Horizon Europe Twinning Call (HORIZON-WIDERA-2023-ACCESS-02)	
PROJECT TITLE	**Atmospheric and Solar Research and Innovation in the Eastern Mediterranean**
PROJECT ACRONYM	**ATARRI**
Work Package	**WP1 – Coordination and Management I**
Deliverable	**(D3) D1.3–Quality Assurance Plan**

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Call:	**HORIZON-WIDERA-2023-ACCESS-02**	
Project full title:	**Atmospheric and Solar Research and Innovation in the Eastern Mediterranean**	
Project acronym:	**ATARRI**	
Work Package (WP):	**WP1 - Coordination and Management I**	
Deliverable (D):	**D3-D1.3 – Quality Assurance Plan**	
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Author(s):	**Argyro NISANTZI (ECoE), Rodanthi Elisavet MAMOURI (ECoE)**	
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Dissemination Level		
PU	Public	✓
SEN	Sensitive, limited under the conditions of the Grant Agreement	

Document Sign-off		
Status of the document	**Organization**	**Date**
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OWNERSHIP AND USE				
Work Package: 1 – Coordination and Management I				
(D3) D1.3 – Quality Assurance Plan				
Sections to be protected	**Description**	**Owner**	**Access Rights**	
			Period	**Type**
All	Sensitive material	ATARRI consortium	-	-
N/A	Public material	ATARI consortium	N/A	

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ARMINES	ASSOCIATION POUR LA RECHERCHE ET LE DEVELOPPEMENT DES METHODES ET PROCESSUS INDUSTRIELS
BSC CNS	BARCELONA SUPERCOMPUTING CENTER CENTRO NACIONAL DE SUPERCOMPUTACION
CA	Consortium Agreement
CARO	Cyprus Atmospheric Remote Sensing Observatory
CIENCIAS UL	FACULDADE DE CIENCIAS DA UNIVERSIDADE DE LISBOA
EC	European Commission
ECoE	ERATOSTHENES Centre of Excellence
EU	European Union
FC.ID	FCIENCIAS.ID-ASSOCIACAO PARA A INVESTIGACAO E DESE
GA	Grant Agreement
GRASP SAS	GENERALIZED RETRIEVAL OF ATMOSPHERE AND SURFACE PROPERTIES EN ABREGE GRASP
PC	Project Coordinator
PMOD WRC	SCHWEIZERISCHES FORSCHUNGSINSTITUT FUER HOCHGEBIRGSKLIMA UND MEDIZIN IN DAVOS
QAP	Quality Assurance Plan
RMP	Risk Management Plan
WP	Work Package

Summary

This document is prepared for the purposes of "D1.3-Quality Assurance Plan" of the project ATARRI. The Project is funded by Horizon Europe Framework Programme (HORIZON) - Coordination and Support Actions under grant agreement no. 101160258. The Quality Assurance Plan (QAP) deals with quality issues to ensure the smooth operation of the ATARRI project.

This report details all the necessary mechanisms that must be performed so that all the upcoming deliverables are of assured quality and within the scheduled timeline. The deliverable is divided into the following chapters:

- The **first,** introductory, chapter describes the role and importance of the current deliverable.
- The **second** chapter elaborates on the basic framework concerning the Quality Assurance Plan and describes the guidelines at all levels, namely the roles and responsibilities of the consortium members, the basic process for reviewing and approving deliverables, and the basic protocols to be followed for each type of deliverable.
- The **third** chapter includes risk management that records the potential risks may occur until the end of the project at M36.

Keywords: Quality Assurance Plan, Deliverables, Quality Assurance Guidelines, Revision and Approval Procedures, Document Protocols

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1. Introduction

The aim of the Quality Assurance Plan (QAP) is to enforce quality control standards by systematically applying predetermined and agreed quality activities and procedures, in order to meet the Project's objectives and produce the Project's deliverables of the highest quality. This QAP will benefit all parties involved in the Project's implementation by providing those specifications which will ensure that the objectives of the Project are met, and all deliverables are produced under a common framework understanding and smooth collaboration.

The procedures described in this QAP are tailored to meet the requirements of the ATARRI Project and are fully aligned with the Grant Agreement and the approved Project proposal. The milestones and deliverables of the ATARRI comprise the basis for monitoring and approving the progress of the project. Therefore, a Quality Assurance Plan (D3-D1.3) was prepared, detailing all the procedures that ensure consistency between the different types of deliverables to be developed in the project. The consortium members will be responsible for the technical and quality control of the deliverables that will be prepared according to quality standards and guidelines presented in this document. Deliverables will be subject to defined processes under the supervision of the Work Package Leader (WPLs) and must be aligned with the defined standards and guidelines. The Quality Assurance Plan is a "tool" of utmost importance because the success of ATARRI is based on the quality of its deliverables, which represents the real "picture" of the project.

2. Quality assurance guidelines

Each Partner of the ATARRI Project undertakes to take an active part in the efficient implementation of the Project and to cooperate, perform and fulfil, promptly and timely, all of the obligations under the Grant Agreement (GA) and the Consortium Agreement (CA) of the Project. All Partners are committed to the management of the Project, assuring quality and compliance as detailed in the present QAP and the above-mentioned GA, mentioned above. Therefore, each Partner must undertake all reasonable measures to ensure the accuracy, and the quality of the information and materials supplied to other Partners.

The Quality Assurance procedures are applicable to:

- All Partners;
- All deliverables (written or in any other form);
- Documents exchanged between the Partners;
- Dissemination activities and materials.

Throughout the project's lifecycle, the ATARRI consortium commits to prepare and submit all 26 deliverables divided into 10 Work Packages (WPs), as described in the Grant Agreement and outlined in Table 1.
Each deliverable has a dissemination level as well as a specified submission date. The dissemination level of each deliverable has a target audience where some of them will be sensitive (among the consortium partners), but some others will be released publicly for dissemination purposes of the project. Associated partners are expected to transmit their designated contributions to the PC via email or other secure electronic methods, adhering to the specified schedule and general guidelines (e.g., file format, file type, specific protocols..).

Table 1: The deliverables list

Deliverable Number	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date (in month)	Month Submission
D1	Work Plan	WP1	PMOD WRC	R	SEN	3	Dec-24
D2	Data management Plan	WP1	BSC CNS	DMP	PU	6	Mar-25
D3	Quality Assurance Plan	WP1	ECoE	R	PU	3	Dec-24
D4	Development Plan	WP2	ECoE	R	SEN	36	Sep-27
D5	Report on technical Workshop and virtual trainings	WP3	ECoE	R	PU	17	Feb-26
D6	Report on staff exchanges and on-site training	WP3	ECoE	R	PU	17	Feb-26
D7	Hand-book: best practices in dust forecasting modelling	WP4	BSC CNS	R	PU	30	Mar-27
D8	Hand-book: best practices in aerosol microphysics	WP4	GRASP SAS	R	PU	30	Mar-27
D9	Hand-book: best practices in solar energy app.	WP4	FC.ID	R	PU	30	Mar-27
D10	Hand-book: best practices for solar radiation observations,	WP4	PMOD WRC	R	PU	30	Mar-27
D11	Report on Research Management skills	WP5	BSC CNS	R	PU	32	May-27
D12	Report on Business Mentality Development	WP5	GRASP SAS	R	PU	34	Jul-27
D13	Report for knowledge, data and algorithm archiving and access	WP5	ENSMP	R	PU	24	Sep-26
D14	Strategy for joint publications	WP6	PMOD WRC	R	SEN	6	Mar-25
D15	Report on networking activities	WP7	ECoE	R	PU	36	Sep-27
D16	Lectures at Webinars and Summer Schools	WP7	ECoE	OTHER	PU	36	Sep-27
D17	Report on common activities with Experts	WP7	ECoE	R	PU	36	Sep-27

D18	Implementation Plan for the exploratory research project at CARO	WP8	FC.ID	R	SEN	24	Sep-26
D19	Report on the exploratory research project outcomes	WP8	PMOD WRC	R	PU	36	Sep-27
D20	Database and Platform with tailored dust related products	WP8	BSC CNS	DATA	PU	36	Sep-27
D21	Report on the Scientific Workshop	WP8	ECoE	R	PU	36	Sep-27
D22	Plan for dissemination, exploitation, and communication	WP9	ECoE	R	PU	6	Mar-25
D23	Communication material	WP9	ECoE	OTHER	PU	17	Feb-26
D24	Website and Social media	WP9	ECoE	OTHER	PU	3	Dec-24
D25	Minutes of the stakeholder and industry info day	WP10	ECoE	R	SEN	36	Sep-27
D26	e-Proceedings of final conference of the project	WP10	ECoE	OTHER	PU	36	Sep-27

Roles and Responsibilities in the consortium

As the ATARRI project is profoundly collaborative, deliverables will consistently be produced by a team with explicitly designated responsibilities. The subsequent table delineates the roles and responsibilities of each party involved in generating project deliverables.

Table 2. Roles and responsibilities

Roles	Responsibilities
Task Leader	• Collaborate with the WP Leader for overseeing the deliverable prompt preparation and submission • Review the technical quality of the deliverable to ensure compliance with the prescribed formatting template • Be responsible for the technical content of the deliverable and its clear communication in written form • Confirm that deadlines are met accordingly
WP Leader	Verify the technical quality and ensure strict adherence to the formatting template for the deliverable. Monitor the following: • Consistency and alignment of all deliverables within the WP • Overall planning and punctual submission of all deliverables • Consistency of the deliverables with the other WP

Project Coordinator	The legal entity acting as the intermediary between the Parties and the Granting Authority. • Perform the tasks assigned to it as described in the GA and this CA. • Supervise the entire submission process • Perform a final check of the formatting style and content prior submission • Submit the deliverables to the EU
General Assembly	The decision-making body of the consortium. The GA shall consist of one representative of one each Party

During the Kick of Meeting of the project the consortium vote for the General Assembly and the members are shown below:

ECoE: Rodanthi-Elisavet MAMOURI; Deputy Argyro NISANTZI
BSC CNS: Emanuele EMILI; Deputy Elena Markocic
GRASP SAS: Anton LOPATIN
CIENCIAS UL - ARMINES: Rodrigo AMARO E SILVA; Lionel MENARD
PMOD WRC: Stelios KAZADZIS

At the same day the ATARRI consortium decided the following members as work package leaders:
WP1- ECoE - Rodanthi-Elisavet MAMOURI
WP2- ECoE - Rodanthi-Elisavet MAMOURI
WP3 – BSC CNS - Emanuele EMILI
WP4 – BSC CNS - Emanuele EMILI
WP5 – GRASP SAS - Anton LOPATIN
WP6 - CIENCIAS UL - Rodrigo AMARO E SILVA
WP7 - CIENCIAS UL - Rodrigo AMARO E SILVA
WP8 - PMOD WRC – Stelios KAZADZIS
WP9 - ECoE - Argyro NISANTZI
WP10- ECoE- Argyro NISANTZI

Additionally, leaders for each task were decided within internal communication as follows:

Task 1.1 Planning and coordination, Lead: ECoE - Rodanthi-Elisavet MAMOURI
Task 1.2 Organisation of project meetings, coordination of reports and deliverables, Lead: EcoE – Argyro NISANTZI
Task 1.3 Knowledge transfer and capacity building plan, Lead: PMOD/WRC – Kyriaki PAPACHRISTOPOULOU
Task 1.4 Data management, Lead: BSC/CNS – Francesco BENINCASA
Task 1.5: Quality Assurance, Lead: EcoE – Argyro NISANTZI

Task 2.1 Planning and coordination, Lead: ECoE - Rodanthi-Elisavet MAMOURI
Task 2.2 Organisation of project meetings, coordination of reports and deliverables, Lead: EcoE-Argyro NISANTZI
Task 2.3 Knowledge transfer and capacity building plan, Lead: PMOD/WRC – Kyriaki PAPACHRISTOPOULOU
Task 2.4 Data management, Lead: BSC/CNS - Francesco BENINCASA
Task 2.5: Strategic Growth, Lead: ECOE – Argyro NISANTZI

Task 3.1: Workshops, Lead: BSC/CNS - Emanuele EMILI
Task 3.2 Virtual training, Lead: GRASP – Anton LOPATIN
Task 3.3 Mobility activities (within the consortium), Lead: ECoE - Rodanthi-Elisavet MAMOURI

Task 4.1 Mobility activities (within the consortium), Lead: ECoE - Rodanthi-Elisavet MAMOURI

Task 5.1 Management capacity improvement, Lead: BSC/CNS - Elena MARCOCIC
Task 5.2 Business mentality Development, Lead: GRASP SAS – Anton LOPATIN
Task 5.3 Archive and access of knowledge, data and algorithms Lead: ENSMP – Lionel MENARD

Task 6.1 New strategies development, Lead: PMOD/WRC – Kyriaki PAPACHRISTOPOULOU
Task 6.2 National and International Networking, Lead: ECoE - Rodanthi-Elisavet MAMOURI
Task 6.3 Raise National research profile, Lead: BSC/CNS – Elena MARKOCIC
Task 6.4 Raise International research profile, Lead: PMOD/WRC - Kyriaki PAPACHRISTOPOULOU

Task 7.1 New strategies development, Lead: PMOD/WRC - Kyriaki PAPACHRISTOPOULOU
Task 7.2 National and International Networking, Lead: ECoE - Rodanthi-Elisavet MAMOURI
Task 7.3 Raise National research profile, Lead: BSC/CNS – Emanuele EMILI
Task 7.4 Raise International research profile, Lead: PMOD/WRC - Kyriaki PAPACHRISTOPOULOU

Task 8.1 Microphysics retrievals during strong dust events, Lead: GRASP SAS – Anton LOPATIN
Task 8.2 Forecasting dust event and their effects upon radiation, Lead: BSC/CNS - Emanuele EMILI
Task 8.3 Impact of strong dust events on spaceborne observations, Lead: PMOD/WRC - Stelios KAZADZIS
Task 8.4 Impact of strong dust intrusions on solar energy, Lead: FC.ID – Rodrigo AMARO E SILVA
Task 8.5: Scientific workshop: Workshop on Climate Research future and expectation, Lead: PMOD/WRC – Stelios KAZADZIS

Task 9.1: Preparation of printed and multimedia material Lead: ECoE – Athina SAVVA
Task 9.2 Communication and outreach activities Lead: ECoE -Athina SAVVA
Task 9.3: Set-up and maintenance of project's website Lead ECoE – Argyro NISANTZI
Task 9.4: Conferences participation and scientific papers publication Lead ECoE - Rodanthi-Elisavet MAMOURI
Task 9.5 Channels with stakeholders and Exploitation Activities Lead ECoE - Argyro NISANTZI

Task 10.1: Printed and multimedia material ECoE – Athina SAVVA
Task 10.2: Communication and outreach activities Lead: ECoE – Athina SAVVA
Task 10.3: Conferences participation and scientific papers publication Lead ECoE - Rodanthi-Elisavet MAMOURI
Task 10.4 Channels with stakeholders and Exploitation Activities Lead ECoE - Argyro NISANTZI
Task 10.5: Organization of a Special session in an international conference Lead: ECoE - Rodanthi-Elisavet MAMOURI

Revision and approval procedure

The deliverables generated for the project's purposes outlined in Each deliverable has a dissemination level as well as a specified submission date. The dissemination level of each deliverable has a target audience where some of them will be sensitive (among the consortium partners), but some others will be released publicly for dissemination purposes of the project. Associated partners are expected to transmit their designated contributions to the PC via email or other secure electronic methods, adhering to the specified schedule and general guidelines (e.g., file format, file type, specific protocols..).

Table 1, will adhere to the guidelines specified in the present document. All procedures detailed herein shall be performed by all members of the project consortium. Each WP Leader will assign the pertinent researchers responsible for executing each deliverable task.

For every deliverable, the consortium has established the following structured review and acceptance process, guided by the hierarchy and procedure outlined below.

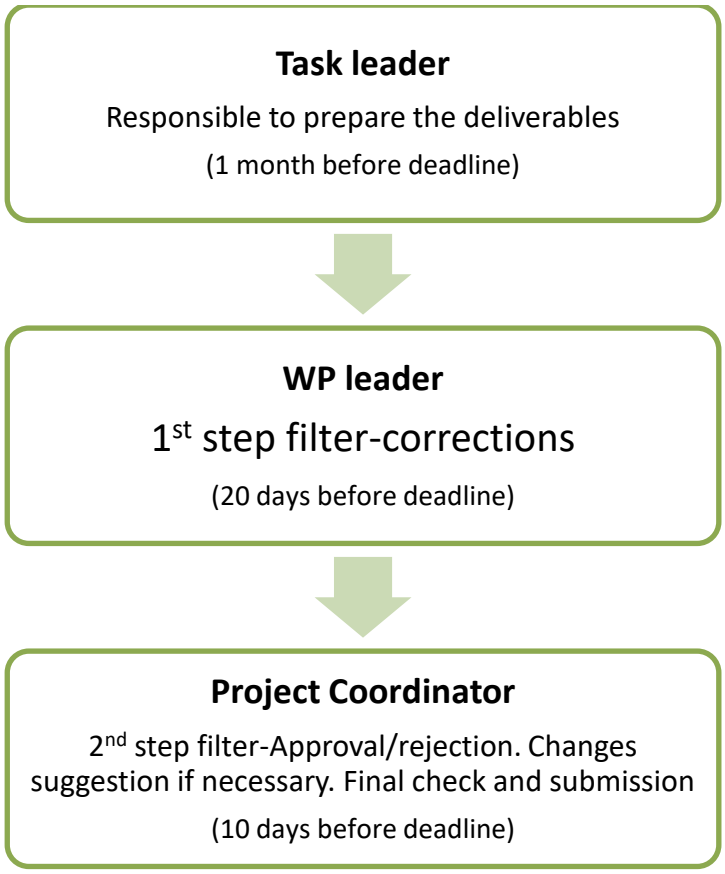

Figure 1: Workflow for deliverable review procedures

Each deliverable must undergo three filtering steps prior submission to the EU. The process is outlined in the following steps:

1) The Task Leader prepares the draft and forwards it to the WP Leader.
2) WP Leaders will serve as the "initial filter", responsible for verifying the technical quality and ensuring rigorous adherence to the formatting standard of the deliverable.
3) Finally, as a "secondary filtering step", the article will undergo scrutiny by the PC comprising the core members from all partners. The PC is responsible for reviewing and accepting/ rejecting the deliverable (If it needs corrections, it will be rejected and returned to the previous 2 steps). It should be noted that it may not always be essential for all core members to participate in this step. In certain deliverables where some partners are not directly involved, their participation may not be required. So the PC will act as a "final step filter", validating and finalizing deliverables, milestones and other technical or operational issues. The PC is responsible for approving, finalizing, and submitting all deliverables to EU portal.

It's essential to note that feedback corrections can be sent at any of the stages mentioned above if needed. In these cases, the deliverable will be returned to the Task Leader for the implementation of corrective actions.

Prior to a document submission to the EU, it must go through 4 distinct stages: Drafting, Reviewing, Approval and Submission. For each stage, the participating partners will be listed, and the date will be recorded. These stages will be clearly marked at the beginning of each report, on page 3 of the document (Table 3).

Table 3: Review process information for each deliverable.

Document Sign-off		
Status of the document	**Organization**	**Date**
Drafted		
Reviewed		
Approved		
Submitted		

Project Documentation

During project's lifecycle, several deliverables of various types will be implemented as shown in Table 1. A collection of standardized document templates has been developed towards this purpose and are available to the ATARRI's website intranet. These templates adhere to the ATARRI framework established within all WPs. The standard templates encompass:

- Deliverables and reports
- Meeting agendas
- Meeting minutes
- Power point presentations

Each type of deliverable should be submitted with a specific naming convention to uphold consistency among the deliverables within the ATARRI consortium. For this reason, this section will briefly describe a protocol for each type of deliverable.

- Reports (Microsoft Word - docx format and Acrobat Document - pdf format)

Deliverable status	Filename
Final	ATARRI<underscore>D<underscore><Deliverable number> <underscore>V<version number> e.g.: ATARRI_D_1.1.1_V0.1

- Conference Abstracts (Microsoft Word - docx format and Acrobat Document - pdf format)

Deliverable status	Filename
Final	ATARRI<underscore>CA<underscore><Deliverable number> <underscore>V<version number> e.g.: ATARRI_CA_1.1.1_V0.1

- Journals (Microsoft Word - docx format and Acrobat Document - pdf format)

Deliverable status	Filename
Final	ATARRI<underscore>Jou<underscore><Deliverable number> <underscore>V<version number> e.g.: ATARRI_Jou_1.1.1_V0.1

- Documents (Microsoft Word - docx format and Acrobat Document - pdf format)

Deliverable status	Filename
Final	ATARRI<underscore>Doc<underscore><Deliverable number> <underscore>V<version number> e.g.: ATARRI_Doc_1.1.1_V0.1

- Meetings (Microsoft Word - docx format and Acrobat Document - pdf format)

Deliverable status	Filename
Final	ATARRI<underscore>Minutes<underscore>< WP number><underscore><meeting<underscore><DD-MM-YYYY> e.g.: ATARRI_Minutes_WPx_meeting_xx-xx-xxxx

- Presentations (Microsoft Power Point - pptx format and Acrobat Document - pdf format)

Deliverable status	Filename
Final	ATARRI<underscore>Training Schools-**SC** or Workshops-**WS** or Virtual Training-**VT** or Short term staff exchanges-**ST**< Number of SS, WS, VT, ST/<underscore>WP<Work Package number> <underscore>V<version number> e.g.: ATARRI_Prst_SS_V0.1

Guidelines for dissemination and communication activities

Due to the pivotal role of dissemination and communications endeavors in accomplishing the project's goals, ATARRI is responsible for managing and coordinating various dissemination activities, primarily under WP9 and WP10 focusing on policies for open access to equipment by external users. Ensuring the coordinated dissemination and exploitation of both the project and its outcomes stands as a fundamental objective for all consortium partners throughout all phases of the ATARRI project.

To optimize the impact of its achievements, ATARRI will undertake a comprehensive array of dissemination and communication activities throughout the project's duration. These endeavors encompass the transfer of knowledge to diverse audiences through avenues such as journal and conference publications, media coverage, electronic newsletters, as well as educational initiatives like workshops and public lectures as well as a public document. The subsequent table delineates the specific public dissemination actions.

Table 4. Dissemination and communication activities

Dissemination and exploitation activities	**Communication and public engagement**
Conference publications	Public lecture-document
Journal publications	Stakeholders' days
Open access to project knowledge	Media and press releases
Stakeholders and Industry Info Day	Researchers' night
Participation in working groups, committees and networks	Educational activities at schools -Ambassadors at schools
CARO Observatory Open Days	ATARRI Website
Organization of Scientific Events: Technical workshops, Training Schools	e-Newsletter (1 per year)
Hand-books of best practices and know-how	CARO social networks-social media presence
Virtual Tour of CARO observatory	ECoE/CARO Youtube channel

For all dissemination and communication efforts, it is required to utilize and adjust the following logos appropriately. Unless explicitly requested or approved otherwise by the EU, or if deemed impossible, any dissemination of results—whether in electronic form or otherwise—must include the logo of the funding scheme along with the accompanying acknowledgement text provided below:

- ATARRI logo

Figure 2: ATARRI logo

- Funding scheme logo

Figure 3: Funding scheme logo

- Partners logo

Figure 4: Partners logos

- Acknowledgement- Disclaimer text

Acknowledgement: *This project has received funding from the European Union's Horizon Europe Twinning Call (HORIZON-WIDERA-2023-ACCESS-02) under the grant agreement No 101160258.*

3. Risk Management Plan

The Risk Management Plan (RMP) is an integral part of the Quality Assurance Plan (QAP) for the Horizon Europe Twinning project. The RMP follows a standard process for risk management that is suitable for the size and activities of the ATARRI project.

This RMP process applies both management and research activities taking place within the ATARRI project. It includes risk identification, risk analysis, risk exposure and risk mitigation. If a risk incident occurs or a requirement is not fulfilled, the risk management and contingency planning process aims to achieve the best possible outcome. So, the RMP aims to ensure that all project outputs are delivered on time, meet quality standards, and align with the Twinning project's objectives.

Risk Ownership

The risk owner can relate to different levels, such as the Coordinator and WP leaders. The risk Owner is responsible for surveying and reporting the risk he/she is responsible in such a way that the appropriate mitigation measure can be applied.

Coordinator:

The coordinator is responsible for meeting the obligations and responsibilities towards the European Commission and for handling the organizational, legal and financial management of the project. He monitors the risk planning and mitigation process throughout the project period.

Work package leaders:
The WP Leaders are responsible for the proper implementation and progress of the activities defined in their respective WP. This includes risk assessment for the overall WP and in particular for the associated deliverables and milestones. Before each project meeting, they should identify and report at the meeting new risks and evaluate previously identified risks in the RMP, such that the coordinator alongside the responsible WP leader can update the RMP.

If several WPs are involved, the WP leaders will be co-responsible of the risk assessment and mitigation.

Risk identification
During the proposal phase, multiple risks and their mitigation measures were identified and included in the Grant Agreement. These are listed in Table 1. During the project execution phase, there is a continued focus on risk where newly identified risks will be reported.
Focus will be on:

- Deliverable status
- Milestone fulfilment
- WP schedules and interaction between WPs

Based on the following risk categories, the risks faced so far, and the potential new ones are presented below:

Table 5: Description of categories, of the expected risks and potential new ones of the ATARRI Project

Related WP(s)	Existing Risks	Potential new risks
WP1, 2: Coordination and Management	**R1:** Difficulty in fixing dates for meetings. One or more members could be absent	**R1N:** Last minute cancelations that might lead to difficulties
WP3, 4: Enhance the Scientific Capacity of CARO **WP5:** Management capacity improvement **WP6, 7:** Raise the research profile of the ECoE **WP8:** Microphysics retrievals during strong dust events	**R2:** Advance partners not available for training or visiting Cyprus. Specific exchange of know-how is not realised	**R2N:** Partners' reluctance to keep up with the deadlines
WP3, 4: Enhance the Scientific Capacity of CARO **WP5:** Management capacity improvement **WP6, 7:** Raise the research profile of the ECoE **WP8:** Microphysics retrievals during strong dust events	**R3:** Poor performance during the training activities	**R3N:** Negative feedback received from the training users

Table 6 shows the risk ownership based on the work packages that each risk is related to.

Table 6: Risk Ownership allocation

Related WP	Risks	Risk Owners
WP1, 2: Coordination and Management	**R1, R1N**	**ECoE**
WP3, 4: Enhance the Scientific Capacity of CARO **WP5:** Management capacity improvement **WP6, 7:** Raise the research profile of the ECoE **WP8:** Microphysics retrievals during strong dust events	**R2, R2N**	**ECoE, BSC CNS, GRASP SAS, ARMINES, MINES, FC.ID, CINECIAS ULISBOA**
WP3, 4 : Enhance the Scientific Capacity of CARO **WP5:** Management capacity improvement **WP6, 7:** Raise the research profile of the ECoE **WP8:** Microphysics retrievals during strong dust events	**R3, R3N**	**ECoE, BSC CNS, GRASP SAS, ARMINES, MINES, FC.ID, CINECIAS ULISBOA**

Risk Exposure

Table 7 below presents the probability and impact of occurrence for the potential new risks using the following approach:

Likelihood of risk Occurrence:

- High probability – (70% ≤ x ≤ 100%)
- Medium – high probability – (30% ≤ x < 70%)
- Low probability (0% < x < 30%)

Severity of risk impact:

- High – Risk that has the potential to greatly impact project schedule or performance.
- Medium – Risk that has the potential to slightly impact project schedule or performance.
- Low – Risk that has relatively little impact on schedule or performance.

Table 7: Probability of Occurrence of each individual Risk. The colours represent the urgency of risk response planning and determine reporting levels.

Likelihood of Occurrence				
Severity		1= high	2= medium	3= low
	A=High			
	B=Medium		R1 R1N R2 R2N	
	C=Low		R3 R3N	

Risk Mitigation

For each risk (planned or new), a risk response plan has been provided and documented in Table 8 below. Risk Mitigation's aim is to eliminate the risk, lower the likelihood of risk occurrence and depict the impact of the risk on the project's objective. This will also be supported by adding tasks to the project schedule, adding resources, etc.

Table 8: Proposed Risk Mitigation Measures

Risk	Proposed risk-mitigation measures
R1: Difficulty in fixing dates for meetings. One or more members could be absent.	Advanced planning to avoid Conflicting events. Teleconferencing will be offered as an option to physical presence.
R1N: Last minute cancelations that might lead to difficulties.	
R2: Advance partners not available for training or visiting Cyprus. Specific exchange of know-how is not realised.	ECoE staff will visit the partnering institution. All material will be prepared in advance and provided in digital form. In case of unavailability of the staff to travel, lecturing will be performed in telematic workshops.
R2N: Partners' reluctance to keep up with the deadlines	To minimise the risk of delays, the PC requests the documents/tasks needed from the responsible partner through direct communication either via emails or video calls. Reminders are sent before the due to date. If an indication of possible delay arises, the project manager requests a meeting through videocall to report delay reason and assist the partner in any required manner.
R3: Poor performance during the training activities	The period of one month after each training activity can be expanded to cover the specific topic improving thus the skills of the ECoE members. In a worst-case scenario, a follow-up workshop will be re-arranged.
R3N: Negative feedback received from the training users	

4. Conclusions

The Quality Assurance Plan (D3) has outlined essential protocols for implementation by consortium partners to ensure the quality and timely submission of deliverables.

Consortium partners possess a thorough understanding of the project's quality assurance framework for deliverables, alongside identifying and mitigating factors that could result in tardiness or diminished quality. The review plan for deliverables is crafted, ensuring clear delineation of roles and responsibilities among project members. Also, Work package leaders are "equipped" with precise timelines and established best practices from the project beginning until the final submission of the deliverables. In addition, specific protocols will be followed for each type of deliverable, with the aim of homogeneity between deliverables when submitting to the EU. Depending on their dissemination level, the milestones will adhere to specific "rules" as defined.

However, even thoroughly designed protocols are effective only when put into action. At present, the consortium partners have reached consensus on the stated protocols, which are already being effectively put into action. Through ongoing dialogue with consortium partners, the work package leaders will routinely evaluate the effectiveness of various aspects of the Quality Assurance Plan, making adjustments as necessary.