



# D2.1 – Quality assurance plan



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## Disclaimer

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## Acronyms and definitions

Acronym	Meaning
AI	Artificial Intelligence
CA	Consortium Agreement
DPO	Data Protection Office
EC	European Commission
EU	European Union
GA	General Assembly
GDPR	General Data Protection Regulation
KPI	Key Performance Indicator
SC	Steering Committee
WP	Work Package

## ***Executive Summary***

### **Deliverable summary**

This deliverable outlines the dAIEDGE management structure, with the aim of effectively overseeing the project's progress and implementation of its objectives. In the project management structure section, the roles of coordinator, project manager, WP leaders, exploitation manager, dissemination manager, data protection officer, and the AI ethics advisor are described. Each role is crucial to the smooth functioning and success of the project. The deliverable also presents the project's steering committee and describes its responsibilities.

Internal communication among all the consortium partners is crucial for successful progression of the dAIEDGE project. Consequently, regular in-person and online meetings are scheduled. Moreover, a shared platform and internal mailing lists are setup. The external communication and dissemination section delineates the process, guidelines, and actions to disseminate project outcomes, to ensure visibility and impact.

The Deliverable Quality Insurance section describes the process to ensure the quality of the deliverables. The measures set not only ensures the quality of the deliverables, but also ensures the timely delivery of the deliverables. Moreover, the project monitoring tools for quality management are presented, indicating the KPIs defined in the project.

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## 1. Introduction

This deliverable describes the overall management structure and approach in the dAIEDGE project aiming to ensure ongoing quality control, efficient communication and collaboration between the partners, as well as timely completion of all the formal project requirements by the European Commission and Project Officer. We describe the different management and advisory entities in the project and their roles.

Additionally, the deliverable describes the tools put in place to ensure proper communication and data exchange between the partners, as well as the external communication and dissemination approach.

Finally, we detail the control processes of deliverable submission and dissemination as well as the introduced quality control metrics such as Key Performance Indicators (KPIs).

## 2. Project management structure

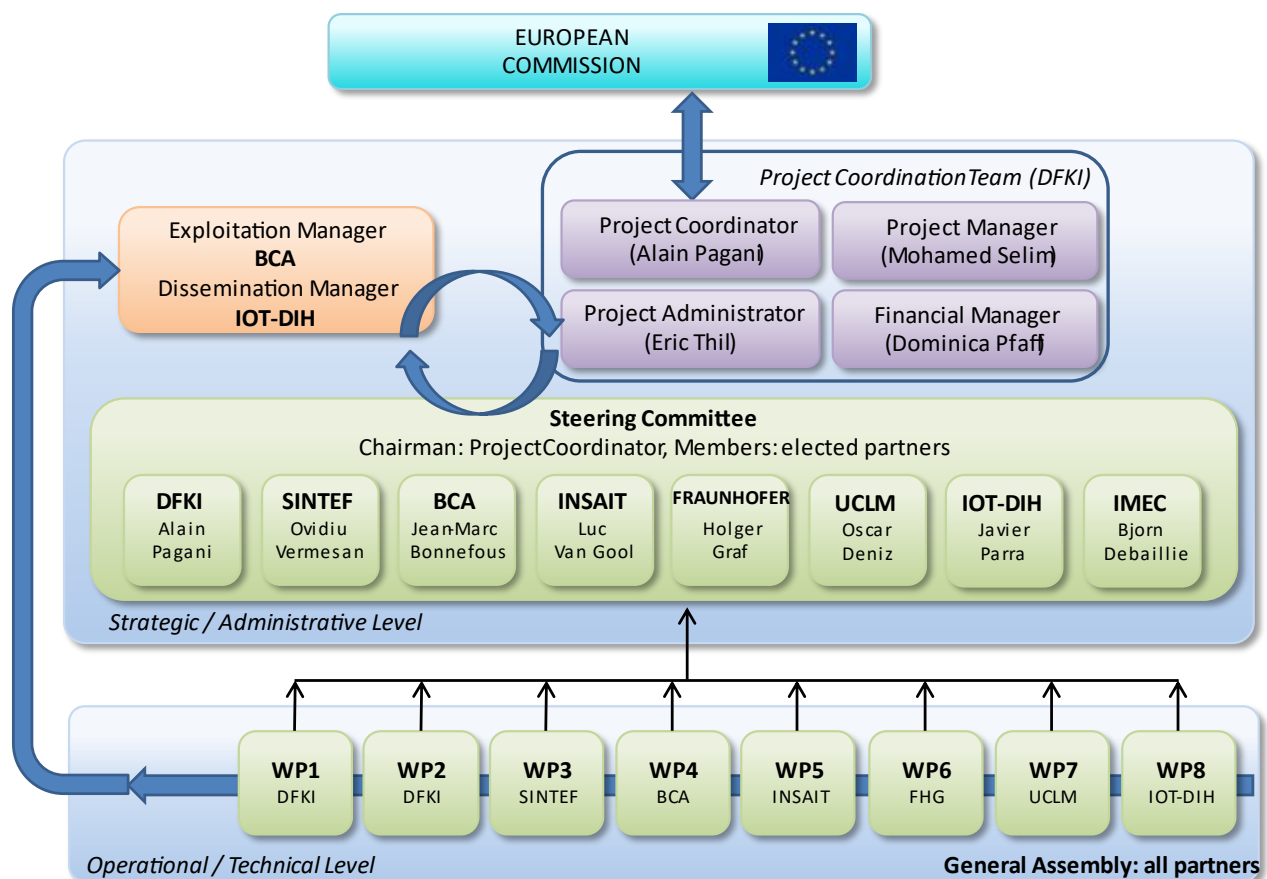


Figure 1: Overview of the management structure of dAIEDGE



## 2.1. Roles

The overall project management structure is shown in Figure 1. The specific roles are detailed below. The management structure has been developed to:

- Ensure effective, transparent management of the dAIEDGE project
- Establish clear procedures for taking decisions and resolve possible conflicts efficiently
- Establish ongoing quality control procedures with respect to all outputs and deliverables
- Ensure that the project proceeds within the framework of the project time frame and budget and according to administrative, financial and legal principles defined by the EU Horizon Europe framework
- Ensure that the participants conform to their obligations under the grant agreement and the consortium agreement

### 2.1.1. Consortium coordinator

DFKI (Augmented Vision department) is the organisation assuming the role of project coordinator. The general coordination of the project is done by Dr. Alain Pagani, supported by Dr. Mohamed Selim (project management) and Mr. Eric Thil (financial, legal and ethics aspects). DFKI is further supporting the project coordination team with expertise from its administrative and financial departments.

DFKI as the project coordinator, has the responsibility to manage the project according to the Grant Agreement through:

- Supervision of the cooperation and progress in each WP (in cooperation with the respective WP-Leaders)
- Organisation and chairing of all major meetings (preparation of agenda; support during the events; circulation of minutes, presentations and proceedings).
- Controlling the schedule of activities, tasks and the allocation of effort.
- Ensuring the efficiency of the projects' internal communication services.
- Formulating and adjusting dAIEDGE strategic objectives following the decisions of the General Assembly
- Resolving conflicts between partners, according to the rules detailed in the Consortium Agreement (CA).
- Ensuring that all deliverables will be available on time to the European Commission (EC) and project partners.
- Reporting to the EC on all matters concerning the project.
- Implementation and maintenance of the project management and quality assurance tools
- In addition, the project coordinators have staff members assigned who are responsible for administrative and financial management. The financial coordinator will accomplish the following tasks:
  - Implement internal financial checks
  - Implement accounting procedures according to standards of the European Commission

- Implement effective accounting and monitoring of partner cost statements
- Controlling of the project's budget and handle all financial aspects of the project (contracts, payments, etc.).

The coordinator acts as interface of the consortium to the Project Officer, manages questions related to the Grant Agreement and formulates amendments to it, if required.

The different roles on coordinator sides are currently being assured by following persons:

*Table 1: Division of coordination roles within DFKI*

Role	Person
Project Coordinator	Dr. Alain Pagani
Project Manager	Dr. Mohamed Selim
Project administrator	Mr. Eric Thil
Financial Manager	Ms. Dominica Pfaff

### 2.1.2. Project manager

Dr. Mohamed Selim is the Project Manager of the project dAIEDGE. In this role, he assists the Project Coordinator in all aspects of the project, including organization of meetings, communication to the project partners and external stakeholders, following the progress of the work packages (in cooperation with respective WP Leaders), organising the delivery of planned deliverables, following and ensuring the quality of the outputs of the project.

### 2.1.3. WP leaders

A WP-Leader organisation and physical person is assigned for each work package of the project.

- The WP-Leader is responsible for the coordination of the technical work in each Work Package
- Together with the project coordinator, WP-Leaders will ensure the timely submission of deliverables, fulfilment of milestones and reporting from their WP
- Additionally, WP-Leaders are responsible for regularly updating the quality control information of their WPs according to the template provided by the coordinator. This includes status updates of deliverables and milestones, risk tracking as well as updates of the action lists
- WP-Leaders are also responsible for organising regular online WP-Meetings and/or other technical meetings/workshops as required
- WP-Leaders present on General Assembly (GA) and Steering committee (SC) meeting the status of their work package

A list of all WP-Leaders in dAIEDGE is provided in the table below:

Table 2: List of WP leaders and name of responsible person

WP	Organisation	Lead person
1	DFKI	Alain Pagani
2	DFKI	Alain Pagani
3	SINTEF	Ovidiu Vermesan
4	BCA	Jean-Marc Bonnefous
5	INSAIT	Luc Van Gool
6	FRAUNHOFER	Holger Graf
7	UCLM	Oscar Deniz
8	IOT-DIH	Javier Parra

#### 2.1.4. Exploitation manager

The role of the exploitation manager is to plan and prepare the exploitation of the result at consortium level. The exploitation manager organizes meetings with all the partners for discussing exploitation strategies and plans. The exploitation manager of the dAIEDGE project is BCA, represented by Jean-Marc Bonnefous.

#### 2.1.5. Dissemination manager

The role of the dissemination manager is to plan, prepare and supervise the implementation of the project dissemination at consortium level. The dissemination manager organizes meetings with all the partners for discussing dissemination strategies and plans and supervises their execution. The dissemination manager of the dAIEDGE project is IOT-DIH, represented by Javier Parra.

#### 2.1.6. Data protection officer

DFKI maintains a Data Protection Office (DPO), specialized in privacy issues of personal data. The DPO will be available for providing guidance to the consortium regarding the collection, storage and use of personal data according to GDPR.

#### 2.1.7. dAIEDGE AI Ethics advisor

In response to the requirements indicated in the Ethics Summary Report, the consortium plans to appoint an Ethics Advisor before month 12 of the project to assist the Consortium in assessing the ethics issues and the full extent of their impacts throughout the pilots and demonstrators, and provide periodic reports to support the project reviews.

The appointed AI ethics advisor should have the following profile:

- Renown expertise in the domain of Ethics of Artificial Intelligence with proven track record of publications or similar achievements
- Expertise in AI, computer vision and surveillance techniques
- Independence from any partner of the dAIEDGE consortium

The task of the Ethics Advisor will be to assist the Consortium in assessing the ethics issues and the full extent of their impacts throughout the pilots and demonstrators, and provide periodic reports to support the project reviews. To fulfil his duty, the Ethics Advisor will submit reports at M12 (deliverable D2.10), M18 (deliverable D2.11), M36 (deliverable D2.12). The consortium is confirming that in case of an Ethics Check, relevant documents, authorisations, and approvals will be obtained, kept on file and sent to the EC upon request.

At the time of submission of this report, the AI Ethics has not been officially appointed.

## 2.2. Steering committee

The Steering Committee is the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly. The Steering Committee consists of the Coordinator and the representatives of the Parties appointed to it by the General Assembly.

The tasks of the Steering Committee are the following:

- The Steering Committee prepares the meetings, propose decisions and prepare the agenda of the General Assembly
- The Steering Committee is responsible for the proper execution and implementation of the decisions of the General Assembly

The Steering Committee has appointed by the General Assembly during the kick-off meeting of the project dAIEDGE. In this meeting, the Project Coordinator suggested to nominate the Work Package leaders as members of the Steering Committee, and invited any other partner to volunteer to be member of the Steering Committee. The WP Leaders accepted to be part of the Steering Committee, and one additional partner volunteered to be nominated. The appointment of the nominated members was subject to a show of hands vote. There were no objections presented by the consortium members. The Steering Committee was unanimously elected.

The steering committee is structured as follows:

*Table 3: Steering Committee of the project dAIEDGE*

Organisation	Represented by
DFKI	Alain Pagani
SINTEF	Ovidiu Vermesan
BCA	Jean-Marc Bonnefous
INSAIT	Luc Van Gool

FRAUNHOFER	Holger Graf
UCLM	Oscar Deniz
IOT-DIH	Javier Parra
IMEC	Bjorn Debaillie

### 2.3. General assembly

The General Assembly is the decision-making body of the consortium and consists of one representative of each partner. The Project Coordinator chairs all meetings of the General Assembly, unless decided otherwise by the General Assembly.

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

The General Assembly will meet regularly in person at least 2 times per year. The objective of this meeting additionally to the regular executive board responsibilities is to gain a complete view of the current state of the project and to enhance collaboration between the partners and enable interaction in a broader space. For decisions made in the General Assembly, the rule of one vote per organization holds.

## 3. Internal communication and shared platform

### 3.1. In-person meetings

**Progress Meetings** aiming at evaluating the progress of the project and at synchronizing the work of the partners on current tasks will be held at least twice per year (every 6 months). The General Assembly and the Steering committee are invited to the in-person meetings. Additional in-person meetings can be organised by any partners after acceptance of the meeting suggestion by the Steering Committee. Typical additional in-person meetings cover thematic workshops, development and integration sessions, demonstrator building and evaluation sessions.

The tentative schedule for the next in-person meetings is presented in the table below.

Type	Date	Location	Organizer
Kick-off	05-06.09.2023	Kaiserslautern, Germany	DFKI
Progress meeting	07-08.03.2024	Sofia, Bulgaria	INSAIT
Progress meeting	Sept. 2024	Brussels (to be confirmed)	DFKI
Technical review RV1 and Ethics Check RV2	Sept. 2024	Brussels (to be confirmed)	DFKI

Progress meeting	Feb. 2025	Paris, France (to be confirmed)	SU
Periodic Review RV3	Apr. 2025	Brussels (to be confirmed)	DFKI

### 3.2. Online meetings

In order to continuously track the progress of the project and to have the ability to quickly react to any issues that might arise, several regular online meetings are scheduled.

The online meetings take place on the platform Microsoft Teams, provided by DFKI. All participants have been invited to a Microsoft Teams Team “dAIEDGE” that include, chat, video/audio conferences, document sharing.

Other platforms can be chosen by the organizer of the meeting, as long as all participants are able to join the meeting.

#### 3.2.1. WP-leaders' meetings

A WP-Leader Meeting organized by the coordinator takes place every 2 Months. The topic of the meeting is for every WP Leader to provide a brief update on the WP activity to the coordinator. Every WP-Leader is requested to update the WP presentation template that reports on the progress of Deliverables, Milestones, KPIs, Risks, and Action Lists for the respective WPs. The meeting is also meant to serve as a synchronization checkpoint between activities that span over multiple WPs and to monitor dependencies between the WPs.

#### 3.2.2. WP-Meetings

Every WP Leader is responsible for organizing a WP-online meeting that happens on a monthly or bi-weekly basis. In this meeting, task leaders report on the progress of each individual task. The WP-Leader monitors the progress of upcoming deliverables and gathers the required information to update the WP quality control metrics.

#### 3.2.3. Task meetings

Tasks leaders have the possibility to have regular online meetings to discuss the progress of their task. The organisation and schedule of the task meetings under the responsibility of each task leader.

### 3.3. Shared platform

To ensure efficient communication and exchange of documents and dissemination material, all members have access to a dedicated Microsoft Teams platform organized and maintained by the coordinator team at DFKI. The platform is primarily intended to be used as repository for sharing documents through the associated Microsoft SharePoint repository. The file storage takes place exclusively in the "General" channel, making all documents available to all partners.

Microsoft SharePoint has a versioning capability, which allows for searching in earlier versions of a document. Additionally, a backup strategy is active at DFKI which records every change. DFKI IT-Support can carry out the restoration if needed.

The structure of the directories is divided into folders in the root as follows:

- 01-Administration: This folder contains official documents concerning the whole project (Grant Agreement, Consortium Agreement, a maintained list of all the persons that actively work on the project, and financial information).
- 02-Meetings: This folder contains presentations and minutes of in-person meetings
- 03-Workpackages: All WP internal documents, presentations and meeting minutes are stored in the subfolders of the respective packages.
- 04-Communication and dissemination: this contains communication and dissemination material
- 05-Project templates: Provides the templates (presentations, deliverables, etc.) to be used for both internal and external documents to ensure a consistent appearance.
- 06-Deliverables: This folder contains the documents necessary to work on the deliverables and the in-progress versions of the deliverables.
- 07- Extended Network:

### 3.4. Internal mailing lists

The following distribution lists have been created in order to facilitate the communication for specific groups:

- all-dAIEDGE@dfki.de
- tech-dAIEDGE@dfki.de
- administration-dAIEDGE@dfki.de
- dissemination-dAIEDGE@dfki.de
- wp1-dAIEDGE@dfki.de
- wp2-dAIEDGE@dfki.de
- wp3-dAIEDGE@dfki.de
- wp4-dAIEDGE@dfki.de
- wp5-dAIEDGE@dfki.de
- wp6-dAIEDGE@dfki.de
- wp7-dAIEDGE@dfki.de
- wp8-dAIEDGE@dfki.de

Subscriptions to these lists can be made by requesting addition or deletion to DFKI. Members can also subscribe by visiting the webpage [https://www.dfki.de/mailman/cgi-bin/listinfo/\[listenname\]](https://www.dfki.de/mailman/cgi-bin/listinfo/[listenname]), replacing [listname] with the specific name of the list. The subscription request must be approved by DFKI.

The moderation of the list foresees that only e-mails sent by a person in the list will be distributed to the list.

## 4. External Communication and Dissemination

### 4.1. Dissemination process

For all public dissemination actions in dAIEDGE, a specific process for approval has been decided in order to protect the interests of all parties. The Grant Agreement defines the specific rule for dissemination of results through beneficiaries in the Annex 5 (Section “Communication, dissemination, open science and visibility – Article 17”):

*A beneficiary that intends to disseminate its results must give at least 15 days advance notice to the other beneficiaries (unless agreed otherwise), together with sufficient information on the results it will disseminate.*

*Any other beneficiary may object within (unless agreed otherwise) 15 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the results may not be disseminated unless appropriate steps are taken to safeguard those interests.*

To reduce the processing time for dissemination activities, the consortium agrees to reduce the notification period for these two articles from 15 days to 7 days. The agreed procedure is as follows:

All public dissemination items should be submitted to the Dissemination Manager of the project (Leader of WP6) at least one week before the planned dissemination date. The Dissemination Manager will then circulate the material to all project partners to request their approval. No response from the partners is considered as acceptance and after 1 week the material is cleared for publication. In case of a conflict, the coordinator is responsible for mediation according to the Consortium Agreement rules.

For scientific publications, the submission for review to a scientific conference or journal is not considered a dissemination action if this process is ensured to be confidential by the conference/journal organizers. Therefore, the dissemination approval process for scientific publications starts upon the acceptance of a publication and should be completed before the final (“camera-ready”) version is submitted.

### 4.2. Dissemination guidelines

The templates for dissemination (PowerPoint presentation template, Word template) as well as guides for the project identity (logo, colors, fonts) have been distributed and presented by the dissemination manager IOT-DIH.

### 4.3. Dissemination actions in dAIEDGE

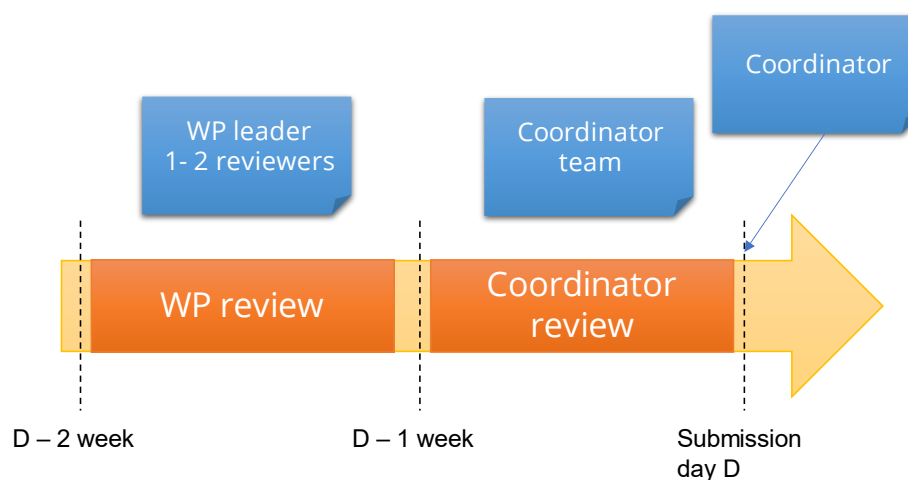
Several dissemination actions have already been performed by the WP8 Leader IOT-DIH, such as the creation of a project website (<https://dAIEDGE.eu/>) and the creation of social media accounts for



the project. The complete dissemination action plan is detailed in Deliverable D8.1 – dAIEDGE Communication, Dissemination and Exploitation plan.

## 5. Deliverables quality insurance

A deliverable submission procedure is defined in dAIEDGE to ensure the quality of deliverables as well as their timely submission. The procedure requires an initial version of the deliverables to be available at least two weeks before the submission date. A first revision cycle is then done between the responsible organization for the deliverable and the respective WP-Leader. The WP review round is organized by the organisation responsible for the deliverable and the WP leader and should involve at least one (preferably two) reviewer(s) among the project partners who did not participate to the writing of the deliverable. The partner volunteering for review does not need to be active in the corresponding task. Result of the internal review might lead to correction of typos and formulated need for clarification, which have to be applied by the original responsible. The first WP-internal review should be finished at the latest one week before the submission deadline. Once the deliverable is cleared by the WP-Leader, a second and final revision round and ensuing submission of the deliverable is done by the coordinator team. For public deliverables an additional week is needed at the end of the process to receive clearance from the consortium for publication, as is done for all public dissemination items. Thus, for public deliverables a first version for review within the WP, should already be available 3 weeks before the deadline.



*Figure 2: Review procedure for non-public deliverables*

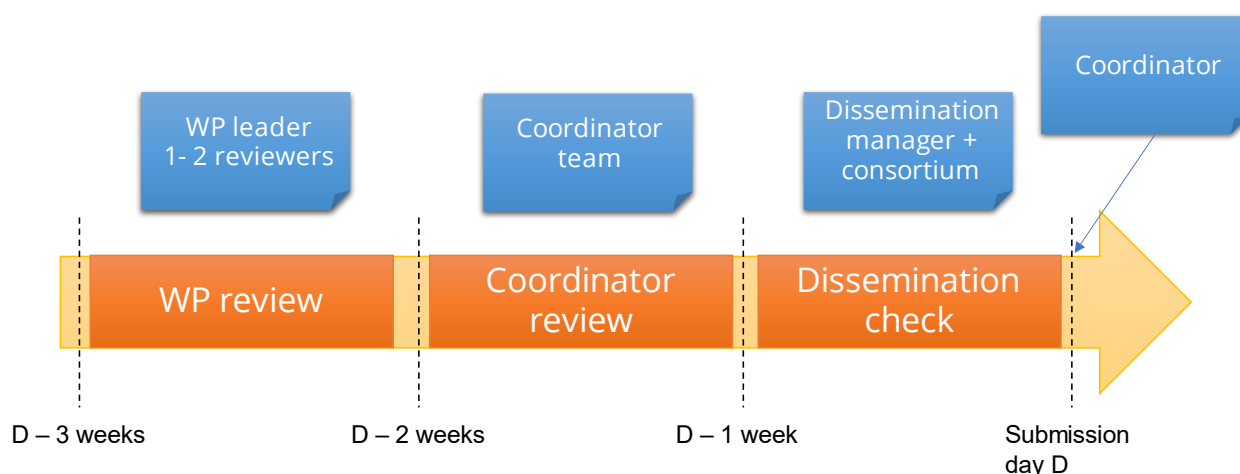


Figure 3: Review procedure for public deliverables

## 6. Quality management and project monitoring tools

### 6.1. Overview

Several quality control measures are implemented in dAIEDGE, including those defined in the Grant Agreement but also additional quality metrics such as KPIs.

### 6.2. Key Performance Indicators

A set of Key Performance Indicators (KPIs) have been defined by the consortium at proposal submission time. During the project, the KPIs will be updated on each Progress Meeting to quantify the project progress. We present the defined KPIs in the table below:

Table 4: List of KPIs of the dAIEDGE project

No	Name	Description	Target value	Related WP
1	Scientific Papers	Number of scientific papers/ articles related to edge AI submitted to journals, magazines and conferences	>200 papers/ articles submitted by members of the NoE	WP1, WP6, WP8
2	Academic Exchanges	Number of academic exchanges and scientific visits	>30 academic visits among NoE members and other individual researchers	WP1, WP7, WP8

3	Patents	Number of patents filed by dAIEDGE partners	≥10 patents on relevant technologies	WP1, WP3
4	Demonstration	Successful demonstration of feasibility	≥3 use cases demonstrated and validated ≥20 demonstration areas proposed and supported via FSTP-funded collaborative projects	WP6
5	Common Events	Number of common events (workshop, dissemination event, multiplier event) co-organized with the EU AI Lighthouse	≥20 common events with the EU AI Lighthouse	WP1
6	Stakeholder awareness	Stakeholder awareness in relevant sectors	≥2000 newsletter recipients ≥1000 posts in Social Networks (Linked In, Twitter)	WP8
7	Centres of Excellence	Number of centres of excellence joining dAIEDGE	≥150 centres of excellences in the dAIEDGE NoE across 30 countries	WP3, WP4, WP8
8	Virtual lab experiments	Number of studies/experiments conducted using the virtual research lab	≥200 studies and experiments via the virtual research lab	WP4, WP7, WP8

9	Marketplace assets	Number of European assets available on the marketplace	≥250,000 assets available in the marketplace and accessible to dAIEDGE and AloD users	WP4, WP7
10	dAIEDGE platform - Collaborative projects	Number of collaborative European projects completed thanks to the dAIEDGE platform	≥160 collaborative projects using the dAIEDGE platform	WP4, WP5, WP8
11	dAIEDGE roadmap-following projects	Number of projects and activities following dAIEDGE's recommendations and roadmaps	≥10 EU or national projects referring to dAIEDGE methodology for edge AI technology development	n/a (impact KPI, target 3 years after end of project)
12	EU edge applications users	Single users of applications using EU edge technology	≥150.000 users in Europe	n/a (impact KPI, target 3 years after end of project)
13	European edge AI companies adoption	Number of companies or industries using European edge AI solutions for worker empowerment	≥500 companies worldwide	n/a (impact KPI, target 3 years after end of project)
14	Edge AI solutions market share	Market share of European edge AI solutions	≥50% market share	n/a (impact KPI,

				target 3 years after end of project)
15	Edge AI population awareness	Awareness of general population about EU alternative to edge AI technologies	≥50% of edge AI users aware of dAIEDGE solution	n/a (impact KPI, target 3 years after end of project)
16	Privacy	Choice of EU edge AI for privacy and ethical concerns	≥25% of edge AI users chose EU alternatives for privacy concerns	n/a (impact KPI, target 3 years after end of project)

### 6.3. Risk management

In addition to the risks defined during the proposal stage and included in the Grant Agreement, unforeseen risks that appear during the project implementation are being documented and tracked. The status of all risks will be updated on every Progress Meeting with input from the WP-Leaders. The current state of all risks along with implemented mitigation measures is reported on regular Risk Log deliverables.

On an initial level, materialized risks will be handled within the consortium, first on a WP-level and then if required on a full consortium level. In the case when the consortium coordinator decides that a risk cannot be sufficiently mitigated by any of the proposed measures, the project officer will be contacted in order to discuss further steps for handling the situation through the possibility of an Amendment.

### 6.4. Action list

Action List of upcoming new actions to be taken to accomplish the tasks defined in the Grant Agreement is maintained for each WP and updated on the WP online meetings.



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