



## QUALITY ASSURANCE PLAN

26-10-2022



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**PRIMA**  
PARTNERSHIP FOR RESEARCH AND INNOVATION  
IN THE MEDITERRANEAN AREA



## TECHNICAL REFERENCES

<b>Project Acronym</b>	TRACE-RICE
<b>Project Title</b>	
<b>Project Coordinator</b>	Carla Moita Brites <a href="mailto:carla.brites@iniav.pt">carla.brites@iniav.pt</a>
<b>Project Duration</b>	September 2020 – August 2024 (48 months)

<b>Deliverable No.</b>	D7.3
<b>Dissemination level*</b>	CONFIDENTIAL
<b>Work Package</b>	WP 7 – PROJECT MANAGEMENT
<b>Task</b>	T7.1 – QUALITY ASSURANCE
<b>Lead beneficiary</b>	INIAV
<b>Contributing beneficiary/ies</b>	INIAV, ITQB-UNL, EM, CSIC-IATA, BGI, CASA DO ARROZ
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HISTORY OF CHANGES			
Date	Beneficiary	Version	Change
22-10-2022	INIAV	First	Draft proposal sent to WP leaders
26-10-2022	ITQB-UNL, EM, CSIC-IATA, BGI, CASA DO ARROZ	Final	Final version approved

## Executive summary

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The purpose of this document is to define a set of procedures and rules that shall allow the monitoring of the project progress and the compliance with the schedule (execution of tasks, reports, results, deliverables, milestones, KPIs), controlling the technical work status and the coordination of the different work packages to ensure the quality of the outcome, undertaking corrective actions if needed to meet the plan.

The implementation of a quality process will support the TRACE-RICE consortium in the assurance of the conformity of all project deliverables with their requirements meeting high quality standards and is a tool for an internal assessment of the project based upon the criteria used for the proposal evaluation by PRIMA and external experts as well as other quantified objectives and KPIs of TRACE-RICE.

The information provided in this deliverable is complementary to the rules and guidelines defined in the 7.1 “Project Management Handbook”.

## TABLE OF CONTENTS

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Executive summary	1
TABLE OF CONTENTS	2
1. Introduction	3
2. TRACE-RICE quality assurance responsibilities	3
2.1. Project Coordinator	3
2.2. Work Packages leaders	4
2.3. Deliverable responsible	4
2.4. Quality Checker	4
3. Quality Assurance Process	6
3.1 Deliverables	6
3.2 Milestones	6
3.3 Quality control path	6
3.4 Methods to be used for the quality control	7
3.5 Key Performance Indicators (KPIs)	8
4. Conclusions	8



## 1. Introduction

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The quality assurance procedures should focus on monitoring activities built into the work programme to ensure that all project outcomes are compliant with the expected quality standards. This activity will be performed until the end of the project as Task 7.3, with the support of all beneficiaries to guarantee the correct implementation of the procedures here defined.

This deliverable describes the quality plan defined for the project, including:

- the implementation of the quality check process,
- the identification of internal peer reviewers,
- to ensure that satisfactory quality standards are met.

## 2. TRACE-RICE quality assurance responsibilities

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The implementation of quality assurance procedures will count on the support of all beneficiaries involved in the project. The different roles identified in the “Project Management Handbook” (see D7.1) will take part in the TRACE-RICE quality process. Each individual member of the project is directly responsible for:

- the quality of the work performed for the tasks under his/her responsibility,
- the identification and implementation of preventive and corrective actions (if needed),
- the identification of necessary improvements to the achieved results to meet the project initially expected results.

The following sections describe the different roles and responsibilities specifically linked to the quality assurance process.

### 2.1. Project Coordinator

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The Project Coordinator (PC) will be involved in the preparation of technical deliverables as advisor, in the evaluation of the achieved results and of any relevant issue that might arise.

In particular, the PC will:

- provide feedback directly to the WP leader in case the deliverable is not as expected in the DoA,
- ensure the overall coherence and complete coverage of topics related to the field in the project.

In addition, the responsibilities of the Project Coordinator (PC), in relation to the quality, are:

- to oversees the application of quality assurance process to deliverables,
- to carry out a final quality check of the format for each deliverable: i.e. correct filling of deliverable information, use of correct template and layout, etc,
- to monitor and keep updated the risks table,
- to upload the final version (in pdf) of the deliverables into the MEL portal.

Therefore, the PC shall indicate possible suggestions/comments to improve the technical deliverables in case they do not reflect the expected aim.

## 2.2. Work Packages leaders

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Each WP leader is responsible for the Quality Assurance (QA) within the respective lead WP and may delegate quality procedures to Task Leaders when appropriate. The tasks of the WP Leaders regarding quality issues are:

- define contributing partners to specific deliverable,
- organise meetings when necessary for the organisation of activities of the WP,
- update deliverable status table, to be communicated (in the progress reports or when specifically requested) to the Project Coordinator,
- identify risks to be communicated (in the progress reports or when specifically requested) to the Project Coordinator,
- define intermediate steps for delivery of documents,
- provide visibility on activity progress.

## 2.3. Deliverable responsible

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As already indicated in the DoA, each deliverable has a responsible partner identified. The tasks of the partner(s) responsible for a deliverable regarding quality issues are:

- define the structure of the document,
- collect information from contributing partners,
- create a single master document that is properly structured and have a natural flow and consistency,
- keep updated the master file and manage the organisation of the information,
- update WP leader about progress of activities,
- identify risks and update the risk table related to the specific task/deliverable,
- provide the deliverable in time to allow the internal quality process assurance.

Changes in the different versions must be done in track-changes modality and the PC is in charge to proceed with the submission in the MEL.

The final responsibility for the quality of a deliverable belongs to the partner responsible for the activity (WP Leader and Task Leader). Each WP leader is responsible for the Quality Assurance (QA) within the respective lead WP and may delegate quality procedures to Task Leaders when appropriate.

## 2.4. Quality Checker

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At least one person, the Quality Checker (QC) shall review each deliverable. QCs shall not be authors or co-authors of the deliverable to be reviewed. QCs are invited to give detailed and constructive comments (with references, whenever possible) that will help the authors to improve the deliverable).

A total of 21 deliverables are identified in the DoA for the 2<sup>nd</sup> TRACE-RICE life period (2023/2024) and are listed in the table below.

*List of deliverables for the 2<sup>nd</sup> TRACE-RICE life period (2023/2024)*

NO*	DELIVERABLE NAME	RESPONSIBLE	TYPE	DATE
D1.3	DNA-based multiplex strategy, with discriminating potential validated across a wide set of varieties	UNL-ITQB	R	48
D1.6	Predictive models of rice authenticity are available	iBET/INIAV	O	30
D1.7	Digital platform for rice traceability data check	M. Dynamics	O	48
D2.2	Report with results of the testing trials of the solutions selected for prevention of (i) insect infestation, (ii) mycotoxin contamination, (iii) pathogen development	INIAV	R	36
D2.3	Report of assessment of the efficiency of active packaging and bioplastics	iBET	R	36
D2.4	Catalogue of predictive models of microbial inactivation and growth as function of processing and storage conditions for process assessment and incorporation in models for ready-to-eat products	CSIC-IATA	R	36
D2.5	Results of validation and final choice of solutions to be incorporated in WP5 case studies	EM	R	36
D3.3	List of ingredients/compounds extracted from rice by-products	CSIC-IATA	R	30
D3.4	Extraction technologies to optimize bioactive compounds	iBET	R	36
D3.5	Innovative food and beverages, and other edible and non-edible materials from renewable resources	DPL	R	36
D4.1	Report of pilot study development	BGI	R	30
D4.2	Exploitation Plan and Business Strategy	BGI	R	36
D5.1	Pilots specification and design plan	BGI	R	27
D5.2	Pilot setup and deployment (2 sites)	INIAV	R	33
D5.3	Pilot acceptance evaluation results	INIAV	R	40
D5.4	Exploitation and Dissemination Strategy Report	INIAV	R	48
D6.5**	Consumer-centric mobile application	M. Dynamics	O	36
D6.6	Draft Report on Communication and Dissemination activities and impacts	CASA DO ARROZ	R	36
D6.7	TRACE-RICE Good Practices Book	UNL-ITQB	R	36
D6.8	Final Report on Communication and Dissemination activities and impacts	CASA DO ARROZ	R	48
D7.4	Interim reports	INIAV	R	48

\*D1.7, D2.4, D3.4, D4.1, D5.4 are deliverables identified as means of verification (Milestones); \*\*D6.5 postponed from M18 to M36

The internal reviewers for the M27, M30, M33, M36 deliverables (D5.1, D1.6, D3.3, D4.1, D5.2, D2.2, D2.3, D2.4, D2.5, D3.4, D3.5, D4.2, D6.6, D6.7) are assigned during the next EB project meeting. The remain deliverables (D5.3, D1.3, D1.7, D5.4, D6.8, D7.4) reviewers will be assigned before the end of the project. The list of deliverables together with the responsible internal reviewer will be kept up-to-date until the end of the project.

### 3. Quality Assurance Process

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Quality assurance applies to all project activities and is the joint responsibility of all partners during the project duration. The quality assurance process defines the procedures, schedule, quality reviews and reporting activities to be implemented for each deliverable identified in the DoA.

#### 3.1 Deliverables

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All deliverables of type O = Other should be accompanied by a short report, that will be submitted as pdf document in the MEL. This report shall be reviewed following the rules as defined here for deliverables of type R = Report.

Deliverables should reflect the work done in the related task, be conceived according to the objectives and the target audience (e.g. project stakeholders, general public, etc), avoid being repetitive and plagiarism, using references to the other released documents.

#### 3.2 Milestones

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Milestones are project checkpoints representing the end of a project phase, helping the evaluation and monitoring of project progress. Seven milestones have been identified within the TRACE-RICE project to be accomplished along the 48-month implementation. For each milestone, a list of reference deliverables has been identified as means of verification. The milestones reference deliverables are: D1.7, D2.4, D3.4, D4.1, D5.4 and WP Leaders are responsible for the timely achievement of the milestones as identified in the DoA.

#### 3.3 Quality control path

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The quality control path designed for TRACE-RICE is designed for the rest of half-life period of the project.

The quality assurance process will involve the following rules:

1. Deliverable responsible (editors): the partner(s)/person(s) responsible for the deliverable, provide a document that is quality checked by him/her with respect to contents, format, grammar, orthography and style. Editors must ensure that there will not be any inconsistencies and the same terminologies are used across deliverables.
2. Deliverable contributors: the partner(s)/person(s) contributing to the deliverable, provide complete and concise input that is quality checked by him/her with respect to contents, format, grammar, orthography, and style, complying to the structure of the deliverable to which they contribute.
3. WP leader (WPL): when the WP leader is a different partner/person from the deliverable responsible, he/she read all inputs and verifies that the contents are in line with the expected results and tasks listed in the DoA.



4. QCs: QCs expect to receive a draft version (almost final) of the deliverables. QC oversee formatting issues, perform consistency checks and will double check complete coverage of topics. The QCs might be involved in the structuring of a deliverable as advisors. QCs evaluate the achieved results and any relevant issue that might need to be documented in the deliverable. Therefore, the QCs are expected to provide feedback about the clarity and structure of the information provided in the deliverable and on the content.
5. Project Coordinator (PC): the deliverable responsible should send the final version in .doc to the PC for checking the quality once it will be ready for submission.

### 3.4 Methods to be used for the quality control

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The deliverable leader is responsible for the arrangements, initiation and monitoring of the quality control process. QCs, already identified as part of this document, should be confirmed when the preparation of the document starts.

The following recommendations will be shared with each person involved in the quality control:

- when working with Word documents, QCs' comments and contributions are to be done using the “Track Changes” mode combined with specific text comments aligned with the specific section. Collaborative online edition may be available for specific deliverables which require input from multiple partners. In any case, all deliverables to be sent to the QCs should be in an editable format.
- In the case where, by unexpected reasons, the QC is not able to meet the deadline, the deliverable leader should be informed as soon as possible to be able to replace the QC.
- The QCs should take into consideration, when applicable, the issue of GDPR and management of IPR of the project results, making any suitable comments on this respect.

### 3.5 Key Performance Indicators (KPIs)

The successful implementation of the PRIMA programme will be measured against specific key performance indicators (KPIs) already identified. The table below lists twelve PRIMA KPIs that are related with TRACE-RICE objectives and also identifies the partners in charge of obtain that indicators.

*List of PRIMA KPIs to be reported in the final report of TRACE-RICE*

PRIMA KPI TITLE	TRACE-RICE SPECIFIC TITLE	PARTNERS IN CHARGE
Developed or Improved Solutions or Products	Types/brands of rice traced by origin and Blockchain development.	INIAV, BGI, EM, CASA DO ARROZ
Developed or Improved Solutions or Products	QStamp® mobile application	INIAV, ITQB, Mater Dynamics
Developed or Improved Solutions or Products	Build predictive generation models for unstructured data	INIAV, iBET, ITQB
Demonstration sites	Spectroscopic models and quality standards translated to University of Alexandria	INIAV, UNIV. ALEXANDRIA
Regional Platforms, knowledge hubs, datasets	Digital platform for rice traceability and authenticity data check	INIAV, ITQB (IGC colabration)
Engaged Stakeholders and End Users	No title	INIAV, CASA DO ARROZ, MATER DYNAMICS
Engaged Researchers	No title	INIAV, iBET, ITQB, CSIC-IATA, UNIV. ALEXANDRIA
Technical or Operational guidelines/manuals	Technical standards (revisions & new work proposals)	INIAV, CSIC-IATA, UNIV. ALEXANDRIA
Publications and Outreach	Publications in scientific journals, technical press and magazines	ALL
Communication & Capacity Building Actions	Dissemination and communication outcomes	INIAV, CASA ARROZ
Sustainable Development Goals	No title	ALL
New sustainable healthy Mediterranean diet-based food products	Development of rice-based ingredients/foods	INIAV, iBET, CSIC-IATA, DPL
Agrofood wastes and by products Reduction and Valorization	Development of innovative natural ingredients from rice by-products using circular economy and sustainability approaches	INIAV, iBET, CSIC-IATA, DPL
Developed or Improved Solutions or Products	Types/brands of rice traced by origin and Blockchain development.	INIAV, BGI, EM, CASA DO ARROZ

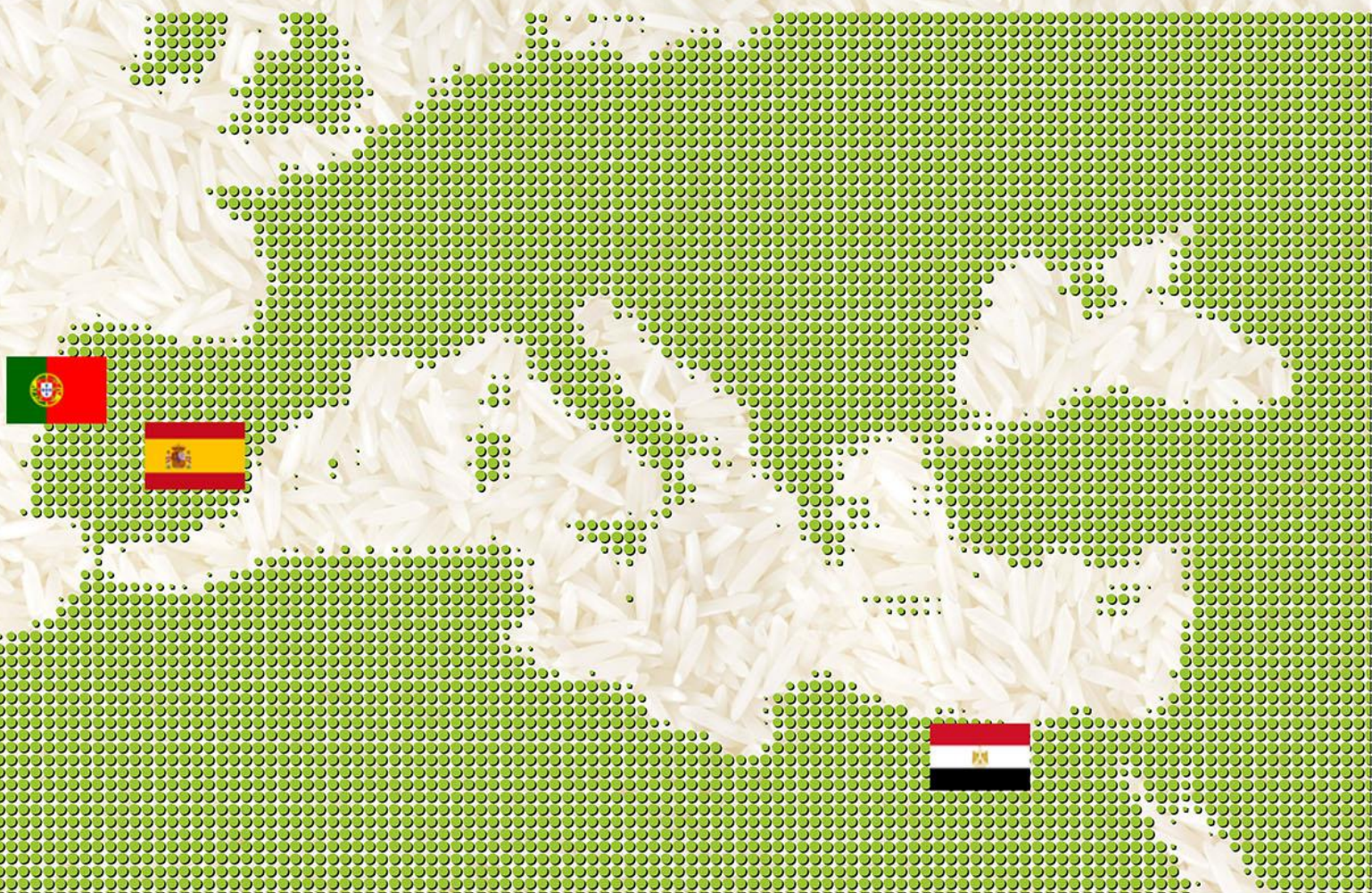
The Quality Checker of that indicators is the PRIMA officer and all TRACE-RICE partners shall consider in their activities how and to which extent it will contribute to the targeted KPIs.

## 4. Conclusions

This deliverable summarizes the procedures that will be implemented by TRACE-RICE consortium to conduct the work towards meeting the project objectives with the highest possible quality level. All partners are committee to guarantee the quality standards expected for the project. D7.3 is a complementary document to the information provided in the GA and in D7.1 and should be considered as a handbook to be used as a reference for all beneficiaries and for the entire project duration.



# Trace Rice



## TRACE-RICE Consortium



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DE LISBOA



**Grupo Desarrollo**



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