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Turning climate-related information into added value for traditional **MEDiterranean Grape, OLive and Durum wheat** food systems

D7.3

Report on Quality control, documentation repository, and knowledge management n.1



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Disclaimer

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EXECUTIVE SUMMARY

This deliverable documents the updated data, quality and knowledge management plans of the MED-GOLD project. It discusses and presented the outcomes of the Quality Management Plan after being applied over the first 18 months of MED-GOLD and provides updates on aspects of this plan. Finally, it discusses the rules of the MED-GOLD Knowledge Management Plan. Through this reporting, the deliverable outlines the experience gained so far regarding data, quality and knowledge management.

With this deliverable, the project has contributed to the achievement of the following objectives (DOA, PartB Table1.1):

No.	Objective	Yes
1	To co-design, co-develop, test, and assess the added value of proof-of-concept climate services for olive, grape, and durum wheat	X
2	To refine, validate, and upscale the three pilot services with the wider European and global user communities for olive, grape, and durum wheat	X
3	To ensure replicability of MED-GOLD climate services in other crops/climates (e.g., coffee) and to establish links to policy making globally	X
4	To implement a comprehensive communication and commercialization plan for MED-GOLD climate services to enhance market uptake	X
5	To build better informed and connected end-user communities for the global olive oil, wine, and pasta food systems and related policy making	X

1. INTRODUCTION

1.1. PURPOSE

The Quality Plan is the document setting out the quality assurance procedures for the MED-GOLD project. Its aim is to assure that the results and deliverables of the project are of high quality and meet the specifications set in the project Description of Work. Once accepted by the Consortium, this Quality Plan becomes an official project document, which should govern all partners' and consortium's actions. This deliverable reports on the results and outcomes of the first 18 months.

1.2. SCOPE

The Quality Plan is to be used by:

- All Consortium Partners, responsible for preparing and amending deliverables,
- Quality Experts, responsible for reviewing completed quality plans and sign-off,
- Any responsible person of a Consortium Partner for approving works to be done by third parties, in order to complete deliverables.

1.3. DEFINITIONS AND ACRONYMS

1.3.1. ACRONYMS

Acronyms used in this document and needing a definition are included in the following table:

Table 1 Acronyms

Acronym	Definition
CA	Consortium Agreement
IPR	Intellectual Property Rights
DoA	Description of Activities
GA	Grand Agreement
MED-GOLD	The project entitled "Turning climate-related information into added value for traditional M EDiterranean G rape, O Live and D urum wheat food systems"

2. MED-GOLD QUALITY ASSURANCE

2.1. PREPARATION OF MED-GOLD DELIVERABLES

MED-GOLD Quality Plan is applicable to all the activities, which are related to the project. Hence, compliance of its execution with the Quality Plan is mandatory for all involved.

The Consortium quality policy is as follows:

- To implement and maintain a quality system,
- To identify for all involved their responsibilities regarding quality,
- To ensure that all deliverables comply with the contract.

During the first 18 months of MED-GOLD and for the preparation of the project deliverables, we followed the time-schedule described in Quality Plan (ANNEX A). According to this time-schedule, a complete draft of the deliverable is submitted for Quality Assessment (QA) that aims to ensure its top quality and, at the very minimum, its compliance with the relevant contractual obligations set out in the Description of Action (DoA) document, and the documentation standards of the partners of the MED-GOLD consortium. In all cases we followed an approach that involves two Quality Experts and the Quality Manager for the review of each deliverable. In case of a technical deliverable, the quality experts involved researchers that have a technical background and the same time a user/business background, while in case of a business-oriented deliverable, the reverse setup was used. After reviewing the deliverable, both Quality Experts had to fill-in a Quality Assurance Review form (ANNEX B) that contains questions about the quality of the deliverable in terms of coverage, technical content, evaluation and innovation, and presentation, as presented in the MED-GOLD Quality plan. Based on this feedback, the authors of the deliverable produced the final version of the document that was then submitted to the EC.

Following this plan, we prepared and submitted the first 20 MED-GOLD deliverables of the project on time (which were due in the first 18 months of the project's lifetime). The submitted deliverables are presented in Table 1 below. The same methodology will be followed by the project consortium concerning the preparation and submission of the remaining project deliverables until the end of the project, unless currently unforeseen reasons introduce the need for a modification or adaptation of this plan.

Table 2: List of MED-GOLD submitted and reviewed deliverable

Del No	Deliverable name	WP No	Lead Partner	Quality Reviewed	Date of submission	Comments
D1.1	MED-GOLD core sectors description and analysis	1	GMV	YES	M12	N/A
D1.2	Assessment of the vulnerability of each sector	1	UNIVLEEDS	YES	M14	N/A
D1.3	Report assessing the quality of European climate observations and their appropriateness for use in climate services for each sector	1	Met Office	YES	M12	N/A
D1.4	Report assessing the quality of seasonal forecast information and climate projections, and their appropriateness for use in climate services for each sector	1	Met Office	YES	M17	
D1.5	Deployment of the MED-GOLD ICT platform	1	Beetobit	YES	M7	N/A

D1.6	Guidelines for appraising needs and critical decisions across the pilot services	1	UniLEEDS	YES	M3	N/A
D1.7	Guidelines for collecting feedback from the users involved in the development of the pilot services	1	UNIVLEEDS	YES	M14	N/A
D2.1	Report on the knowledge capitalization of the olive oil sector	2	DCOOP	YES	M10	N/A
D2.6	First Feedback report from users on olive oil pilot service development	2	NOA	YES	M18	N/A
D3.1	Report on the two case studies at seasonal- and long-term timescales for the wine sector	3	SOGRAPE	YES	M9	N/A
D3.6	First Feedback report from users on wine pilot service development	3	BSC	YES	M18	N/A
D4.1	Report on the identified specific needs and opportunities	4	Horta	YES	M12	N/A
D4.6	First Feedback report from users on durum wheat pilot service development	4	JRC	YES	M18	N/A
D5.1	Report on the status of the MED-GOLD community	5	UniLEEDS	YES	M6	N/A
D6.1	Climate Related Initiatives Interactions Report n.1	6	MET OFFICE	YES	M12	N/A
D6.7	Summary of Dissemination and Communication Activities n.1	6	GMV	YES	M12	N/A
D6.8	Launch of external website	6	ENEA	YES	M15	N/A
D7.1	Communication, dissemination, and exploitation management plan	7	GMV	YES	M6	N/A
D7.2	Data management Plan	7	CNR	YES	M6	N/A
D7.3	Report on Quality control, documentation repository, and knowledge management n.1	7	UTH	YES	M18	N/A

2.2. OVERALL MED-GOLD PROGRESS AND COMPLIANCE WITH TIMEPLAN

The overall progress of MED-GOLD according to the contractual obligations, and its compliance with the timeplan for fulfilling these obligations, is based on the list of project milestones (see Table 2). Based on coordinated activities by all WPs and MED-GOLD partners, and with the help of the established communication plan, the members of the MED-GOLD Executive Board evaluated the compliance of the project's progress with this pre-defined time-plan.

The outcomes of this effort include successfully reaching the 9 milestones of MED-GOLD.

Table 3: List of Milestones

N	Name	Responsible	Month	Comment
1	Internal project website and management platform ready	ENEA	M3	The Phabricator platform start.med-gold.eu (including a wiki, a calendar and a file storage) is available and on line for the consortium since the beginning of the project, as well as channels devoted in slack and mailing lists for science, administration, and Executive Board
2	MED-GOLD Community developed	MET OFFICE	M6	Organisations have been identified to join the MED-GOLD community. Plans are in place to engage the community and keep them informed of activities within MED-GOLD. The community is expected to grow and evolve during the project.
3	Report on the MED-GOLD mailing list	MET OFFICE	M7	The mailing list has been successfully set up. It will be used to inform interested parties of key activities and results from MED-GOLD and other related events, such as seminars and webinars. The mailing list will be managed in a way that is compliant with the General Data Protection Regulations (GDPR). Registration will be via a link in the external web-site https://www.med-gold.eu/en-registration/ directing interested contacts to MED-GOLD online forms. The tool to be used for sending bulk emails would most likely be the SENDY email service. A normal email client will be used to set up a group.
4	Set up the MED-GOLD User Forum	MET OFFICE	M8	The user forum platform has been successfully set-up. After an analysis of the potential platforms to be adopted, MED-GOLD has selected Discourse (http://www.discourse.org/), which is open source and provides: a) an API interface for integration in the web-site; b) an admin dashboard with the metrics necessary to monitor the community; c) allows login with the most common social media platforms; d) is responsive and usable on mobile devices. A list of initial threads has been identified (What will MED-GOLD provide to the wine/olive/pasta sectors, how can we use seasonal forecasts and climate scenarios). Key experts have been identified within MED-GOLD to animate the forum. The MED-GOLD user forum is available here: http://forum.med-gold.eu/login
5	Initial scoping workshops concluded	ENEA	M12	The scoping workshops and focus groups for the three main sectors of interest of MED-GOLD have been successfully organised and held in the previous months. In particular: - A scoping workshop on olive oil services has been held on June 12 2018 in Antequera, at DcoopSCA headquarters - Focus groups on wine services have been held on May 3-4 2018 at the winery SOGRAPE Vinhos S.A. in Porto - A scoping

				workshop on durum wheat/pasta services has been held on May 15-16 2018 at the Premises of Horta Ltd in Ravenna The reports of these events are included in the submitted deliverables D2.1; D3.1 and D4.1 respectively.
6	Beta version of the tool ready	NOA	M16	The BETA version of the sectoral tools developed by MED-GOLD has three components: ** 1) An archive of pre-fetched data, which are necessary for the computation of climate indices co-designed with the users in the three sectors. Data available on the ICT platform includes: a) AgMIP Modern-Era Restrospective Analysis; b) E-OBS aily gridded observational dataset for precipitation, temperature and sea level pressure in Europe; c) Seasonal Forecasts from ECMWF; d) ERA5 fifth generation ECMWF atmospheric reanalysis The access to the archive is enabled through the MED-GOLD ICT platform (https://platform.med-gold.eu/) with the following credentials: login:XXXXX: XXXXXX 2)An Application Program Interface (API) to access pre-processed data and climate indicators on the ICT platform, ready to be used as an input in downstream sectoral models such as PBDM for the olive and coffee sectors, DELPHI and GRANODURO.NET for the durum wheat sector. A draft user's manual for using the API is available at the following URL: https://www.beetobit.com/medgold/ictplatform_tools.pdf At the moment, the wine sector does not use the API to access the data and compute the indices. Instead, indices can be computed directly by using the Python scripts available internally to the MED-GOLD consortium on the project wiki: -> https://start.med-gold.eu/w/wp/wp3/repository/ ** 3) A prototype visualization strategy, to be verified with sectoral users during the forthcoming workshops (Spring 2019) in order to have the first feedbacks (expected deliverables 2-6; 3.6; 4.6) and guidelines for further improvements. The prototype vizualization strategy are available on the MED-GOLD website -> https://www.med-gold.eu/olives-beta/ -> https://www.med-gold.eu/wine-beta/ -> https://www.med-gold.eu/durum-wheat-beta/
7	Overall quality of climate data for agricultural sectors assessed	MET OFFICE	M18	MS7 has been fully achieved for the end of May 2019, as D1.4 along with the revised version of D1.3 have been finally submitted
8	Preliminary version of the business plan ready	GMV	M18	MED-GOLD's vision is to demonstrate the added value of tailored climate services in agriculture through the use of three use cases: grape-wine, olive-olive oil and durum wheat-pasta. This milestone describes the preliminary analysis performed by GMV for defining the right roadmap to characterize the climate services sector, find its niche market, evaluate risks and propose an adequate business model tailored to the three MED-GOLD sectors of interest and, in general, to the agro-food sector. A preliminary document (MS.8) has been written with preliminary findings and the next setps. This document (available here https://drive.google.com/open?id=1GFv0P0Xi63sozt931fq-fsHjMvz4T2sj) will be part of deliverable D6.10. The business plan is expected to provide an insight of the potential of climate services taking into account their main characteristics and added value to consider,



				<p>the market segmentation and the commercial strategy for the results obtained in the project. In addition it aims to maximize their impact on the European and global agriculture sector.</p> <p>A business analysis approach is a promising strategy for enhancing the success of technological innovations such as the climate services developed on MED-GOLD.</p>
11	Update of the communication, dissemination, and exploitation management plan n.1	ENEA	M18	Communication, dissemination, and exploitation management plan delivered as D7.1 has been updated accordingly to the suggestions of the reviewers of the first periodic review of the project.

2.3. STATUS OF MED-GOLD KEY PERFORMANCE INDICATORS

In the table 3 below, we presented the status of the MED-GOLD KPIs.

Table 4. Status of the project KPIs

Item	KPI and target value	KPI Status
MED-GOLD website	About 5,000 user sessions per year (data to be collected through Google analytics or similar systems). The website will be maintained for at least one year after the termination of the project.	The MED-GOLD website (https://www.med-gold.eu) counts above 500 sessions per month which corresponds to above 6000 user (data from Google Analytics) A twitter account (@medgold_h2020) has been also set up and is actively fed to enhance the outreach.
Stakeholders' database	A list of about 500 stakeholders involved in agrifood-related domains, policy- and decision makers, academia, regional/local authorities, industry, investors, etc.	The list of stakeholders includes 107 contacts as of January 2019. Partners have taken action to increase this number by engaging with national and european scale farmers associations (e.g. COPA-COGECA)
eNewsletters and contents (articles, press releases, infosheets)	Two eNewsletter released per year targeting a community of 500 stakeholders (to be reached at the end of the project). Distribution of at least 6 press and news releases and at least 4 articles/interviews to the general and specialised media, portals, blogs and promoted via social media with hundreds of take-ups each. Six infosheets available on the website, distributed via social media and through 1-to-1 direct mailing to the specific target groups.	During the first year MED-GOLD have released: 1 eNewsletter; 6 press releases; not less than 70 articles/interviews to general public and specialized media; one infosheet. The twitter account has about 150 followers. On average, 1 tweet every 3 days produced during the first year. Tweets have above 5000 thousand impressions a month; the twitter account receives between 50 and 100 visits a month.
Handout materials	MED-GOLD flyer and e-handbook will be both browsable through the website and available in printable format for public download. The flyer in English and in local languages will be printed and distributed during the events.	A flyer has been made produced in English and will be translated into other languages as needed. The e-handbook is expected in a later stage of the project.
Participation in conferences	MED-GOLD will target the participation in 10 major international conferences events (fairs, conferences, exhibitions, etc.) in the course of the project.	MED-GOLD has already been presented in 13 conferences targeting, academia, end-users, institutions, and the general public.
Events (online & off- line)	3 webinars will be organised. Expected participants: minimum 30 per webinar. Organisation of a final event with stakeholders (format to be decided) at the end of the project to present the project's results.	The first webinar has been organized (delivered January 8 th 2019). Work has already started to organize the final event in 2021 at the FAO headquarters in Rome. First contacts and preliminary availability established.

<p>Use of partners' network</p>	<p>MED-GOLD will take advantage of the partners' existing communication channels and networks to disseminate and communicate its results. Examples are the partners' newsletters, their websites and platforms, their social media accounts and magazines. Outreach: 2000-3000 users</p>	<p>The direct engagement with users will start at a later stage in the projects, when the sectoral tools will be in a more advanced stage of development.</p>
<p>Mobilization of Stakeholder Associations, support from the Advisory Board members and other EU projects and initiatives</p>	<p>Associations provide direct communication channels into the target groups the MED-GOLD is trying to penetrate. These include all the associations and initiatives the partners are members of, as well as the members of the Advisory Board. Besides that, other EU initiatives providing communication support to EU funded projects as well as other EU funded projects will be approached to exploit synergies and jointly organized actions.</p>	<p>MED-GOLD has established direct dialogue with farmers associations at the european level and at the national level in target countries as well as constructive interactions with other EU funded projects such as CLIMATEUROPE, VISCA, SECLI-FIRM, CLARA.</p>
<p>Scientific/technical publications</p>	<p>The target is 10 scientific papers in high impact journals, and 10 scientific papers in high- reputation International Conferences.</p>	<p>During the first year of activity MED-GOLD has published 1 scientific paper in peer reviewed journal and participated in 3 high-reputation international conferences.</p>

3. MED-GOLD KNOWLEDGE MANAGEMENT

A set of established rules related to the management of knowledge and intellectual property in the MED-GOLD was documented in the MED-GOLD Consortium Agreement (CA). These conventions (which are discussed and extended in the following section) aim to ensure the protection of confidential information and patenting of important knowledge that will be created during the project's lifetime.

3.1. MED-GOLD KNOWLEDGE MANAGEMENT PLAN

The MED-GOLD consortium, further to the Consortium Agreement is working on IPR and Knowledge management plan and created a live “matrix” collecting all relevant information on the above issues (see ANNEX C, presented more in detail in the DMP D7.2)

In summary, the main principles are listed below:

Aiming to establish a management plan regarding the extracted knowledge and the created Intellectual Property (IP) assets during the project, the consortium has defined the following set of definitions:

- **Foreground:** the project results, including information, whether or not they can be protected, which are generated by the project. Such results include rights related to copyright; design rights; patent rights; or similar forms of protection.
- **Ownership:** Foreground resulting from the project is owned by the participant generating it. When Foreground is generated jointly (i.e. where the separate parts of some result cannot be attributed to different participants), it will be jointly owned, unless the participants concerned agree on a different solution. In the case of “Joint Foreground”, each of the joint owners shall be entitled to use their jointly owned Foreground on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and each of the joint owners shall be entitled to grant non-exclusive licenses to third parties, without any right to sub-license, subject to conditions that include fair and reasonable compensation being provided to the other joint owner(s); these conditions are specified in the CA.
- **Protection:** valuable Foreground will be protected by its owner(s) through filing of patent applications where possible, or other Intellectual Property Rights (IPR) protection measures. The parties undertake not to leave valuable foreground unprotected. No public disclosure of Foreground will take place before a decision is made regarding its possible protection.
- **Background:** this refers to background information that is held by Parties prior to their accession to the Grant Agreement, as well as copyrights or other IPRs pertaining to such information, the application for which has been filed before their accession to the Grant Agreement, and which is needed to carry out the Project or for using the Foreground. Each Party shall remain the owner of its own background.
- **Access rights:** access rights to another participant's Foreground or Background will only be granted if the requesting participant needs that access in order to carry out the project or to use in its own foreground. The details pertaining to access rights have been specified in the CA. Rights pertaining to joint exploitation activities will be agreed upon between the partners in separate Business Agreements.

Based on this group of rules, we crafted an initial record of all IP assets that will be created in the different work packages of the project, so that attention can be given to the protection of the most valuable IP by means of patents or other methods, while ensuring that no ethics requirements are being violated in any case. The identified IP assets are reported in detail in a [living document](#) that will continue to be updated in the course of the project.

4. CONCLUSIONS

In this deliverable, the updated Quality and Knowledge Management Plan of MED-GOLD was reported. In terms of Quality Management, the outcomes of the foreseen procedures related to the preparation of the project deliverables and the compliance of the project with the determined timeplan were discussed. Finally, in terms of Knowledge Management, the rules were presented and the on-going work reported.



ANNEX A.

QUALITY MANAGEMENT PLAN

LINK TO [ANNEX A](#)





ANNEX B.

QUALITY ASSURANCE REVIEW FORM

Link to [Annex B](#)





ANNEX C.

INTELLECTUAL PROPERTY RIGHT ACCESS MATRIX SCHEME

Link to [Annex C](#)





END OF DOCUMENT

