



FAST Nuclear Emergency Tools (FASTNET project)

FASTNET-MANAG-D6.6
 IRSN/PRP-CRI/SESUC/2016-00098

FASTNET Quality management Plan


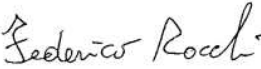
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Summary	
This Quality management plan aims at defining the following aspects:	
<ul style="list-style-type: none"> - Quality measures for the different types of activities in the FASTNET network, - Quality measures for the support to the activities, mainly for the documentation. 	

Visa grid			
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Content

1	Introduction	6
2	NOMENCLATURE.....	6
3	Quality measures for the different types of activities of the project	6
3.1	Contract review.....	6
3.2	Project review.....	7
3.3	Work monitoring and reporting.....	7
3.4	Quality measures specific to the grant distribution	7
3.5	Quality measures specific to the development of the Web site.....	8
3.6	Quality requirements specific to the scenarios database.....	9
3.7	Quality requirements specific to the development of method and tools	9
3.7.1	Quality requirements specific to the software tool PERSAN	9
3.7.2	Quality requirements specific to the software tool ASTEC.....	10
3.7.3	Quality requirements specific to the software tool RASTEP.....	10
3.8	Quality measures specific to excellence spreading activities	10
3.8.1	Scientific communication	10
3.8.2	International exercises.....	11
3.8.3	International seminars	11
4	Quality measures for support activities	11
4.1	Documentation.....	11
4.1.1	Front pages	11
4.1.2	References of FASTNET documents	12
4.1.3	Catalogue of FASTNET documents.....	12
4.1.4	Process of approval of documents.....	13
4.2	Management of documents in the Web site.....	13
4.2.1	In the restricted area	13
4.2.2	In the public area	14
5	Measurement, analysis and improvement.....	15

1 INTRODUCTION

This Quality management plan has the following purposes:

- Defining a framework and some associated procedures applicable to the FASTNET project of the European Commission which has received funding from the Euratom research and training programme 2014-2018 under Grant Agreement N° 662284;
- Setting up measures to guarantee the quality of FASTNET products.

It completes the information present in other applicable documents (in particular on the organization and the responsibilities) such as:

- The Grant Agreement N° 662284, officially signed by IRSN and by DG/RTD of the EC on September 2015;
- The Consortium Agreement (including its Attachments 1 to 5) signed by all partners and by IRSN in xxx;
- The FASTNET Communication action Plan (FASTNET-MANAG-D6.3).

2 NOMENCLATURE

CA	Consortium Agreement
DoW	Description of Work
EC	European Commission
EUG	End-Users Group
GA	Grant Agreement
MT	Management Team
QA	Quality Assurance
SC	Steering Committee
SEG	Senior Expert Group
WP	Work-Package
WPL	Work-Package Leader

3 QUALITY MEASURES FOR THE DIFFERENT TYPES OF ACTIVITIES OF THE PROJECT

3.1 Contract review

The work to be performed along the whole network duration is described in the Annex 1 (DoW) of the GA, or of its possible updates linked with Amendments of the GA.

There is no more EC requirement of delivery of updates of the DoW at each network period (except in case of amendments of the GA with EC).

3.2 Project review

The coordinator must submit to EC:

- At the end of each project period, a report that includes an overview of the work progress, the details on the use of resources and the signed Financial Statements (Form C);
- And all the other Deliverables indicated in the DoW, according to the planned timetable.

The above Periodic reports and Deliverables must be transmitted to EC as single reports. They will be sent in pdf format.

No more external reviews of the project are organized by the EC, except in case of big difficulties met by the project.

3.3 Work monitoring and reporting

The day-to-day work is periodically monitored by the different WPL (by the way of Emails and meetings). They inform without delay the Coordinator in case of problems they cannot solve.

MT meetings are periodically organized (at least 2 per year) for an internal reporting from the WPLs to the Coordinator and for general information by the Coordinator.

SC meetings are periodically organized (at least 1 per year) for a reporting by the Coordinator to the SC. At any time, in case of major problem, the Coordinator informs the SC which then decides on the appropriate actions.

In addition to minutes of MT, SC and WP meetings, Newsletters inform periodically all FASTNET members about the main activities and outcomes of the network (cf. FASTNET Communication Action Plan, FASTNET-MANAG-D6.3).

3.4 Quality measures specific to the grant distribution

The procedure related to the grant distribution is defined in the Section 7 of the CA.

The definition of the funds allocated to each partner according to its involvement in the project is globally approved by the SC at the beginning of each period.

At the end of each period, the information necessary to the precise calculation of the grant distribution are transmitted to the Coordinator by the different organizations (these information are completed and confirmed by Forms C on Financial Statements, as requested by the EC, that are also sent to the Coordinator at the end of the period). The Tables describing this distribution are part of the periodic progress report to EC and are validated by signature of the IRSN Director General.

The IRSN Financial Department operates the funds transfer to each partner from the detailed information transmitted by the Coordinator. It also follows the record of all these financial

transfers. The coordinator informs all partners about the successive payments (in accordance with the CA rules).

3.5 Quality measures specific to the development of the Web site

IRSN, with the help of the WP5 (Dissemination) leader is responsible for the development, deployment and administration of the FASTNET Web site.

The address of the Web site will be <https://www.fastnet-h2020.eu>. The underlying software for development of the site will be an open-source product in order to allow easier generation of new content and improvements of the design. Two kinds of areas will be open: an area accessible to public and EUG members and an area with a restricted access for partners and SEG experts (accessible with a login and a password).

Different user profiles will be defined according to their rights of reading and modification relating to the contents of the Web site: the site Webmaster(s), Webmaster and contact points of each partner, SEG experts, EUG members and public. Their respective access rights to the different site functions are presented in Table 1. The following three points have to be noted:

- A "partner" Webmaster manages the elements relating to its organization only;
- A contact point has a writing access (data entry) relating to its organization only;
- Experts are linked to an organization.

Table 1 - Access to the site's functions according to the FASTNET user profiles

	« Site » Webmaster	« Partner » Webmaster	« Partner » Contact point	SEG Expert	EUG Member	Public
Configuration of the FASTNET site	+	-	-	-	-	-
<u>Management of the FASTNET site access</u>						
"Partner" Webmaster access	+	-	-	-	-	-
"Partner" contact point access	+	+	-	-	-	-
<u>Restricted area</u>						
Input/modification of data	+	+	+	-	-	-
Consultation of data (reading and retrieval)	+	+	+	-	-	-
SEG subarea						
- Input/modification	+	-	-	+	-	-
- Consultation	+	+	+	+	-	-
<u>Public area</u>						
Input/modification of data	+	-	-	-	-	-
Consultation of data (reading and retrieval)	+	+	+	+	+	+
Participation on discussions (launch and answers)	+	+	+	+	+	+
Consultation of discussions	+	+	+	+	-	-

3.6 Quality requirements specific to the scenarios database

WP1 (Scenarios database) members have to set-up a common database of pre-calculated scenarios on all concepts of existing power plants in Europe including the spent fuel pools, as well as new NPP types foreseen in near future (as EPR in priority).

IRSN has the total responsibility of its implementation, updating and maintenance. This activity is carried out following the QA requirements applied by IRSN.

The progress of work is summarized in each periodic report to EC (besides any possible Progress & technical report that would be judged necessary).

3.7 Quality requirements specific to the development of method and tools

3.7.1 Quality requirements specific to the software tool PERSAN

IRSN is the owner of the software tool called PERSAN.

If a partner needs to obtain access rights to the software for the performance of its own work under the project, the partner will have to request a license from IRSN, limited to the partner activity within the project and only for the project duration.

All the activities related to the increase of functionalities and maintenance of the PERSAN code is carried out by IRSN following the Quality Assurance referential (ISO 9001:2008, Certificate N° FQA 4000526).

The progress of work is summarized in each periodic report to EC (besides any possible Progress & technical report that would be judged necessary).

3.7.2 Quality requirements specific to the software tool ASTEC

IRSN and GRS are the owners of the software tool called ASTEC.

If a partner needs to obtain access rights to the software for the performance of its own work under the project, the partner will have to request a license from IRSN, limited to the partner activity within the project and only for the project duration.

All the activities related to the development and maintenance (including user support) of ASTEC are carried out by IRSN and GRS following the Quality Assurance referential defined by these 2 partners (Report ASTEC-V1/QA/07-02, “ASTEC Quality Assurance IRSN-GRS common frame of reference”).

The progress of work is summarized in each periodic report to EC (besides any possible Progress & technical report that would be judged necessary).

3.7.3 Quality requirements specific to the software tool RASTEP

LRC is the owner of the software tool called RASTEP.

If a partner needs to obtain access rights to the software for the performance of its own work under the project, the partner will have to request a license from LRC, limited to the partner activity within the project and only for the project duration.

All the activities related to the development and maintenance of the RASTEP software is carried out by LRC following the Quality Assurance referential (ISO 9001:2008, Certificate N° FS 30240).

The progress of work is summarized in each periodic report to EC (besides any possible Progress & technical report that would be judged necessary).

3.8 Quality measures specific to excellence spreading activities

3.8.1 Scientific communication

The product of these activities (cf. FASTNET Communication Action Plan, FASTNET-MANAG-D6.3, § 3.3) consists in the delivery of reference documents managed by the WP5 Leader.

3.8.2 International exercises

The product of these activities (cf. FASTNET Communication Action Plan, FASTNET-MANAG-D6.3, § 3.4) consists in the delivery of reference documents managed by the WP4 Leader.

3.8.3 International seminars

The product of these activities (cf. FASTNET Communication Action Plan, FASTNET-MANAG-D6.3, § 3.5) consists in the delivery of reference documents managed by the WP5 Leader.

4 QUALITY MEASURES FOR SUPPORT ACTIVITIES

4.1 Documentation

The major documents of the project are:

- Deliverables, including the periodic progress reports for EC,
- Minutes of the main meetings (MT, SC, WP...),
- Publications in journals or conferences,
- Progress & technical reports.

All the major documents must follow the procedure described in this section.

For all other documents, there is no specific constraint except the attribution of a FASTNET reference number that should appear on the document itself (thus no constraint on the format of the documents).

A dissemination level must be defined for each document among the 4 following possibilities:

- PU: Public,
- RE: Restricted to a group beyond the network but specified by the FASTNET partners,
- CO: Confidential, only for FASTNET partners,
- CR: Confidential, only for a list of FASTNET partners working on the same subject (e.g. members of a sub-WP).

4.1.1 Front pages

The first page is based on the templates given in the Appendix 1 and defined consistently with the EC requirements. The second page includes when required (see § 4.1.4) a visa and control grid.

Depending on the partners' specific QA requirements, a third page (and following ones) may be then added, with their additional specific visa and control grid.

4.1.2 References of FASTNET documents

Five types of documents are defined and referenced in consequence:

- Deliverables: FASTNET-XXXXX-Dyy
- Minutes of meetings: FASTNET-XXXXX-Myy
- Publications in conferences (or workshops..): FASTNET-XXXXX-Cyy
- Publications in scientific journals: FASTNET-XXXXX-Jyy
- Other Progress & Technical documents: FASTNET-XXXXX-Pyy

where XXXXX is the WP name (or its abbreviation):

DATA for WP1

PREPA for WP2

RESP for WP3

EXER for WP4

DISSE for WP5

MANAG for WP6

and where yy is the ordering sequential number. This number will be defined by each WPL.

If necessary, the FASTNET Web site (restricted area) enables to keep up to 20 versions of documents which have been changed. This feature is useful for minor corrections and revisions of a document. Major revisions will be distinguished from previous versions by adding the identification word [Revi] just after the reference.

Example: FASTNET-XXXXX-Myy [Rev1]

In each WP, the WPL manages the references.

The FASTNET reference has to be written in the front page of the document. It is also recommended to repeat it in the page bottom headings (cf. Template in Appendix 1).

4.1.3 Catalogue of FASTNET documents

The catalogue of FASTNET documents gives, for each main document produced in each WP since the beginning of the network, the main bibliography information such as the title, authors, creation date, FASTNET reference, dissemination level for Progress & technical reports or Deliverables (P/D series), delivery date....

For each WP, documents in the catalogue are marked according to their type: Minutes (M), publications in Journal and Conferences (J/C), Progress or Technical reports or Deliverables (P/D). These topical catalogues of documents are upgraded continuously by the WPL all along the production of new documents. They are available on the WP main pages of the FASTNET Web site (restricted area).

In addition to the WPLs, the Coordinator checks regularly that major documents produced by the network have correctly been implemented in the topical catalogues.

In each periodic report to EC, these topical catalogues are included after concatenation to represent the whole network catalogue of documents.

4.1.4 Process of approval of documents

The Table 2 describes the process of verification and approval for all types of documents:

Table 2 - Process of verification and approval for FASTNET documents

Document	Author's visa	Verification Verification visa	Approval visa	Distribution	Implementation in the restricted area
- MT Minutes - SC Minutes - GA* Minutes	Coordinator	MT members Scientific Secretary	Coordinator	Coordinator	Coordinator
Other Minutes	Main author	Participants Up to the WPL's decision	WPL (or sub-WPL)	WPL (or sub-WPL)	WPL
Management deliverables	Coordinator	MT members Scientific Secretary	Up to the WPL's decision	Coordinator	Coordinator
- Technical deliverables - Progress & technical reports - Publications	Main author	Concerned WP members Up to the WPL's decision	WPL (or sub-WPL)	Coordinator	WPL
Periodic reports	Financial Manager	MT members Coordinator	Coordinator	Coordinator	Coordinator
Project review	Coordinator	MT members Scientific Secretary	Coordinator	Coordinator	Coordinator

* General Assembly

4.2 Management of documents in the Web site

4.2.1 In the restricted area

The administrative/management documents are available in the document library of the WP6 (Management) front page, thus available for any FASTNET member:

- templates,
- lists of SC, MT, SEG and EUG members,
- information about General assembly, SC and MT meetings: agendas, list of participants, photos, presentations and minutes,
- management deliverables (D series),
- financial data,
- periodic reports,
- project reviews,
- upcoming events/actions,
- ...

The technical documents are available in the document library available on each WP page. Each WPL may manage the access rights of the WP participants to any WP document. In particular this management will take into account the confidentiality rules adopted in the CA. This is particularly true for the documents marked with the 'CR' dissemination level that are available only to members working in the same subject (only sub-WP members for example):

- agendas, list of participants, photos, presentations and minutes of technical meetings,
- deliverables (D series) and publications (J/C series),
- progress & technical reports (P series),
- ...

4.2.2 In the public area

The selection of the documents takes into account the following aspects, in addition to the restriction to only publish "open" results and documents without copyrights:

- large consensus between FASTNET partners on the published knowledge improvement,
- positive illustration of the networking effort,
- potential interest of results for EUG members.

In consequence, these documents are proposed by the WPL to the Coordinator for approval:

- basic information about the project (logo, partner organisations and links with their web sites, list of contacts, updates of the main objectives...),
- FASTNET Newsletters which contain actual information on the progress of the project,
- publications of the J/C series (characterised in the library by a list of profile data giving for each document some bibliography information (authors, title, reference, date of publication, references of journals and conferences....). The profile data is the QA page of the document (see the second page of the template in Appendix 1).
- and other reference documents of the P series, in particular on the subject related to the management of any nuclear emergency in Europe,
-

The documents selected for publication in the public area are marked in the restricted area for publishing. The administrator of the public area is notified when a document is marked, and transfers it from the restricted area to the public area, where the documents are first collected in a public document library. The administrator of the public area is also notified when an update of a marked document in the restricted area occurs, and retransfers the document to the public area.

When a document is not protected by copyrights, the PDF file of the document is also available in the library of the public area. When a publication is protected, only the profile data is available in the library.

Profile data have to be provided by the WPL when not available in the document. The Coordinator is responsible for the collection and checking of the profile data; he is also in

charge of the elaboration and update of the list of publications available in the public area. The administrator of the public area is in charge of the implementation of this list and of the profile data.

5 MEASUREMENT, ANALYSIS AND IMPROVEMENT

The MT will determine, collect and analyse data to demonstrate the suitability of major products and the suitability and effectiveness of the Quality Management System and to evaluate where improvements can be made.

The concerned major products are:

- Web site,
- Development of a scenarios database,
- Development of method and tools,
- Scientific communication,
- International exercises,
- International seminars,
- Main synthesis reports on technical work (like state of the art reports for instance).

The data analysis may lead to two kinds of improvements: improvements of the products or improvements of the Quality Management System.

The analysed data are:

- The results of progress reviews that are organized by the EC,
- The complaints/requests of users or potential users (inside or outside FASTNET) of abovementioned major products.

The collect of complaints/requests is organized by the concerned WPL thanks to:

- Surveys within the restricted area of the FASTNET Web site,
- Queries by users of method and tools,
- Queries by SEG and EUG members,
- Queries by participants of FASTNET exercises, courses and seminars.

The concerned WPL are responsible for the collection and recording of data. They decide on the corrective and preventive actions to be set up within the limits of their responsibilities. They elaborate proposals for decision by the Coordinator in the other cases. They are responsible for the monitoring of preventive or corrective actions.

Appendix 1

Template for first pages of FASTNET documents



FAST Nuclear Emergency Tools (FASTNET project)

FASTNET-XXXXX-Yy
Partner report's own reference

Title

Authors:

Period covered: October 2015 - September 2019		Delivery date:
Start date of FASTNET: October 1st, 2015		Duration: 4 years
WP N°	WP leader:	His organization name:

Project co-funded by the European Commission in the framework of the Call H2020-EE-2014-2-RIA (NFRP-02-2014)		
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1	Introduction	6
2	NOMENCLATURE.....	6
3	Quality measures for the different types of activities of the project	6
3.1	Contract review	6
3.2	Project review.....	7
3.3	Work monitoring and reporting.....	7
3.4	Quality measures specific to the grant distribution.....	7
3.5	Quality measures specific to the development of the Web site.....	8
3.6	Quality requirements specific to the scenarios database.....	9
3.7	Quality requirements specific to the development of method and tools	9
3.7.1	Quality requirements specific to the software tool PERSAN	9
3.7.2	Quality requirements specific to the software tool ASTEC.....	10
3.7.3	Quality requirements specific to the software tool RASTEP.....	10
3.8	Quality measures specific to excellence spreading activities	10
3.8.1	Scientific communication	10
3.8.2	International exercises	11
3.8.3	International seminars	11
4	Quality measures for support activities	11
4.1	Documentation.....	11
4.1.1	Front pages.....	11
4.1.2	References of FASTNET documents	12
4.1.3	Catalogue of FASTNET documents.....	12
4.1.4	Process of approval of documents	13
4.2	Management of documents in the Web site.....	13
4.2.1	In the restricted area	13
4.2.2	In the public area	14
5	Measurement, analysis and improvement.....	15
1	XXXX	5
1.1	Xxxxx	5

1 XXXX

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1.1 Xxxxx

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