**AAL Joint Programme**

# ChefMyself ▶

## Assistance solution for improving cooking skills and nutritional knowledge for independent elderly people

# D1.3 - M2 Project Quality Plan

Due date of deliverable: **July 31, 2013**

Actual submission date: **July 25, 2013**

Start date of project: **01.06.2013**       Duration: **24 months**

Organisation name of lead partner for this deliverable: **Cetemmsa**

Version: no.2, May 2014

| Project acronym: | ChefMyself |
|---|---|
| Project name: | Assistance Solution for improving cooking skills and nutritional knowledge for Independent Elders |
| Call: | AAL call 5 2012 |
| Contract no.: | MINETUR reference: AAL-010000-2013-18<br>AAL JP reference: AAL-2012-5-120 |
| Project Duration: | 24 months |
| Co-ordinator: | Cetemmsa |

List of partners:

| Participant no.* | Participant organisation name | Participant short name | Organisation type | Country |
|---|---|---|---|---|
| 1 (Coordinator) | Fundació Cetemmsa | CETEMMSA | RESEARCH CENTRE | Spain |
| 2 | Istituto Nazionale di Ricovero e Cura per Anziani | INRCA | END-USER | Italy |
| 3 | POLNE, S.L (Taurus Group) | TAURUS | INDUSTRIAL COMPANY | Spain |
| 4 | Fraunhofer Portugal AICOS | FHP-AICOS | RESEARCH CENTRE | Portugal |
| 5 | Unie KBO | UNIEKBO | END-USER | Netherlands |
| 6 | ASM Market Research and Anallysis Centre Ltd. | ASM | SME | Poland |
| 7 | ME.TE.DA. s.r.l. | METEDA | SME | Italy |

Project co-funded by the European Commission under the Ambient Assisted Living (AAL) Joint Programme

| Dissemination level | | |
|---|---|---|
| PU | Public | |
| PP | Restricted to other programme participants (including the Commission Services) | |
| RE | Restricted to a group specified by the consortium (including the Commission Services) | |
| CO | Confidential, only for members of the consortium (including the Commission Services) | X |

| History chart | | | | |
|---|---|---|---|---|
| Issue | Date | Changed page(s) | Cause of change | Implemented by |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Disclaimer: The information in this document is subject to change without notice.

Company or product names mentioned in this document may be trademarks or registered trademarks of their respective companies.

## Table of Contents

# 1. Introduction

## 1.1 Important preliminary note

This document should not replace the AAL Grant Agreements. Please note that not all sections and clauses are summarised here!

## 1.2 Scope of this document

This deliverable contains the quality plan of the ChefMySelf project, as a tool for each partner in order to ease the project progress during its lifetime. This document could be updated, if needed, according to the instructions coming from the AAL Joint Programme.

## 1.3 Glossary, Acronyms and Abbreviations

- "AAL JP": Ambient Assisted Living Joint Programme: http://www.aal-europe.eu/about-aal

- "CMU": Central Management Unit from the AAL Joint Programme.

- "Consortium Budget": means the allocation of all the resources for the activities of the consortium in the project; that means the sum of all the individual budgets and grant agreements in the consortium.

- "NCP": National Contact Point for the AAL Joint Programme.

- "Description of Work": The Description of Work (DoW) is made on the basis of Part B which is the technical proposal description at the time of the proposal submission.

- "WP": Work Package

# Reporting

## 1.4    Official reports and templates

**ANNUAL PROGRESS AND FINANCIAL REPORTS**: to be delivered 2 months after the end of each calendar year:

- **D1.4-M9 Annual progress and financial report  2013**
- **D1.4-M21 Annual progress and financial report  2014**
- **D1.4-M33 Annual progress and financial report  2015**

Template for the Annual progress and financial report:

> https://www.dropbox.com/home/CHEFMYSELF (AAL Call 5)/05_DOCUMENT_TEMPLATES/2010-Dec-21-Template-for-the-annual-progress-financial-report-v1.2.doc

## 1.5    Interim report
- **D1.5-M12 Interim Management Report**

This report aims to compile information about the progress of the project at the end of the first year:

- Progress of the work.
- Financial interim statement.
- Project Assessment

## 1.6    National report
- **National Report**

According to National Grant Agreements between AAL representatives and partners, each partner should prepare and send to its NCP the National reports at individual level.

## 1.7    Midterm Review

A mid-term project review is mandatory for all AAL projects. A final project review may take place in selected cases. The AAL representatives regard the review meetings with two objectives: At first, they are – as the reporting – an assessment tool to understand the status quo of an AAL project. But, even more important, the review meetings shall serve as a mutual learning and feedback platform for project partners and AAL JP representatives. The latter believe that a review meeting is an ideal opportunity to receive feedback to further develop the AAL JP.

Mid-term review meetings shall be organized shortly after the project passed its midterm. Review meetings will be organized jointly between the project coordinator and the lead AAL NCP.

Review meetings are non-public events. Eventually, independent review experts will be contracted to report on the review.

For ChefMySelf:

| Tentative schedule of project reviews | | | |
|---|---|---|---|
| Review no. | Tentative timing, i.e. after month X = end of a reporting period | *planned venue of review* | *Comments , if any* |
| **1** | After project month: 12 | To be decided | Mandatory |
| **2** | Not later than project month: 24 | To be decided | If required by the AAL JP CMU |

- **Mid-term project review report**

Template for the Mid-term project review report:

> https://www.dropbox.com/home/CHEFMYSELF (AAL Call 5)/05_DOCUMENT_TEMPLATES/v4_PC_The-midterm-review-of-AAL-JP-projects.doc

## 1.8   Closure Phase

One Final Report will be submitted 2 months after the end of the project.

- **D1.6-M26 Final project report**

Template for the final report:

> https://www.dropbox.com/home/CHEFMYSELF (AAL Call 5)/05_DOCUMENT_TEMPLATES/ Template-Final-project-report-V04112011.doc

See more at:

> http://www.aal-europe.eu/documents-ressources/resources-for-project-coordinators/

## 1.9   Report preparation and submission procedure

The Coordinator will issue requests/reminders for each report (except for the National Report), asking the WP leaders about work progress. Also each partner will be asked to prepare its own financial and effort report or for some specific task status. The Coordinator will consolidate all the reports and submit them to the AAL CMU.

## Procedures for the Technical Work: preparation, validation and submission of Deliverables, Milestones and other technical reports

Deliverables, Milestones and other technical reports shall be submitted according to the dates stated in the Description of Work.

Every Work Package Leader is responsible for the planning, coordination, monitoring and reporting of his/her WP and for the coordination with other WPs. He/she is also responsible for the submission to the rest of the consortium of the related deliverables in coordination with his/her WP team.

The general procedure for the preparation, validation and submission of the technical reports (Deliverables, Milestones and other technical reports) will be the following for the technical WPs (WP2 to WP6):

- The WP Leader in representation of his/her WP team will upload each technical report to the DROPBOX site 10 working days before the official deadline, and will send an alert to the Technical Committee Members[1] for their revision.
- Each Technical Committee Member will have 5 working days to make their comments to the WP Leader who issued the report, by email with copy to all the other Technical Committee Members, so as all the Technical Committee is aware of the comments on the mentioned report. The Technical Committee members are free to transfer such report to their WP partners and work together to prepare their comments, but they will be the only contact to communicate their comments on behalf of their WP.
- The WP Leader who issued the report, and his/her team will be responsible for the redrafting of the report according to the comments received from the Technical Committee, and will submit a final version to the Technical Coordinator (nominated by FHP-AICOS) at least 3 working days before the official deadline.
- The Technical Coordinator, after revising the final version and adapting it according to the project requirements, will upload them to the Consortium working folder, creating a PDF version and copying a direct link of this PDF to the CMU_BOX folder in the DROPBOX at least 2 working days before the deadline, and send an alert to all the Consortium through the email.
- The Project Coordinator will then send the official report to the CMU by mail.

For WP7 Dissemination and Exploitation activities, the report will be sent by the WP7 Leader to the Dissemination and Exploitation Committee[2] for comments, and the WP7 leader (who acts as Dissemination and Exploitation Coordinator as well) will redraft the document and send it to the Project Manager for adaptation according to the project requirements.

---

[1] According to the signed Consortium Agreement, the Technical Committee shall consist of minimum 1 (but as many as desired) representative(s) from each technical partner (CETEMMSA, TAURUS, FhP-AICOS and METEDA) in addition to the Project Manager and the Technical Coordinator.

[2] According to the signed Consortium Agreement, Dissemination and Exploitation Commitee is formed by the Technical Committee with ASM Market Research and Analysis Centre Ltd. with the support from POLNE, S.L for the Exploitation strategy and tasks. ASM will coordinate all the dissemination and exploitation activities of the project.

- The WP7 leader, after revising the final version and adapting it according to the project requirements, will upload them to the Consortium working folder, creating a PDF version and copying a direct link of this PDF to the CMU_BOX folder in the DROPBOX at least 2 working days before the deadline, and send an alert to all the Consortium through the e-mail.
- The Project Coordinator will then send the official report to the CMU by mail.

## 1.10  Project Planning and Timetable

The List of Deliverables, Milestones and deadlines are described in the Description of Work.

### 1.10.1  Project Start and End Date

For central progress reporting requirements, it is essential that an AAL project has a common start and end date. In case of ChefMySelf,

- Start date: 01.06.2013 (M1)
- End date: 31.05.2015 (M24)

# Costing and justification

NB: This section should not replace the National Grant Agreements between AAL representatives and partners. Please note that no sections and clauses are summarised here! Partners are encouraged to read this document as an introduction to some of the terminology and to them individually go through and examine the conditions of the grant.

## 1.11  Eligible and Non-Eligible Costs

To clarify what is meant by eligible costs, the following guidelines are helpful:

- They must be provided for in the project budget and pertinent to the tasks of the project;
- They must be necessary for the performance of the project activities;
- They must be reasonable and be in accordance of the principle of sound financial management (in terms of cost-efficiency and value for money);
- They must be incurred within the lifetime of the project;
- They must be traceable in the accounting systems of the institutions;
- They must be fully identifiable and verifiable.

Non-Eligible Costs are those costs which will not be covered by the EC Grant and do not comply with the above criteria. They are as follows:

- Return on capital;
- Debt and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- VAT unless the partner can show that they are unable to recover it by other means;
- Costs declared by the beneficiary which are already covered by another grant by the EC;
- Anything which could be considered as reckless or excessive expenditure.

### 1.11.1  Eligible Direct Costs

Direct Costs are those which are <u>specifically identifiable as belonging to the project</u>. That is to say, that cannot also be linked to other activities carried out by the institution or office taking part in the project. For this project, eligible costs are:

- Staff costs, including social security and other such charges;
- Travel and per diem;
- Purchase of equipment provided it is written-off in accordance with tax and accounting rules;
- Costs of consumables and supplies providing they are identifiable for the action;
- Costs of any contract awarded by a partner to a third party which are necessary for the implementation of the action;
- Costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.),

including the costs of any financial services (especially the cost of financial guarantees). Such costs may also include specific costs incurred by the coordinator for fulfilling his responsibilities being responsible for the overall management of the action and the coordination of the beneficiaries.

Partners should bear in mind, therefore, that the above costs are allowed to be attributed to the project only and if they comply with the eligibility conditions listed above also.

### 1.11.2 Eligible Indirect Costs

Indirect costs are those costs which are necessary for the implementation of the project, but which cannot necessarily be traced directly to project activities. They are commonly also known as overheads. Each partner will justify its eligible indirect costs according to its own Indirect Costs Method declared at the beginning of the project.

## 1.12 Justification of Costs by category

Take into account that each partner will follow its own National rules for AAL justifications. These are general comments on justifications; please refer to the mentioned rules for official justifications:

### 1.12.1 Personnel Costs

Personnel costs for the project can be justified by any means which states and shows the number of hours the person in question has dedicated to the project, plus the costs of doing so. For example, wage slips, together with timesheets or clock-in / clock-out records is one of the most efficient ways of showing this. Auditors may often ask for the hours worked to be linked to specific task and may ask this to be cross-referenced to the DoW.

### 1.12.2 Travel and subsistence

Travel costs for project meetings should be accompanied by boarding passes, ticket receipts and, where applicable, a copy of the Agenda or Minutes of a meeting. In some National Grant Agreements travels are considered as part of the overheads and thus cannot be declared as direct cost.

Some other questions regarding travel and subsistence:

Who pays for the travels?

Each partner has an allocated travel budget under the relevant work packages. They are therefore responsible for managing this budget and attributing the various travels they make to the correct project action and work package. Put simply, each partner pays for their own travels out of the project budget.

Whose name should appear on the hotel / other invoices?

ChefMySelf
MINETUR Reference: AAL-010000-2013-18
AAL Reference: AAL-2012-5-120

In all cases it is the person travelling on behalf of the project whose name should appear on invoices and receipts.

### 1.12.3   Other Costs (e.g. Printing) and Consumables

Other costs are to be accompanied by invoices. Consumables (such as paper, pens, ink cartridges) can also be claimed providing that they have **been bought specifically for the project and this can be proved**. Whereby equipment is purchased, the invoice of purchase should be provided.

### 1.12.4   Subcontracting

Subcontracting for the project can only be undertaken when this is clearly foreseen in the DoW for the project. In the case of  ChefMySelf no subcontracting has been foreseen and thus no cost can be declared under this category.

One final note:

No partner, or the project as a whole, can exceed the total costs of this action or their share of the budget or this money will not be reimbursed.

## 1.13   Guidelines for Partners filling in ChefMySelf Timesheet

The timesheet serves as physical and calculative evidence of our time devoted to project activities. A large part of our budget is Human Resource costs because it is largely a person-based exercise, requiring different members of staff and hours dedicated to complete work scheduled.

The timesheet will be considered as proof of work conducted and, therefore, as a justification of that particular cost.

*What other supporting documentation is needed?*

An auditor may wish to see the following in support of the claims made:

- Timesheets
- Clocking in / out details (where applicable)
- Outputs created – to measure whether time dedicated reflects work conducted
- Salary / wage materials

### 1.13.1   Calculation of Hours for Timesheet

There is a relatively simple calculation to know the number of hours we must dedicate to a work package according to the Project Effort Form which is expressed in person-months. This is because our timesheet asks for hours dedicated per work package. However, bear in mind that this calculation gives you the total number of hours per work package for the whole project duration. Please take care to divide this between the 2 project years according to your tasks, timetables and work package contributions. The calculation is as follows:

> Example: Company X calculates it based on its own rules:
> 1 person/month = 20 person/day
> 1 person/day = 7,5 person/hours
> **Nº of person-month per work package x 20 days x 7,5 hours = Total nº of hours per work package (entire project duration)**

These hours do not refer to only one member of staff, but the whole team from the entity involved in the project in this task. The calculation has to be done for each task, and the amount of hours has to be attributed to different members of staff. Then, through the time sheets of each member of staff, the expected effort is fully justified.

Some points:

- Some months will have more dedication than others so distribute hours carefully. Be careful not to put more hours than that expected in one period.
- Be careful to only put hours in a work package that is actually underway! The same goes for the finalisation of a work package. Do not put work hours into a finished work package.

# Project Communication Mechanisms

## 1.14  Mailing list

Consortium will use the mailing list [chefmyself@cetemmsa.com](mailto:chefmyself@cetemmsa.com) for general communication to all the consortium members.

## 1.15  Dropbox

**All working documents, reports, templates, minutes, etc. should be uploaded to the DROPBOX ChefMySelf folder, accessible via the Internet, where it is possible to upload and share electronic files as well as to download those uploaded by other users:**
**[https://www.dropbox.com/home/CHEFMYSELF (AAL Call 5)](https://www.dropbox.com/home/CHEFMYSELF)**

Using this folder will be mandatory for all the partners.

## 1.16  ChefMySelf Website

The ChefMySelf project website will be: www.chefmyself.eu.

It will be used as a tool to make the following information public:

- **Project Abstract**
- **Progress of the work**
- **Consortium activity related to the project**
- **Partners**
- **Publications**
- **Contact details**

The project website will have to be updated constantly by the consortium (see Task 1.3 in de Description of Work).

## 1.17  Procedure for publications and public presentations of ChefMySelf

Every communication, public presentation or document aimed at the dissemination of the project shall include the logo of ChefMyself, the logo of the AAL JP, the logo of the Ministerio de Industria, Energía y Turismo and also the logo European Commission.

The sentence:

Proyecto financiado por el Programa Conjunto AAL, con cargo al Presupuesto del Ministerio de Industria, Energía y Turismo así como a los fondos de la Comisión Europea, con los números de referencia AAL-2012-5-120 y AAL-010000-2013-18.

Shall also appear in all the mentioned supports aimed at dissemination of the project.

Every publication carried out by partners has to be first shown to the consortium for comments and for their information. The consortium shall have a few days for including any comments before the partner makes its publication public.

## 1.18 Document file naming

All the partners will be asked to name their documents starting with AAL-2012-5-120 followed by ChefMySelf the Deliverable number and Month, then the Deliverable Name.

This is an example: **AAL-2012-5-120_ChefMySelf_D1.3-M2_Project Quality Plan**.pdf

## 1.19 Other communication means

- Skype and free conference call

For Conference calls we will use Skype which is a software programme that allows users to make phone calls, over the internet, from their computers to other Skype users free of charge. Additional features include instant messaging, file transfer, short message service and video conferencing.

In these cases in which Skype do not cover our needs (bad connection to the Internet, low quality of the sound, etc.), we will explore the possibility of use a free conference call tool that works over the phone. In this case each partner would pay for a local phone call.

- Postal Mail

The postal address of ChefMySelf project's coordination for any kind of paper-based communication is:

| |
|---|
| CETEMMSA |
| Attn. Ana Villacampa |
| Av. D'Ernest Lluch, 36 |
| Parc Científic TecnoCampus |
| E-08302 Mataró |
| Spain |

# ANNEX1. Partners and Contact Data

## A. Partner's logos

Partners' logos can be found in:
https://www.dropbox.com/home/CHEFMYSELF%20(AAL%20Call%205)/04_EXECUTION%20(DELIVERABLES%20AND%20WORK)/WP7_DISSEMINATION_AND_EXPLOITATION/01_Partners_Logos

## B. Partner's contact data

**Fundación Cetemmsa**

|  | Contact Person 1 | Contact Person 2 (if needed) |
|---|---|---|
| Name | Ana Villacampa | Mª Carmen Margelí |
| Organisation | Fundació Cetemmsa | Fundació Cetemmsa |
| Address | Av. D'Ernest Lluch, 36. Parc Científic TecnoCampus. E-08302 Mataró (Barcelona). Spain | Av. D'Ernest Lluch, 36. Parc Científic TecnoCampus. E-08302 Mataró (Barcelona). Spain |
| Telephone | +34 93 7419100 ext. 11321 | +34 93 7419100 ext. 11106 |
| Email | avillacampa@cetemmsa.com | cmargeli@cetemmsa.com |
| Website | http://www.cetemmsa.com | http://www.cetemmsa.com |

Istituto Nazionale di Ricovero e Cura per Anziani

|  | Contact Person 1 | Contact Person 2 (if needed) |
|---|---|---|
| Name | Lorena Rossi | Roberta Bevilacqua |
| Organisation | I.N.R.C.A. | INRCA |
| Address | Via Santa Margherita, 5, 60124 Ancona Italy | Via Santa Margherita, 5, 60124 Ancona Italy |
| Telephone | +39 071 8004893 | +39 071 8004767 |
| Email | l.rossi@inrca.it | r.bevilacqua@inrca.it |
| Website | www.inrca.it | www.inrca.it |

POLNE, S.L.

|  | Contact Person 1 | Contact Person 2 (if needed) |
|---|---|---|
| Name | Lluís Trench Roca |  |
| Organisation | Polne, S.L.   (Taurus group) |  |
| Address | Avda. Barcelona, s/n 25790 Oliana (Lleida) |  |
| Telephone | +34973470550 |  |

| Email | lltrench@taurus.es | |
| Website | www.group-taurus.com | |

**Associação Fraunhofer Portugal Research**

| | Contact Person 1 | Contact Person 2 (if needed) |
| --- | --- | --- |
| Name | Rui Castro | Pedro Almeida |
| Organisation | FhP-AICOS | FhP-AICOS |
| Address | Rua Alfredo Allen 455/461 4200-135 | Rua Alfredo Allen 455/461 4200-135 |
| Telephone | +351 220 408 317 | +351 220 408 300 |
| Email | rui.castro@fraunhofer.pt | pedro.almeida@fraunhofer.pt |
| Website | www.fraunhofer.pt | www.fraunhofer.pt |

**Unie KBO**

| | Contact Person 1 | Contact Person 2 (if needed) |
| --- | --- | --- |
| Name | Jan Brinkers | |
| Organisation | Unie KBO | |
| Address | Julianaplein 2, 5211 BC, 's-Hertogenbosch, Nederland | |
| Telephone | +31 73 612 34 75 | |
| Email | jbrinkers@uniekbo.nl | |
| Website | www.uniekbo.nl | |

**ASM Market Research and Analysis Centre Ltd.**

| | Contact Person 1 | Contact Person 2 (if needed) |
| --- | --- | --- |
| Name | Agnieszka Kowalska | Aleksandra Oleksik |
| Organisation | ASM | ASM |
| Address | Ul. Grunwaldzka 5, 99-300 Kutno, Poland | Ul. Grunwaldzka 5, 99-300 Kutno, Poland |
| Telephone | +48 24 3557754 | +48 24 3557756 |
| Email | agnieszka.kowalska@asm-poland.com.pl | a.oleksik@asm-poland.com.pl |
| Website | www.asm-poland.com.pl | www.asm-poland.com.pl |

**ME.TE.DA. s.r.l.**

|  | **Contact Person 1** | **Contact Person 2 (if needed)** |
|---|---|---|
| Name | Fausta Brancaccio | Sandro Girolami |
| Organisation | ME.TE.DA. s.r.l. | ME.TE.DA. s.r.l. |
| Address | Via S. Pellico 4 – 63074 San Benedetto del Tronto (AP) Italy | Via S. Pellico 4 – 63074 San Benedetto del Tronto (AP) Italy |
| Telephone | +39 0735 783021 | +39 0735 783021 |
| Email | fausta.brancaccio@meteda.it | sandro.girolami@meteda.it |
| Website | www.**meteda**.it/ | www.**meteda**.it/ |