Mingei

Deliverable D9.2 - Quality Plan

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http://www.mingei-project.eu/

Executive summary

The Mingei Quality Plan defines the rules for cooperation between project partners, management procedures and decision making, as well as establishes the procedures for project deliverable preparation and quality control. Quality Assurance addresses the internal procedures, describing the processes and resources for ensuring the quality of all the project's documents and prototypes. This document has the approval of the Project Steering Board of Mingei to ensure that a consensus has been reached in the consortium regarding the procedures to be followed by the project.

Keywords

Project management, quality assurance, communication procedures, deliverables control and review, reporting, risk management.

Document History

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27.02.2019	0.9	Xenophon Zabulis	FORTH	Added list of tables

Abbreviations

CA	Consortium Agreement
CO	Confidential
DoA	Description of Action
DPO	Data Protection Officer
EC	European Commission
PSB	Project Steering Board
GA	Grant Agreement
IPR	Intellectual Property Rights
PC	Project Coordinator
PM	Project Management
PSB	Project Steering Board
TM	Technical Manager
WP, WPs	Work Package, Work Packages
WPL	Work Package Leader
QA	Quality Assurance
QAM	Quality Assurance Manager
SEAG	Stakeholders Experts Advisory Group
CHI	Cultural Heritage Institution

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1. Introduction

The primary goal of this deliverable is to define the rules for cooperation between partners, the procedures for control and management decisions, as well as to establish the procedures for quality control of project documents. This deliverable consists of two parts: The **Project Management Plan** (Sections 2-6) and the **Quality Assurance Plan** (sections 7-8).

The **Project Management Plan** details assigned responsibilities, meetings, and reporting requirements, conflict resolution and financial requirements. Hence, the Project Management Plan provides a mechanism that partners can follow as an agreed process for all major management activities and the execution of the project. The presentation of the Project Management Plan is provided in Sections 2 through 6.

The **Quality Assurance Plan** addresses the internal procedures, describing the processes and resources for ensuring the high quality of all the project's documents and prototypes. It is established and maintained by the Project Coordinator (PC), the Technical Manager (TM) and the Quality Assurance Manager (QAM). The Quality Assurance Plan defines the quality standards of deliverables, as well as acceptance criteria. In addition, it determines in-house measures to ensure that the above criteria will be satisfied including the control and corrective mechanisms for project documents delivery process. Moreover, it provides the templates for the production and packaging of deliverables, and the procedure for raising comments and accepting of deliverables. The presentation of the Quality Assurance Plan is provided in Sections 7 and 8.

More specifically, the sections of this deliverable are organised as follows.

Section 2 presents the Mingei Collaboration Platform that will act as a single point of entry for information and procedures regarding project management, reporting and communication.

Section 3 describes the Mingei Organisational Structure, management and decision making processes.

Section 4 presents the Communication Procedures of the project.

Section 5 presents the Formal and Internal Reporting procedures that will be followed by the project.

Section 6 presents the Risk Management strategy of the Mingei project.

Section 7 presents the Quality Assurance procedures for Mingei deliverables.

Section 8 presents the Quality Assurance procedures for data, research and technical development.

2. The Mingei Collaboration Platform

The Mingei Collaboration Platform is accessible only to partners of the consortium. This platform will serve the consortium members for internal communication activities, and will contain documentation of material up to, and including, Confidential (CO) dissemination level. The home page of the platform is presented in the figure below. All members of the Project Steering Board have received their confidential credential for access to the platform.

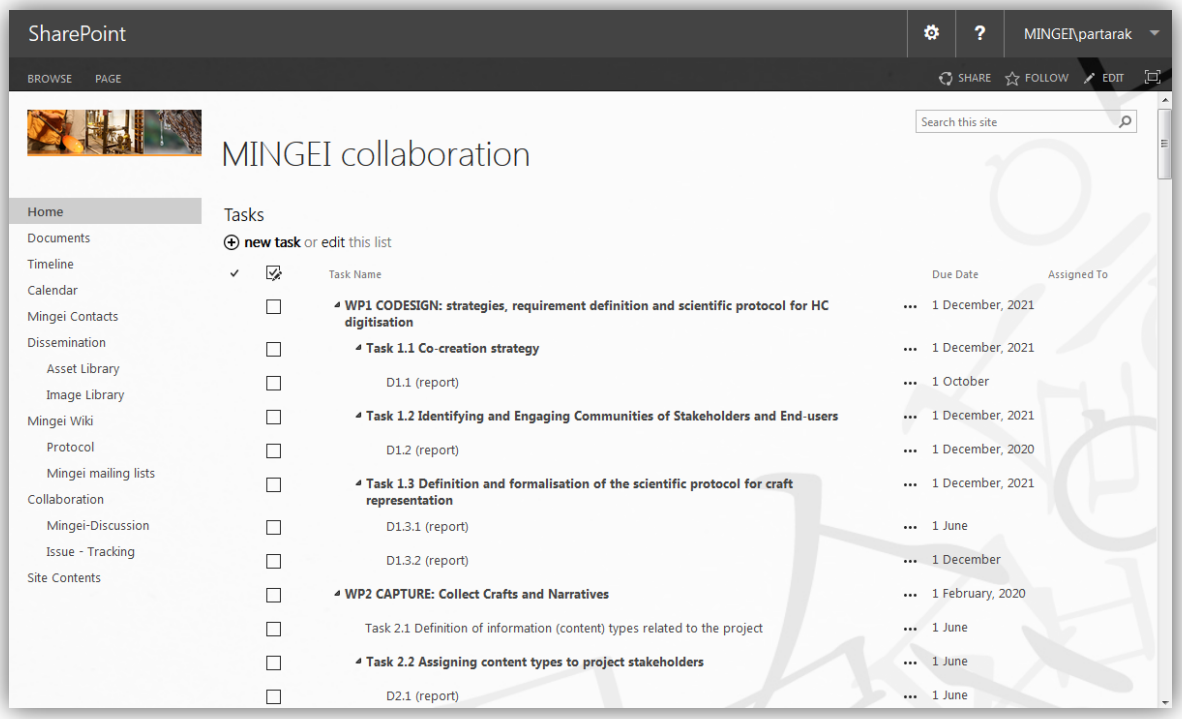

Figure 1: The Mingei Collaboration Platform homepage.

The Mingei Collaboration Platform comprises of several modules that serve distinct needs of the project. The remainder of this deliverable section reports on the modules of the Mingei Collaboration Platform.

2.1 The Documents module

This module is a Document Management System which acts as a single point of access for all project partners. In this module, all the deliverables, newsletters, meeting information, minutes, etc. are organised and stored together. The filing procedures followed by the project, require also storing all the intermediate versions to provide versioning of deliverables.

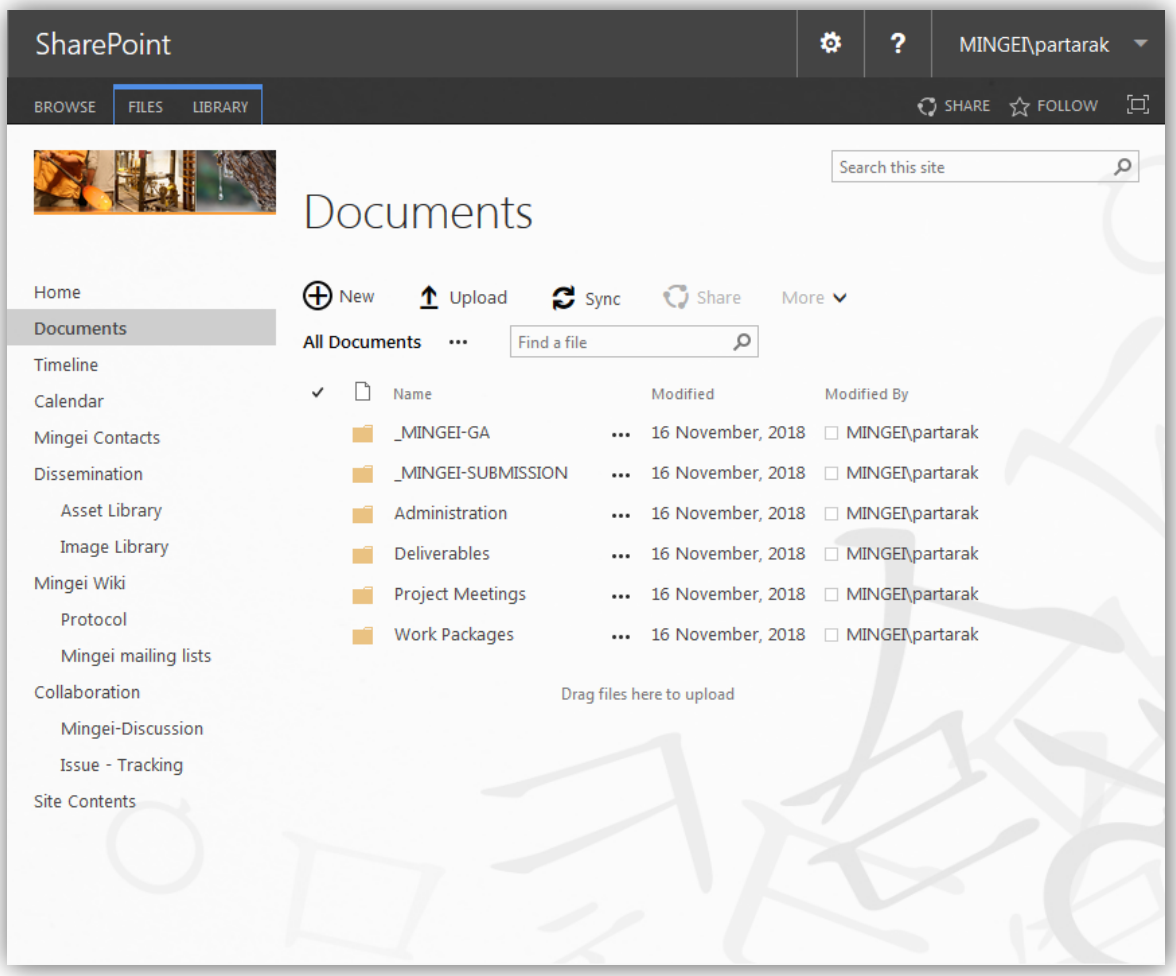

Figure 2: Screenshot of the Documents module.

2.2 The Timeline & Deliverables module

This module presents an overview of the project timeline in terms of WPs and WP Tasks. Furthermore, it presents the due date for all project deliverables, providing an overview of the contractual requirements and expected progress of the Mingei project.

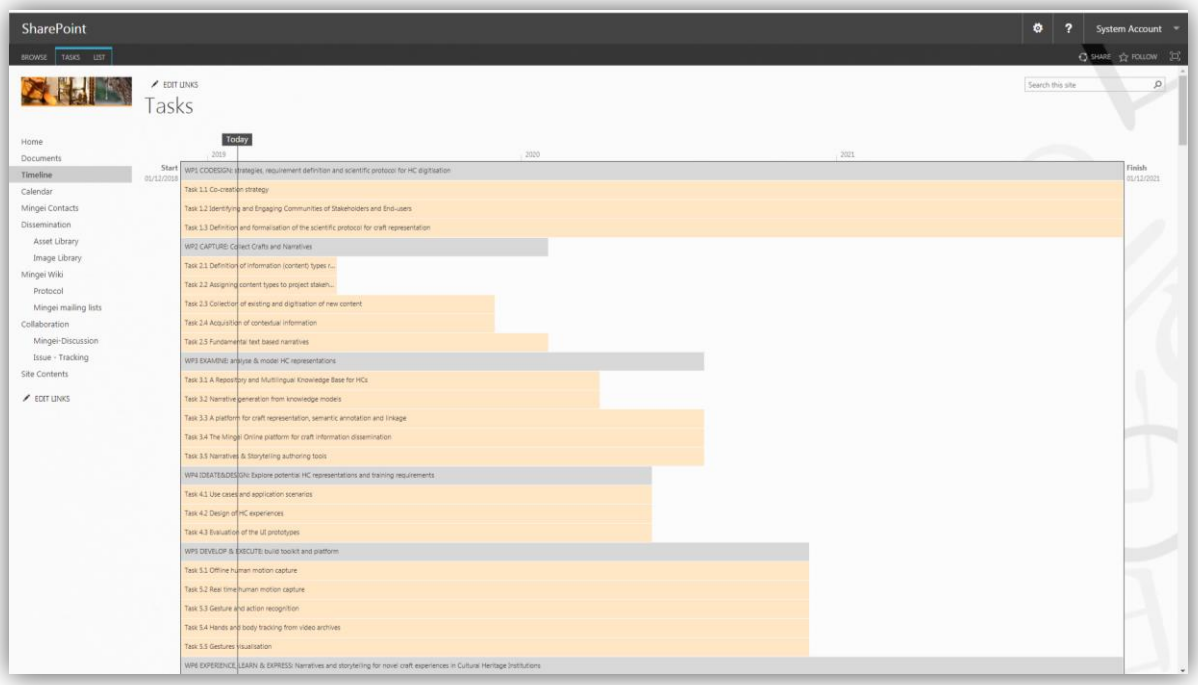

Figure 3: Screenshot of the Timeline & Deliverables module.

2.3 The Calendar module

This Calendar module marks the events related to the project, such as meetings, deliverable due dates, etc.

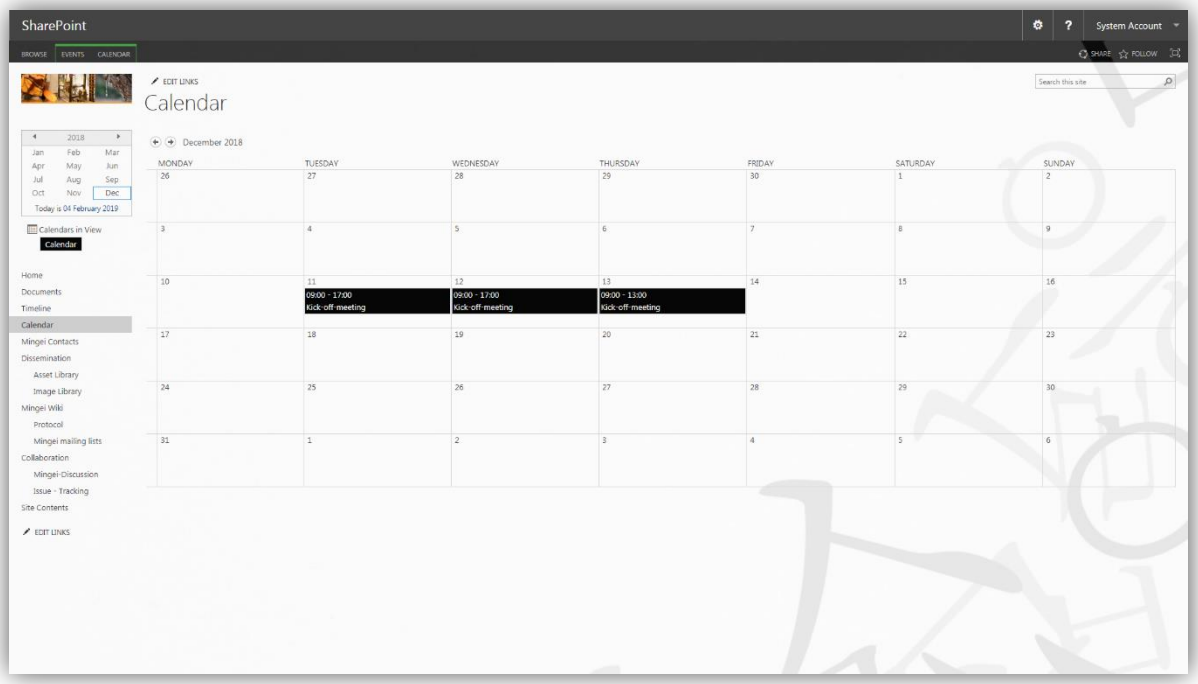

Figure 4: Screenshot of the Calendar module

2.4 The Contacts module

This module provides the contact persons assigned by Mingei partners for the project categorized based on their role in the project.

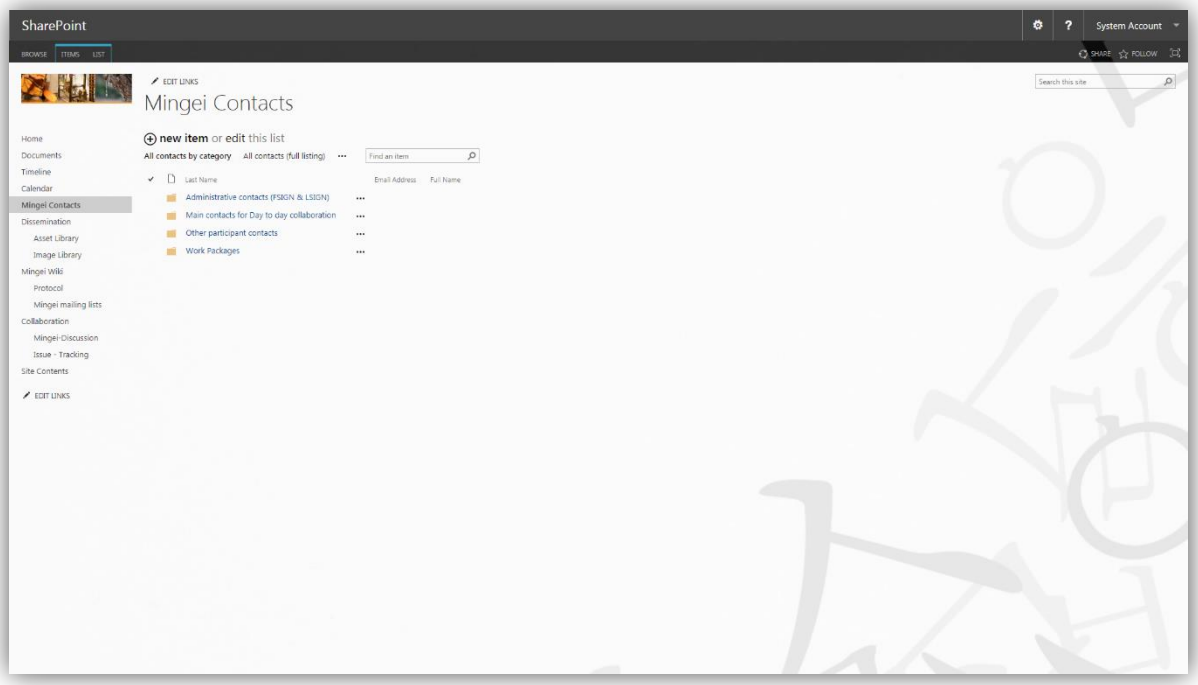

Figure 5: Screenshot of the Contacts module.

2.5 The Dissemination module

The Dissemination module offers repository space and organization for project assets, such as videos (e.g. documentaries, archives, etc.), images (e.g. meetings, recording sessions, etc.), scanned documents, 3D reconstructions, motion capture data, etc. This module will be used by project partners as a pool of information and content for dissemination purposes. Furthermore, it will provide a repository to raw material for digitization operations (e.g. distribution of raw video files to partners performing motion tracking operations). The Dissemination module consists of two sub-modules, namely the Assets Library and the Image Library. The former is used for general project assets, while the latter stores images with their thumbnail previews, for ease of selection in social media and other communication purposes.

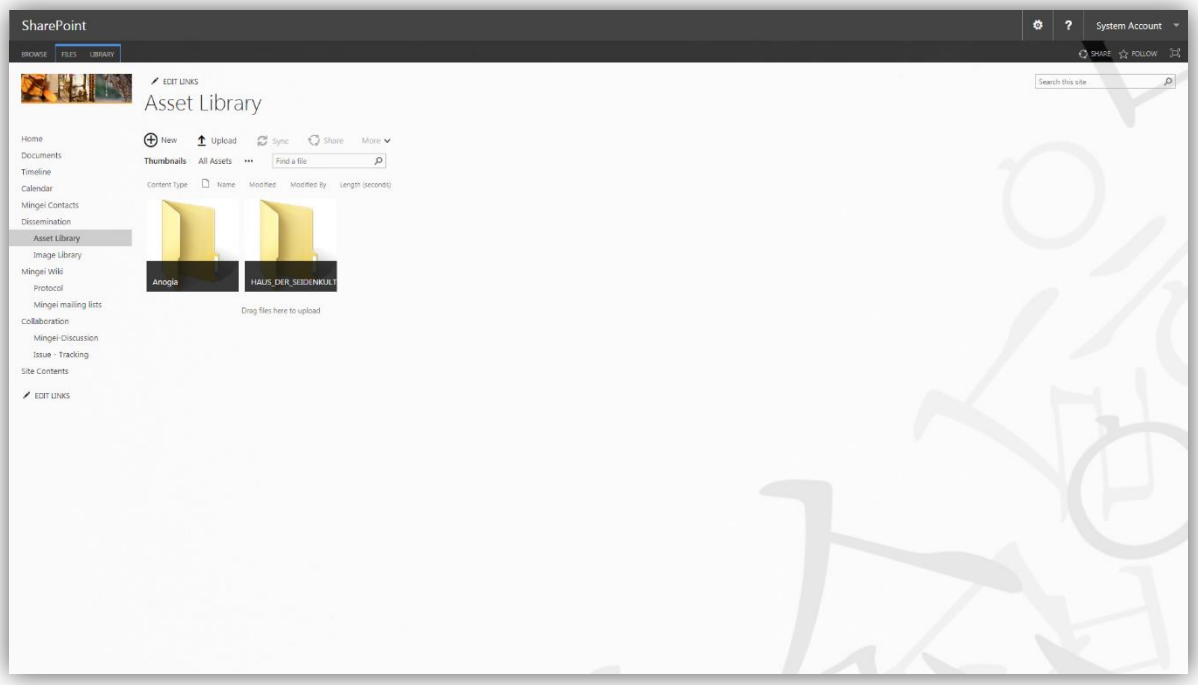

Figure 6: Screenshot of the Asset library.

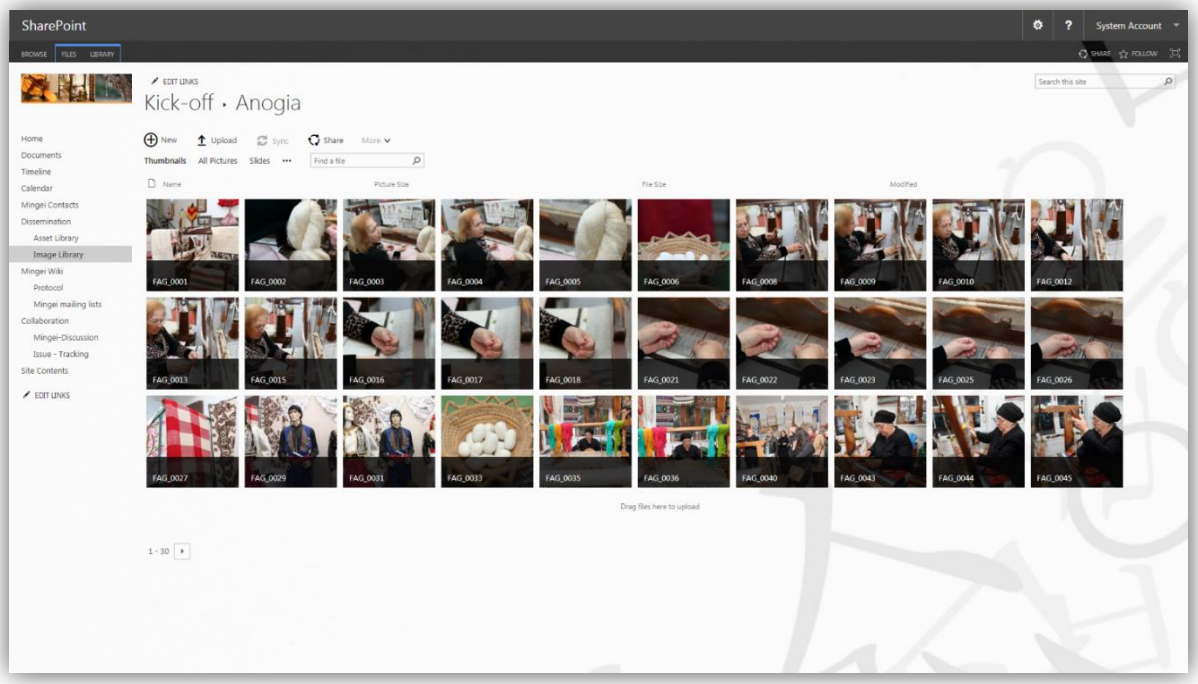

Figure 7: Screenshot of the Image library.

2.6 The Wiki module

This module is the project Wiki that will be maintained as an informal way of capturing important information and notes of the project, in a collaborative way.

Figure 8: Screenshot of the Wiki module.

2.7 Collaboration tools

This module contains threaded discussion and issue tracking functionalities for the needs of the project.

2.8 Implementation details

The Mingei Collaboration Platform was setup using the SharePoint 2016 server [1] which is installed in two dedicated Virtual Machines at the Data Centre of FORTH.

3. Project Organizational Structure

This section of the deliverable highlights the main aspects of the project's **strategy** and its **methodological approach**. The purpose of the organizational structure is the progressive control of each WP, co-ordination of project activities and implementation of quality control mechanisms, by issuing appropriate project standards. Project **organization structure** covers administrative, financial, scientific, and decision-making procedures as well as aspects of new knowledge creation (foreground) and innovation management. The management structure of the project is designed to guarantee that the project objectives and achievements will be fulfilled, providing the required attention to the overall coordination, risk management, and contingency planning.

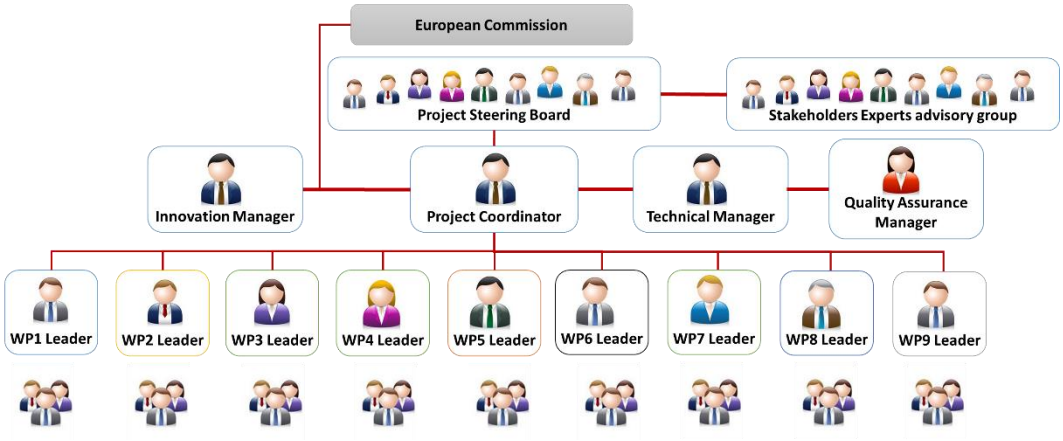

Figure 9: Organisational structure of the Mingei **project.**

3.1 Project Coordinator

The **Project Coordinator (PC)** is **Dr. Xenophon Zabulis** principal researcher at FORTH-ICS. The PC will represent the project in relations with the European Commission (EC) and report to the EC, monitor the overall performance, coordinate and promote the dissemination of the results, coordinate exploitation actions, administer project resources and monitor project spending, coordinate the production of deliverables, convene and chair meetings, collect project reports from partners and forward them to the EC, enforce compliance to the quality assurance plan, ensure preparation of reviews and participate in the reviews. The PC will liaise with FORTH's Central Administration for coordinating the financial issues. Each partner is directly accountable to the PC.

3.2 Technical Manager

The **Technical Manager (TM)** is **Dr. Nikolaos Partarakis** at FORTH-ICS. Together with the PC, the TM will take day to day decisions and deal with the technical quality of the work, the timely execution of the WPs, the distribution of the work, and the co-ordination of the technical activities.

3.3 Quality Assurance Manager

The **Quality Assurance Manager (QAM)** is **Dr. Margherita Antona** principal researcher at FORTH-ICS**.** The QAM monitors the process and signalizes important deviations in terms of results, quality, timing and resources. Her work will be based upon a detailed and quantified Internal Assessment scheme, based upon a variety of assessment parameters and their thresholds. Furthermore, the QAM will be responsible for the quality of the deliverables: (a) devising a detailed Quality Control Strategy and Criteria for each Project Deliverable, (b) consulting WP Leaders on the expected technical and cost-benefit characteristics of the Deliverables both at the beginning of the project and during its execution and (c) assuring the conformity of all Deliverables with the initial criteria set for them, and that they are in accordance with the DoA.

3.4 Project Steering Board (PSB)

The **Project Steering Board (PSB)** includes a representative from each consortium member and is chaired by the PC. The PSB takes decisions on the scientific and strategic directions of the project.

Decision making will strive for consensus; where consensus cannot be reached, decisions are taken by the PSB, on the basis of one vote per partner. The casting vote is held by the PC. However, most decisions about the work to be carried out in the project will already have been made in the Description of Work and will be subject to the contract signed with the EC.

The main responsibilities of the PSB are to:

a) clarify and convey the project vision,
b) promote coherent technical approach,
c) implement any actions and changes in the project plan,
d) identify and bring forward critical technical issues and propose changes,
e) assist partners by preparing technical advice and recommendations,
f) assist partners in preparing the required reports,
g) evaluate the results obtained at project milestones and to
h) monitors risks and finds solutions if needed

In addition, the PSB:

a) monitors progress of the project and its objectives,
b) guides the partner administrative requirements,
c) recommends changes to the contract,
d) makes decisions on exploitation,
e) approves the distribution of documents/publications outside of the project,
f) is responsible for agreements with external bodies and projects,
g) evaluates the evolution of the project,
h) discusses and approves solutions and deliverables,
i) revises the project strategy if necessary (Milestones),
j) validates exploitation and dissemination documents and actions and
k) proposes solutions for arising conflicts.

3.5 Stakeholders Experts Advisory Group (SEAG)

The SEAG will be formed until Month 4 of the project in order to provide ongoing support concerning cultural, social, ethical and legal issues to the consortium.

The topics of expertise shared among the members of the SEAG will include social sciences, cultural heritage, human motion, thematic tourism, sustainable cultural heritage and other.

3.6 WP Leaders

The WP Leaders are assigned to lead the team that is responsible for achieving the WP's objectives. The WP Leaders will work closely with and will be accountable to the PC in order to achieve the project objectives and ensure that the subproject plan aligns with the main project management plan. They also ensure that the deliverable deadlines and project resources assigned to their WP for each consortium member are adhered to. The key responsibility of WP Leaders is to manage the work in their subproject defined by the WP description within time and budget. Each **WP leader**:

a) **Creates** project plans for the WP,
b) **Monitors** progress and coordinates with other WP leaders,
c) **Controls** compliance with project budget,
d) Is **responsible** for the quality work in the WP.
e) **Coordinates** work within his WP.

Day-to-day responsibility for the running of WPs will fall to the WP Leaders. Executive decisions regarding WP work will be taken by the WP Leader, except where a deviation from the Project Plan/Consortium Meeting resolutions is required, at which point the PC should be informed and will decide on an appropriate course of action. Each WP Leader is expected to deliver a brief (1-2 pages) report to the PC each month, describing the progress made. These reports will contribute to the reports submitted to the project officer. Executive decisions regarding WPs will be taken by the WP Leader, except where a deviation from the Project Plan is required, at which point the PC should be informed.

Table 1. WP Leaders.

WP#	WP Name	Affiliation	WP Leader Name
WP1	**CO-CREATION:** strategies, stakeholder engagement and requirement definition and scientific protocol for HC digitisation	**WAAG**	**Vera Lentjes**
WP2	**CAPTURE:** Collect Crafts and Narratives	**PIOP**	**Christodoulos Riggas**
WP3	**EXAMINE:** Analyse & model HC representations	**CNR**	**Carlo Meghini**
WP4	**IDEATE & DESIGN:** Explore potential HC representations and training requirements	**CNAM**	**Anne-Laure Carre**
WP5	**DEVELOP & EXECUTE:** Build Toolkit and Platform	**ARMINES**	**Sotiris Manitsaris**
WP6	**EXPERIENCE, LEARN & EXPRESS:** Narratives and storytelling for novel craft experiences in CHIs	**FORTH**	**Nikolaos Partarakis**
WP7	**MAXIMIZING IMPACT:** Evaluation and Impact Assessment	**WAAG**	**Vera Lentjes**
WP8	**INFORM & ENGAGE:** Dissemination, Communication and Exploitation	**PIOP**	**Christodoulos Riggas**
WP9	**MANAGE:** Coordination and Management	**FORTH**	**Xenophon Zabulis**

3.7 Project Partners

Each partner is responsible for:

- Carrying out the **work** to be performed as **identified** in the **Grant Agreement** (GA).
- Ensuring that the **tasks** assigned to partner are correctly and **performed** in a **timely manner**, in accordance with fundamental **ethical principles** and promoting **equal opportunities** between men and women in the implementation of the project.

- **Informing** the other parties and the PC of any event, which might affect the implementation of the project; any change with regard to its legal, financial, organizational or technical situation; as well as any change in legal name, address or legal representatives.
- Promptly **providing** all **information** reasonably required by a consortium body or the coordinator to carry out its tasks, always taking reasonable measures to ensure the accuracy of such information.
- **Avoiding**, as much as possible, any **commitments** or **conflicts of interest** that may interfere with its obligations in this project, or influence its impartial and objective performance in the project.
- Taking part in relevant **meetings** concerning the supervision, monitoring, and evaluation of the project.
- **Adhering** to the **Consortium Agreement**.

3.8 Data Protection Officers

In line with the GDPR and as required by the Ethics Review, each beneficiary involved in collecting and/or processing of personal data has named a Data Protection Officer (DPO). The DPOs have been designated on the basis of professional experience and expertise in the relevant fields, e.g., data protection and IT-Security, as well as position and authority within his/her organisation.

The Mingei Consortium has identified two relevant roles:

1. **Partner DPO**. Each partner is nominating a DPO who can be either the organisational DPO or a member of the Mingei team that will be responsible to liaise with their organisational DPO. The Partner DPO is not (necessarily) the DPO of the partner organisation, but serves as single point of contact for data protection issues within Mingei for the partner. It is within the partner's responsibility to assure that the Partner DPO has sufficient resources and working communication channels to address data protection issues within the organisation. The contact details of Partner DPOs are below.
2. **Head DPO**. The Head DPO will have the overall responsibility over data management within Mingei. The Head DPO will ensure all the Partner DPOs are delivering their work and are raising the data protection issues to the project management. The organisational DPO of FORTH will assume this role and, in particular, **Mrs. Anthi Strataki** will undertake this responsibility. As Partner FORTH is responsible for the Data Management tasks, the Partner DPO of FORTH, will assist and support the Head DPO, in her duties.

More information on DPO Roles and Responsibilities can be found in Deliverable 10.5, along with the names of the DPOs assigned by Mingei partners.

4. Communication

This deliverable section contains the **description of the communication procedures** between **partners** of the consortium, including meetings and mailing lists.

Internal communication is crucial for the success of the project. The communication between the partners of the Consortium will take place on a daily basis (mainly via email) and at meetings arranged for this purpose. In all cases, where discussion is required or a consensus needs to be reached, conference calls (or other real-time voice communications) will be preferred as means of

communication since it is easier to deal with disagreements, misunderstandings, and the need for clarification over the telephone (than it is via e-mail, or other offline means of communication).

4.1 Project Meetings

Project face-to-face meetings are intended to advance the state of the project. There will be two types of project meetings: (i) two-day Project Consortium meetings; and (ii) one day co-creation workshops. At least one person per project partner must be present in the Project Consortium meetings, and at least one person per project partner involved in the co-creation workshops. Minutes are to be posted no more than 15 calendar days after the meeting.

There will be, on average, three project meetings per reporting period. Notice of project meetings will be posted no less than 45 days prior to the meeting via e-mail and on the Mingei Collaboration Platform. An agenda will be posted on the Mingei Collaboration Platform no less than 30 days prior to the meeting. At the project meetings, all partners will engage in work on all aspects of the project. It is expected that Project Steering Board (PSB) meetings will be held in conjunction with project meetings.

Notice of co-creation workshops will be posted no less than 45 days prior to the meeting via e-mail and on the Mingei Collaboration Platform. An agenda will be posted on the Mingei Collaboration Platform no less than 30 days prior to the meeting. It is expected that these meetings will be held in conjunction with project meetings.

Mingei has already formulated a timeline regarding the meetings to take place during the first year of the project together with targeted one-day co-creation workshops as presented in the following table:

Table 2. Dates of co-creation workshops.

April 2019	Krefeld
September 2019	Chios
December 2019	Paris

4.2 Mailing lists

E-mail distribution lists have been created to facilitate communication between the various groups in the project. The distribution lists ensure that all involved partners are duly notified, and that no one is omitted by accident from any communication. The following distribution lists have been created, and will be used when discussion among a particular forum of project partners is required:

Table 3. Mingei mailing lists.

Mailing list	Members
mingei@ics.forth.gr	A general list that includes all the participants involved in the project
mingei_psb@ics.forth.gr	A list with all the members of the Project Steering Board (PSB)
mingei_wp[1-10]@ics.forth.gr	A dedicated mailing list was created for each WP. Includes

	members of the WP, and any additional required participants.

Users, groups, and roles are managed by FORTH. Additional lists can/will be created as required. To add a user to a group, remove a user from a group or request a change in role assignment, partners should contact the Project Coordinator (PC).

4.3 Project Websites

Two different websites have been created and will be maintained: (i) a public website; and (ii) an internal website (Mingei Collaboration Platform).

The public Mingei website, open to everyone, will include general description of the project activities and the participating partners (www.mingei-project.eu). This website will serve the consortium for general communication and dissemination activities and is presented in detail in D8.1 Project Website (due M3).

The internal website, accessible only to partners of the consortium will serve the consortium members for internal communication activities, and will contain documentation of material up to, and including, Confidential (CO) dissemination level. This is presented in depth in section 2 of this deliverable.

5. Reporting

To ensure the quality of the project reporting process, the following types of reporting procedures are defined and described in this section:

(i) **Formal Reporting** including two periodic Management Reports at M12, M36. These reports will be submitted by the PC for the approval of the Project Steering Board (PSB). Upon written approval of PSB representatives, the PC will submit the reports to the participant portal. The detailed reporting procedure is described in the following sections;
(ii) **Internal Reporting**, following a quarterly reporting procedure described in Section 5.3 below. Quarterly progress reports will be provided be each WP leader and each beneficiary to the PC. These reports are envisaged to be concrete and condensed and will be used as the main instrument for the PC in addition to the PSB conference calls to monitor project performance, milestones, deliverables, risks, PM usage and budget. A template for both WP Quarterly report and Partners Quarterly report is given in Annex B and Annex C of this deliverable, and will also be available for download from the Mingei Collaboration Platform.

5.1 Periodic Reports

The Grant Agreement requires that the PC submits a periodic report within 60 days of the end of each reporting period. The periodic report will address both the technical and financial aspects of the project. In addition to the periodic report for the last period of the project, a final report will be submitted. All periodic reports will be written in alignment with the articles of the Grant Agreement and using templates published in the participant portal.

The **Periodic Technical Report** will contain the following:

- An explanation of the work carried out by the beneficiaries.
- An overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1 of the GA.
- Explanations justifying the differences between the work expected to be carried out in accordance with Annex 1 of the GA and the work that is actually carried out.
- Details of the exploitation activities and dissemination of the results.
- A summary for publication by the Commission.
- The answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements.

Additional details regarding the periodic technical report are available in Section 20.3 of the GA.

The **Periodic Financial Report** will contain the following

- An 'individual financial statement' (see Annex 4 of the GA) from each beneficiary, for the reporting period concerned. The individual financial statement must detail the eligible costs for each budget category (see Annex 2 of the GA).
- Each beneficiary must certify that: the information provided is full, reliable and true; the costs declared are eligible; the costs can be substantiated by adequate records and supporting documentation will be produced upon request or in the context of checks, reviews, audits and investigations, and for the last reporting period: that all the receipts have been declared.
- An explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary, for the reporting period concerned.
- A 'periodic summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

Additional details regarding the periodic financial report are available in Section 20.3 of the GA.

Final report - Request for payment of the balance: In addition to the periodic report for the last reporting period, the PC must submit the final report within 60 days following the end of the last reporting period. As part of the final report, FORTH will submit a full list of publications relating to the foreground of the project. All reports submitted to the EC, in particular the publishable parts, will be of a high quality (and contain no confidential data) to enable direct publication without any additional editing. The final report must include the following:

- The 'final technical report' with a summary for publication contains:
  - An overview of the results and their exploitation and dissemination;
  - The conclusions on the action; and
  - The socio-economic impact of the action.
- The 'final financial report' contains:
  - A 'final summary financial statement' (see Annex 4 of the GA), created automatically by the electronic exchange system;
  - Consolidating the individual financial statements for all reporting periods and including the request for payment of the balance and a 'certificate on the financial statements'

(drawn up in accordance with Annex 5 of the GA) for each beneficiary, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2, Point A of the GA).

Additional details regarding the final report are available in Section 20.4 of the GA.

5.2 Reporting Procedure

It is important that all partners plan for the periodic reports. Each partner is required to submit their periodic financial and technical reports to the Project management office according to the table below:

Table 4. Reporting periods.

Period No.	Reporting Period	All beneficiaries to Coordinator	Submission to EC
P1	1st December 2018 to 30th November 2019	31st December 2019	31st January 2019
P2	1st December 2019 to 30th November 2021	31st December 2021	31st January 2021

The **management procedure** related to the project reporting includes the following activities:

- Providing customised reporting templates to all partners and monitoring the progress towards finalisation of the templates.
- Providing assistance to the administrative staff of partners regarding the completion of the templates and revision of their first draft documents.
- Control of the administrative/financial documents provided by the partners.
- Assistance with the use of the participant portal.
- Maintaining a document repository for reporting.
- Submitting on-time reports and cost claims.

A few months before the periodic report submission is due the PC will issue a reminder, specific guidelines and the needed documents that have to be submitted, as well as templates for the different financial reports that have to be submitted.

The complete H2020 financial guidelines are included in the GA. In addition, partners are required to read H2020 annotated Grant Agreement document, which includes the most updated H2020 financial guidelines. All actions in the Mingei project must be handled in complete accordance with these guidelines.

5.3 Internal Reporting

As part of task T9.1 - Administrative & Overall management, the PC and PSB will track resources and project progress continuously throughout the project in terms of completion of deliverables and completion of tasks. This task starts with the development of a Quality Assurance Plan (this

deliverable), which includes guidelines for financial reporting, standard presentation for deliverables and reports to the European Commission, measures to ensure timely reporting, etc. Together with a detailed project work plan and an internal communication strategy, this will create the necessary structure for a successful project management and monitoring.

Every partner shall regularly report the following to the project manager:

- Estimates of **effort** invested since the previous quarterly report, per WP (whenever possible, reported effort shall be allocated to a task and/or a deliverable).
- Estimates of percentage complete for **deliverables** (reported by lead participant on each deliverable) and tasks (reported by WP leader for the task's WP). This estimate will be used as a measure of project progress.
- Any significant **changes** to the average cost per person-month as compared to the proposal.
- Any project deliverables or **milestones** reached.
- Any potential **risks** to the project (e.g., new commitments, financial, technical, or legal changes, etc.).
- Any **problems** encountered and how they were (or can/will be) handled.
- Any **deviations** from plan.

These reports are to be submitted to the PC no later than the following dates:

Table 5. Internal reporting dates.

Q1: Dec 2018 – Feb 2019	31 March, 2019
Q2: Mar – May 2019	30 June, 2019
Q3: June – Aug 2019	30 September, 2019
Q4: Sept – Nov, 2019	20 December, 2019
Q5: Dec 2019 - Feb, 2020	31 March, 2020
Q6: Mar-May, 2020	30 June, 2020
Q7: June-Aug, 2020	30 September, 2020
Q8: Sept – Nov, 2020	20 December, 2020
Q9: Dec 2020 - Feb, 2021	31 March, 2021
Q10: Mar-May, 2021	30 June, 2021
Q11: June-Aug, 2021	30 September, 2021
Q12: Sept – Nov, 2021	20 December, 2021

If it is required to ensure adequate tracking of the project, the project manager may require reports that are more frequent.

The quarterly internal reports will include:

- Partner activity report, to be provided by each beneficiary. See Annex B for the template of this report.
- WP status update report, to be provided by each WP leader. See Annex C for the template of this report.

Both templates will also be available for download from the Mingei Collaboration Platform.

5.4 Interim Reports

The Interim management activity report will consist of brief information on key project actions. The report is dedicated to summarise from a management point of view the work done in the last six months since the previous reporting period. This report will include a summary of the specific objectives for the relevant period based upon the terminology used in the DoA of the Grant Agreement (acronyms of beneficiaries, numbering of deliverables, etc.). It should cover all the aspects of the work being undertaken by the beneficiaries.

The report will be written by PC, based on the quarterly reports received from partners, and approved by PSB. It will provide an overview of the actions carried out, based on the WPs which were active in the relevant period. The following information will be presented for each work package:

- **Progress** towards objectives - activities worked on and achievements made with reference to planned objectives;
- **Deviation** from plan and any corrective or new actions taken/proposed: identify the nature and the reason for the problem, identify beneficiaries involved.

In addition, a dedicated section for consortium management will summarise the status of the project and its management activity, including information on:

- **Beneficiaries** – If relevant, comment regarding changes in responsibilities and contributions (e.g. changes in key personnel);
- **Communication** – Short comments and information on management activities in the period, such as communication between beneficiaries, project meetings, conference attendance, possible co-operation with other projects/programmes, etc.

Finally, a section describing any activity undertaken in relation to the use, communication and dissemination of project results (e.g., publications made, press releases, brochures, etc., or any other dissemination activities carried out, such as presentations at conferences, etc.) will include all activities performed by the project and activities summaries uploaded to the Participant Portal.

5.5 Templates & Guidelines for Reports

Templates for all types of documents, presentations and reports are available for download from the Mingei Collaboration Platform, under the “Templates” folder. To the extent possible, these templates should be used by all partners through the entire project lifecycle. The Annexes in this deliverable provide the templates for:

- Deliverable Review form (Annex A).
- Partner Quarterly Report (Annex B).
- Work Package Quarterly Report (Annex C).

Additional templates include the Deliverable template and the Presentation template.

6. Risk Management

Risks are events that, when triggered, cause problems. Risk sources may be internal or external to the system that is the target of risk management. For instance: a source can exist in the activities of a given WP and can generate a risk in another WP in which the risk will be managed. In that case, the risk source can be considered as external.

The **identification of risks** is ensured through self-assessment and originates from a "top-down" or "bottom up" approach: in the "top-down" approach, the PC will check the potential risks during each plenary meeting and conference call; in the "bottom-up" approach, each project member can notify a risk during WP meetings, which will be collected by the WP Leader who will inform the PC.

Overall, **risk management** aims to control and reduce potential project risks. Risk management will be done continuously, reported, and monitored on an ongoing basis, and included in the monthly PSB status update conference call. The risk management methodology will be based upon the ISO-31000 Risk Management Standard and the EC risk assessment and management guidelines.

The PC and TM will report on risk issues to the PSB and in a Risk and Contingency Plan with each Periodic Activity Report. Each WP Leader will maintain a WP Risk Log, and report it to the PC, TM, and other WP leaders. Cross-WP risks will be handled by all relevant WP leaders together. The PC and TM will supervise risk identification, reduction, and mitigation, and monitor risk communication among WPLs.

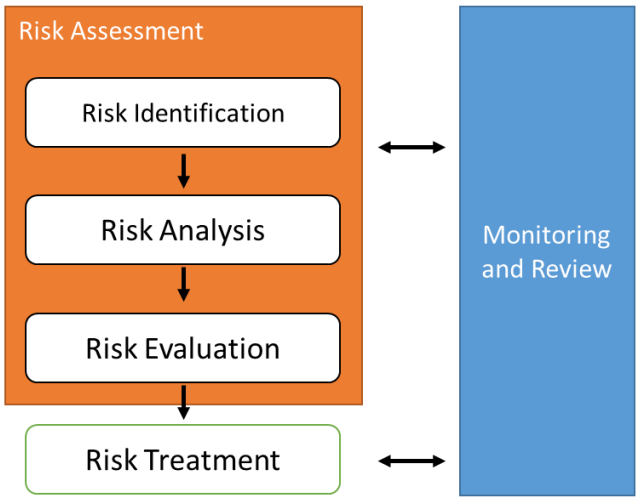

Figure 10: Risk Management Process.

The **risk assessment and treatment** procedures cover the series of steps that will be taken since the identification of a risk in order to accomplish the correction of any non-conformity of Mingei results.

Non-conformity is monitored by the PC and TM and is based on the evaluation of the project results, achievement of KPIs as described in the DoA and the project action plan for each period as defined during Consortium Meetings and approved by Mingei PSB.

Therefore, they describe the lifecycle from the detection up to the implementation or rejection of the corresponding corrective action that could be triggered. Already identified possible risks related to individual activities of Mingei project are outlined together with their contingency plans in Section 1.3.6 (Critical Implementation risks and mitigation actions) of the GA.

Quality Activity: as a result of a quality activity, the Internal Reviewer can detect non-conformity.

Non-conformity Identification: once the non-conformity is detected, the reviewer identifies its origin (Formal Review, Technical Review, or Software Testing) and informs the WPL who is responsible for the corresponding deliverable, the TM, and the PC.

Evaluate Scope: the WPL evaluates if the non-conformity affects only his/her WP or other ones too. If the scope of the non-conformity is beyond his/her WP, the "Corrective Action Identification" action will be performed. Otherwise, it will be WP Leader's responsibility.

Corrective Action Identification: this identification consists of specifying all the items affected by the non-conformity and describing the corrective action proposed for solving it.

Resolution: once the corrective action is described, a decision must be taken about executing it or not.

The results of a corrective action procedure are documented in a WP risk log that will hold several pieces of information, such as the problems detected, the identification of the steps necessary for resolving the issues, and finally the resolution of the problems.

7. Quality assurance procedures for Mingei Deliverables

In this section, the internal procedure for deliverables control and review is described. Mingei is committed on ensuring high quality and on time submission of all project deliverables. More specifically, this section defines:

- The **criteria** for acceptance of deliverables prior to their submission to the EC.
- The **standardisation** of the deliverables on the basis of the above criteria.
- The **measures** to be followed by Mingei consortium to ensure that the above criteria will be satisfied.
- The **control mechanisms** established by the project for internal and/or external of the deliverables.
- The **corrective mechanisms** and actions.

- Procedures for the production and **packaging of deliverables** and a procedure for **raising comments** and for **accepting deliverables**.

7.1 Project Deliverables

The deliverables (public and confidential) of the project are described in Annex 1 of the Grant Agreement (Section 1.3.2). All deliverables will be issued in English language using British English spelling conventions. For deliverables that do not take the form of a written report (e.g. other), Mingei is also producing a corresponding companion deliverable. These companion deliverables will be documented in a written record of the achievement of the deliverable, including, if needed, any supporting material.

7.1.1 Transmission of Deliverables

Public and Confidential deliverables will always be uploaded to the Participant Portal and communicated using the Mingei Collaboration Platform. All drafts and incomplete deliverables are to be treated as confidential information.

7.1.2 Deliverables Submission

The Project Coordinator (PC) and the Technical Manager (TM) of the of the project will appoint, for each deliverable, at least two consortium members as peer reviewers no less than 60 days before the submission date for the deliverable. The Coordinator and the Technical Manager will inform the reviewers of their appointment and the partner leading the preparation of the deliverable regarding the assignment of reviewers.

The partner leading the preparation of the deliverable is responsible for ensuring that the deliverable is on-time and up to the quality requirements of the project. Specifically, the **lead participan**t should:

- Create an **outline** of the contents of the deliverable and make it available on the project internal collaboration website as soon as work begins on the associated tasks.
- Maintain a **master document** of the deliverable in the entire process.
- Collect **contributions** from all participants and integrate them to the master document.
- When the document has **reached the quality criterial** of the project initiate the internal review procedures with no delay.
- **Deliver** the deliverable on time.

The partner leading the preparation of the deliverable submits a draft of the deliverable to the reviewers, the WP leader, the PC and TM 30 days before the submission is due (the latest).

The reviewing procedure must end no later than 14 days before the submission date at which point the reviewed document is submitted to the PC and TM.

The Project Coordinator and Technical Manager of the project validate the final version of the deliverable, update the revision number to V1.0 and submit the document to the Participant Portal.

In case the dissemination level of the deliverable is public, the deliverable will also be published on the public project website (www.mingei-project.eu).

The following table summarises the deliverable review process:

Table 6. Timeline of deliverable review process.

Months/days prior to the submission	Action	Responsible
2 months	Appointment of reviewer(s) Lead participant & reviewer(s) informed of their appointment	PC and TM
1 month	Deliverable submitted for review	Lead participant
20 days	First review submitted	Reviewers
10 days	Approved version submitted to the PC and TM for review	Lead participant
5 days	Final approved version sent to PC	PC and TM
3 days	Final version approved for Release, and uploaded in the participant portal.	PC

7.1.3 Reviews

All deliverables shall be reviewed by the appointed reviewers, the PC and the TM – who will review the deliverable from a scientific and technological view.

7.1.3.1 Appointment of Reviewers

Reviewers will be appointed by the PC and the TM. The selection of reviewers will follow the guidelines below:

- They were not directly involved in producing the deliverable.
- If possible, they do not belong to any organisation with a major role in producing the deliverable.
- They have the technical know-how needed to assess the work.
- They can provide constructive comments regarding the improvement of the quality of the content of the deliverable.

Mingei has drafted a preliminary assignment of all project deliverables to project partners based on their role and allocated resources on the project which is available at the Online Collaboration Platform. This will be approved by the PSB meeting at Krefeld (M4 of the project).

7.1.3.2 General Instructions

Reviewers are expected to provide constructive suggestions for improvement.

The review will be done both in the form of written comments, provided directly in the document (using the "Track Changes" option), and by filling a "deliverable review form" provided during the review assignment. The template for the review form is given in Annex A, and is also available on the Mingei Collaboration Platform.

7.1.3.3 Review Process

A deliverable should be submitted for review the latest one month prior to the submission. In Mingei, the deliverables are divided into two dissemination levels: public and confidential.

Review process:

When the review process starts, the lead participant uploads the deliverable to the Mingei Collaboration Platform, in the appropriate subfolder of the Deliverables folder and inform the WP leader, Project Coordinator and Technical Manager.

No later than ten calendar days after the deliverable is submitted for review:

- Reviewers upload their comments, both within the deliverable and using the review form, to the appropriate subfolder of the Deliverable on the Mingei Collaboration Platform. The file name used shall be suffixed with the name of the reviewer. Any other comments or issues for discussion are sent by email to the partner leading the preparation of the deliverable, the WP leader, the PC and TM.
- Each reviewer notifies the lead participant, WP leader, PC and TM that the review is available.
- Lead participant revises deliverable based on the comments received by the reviewers. All the actions during the revision of the deliverable should be documented and sent by email to the reviewers, the WP leader the PC and TM. In the case where issues raised by the reviewers have been rejected, the partner responsible for preparing the deliverable should provide an explanation for the rejection.
- When the reviewer(s) and the partner responsible for preparing the deliverable consider the review to be completed, the lead participant notifies the WP leader, PC and TM that the review is complete.

Once complete, the final version, approved for release is uploaded by the PC to the participant portal and the Mingei Collaboration Platform.

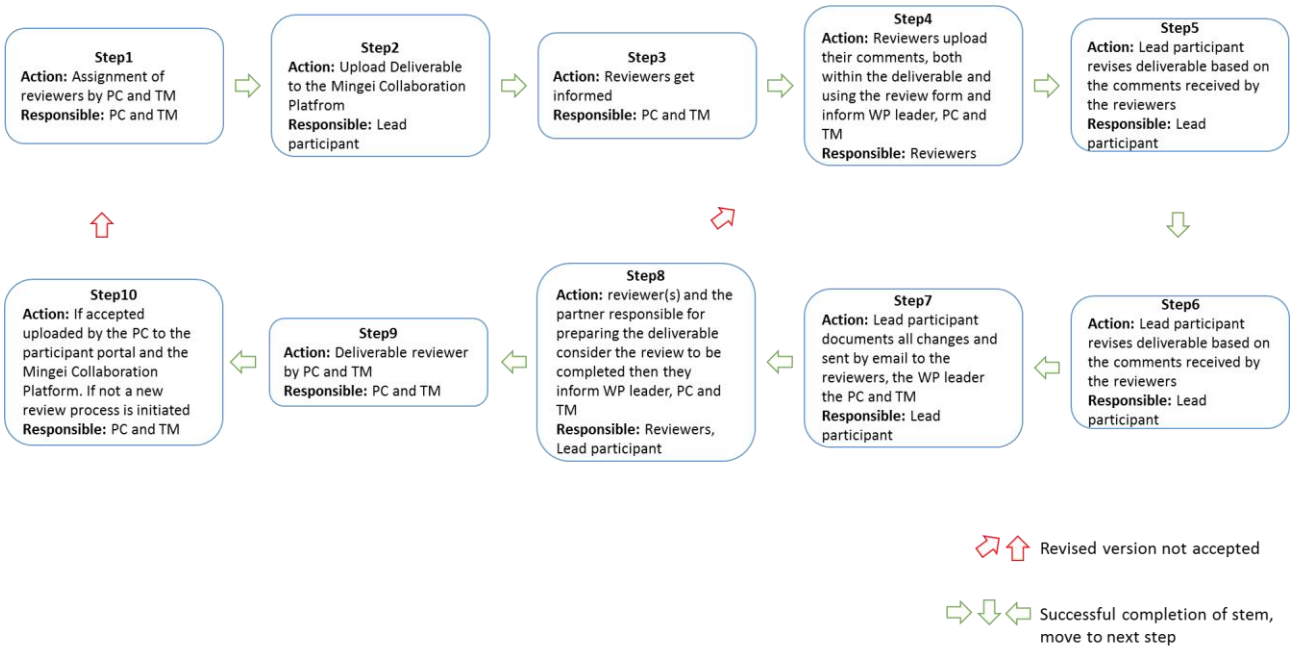

Figure 11: Deliverable review process.

7.1.3.4 Formal Review Criteria

The deliverables are going to be reviewed using the following criteria:

- **Relevance.** The deliverable covers the objectives stated in the Description of Work (DoW), if not it should be clearly stated and motivated.
- **Completeness** (in relation to the scope defined in the DoW). The Deliverable is complete, meaning that there are no missing parts, non-existing references, topics not covered, arguments not properly explained.
- **Scientific value.** Is the related area (applicable to the scope of Mingei) covered satisfyingly? Is the proposed solution advancing the state-of-the-art in the area? Does it adhere to standards? Are the results relevant in comparison to other initiatives in this area?
- **Consistence.** Information contained in the deliverable does fit together and not contradict itself. The Deliverable consistent with other project deliverables, e.g., consistency with architecture.
- **Clarity of content.** The Deliverable is clear and suitable to its potential readers, meaning that it is possible to find in it complete and clear answers to the questions raised by the stated objectives, in a form that can be useful for the users of the work and/or for the continuation of the work.

7.1.3.4 Traceability

Traceability between deliverables should be established in every document in a specification section entitled “List of related documents” in which applicable and reference documents should be identified. This section is already included in the deliverable template which was created and is available for download on the Mingei Collaboration Platform.

7.1.4 Production, Handling, Storage, Packaging, and Delivery

Each partner contributing a part of a deliverable will submit their part in a format approved by the partner responsible for the preparation of the deliverable. The PC has provided a set of templates for reports and presentations on the Mingei Collaboration Platform.

The partner responsible for the preparation of a deliverable has the overview of the production of the final version of the deliverable. It shall be delivered in source format and as a PDF file. Acceptable source formats for reports are: Microsoft Word Document (docx format). Figures should be in PDF, EPS, WMF, TIFF, JPEG, or PNG format.

On the Mingei Collaboration Platform, there is a folder named “Deliverables”. In this folder a subfolder has been created for each deliverable, each prefixed with the deliverable number “DX.Y”. Deliverables submitted for review shall be uploaded to this folder. The name of the file containing the deliverable must be prefixed with the deliverable number (DX.Y). Reviews are submitted to the same folder. The names of the files containing reviews shall be suffixed with the name of the reviewer.

7.2 Software validation and testing

Fundamental to software validation is the existence of an appropriate model to describe the process, the planning and management, the design and analysis and finally the reporting. Mingei will follow an approach based on co-creation and UCD for the design of the components and of the experiences delivered to end-users in Cultural Heritage Institutions (CHIs). Such processes, are producing concrete specifications regarding the software to be developed in terms of user requirements, functional requirements and UI designs. Each of these steps is validated by the Mingei consortium, based on the proposed design approach. Thus, the V-model for software testing is more appropriate because in each step of a project, in this model, a verification and validation process is included.

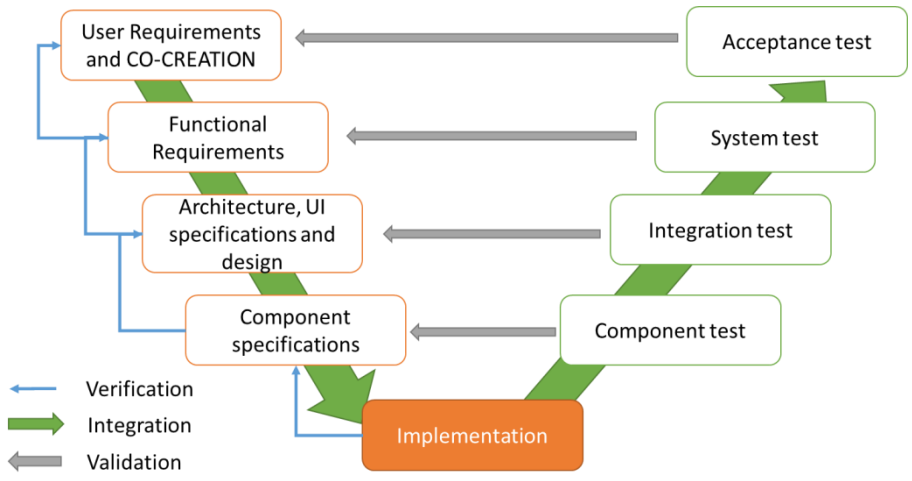

Figure 12: The Mingei V-model for software verification and validation

The process that will be used in Mingei closely approximates the **V-model**. Some of the partners are using the agile software management process which includes verification during every sprint while

the development is in progress. This reduces also the work for further system and acceptance tests. Full validation of software cannot be guaranteed or completed through any one test. Due to this, test automation has a high value and will be also used in Mingei.

The reasons that software testing is required are the following.

- To **ensure** the developed software works as expected.
- To **detect** defects before software goes into production.
- To **improve** the quality of the software.
- To **ensure** that functionality remains operational between software updates (regression testing).
- To achieve faster **delivery** cycle compared to manual testing.
- To **conserve** temporal resources when when executing tests.

The **Automated Tests** can be unit tests to directly verify the implementation of a function or class inside a software module. Additionally, integration tests to scrutinise the interface integrity can be automated.

The **Integration Tests** will verify the cooperation of interdependent components. The focus of testing is on the interfaces of the components involved and should verify the results of complete processes. After the integration of the software modules and in preparation of the pilot trials a manual system sanity check will be done (System Test).

A **System Test** is the process at which the entire system is tested against all requirements (functional and non-functional requirements). In Mingei, these tests will be conducted in the test environments deployed at FORTHs premises. The test environments will simulate the final CHI production environment. The system test will be carried out by the implementing partners of the consortium.

An **Acceptance Test** is the testing of the delivered software by the end user or a customer. The successful completion of this test step is usually a prerequisite for the effective adoption of the software. Acceptance Tests of MIngei will occur during the pilot trials that will be used to gather feedback from end users and professionals, to evaluate the usability, user experience and acceptance of the system in the field. The feedback acquired from end-users and professionals during the trials is used as acceptance test results, to improve the quality of the software and the user experience.

8. Quality Assurance Plan

Quality assurance procedures will be applied to all activities and will be the joint responsibility of all partners, until complete discharge of their obligations under the EU contract. The term “quality” refers to deliverables, publications, documentation and reports, data collection procedures, data management, the overall research and development activities and the developed prototypes.

Quality control regarding deliverables, documentation, and reports was presented in Section 7; this section discusses quality assurance with respect to data collection and management, the overall research activities, and the technical development process.

8.1 The Quality of Data

Project staff and DPOs involved in the collection and handling of data will undertake quality assurance according to the type of data collected. Any problems arising can then be noted and explored and explanations included in the meta-data forwarded to the data support service. Hence any issues in quality will be investigated as they arise, with a complete set of notes on the problem and any action/interference with the data recorded. The framework will ensure anonymization and enforce access restrictions to all privacy related data that may arise. The Initial Data Management Plan will be reported in D9.3 at M6. It will include the agreed upon ethical standards for data collection, storage, meta-data and indexing, access permissions, and accessibility procedures. A Final Data Management Plan will be reported in D9.3 at M36.

8.2 The Quality of Research

In order to ensure a high quality research, Mingei will take the following specific steps:

- **Publish** the work performed in the project in high quality journals and conferences.
- Provide **Open Access** to project publications.
- Provide **high-quality** deliverables, reports, and prototypes.
- Define **performance indicators** and **monitor** the progress of the objectives according to them.

Regarding journal and conferences, Mingei partners will publish their work in scientific journals and present them at conferences that are related to their area of expertise. Within this context, the least number of publications that should be achieved during the lifetime of the project is 15 scientific publications including conferences proceedings and journal articles. ANNEX D contains a preliminary list on the conferences, events, journals that are targeted by Mingei partners.

Mingei deals with deliverables, reports, and demonstrators that require different handling. Regarding deliverables and reports, the procedure to be followed for ensuring high quality is described in detail in Sections 5 and 6, respectively. On the other hand, ensuring the high quality in demonstrators involves following specific procedures that aim at: (i) minimising the risk of project overrun, (ii) satisfying the requirements that are expected from the software tool, and (iii) creating quality software.

For minimising the risk of project overrun and for the satisfaction of user requirements the first step is the definition of a **co-creation strategy**, the identification of Communities of Stakeholders and End-users and targeted co-creation activities with project partners and stakeholders. The second step is the '**Design'**. The overall implementation approach adopted by Mingei is based on best practices in User-Centred Design (UCD) as advocated by the ISO standard 13407. Using this methodology, all relevant stakeholder groups will participate in all Mingei phases, including staff from each partner organisation, as well as representatives of the stakeholder groups. The UCD methodology and approach followed will be further enhanced for involving end-users along with all groups of relevant stakeholders toward the co-design and co-development of all project results

(end-users, museum personnel, curators). The 'Design' phase provides a useful tool for understanding the scope of the requirements, for estimating the development, and also for identifying the key decisions regarding the structure and approach to coding the solution. The third step is the '**Development'** and it involves the implementation of the suitable development environment(s) and related tools according to the identified requirements and design. The final step of the lifecycle is the '**Testing'** which involves the testing of the whole system in operation (all modules are linked together) and the performance testing which is used to identify poor performance under certain conditions.

It should be noted that in every project step, all deviations from the previous phases must be **traced**; when this situation arises the change impact should be assessed. Impacts can include cost, schedules, and risks. The evaluation of the developed prototypes is foreseen after the successful completion of the development cycles of the project.

Besides usability and user experience evaluation Mingei will also implement **impact assessment**. Impact assessment will be a comparative evaluation of Mingei, involving key communities and stakeholders. This assessment will be in addition to the usability and User Experience evaluation of components. The aim is to better understand the wider impact of the project upon HCs communities and stakeholders. In terms of methodology, it employs a cross-disciplinary approach, based on ethnology, ethnomethodology, qualitative, and quantitative evaluation and impact assessment, as put in practice within museums, memory institutions and other informal learning environments. One of the methods that will be used is Team-Based Inquiry, a practical, hands-on approach to evaluation, which is well-suited to be used alongside co-creation practices, as it knows an ongoing research cycle. Furthermore, to demonstrate impact on groups and individuals, the Generic Learning Outcomes (GLO) framework will be used to identify change in attitudes, beliefs, skills, knowledge, understanding, inspiration, behaviour and creativity.

8.3 The Quality of Technical Development

In order to ensure high quality technical development, the Mingei has adopted an iterative approach, in which the development cycle is based on the creation of an **intermediate prototype** of the system, which ensures the high quality of the **final version of the system**. The consortium end users will be actively involved during the entire project cycle, in order to ensure a high quality of the work, offering their feedback to technical and academic partners, monitor the intermediate results and validate the results in their relevant operational scenarios.

From months 1 to 24, the prototype sub-systems from the technical WPs will be developed, integrated and tested in the overall Mingei system. Based on these outcomes, defects will be fixed, new features will be developed and requirements will be updated. In parallel to the entire System Prototype integration at lab conditions, the entire platform will be valuated and validated in actual demonstration sites as part of T6.5. From months 24 to 36, the full system will be further tested during pilots and faults will again be fixed. The last stage is the final validation phase, which will validate the final Mingei system. This phase ends with the evaluation and impact assessment of the validation and the final update of the developed sub-systems.

9. Conclusion

The Quality Assurance Plan defines the rules for the cooperation between partners, procedures for control and management decisions, as well as establishes procedures for project documentation quality control. Based on the GA, its annexes, and the CA, this document established the necessary structure for a successful project management and monitoring practice.

In this deliverable the Mingei Collaboration Platform is presented to act as a single point of collaboration and exchange of information for the project. Additionally, the Project Organisational Structure was defined and formalised together with the communication procedures that will be followed by the project. Furthermore, in this deliverable the internal procedure for deliverables control and review is described together with the Formal and Informal reporting procedures. Mingei is committed on ensuring high quality and on time submission of all project deliverables and accurate and on-time reporting towards the EU. Finally, the Quality Assurance Plan to ensure high quality of technical and scientific work was presented together with the risk identification and mitigation strategy.

This document was approved by the Mingei PSB to ensure its acceptance by all project partners.

References

[1] SharePoint Server: https://docs.microsoft.com/en-us/sharepoint/sharepoint-server

ANNEX A – Deliverable Review Form

Mingei

Review Form

Purpose of this Document

This form will be used by each reviewer of each deliverable as part of the review process as this is defined by the Quality Assurance Procedures followed by the project.

Mingei **Deliverable Review Form**	
Deliverable Number:	
Deliverable Title:	
Reviewer Name:	
Reviewer Organisation:	
Date:	

General decision	
The deliverable can be submitted:	☐ As is ☐ After minor revisions ☐ After major revisions ☐ The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work							
Meets the objectives as specified in the DoA							
Closely addresses the specific technical areas that the DoA describes for this deliverable							
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable							
Can be used by dependent deliverables as stated in the DoA							
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)							
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)							
Will lead to further outputs (papers, standards contributions etc.)							
Significantly advances the state-of-the-art at the beginning of the project							

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written							
Is concise							
Is complete (there are no significant omissions)							
All acronyms and abbreviations are listed							
Is technically correct							
Is easy to read by different types of public (broader communities)							
Is timely (it met its due date)							
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety							
Contains a clear and concise abstract							
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable							
Contains links to the open-source code of the modules/services addressed by the deliverable							
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned							
Contains suitable conclusions							
Contains appropriate references							

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period							
The deliverable has been written to adequately target the right audience							
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)							

Other general comments	

ANNEX B - Partner Quarterly Report

Partner Quarterly Report Template

Organisation Name:

Beneficiary number:

Author: **Date:**

Technical progress and Significant Achievements during the Reporting Period

This section includes details for WP1 to WP9 activities in which the partner participated during the reported period.

- WP1
- WP2
- …
- WP9

Significant Problems during the Reporting Period

Issue description *(explanation of the causes)*	**Action Items** *(corrective actions envisaged)*
• *Description of the significant problems encountered during the reporting period* • *A description of the associated impacts*	• *A description of the corrective actions carried out during the reporting period or planned for the coming period*

Plans for Coming Reporting Period

Main tasks/actions

Description of the main task/action	WP	Comments
TX.Y		
TX.Y.		

Main inputs expected for coming period

Description of the main expected input	From WP	Depends on tasks

Risks Status

Risk description	Likelihood *(Low/medium/ high)*	Impact *(Low/medium / high*	Exposure *(Low/medium / high)*	Risk response
	L/M/H			

Dissemination activities:

(Please give a bullet list of the actions carried out during the period such as papers published, presentations at conferences…)

Meetings attended:

(Please give a bullet list of the meetings attended during the period such. Please indicate the names of the participants).

Meeting title/purpose	Date	Location	Participants

Resources used: *(estimations)*

Nr. of Person Months	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total PM

	Notes	Expenses (in Euro)

Personnel cost			
Equipment			
Consumables			
Travel and subsistence			
Subcontracts			
TOTAL Costs			

(Explanation of the major deviations from cost budget estimation and from person-month estimation)

Description of the deviation	Corrective Action taken / planned

ANNEX C - Work Package Quarterly Report

Work Package Quarterly Report Template

WP[x] Quarterly Internal Report

N^{th} Quarter – dd/mm/yy – dd/mm/yy

1. **WP leader name:**

2. **Reporting author:**

3. **Date:**

Each Work Package leader will provide the following information, for each task in the WP:

Tx.y – Task Name

A summary of progress towards objectives and details for each task

- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from Annex 1 of the GA and the impact on other tasks as well as on available resources and planning;
- If applicable, flag any risks or concerns identified that might affect the quality/timing of the activities to be carried out in this task;
- If applicable, propose corrective actions.

ANNEX D

Journals

- Journal of Cultural Heritage
  - https://www.journals.elsevier.com/journal-of-cultural-heritage
- ACM Journal on Computing and Cultural Heritage
  - https://jocch.acm.org/
- Heritage — Open Access Journal
  - https://www.mdpi.com/journal/heritage
- Continuum - Journal of Media & Cultural Studies
  - https://www.tandfonline.com/toc/ccon20/current
- Curator - The museum journal
  - https://curatorjournal.org/
- Heritage & Society
  - https://www.tandfonline.com/toc/yhso20/current
- International Journal of Cultural Policy
  - https://www.tandfonline.com/toc/gcul20/current
- International Journal of Cultural Property
  - https://www.cambridge.org/core/journals/international-journal-of-cultural-property
- International Journal of Heritage Studies
  - https://www.tandfonline.com/toc/rjhs20/current
- International Journal of Intangible Heritage
  - http://www.ijih.org/
- International Journal of Tourism Research
  - https://onlinelibrary.wiley.com/journal/15221970
- Journal of Heritage Tourism
  - https://www.tandfonline.com/toc/rjht20/current
- Journal of Heritage Management
  - https://au.sagepub.com/en-gb/oce/journal-of-heritage-management/journal202506
- MUSEUM International
  - https://onlinelibrary.wiley.com/page/journal/14680033/homepage/ProductInformation.html
- Tourism Culture & Communication
  - https://www.cognizantcommunication.com/journal-titles/tourism-culture-a-communication
- Tourism Management
  - https://www.journals.elsevier.com/tourism-management/
- Tourist Studies
  - https://journals.sagepub.com/home/tou
- JOURNAL OF CULTURAL HERITAGE MANAGEMENT AND SUSTAINABLE DEVELOPMENT
  - https://www.emeraldinsight.com/journal/jchmsd
  - http://www.emeraldgrouppublishing.com/products/journals/journals.htm?id=jchmsd
- CITIES OF MEMORY: INTERNATIONAL JOURNAL ON CULTURE AND HERITAGE AT RISK

- https://www.criticalheritagestudies.org/announcements-1/2016/2/15/new-international-journal-lauched-cities-of-memory-international-journal-on-culture-and-heritage-at-risk
- https://www.criticalheritagestudies.org/journals/

Conferences

- ACM Conference on Computer-Supported Cooperative Work & Social Computing
  - http://cscw.acm.org/
- International Conference on C&T - Transforming Communities
  - https://2019.comtech.community/
- Digital Heritage
  - http://www.digitalheritage2018.org/
- Museums and the Web
  - https://www.museweb.net/conferences/
  - https://www.museweb.net/
- International Conference on Cultural Heritage
  - https://euromed2018.eu/index.php/call-participation
- International Conference on Tangible, Embedded, and Embodied Interaction
  - http://www.tei-conf.org/
- Scientific Methods in Cultural Heritage Research
  - https://www.grc.org/scientific-methods-in-cultural-heritage-research-conference/2018/
- PASIG
  - http://pasig2019.colmex.mx/
- Conference for Cultural Tourism in Europe
  - http://www.culturaltourism-network.eu/conference-2018.html
- International Conference on Heritage Management
  - https://heritagemanagement.org/conference/