

# Hungry EcoCities S+T+ARTS Residencies

## Deliverable 6.1 – Project Quality Management Plan Version 1.0

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## History of changes

Date	Version	Author	Comment
15-10-2022	1.0	Radka Kavalova	Ready for Review
20-10-2022	1.0	Rodolfo Groenewoud	Reviewed
21-10-2022	1.0	Radka Kavalova	Comments from the reviewer incorporated

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## 1. Abstract

This deliverable presents the Hungry EcoCities Project Quality Management Plan with the purpose to serve as an easy reference to project quality practices throughout the project lifetime. It contains general project information, an overview of the project management structure, informs of project guidelines and document templates, publication processes, the quality management structure, and internal procedures adopted in the project, as well as financial management information. This document is complementing the DoA and CA and is partly based on EC guidelines, which it will not replace or overrule. This manual is a living document and it will be updated and amended as needed. The latest version of the manual is always available at the Hungry EcoCities shared workspace on ProjectPlace. The deliverable ensures efficient everyday overall project management and implementation of the project.

## 2. General project information

Project number:	101069990
Project name:	AI enabled artistic solutions for sustainable food systems
Project acronym:	Hungry EcoCities
Call:	HORIZON-CL4-2021-HUMAN-01
Type of action:	HORIZON-RIA
Project starting date:	1 September 2022
Project duration:	42 months

### **Acknowledgement for publications:**

This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101069990.

## 3. Project goals and targets

Agriculture has been a nursery for practical solutions to global challenges for a long time. EU agriculture is the only major system in the world that reduced greenhouse gas (CHC) emissions by 20% since 1990. Nonetheless, even though the EU's transition to sustainable food systems has started in many areas, food systems remain one of the key drivers of climate change and environmental degradation and there is an urgent need to transition to sustainable food systems. To realize this ambition, actors of the food chain must play their part in achieving sustainability within their food chains. To obtain a new quality of sustainable innovation and transform, we need another approach including a more diverse and multidisciplinary perspective, that enables barriers between science, technology, industry, and the arts to be removed, and enabling synergies along the value chain. Hungry EcoCities, takes inspiration from the 2008 book by Carolyn Steel where a core question of civilization, social, psychological and sustainability impact is put forward: how do we feed a city? To answer this question in this project, growers, and agricultural specialists' team up with artists, designers and creative thinkers to come up with new ideas for the future food system. Hereby we start from a European approach centered on human needs and values. Hungry EcoCities puts forward a high-level alliance between science, technology, and the arts, to effectively explore how digital technologies & applications can lead in turn to reduced food waste, more sustainable value chains, eco-friendly attitudes, and a more ethical food consumption. Hungry EcoCities brings together some of the world's most renowned art studios with leading AI and agricultural experts and a network of over 40 leading European agricultural companies to develop ways of creating a healthier, sustainable, and affordable agri-food system for all.

## 4. Reference documents

Legal documents, in order of precedence, and available on the project ProjectPlace:

- Grant agreement (GA) and its annexes
  - Agreement between European Commission and the project partners
  - Always the superseding agreement
- Consortium Agreement (CA)
  - Agreement between the partners

Project documents are all available on ProjectPlace

- Description of Action (DoA) = project plan
- Quality Management Plan and Project manual (this document, D6.1)
- Project Data Management Plan & IPR Report (D6.2/D6.3) due Month 6
- Deliverables (folder in ProjectPlace)
- Template for PPT presentations
- Template for deliverables and other documents (each deliverable has already an instantiated template version at the ProjectPlace)

Project related documents should be presented using the templates available at ProjectPlace

## 5. Project organisation

### 5.1 Consortium organisation

The organisational structure of the consortium comprises the following Consortium Bodies:

The **General Assembly** is the decision-making body of the consortium.

The **Coordinator** is the legal entity acting as the intermediary between the Parties and the Granting Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

The Project Management is led by BUoT and supported by In4Art. All partners contribute toward it.

The General Assembly consists of one representative of each Party.

Each Member shall be deemed to be duly authorised to deliberate, negotiate, and decide on all matters listed in Section 6.3.7 of the Consortium Agreement.

For the avoidance of doubt, any change to the Consortium Agreement or any budget-related change to Annex 1 to the Grant Agreement shall only be legally binding between the Parties if agreed in writing and executed by the duly authorised signatories of each Party. This provision however does not apply in cases of changes of the Consortium Agreement or budget affecting only several parties of the consortium; such changes can be contracted only among parties affected, provided that remaining parties of the Consortium are not affected.

The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise by the General Assembly.

The Parties agree to abide by all decisions of the General Assembly.

At the level of the work package, each **Work Package Leader** is responsible of the Project evolution at a research and technical level. Specifically, their duties are:

- Monitoring the creation of the deliverables and progress reports of their Work Package;
- Timely submission of deliverables in line with the delivery production schedule;
- Implementation of the objectives defined at Management Meetings;
- Assignment of tasks to internal peer reviewer;
- Evaluation of the work by internal peer reviewer.

Further information on the consortium management bodies (full list of their responsibilities, tasks, decision making process, etc.) can be found in Hungry EcoCities Consortium Agreement.

## 5.2 Project meetings

Members of a Consortium or participants of project's meeting shall be given notice of a meeting as soon as possible, and anyway no later than a) 14 calendar days preceding the physical meeting (7 calendar days for extraordinary physical meeting), or b) 7 calendar days preceding the on-line meeting (2 days for extraordinary on-line meeting). With the meeting's notice, the chairperson will also circulate an agenda.

All the necessary working documents will be circulated by the chairperson no later than a) 7 calendar days preceding the physical meeting (3 calendar days for extraordinary physical meeting), or b) 3 calendar days preceding the on-line meeting (1 calendar day for extraordinary on-line meeting).

The chairperson shall prepare and send each Member an agenda no later than a) 14 calendar days preceding the physical meeting (7 calendar days before an extraordinary physical meeting), or b) 3 calendar days preceding the meeting (1 calendar day before an extraordinary on-line meeting).

The chairperson shall produce minutes of each meeting which shall be the formal record of all decisions taken. He/she shall send draft minutes to all Members within 10 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from receipt, no Party has sent an objection to the chairperson with respect to the accuracy of the draft minutes by written notice.

Any agenda item requiring a decision by the Members must be identified as such on the agenda.

Any Member may add an item to the original agenda by written notice to all of the other Members no later than 7 calendar days preceding the meeting and 2 days preceding an extraordinary meeting.

The meetings are on-line or in person and are planned and set via the ProjectPlace – Meetings.

### 5.2.1 General assembly meetings

The General assembly shall be convened by the coordinator à twice per year. If possible, the general assembly meetings will be in person (physical). This meeting will be organized at partners premises in a rotating system.

## 5.2.2 Other project meetings

Beneficiaries (or some of them) should also ensure adequate representation at the following meetings:

**Consortium Meeting**, in 2022 there will be meetings between the Members every 3rd Thursday of the month from 16.00 – 17.30. The plan for 2023 and following years is to have meetings on monthly basis in duration of 2 hours (will be specified later on).

**Expert and Jury Group meeting** will be organized as required for WP1, WP3, and WP4.

## 6. Document repository and communication tool – ProjectPlace

To start and streamline, a shared collaboration environment within ProjectPlace is set up to share information on the project, monitor actions and assign tasks/ plans, publish reports and deliverables and share results among consortium partners. All communication goes through this platform and within the consortium no e-mails are sent. This will be elaborated in D6.2: Project Data Management Plan.

The documents can be edited in ProjectPlace with version management.

The repository is private and is only accessible to the Members of the Project consortium who have an account.

The easiest way to reach relevant people involved in the project is through the ProjectPlace mention feature.

## 7. Communication and Dissemination

The rules how to communicate the project outside the Consortium are set in the internal document *Hungry EcoCities Communication Rulebook* [placed in ProjectPlace](#).

The official communication rules are set in the Guidelines communication toolkit placed in ProjectPlace. This document sets up the foundation on how to use the logo of European Commission with Hungry EcoCities, how to mention Hungry EcoCities partners in official communications, how to mention the partners in Social Media, etc.

Prior notice of any planned publication shall be given to the other Parties at least 30 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Party or Parties proposing the dissemination within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval, unless they are already published.

## 8. Reporting

### 8.1 Periodic Reporting

Duration of the project: 01/09/2022 – 28/02/2026

#### Reporting Periods

1. M1 – M12: 01/09/2022 – 31/08/2023
2. M13 – M26: 01/09/2023 – 31/10/2024
3. M27 – M42: 01/11/2024 – 28/02/2026

Coordinator will provide detailed reporting instructions. Periodic reports must be submitted to EC within 60 days. Information about periodic reporting, content of the reports and how-to-submit can be found here:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelid=1867970>

#### Financial Statements

The purpose of the Financial Statement Form is to collect all necessary information related to the project's costs in order to process the payment request in the most efficient way. A template for the Form is available in the Annex 4 of the Grant Agreement, where costs claim for the reporting period is to be indicated. It can be considered as a “summary report” of the Cost Statement. This is the official document to be submitted to the Commission.

Each partner is required to complete its individual financial statement within the 60 days after the end of corresponding reporting period. It must be submitted electronically via the Funding and Tender Opportunities Portal.

#### CFS

When this is appropriate, financial statements should be accompanied by Certificates on the financial statements (CFS) – art. 24.2 of the GA. The CFS will be required only from the coordinator (BUoT) of this Project as his EU contribution exceeds 430 000,00 EUR.

#### Technical report

This report consists of two parts, Part A and Part B, and the partners need to report the progress on the work as well as the differences (delays, work not implemented, etc.)

### 8.2 Continuous Reporting

During the project, the beneficiaries are expected to provide regular updates on the status of the project. The continuous reporting includes: progress in achieving milestones, deliverables, updates to the publishable summary, response to critical risks, publications, communications activities, and IPRs.

The continuous reporting module is available through the Funding and Tenders Portal of the Project.

### 8.3 Internal Monitoring

To avoid any possible issues with the spending of the each partners’ budget the coordinator will monitor the expenses of the consortium on biyearly basis. The partners will be notified in advance with the information about required data.



## 9. Deliverables

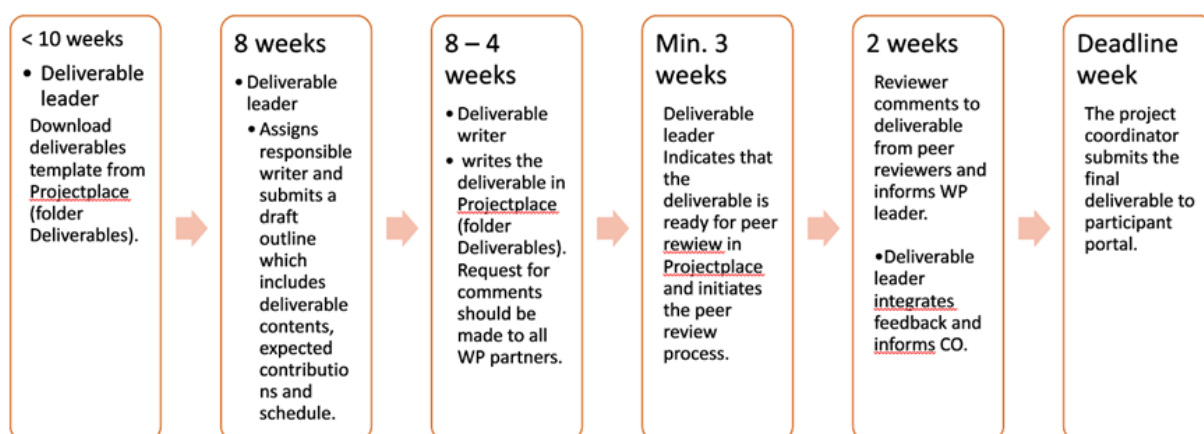
BUoT, as coordinator, has the administrative responsibility for the transmission of all deliverables to the Commission.

Each deliverable should undergo an internal quality review by the internal peer reviewer in order to ensure administrative accuracy and technical value.

The process for this quality control for all technical deliverables (except for management reporting deliverables) should be as follow:

- The WP leader is responsible for the generation of deliverables associated to the WP.
- The deliverables' final draft must be ready at least 15 days before the due date (see deliverable list) in order to undergo the internal quality review procedure by the internal peer reviewer.
- Once ready, the responsible beneficiary (author) should send a notification to the internal peer reviewer, appointed as reviewer, with the draft copy of the deliverable. The author will upload the deliverable in the document repository in ProjectPlace, so that all beneficiaries can read it and send opinions. Alternatively, the author can upload the deliverable directly on it.
- The internal peer reviewer then will be given 1 week to write a short report about the deliverable quality using the template placed on the document repository.
- All feedback provided by the internal peer reviewer and the rest of beneficiaries is forwarded to the author of the deliverable, who has 1 week to revise and complete it.
- The coordinator should receive a notification from the author with the final version (in MS Word format) at least 1 working day before the deadline, in order to edit the document and send it to the Commission's Project Officer. The final version will be available in document repository.

The folder and template for each Deliverable can be found [here](#).



## 10. Eligible costs

The general eligibility conditions can be found in Art 6 of the Grant Agreement.

Funding rate of this action is 100 % of eligible costs, the indirect costs will be reimbursed at the flat-rate of 25 % from the eligible direct costs (categories A-D, except volunteers' costs, subcontracting costs,

financial support to third parties and exempted specific cost categories, if any). The budget of the action is part of the Grant Agreement Annex 2.)

The general eligibility conditions are the following (**for the actual costs**):

- they must be actually incurred by the beneficiary
- they must be incurred in the period set out in Article 4 (with the exception of costs relating to the submission of the final periodic report, which may be incurred afterwards – more in Art. 21 GA
- they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
- they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation
- they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
- they must comply with the applicable national law on taxes, labour and social security and
- they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency

The general eligibility conditions **for the flat rate**:

- they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
- relate to the period set out in Article 4 (with the exception of costs or contributions relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)

For the particular categories of eligible costs please see Art. 6 Grant Agreement.

## 11. Records for personnel costs

For persons who work for the action (regardless if they are full-time or part-time employees and/or if they work exclusively or not for the action;), the beneficiary may either:

- a. use reliable time records (i.e. time-sheets) either on paper or in a computer-based time recording system, to record (at least) all the hours worked in the action.

Reliable time records must be dated and signed at least monthly by then person working for the action and their supervisor.

If the time recording system is computer-based, the signatures may be electronic (i.e. linking the electronic identity data, e.g. a password and user name, to the electronic validation data), with a documented and secure process for managing user rights and an auditable log of all electronic transactions.

or

- b. sign a monthly declaration on days spent for the action (template is stored in ProjectPlace).

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## Partners Hungry EcoCities



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