projects.

2.3. Contact information

Members' contact information is available at the official website of the project: <http://myrte.sckcen.be/> at the members contact info. Contact details for the PCO are mentioned here below:



3. Project documentation

3.1. Scope

This chapter defines the Project's internal procedures for elaboration and dissemination of documents. These are:

- ✓ Deliverables. Their validation process corresponds to the several management levels of the Project. The dissemination is based on a general principle of open dissemination within the consortium;
- ✓ Non-technical documents; management reports such as administrative and financial documents;
- ✓ Minutes of meetings;
- ✓ Publications.

3.2. Technical information and documentation / Identification of documents

The main principle regarding document preparation and internal dissemination is that each Partner applies its own rules and standards; in particular, it should use its own Quality Assurance (QA) procedures for the preparation of any document to be provided to MYRTE.

In the case that the Partner does not dispose of such procedures, it may solicit the PCO for some minimal QA guidelines.

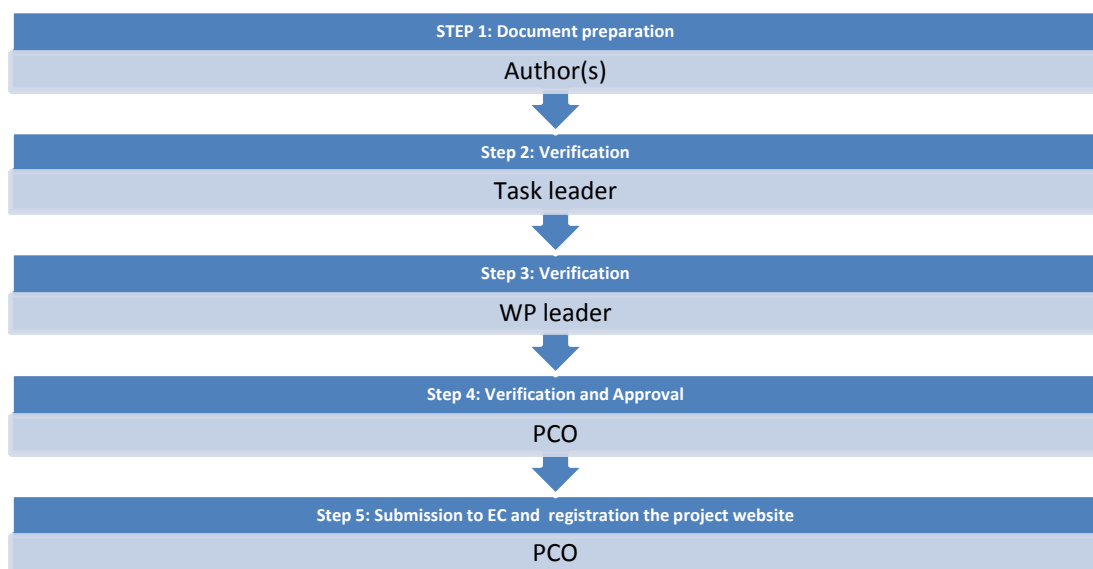
Additionally, some specific rules are required for information management at the Project level, in order to ensure quality of contents, conformity of view, consistency of administration, and traceability of documentation. The purpose of this chapter is to define these rules.

All partners shall ensure that complete and correct issues of project documents are made available to the Coordinator. Changes to any issue of documentation will be communicated to the responsible Work Package leader who ensures that the most recent documentation is supplied to

the Coordinator who will make the documentation available to all partners through the project website.

3.2.1. General principle

The document production, verification, submission to the EC and dissemination process for deliverables is reported in the workflow and written procedure below:



3.2.2. Procedure for contractual deliverables

3.2.2.1. Step 1: document preparaton

Preparation of documents by the author(s):

- ⇒ This step abides by the principle of subsidiarity described above: each Partner uses its own QA procedures for the elaboration of the document.
- ⇒ If more than one organisation contributes to the work leading to the deliverable, all contributors must be identified: each contribution is issued with its own procedures. Then, the Partner responsible for the deliverable is in charge of collecting the contributions and issuing the synthesis with its own procedures, identifying the contributions.

3.2.2.2. Step 2: verification Task leader

First level of verification by the Task leader:

- ⇒ The task leader checks the consistency of the report against the expected outcome and the quality of the abstract.

3.2.2.3. Step 3: verification Work Package leader

Level of consistency control by the Work Package leader:

- ⇒ The WPL checks the consistency of the report against the expected outcome and the quality of the abstract.

3.2.2.4. Step 4: verification and approval Coordinator

Formal control and approval by the coordinator:

- ✓ The coordinator controls the consistency of the deliverable with the work programme, the conformity to the planned effort and the formal quality of the report;

- ✓ If necessary, additional reviews may also be organized at this point by the Coordinator. This could examine the reasonability of the assumptions and methods, the consistency on external references, or the assessment of the innovation value of the report;
- ✓ The PCO controls that the above procedure has been applied, and in particular checks the consistency of the MYRTE cover sheet;
- ✓ The format for the final document should be a PDF file although the Word documents should be provided to the PCO.

3.2.2.5. Step 5: Dissemination

After approval, the PCO is responsible for submission of the contractual deliverables to the European Commission. The PCO will keep a register of all deliverables.

The signatures of the author, the WP leader and Coordinator are mandatory on the sign-off sheet of the MYRTE deliverable. The different steps of approval should be confirmed by signatures (hand signature or electronic signature) of the corresponding persons.

Further dissemination is ruled by the confidentiality level defined for each document. The general rule agreed in MYRTE is that all Partners have access to all deliverables which will be made available on the project website. Confidential deliverables will only be made available in the restricted access area of the website.

3.2.2.6. Identification of deliverables and use of templates

The EC provides a front page template for deliverables (see Appendix 1). The use of this template is mandatory.

Each deliverable shall report the date of submission, the number of review version, the signatures of the author(s), and after review, the signatures of the Work Package leader and the Project Coordinator (see appendix 2). The deliverable sign-off sheet indicates that the contents of the deliverable have been reviewed and accepted.

A deliverable template is available on the MYRTE website.

3.2.3. Procedure for meeting minutes

The minutes of a Governing Board meeting will be prepared by the Governing Board chairman, then submitted to the GOV for approval.

The minutes of a TEC meeting will be prepared by the concerned partners and submitted to the PCO.

The minutes of the Work Package and Task meetings are prepared respectively by the Work Package leaders and Task leaders and transmitted to the PCO.

A template for meeting minutes is available (Appendix 3).

All minutes will be made available in the restricted access area of the project website. The format for the final document should be a PDF file.

3.2.4. Procedure for non-technical information and documentation

As indicated above, each partner shall appoint correspondents for administrative, financial, legal and general communication issues. All information and documentation workflow concerning these matters will follow direct communication between the beneficiaries' correspondents and the coordinator.

The PCO is entitled to ask for and gather reporting on behalf of the Coordinator. The Commission's forms and specific templates provided by the PCO will be used for this communication.

4. Web platform for the project

A website has been set up for the MYRTE partners. The domain name is <http://myrte.sckcen.be/>. A restricted area is only accessible to members of the Consortium and is password protected. Login and passwords have been created and distributed to all participants and the EC Project Officer.

The web platform is maintained by the PCO. Requests for new passwords must thus be addressed to the PCO.

The folder structure is non-exhaustive and additional folders can be created during the lifetime of the project by request to the PCO.

5. Work plan, work progress and resources monitoring

5.1. Work plan

The Coordinator is in charge of the elaboration of the Detailed Work Plan in cooperation with the WPLs. The consistency with the overall work programme should be ensured and then compiled into a unique Work Plan for the Project.

5.2. Work progress

5.2.1. Meetings

Periodic or ad hoc technical progress meetings can be organised by WPLs and the coordinator throughout the project. After a consultation of involved participants, an item containing at least the meeting date, place and preliminary agenda should be created as soon as possible in the Meetings section of the web platform.

After the meeting the Organiser prepares the minutes and makes them available online.

All progress meetings shall be notified on the web platform, and participants informed electronically, including systematic notification to the EC Project Officer and the PCO.

5.2.2. Resources

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 WP Leaders have to inform the Coordinator, who may propose to the Governing Board some adaptations of the distribution of tasks and funding between the WPs, and if necessary between Partners.

6. Reporting process

The Coordinator is responsible for issuing the work progress to the EC.

During the course of the project, the consortium shall submit to the European Commission the following documents:

- ✓ The *deliverables* identified in the Annex I of the Grant agreement according to the timetable specified in the Deliverables list;
- ✓ The *Periodic reports* within 60 days after the end of each reporting period:
 - RP1: Month 1 to Month 18 | 01/04/2015 – 30/09/2016
 - RP2: Month 19 to Month 36 | 01/10/2016 – 31/03/2018
 - RP3: Month 37 to Month 48 | 01/04/2018 – 31/03/2019

The periodic report is composed of:

- A publishable summary of the work progress towards the objectives of the project;
- Achievements of the scientific work;
- An explanation of the use of resources;
- A Financial Statement (and audit certificates when required) from each beneficiary and each Third Party;

Each WPL will send via email to the PCO the required contributions according to the appropriate schedule and template, which will be made available by the PCO. The PCO edit all contributions into a consolidated report.

The final check will be performed by the Project Coordinator. The PCO will then submit the reports to the European Commission.

- ✓ The *Final report* at the end of the project.

7. Publications

All Conference and Workshop presentations, posters and relevant papers, publications, and conference proceedings shall be uploaded in the folder 'Communication' on the MYRTE sharepoint.

For presentations, use the MYRTE logo and the Euratom logo for acknowledgement of the Euratom support and for the visibility of the project. The sentence "*This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 662186*" shall be included, herewith highlighting to the public and the media the EC's support of the project.

For Articles, insert the sentence "*The research leading to these results has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 662186*".

8. Measures of success

- ✓ Smooth organization of the project including correct and timely delivery of administrative and technical documents;
- ✓ Survey of the status of the accelerator R&D for MYRRHA;
- ✓ Realisation of the RFQ at UCL;
- ✓ Realisation of MYRRHA pool thermohydraulics experiments;
- ✓ Realisation of MYRRHA fuel assembly thermal hydraulic experiments;
- ✓ Understanding of the chemistry of major volatile radionuclides in liquid lead-bismuth;
- ✓ Realisation of the necessary core reactor physics experiments in the GUINEVERE facility in support of the MYRRHA (pre-)licensing;
- ✓ Extending the database on Americium-oxide fuel;
- ✓ Organization of a one week comprehensive lecture series on thermal hydraulics and chemistry in HLM reactors;
- ✓ Organization of an international workshop on "Accelerators driven HLM nuclear reactor for transmutation and high-tech applications";
- ✓ Dissemination of the project's results according to the dissemination plan.

9. Appendices

- 9.1. Appendix 1: template front page for a MYRTE deliverable (see page 13)**
- 9.2. Appendix 2: template sign-off sheet for a MYRTE deliverable (see page 14)**
- 9.3. Appendix 3: template for meeting minutes (see pages 15-17)**



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Appendix 1: MYRTE Deliverable front page template
Template available on the MYRTE website

MYRTE

MYRRHA Research and Transmutation Endeavour



Research and Innovation Action
co-funded by the European Commission under the Euratom Research and Training Programme
within the Horizon 2020 Framework Programme

Activity: NFRP-09-2015: Transmutation of minor actinides (Towards industrial application)

Grant Agreement number: 662186
Start date of project: 01/04/2015 | Duration: 48 Months

Dx.x

Title

Author: name (institute)



MYRTE

Appendix 2: MYRTE Deliverable sign-off sheet
Template available on the MYRTE website

MYRTE Contract number 662186		
Document title	DX.X title	
Author	Name, organisation	
Work Package	x	
Document type	Deliverable	
Issued by	Organisation	
Dissemination level	Public/Restricted	
Internal reference		▼ Choose one of following options
Reporting period	Deliverable 1 st reporting period 01/04/2015 – 01/09/2016 Deliverable 2 nd reporting period 01/10/2016 – 31/03/2018 Deliverable 3 rd reporting period 01/04/2018 – 31/03/2019	
Date of issue	yyyy-mm-dd	

Summary

Short summary:

.....

.....

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Approval

Version	First author	WP leader	Coordinator
0	name organisation dd.mm.yyyy	name organisation dd.mm.yyyy	Peter Baeten SCK•CEN dd.mm.yyyy
	signature	signature	signature

Distribution list

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Roger Garbil, Project Officer Consortium beneficiaries	EC MYRTE	Copy available on MYRTE sharepoint



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Appendix 3: MYRTE meeting minutes template
Template available on the MYRTE website



MYRRHA Research
and Transmutation
Endeavour

(Contract Number 662186)

Minutes of the MYRTE WPX meeting

Date
Venue

Author:

name (institute)

Choose one of following options ▶

First Reporting period: 01/04/2015 – 30/09/2016

Second reporting period: 1/10/2016 – 31/03/2018

Third reporting period: 1/04/2018 – 31/03/2019

Date of issue of this report: **dd/mm/yyyy**

Start date of project: 01/04/2015

Duration: 48 Months

[MYRTE]



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Contents of the meeting

Annexes: **1. Agenda of the meeting**
 2. Participants list (if any)