



SEVENTH FRAMEWORK PROGRAMME
THEME INCO 2013-2.1

JEUPISTE

Grant Agreement Number: 609585

D1.4

Description of the Quality Control Mechanism and External Review System

Deliverable Nature:	Report
Dissemination level:	PU (Public)
Work Package Number:	WP1
Work Package Title:	Project Management
Task Number:	WP1.4
Task Title:	Quality Control
Submission Date:	Date: May 2014 Update:
Publication Date:	-
Task Leading Partner:	IIST
Contributing Partners:	WP leaders

Document Revision History

Version	Date	Author	Comment
NA	9-10 September 2013	ALL	Initial ideas and agreement at the General Assembly
0v1	13 May 2014	IIST	Draft version as deliverable
1v0	14 May 2014	IIST	Consolidated version

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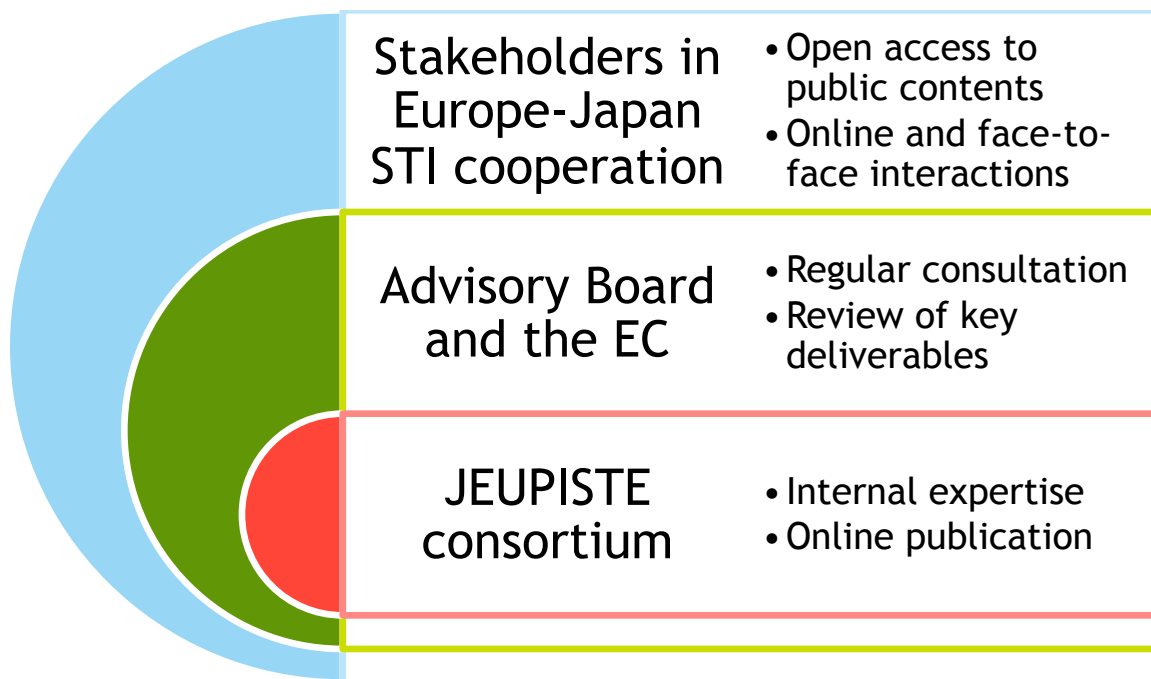
EXECUTIVE SUMMARY

To guarantee sufficiently high quality of the reports produced and services provided by the JEUISTE project, quality control mechanisms have been considered and the mechanisms of online publication of materials/reports by competent consortium members through the external review by the Advisory Board, if necessary, have been introduced. The efficiency and effectiveness of those measures will be monitored regularly.

1. Basic idea and overall structure for the quality control

The main target of the JEUISTE project is to contribute to the promotion of Europe-Japan cooperation in Science, Technology and Innovation (STI) through various analytical and promotional activities. Classified as a Support Action (SA) project, the JEUISTE project will not produce scientific publications per se, which lead to the following consideration on the mechanism to guarantee the quality of project activities and outcome.

1. Right consortium balance (expertise and experience) for the best quality
2. Online publication
3. Feedback/updates through open interactions as well as meetings in person
4. Review of key deliverables and regular consultation on the project activities by external experts (Advisory Board)



2. Description of the quality control mechanisms

2.1. *Right balance among consortium partners*

European Framework Programmes, especially Horizon 2020, are comprehensive and cover vast areas in STI, ranging from technological themes from health to space, nanotechnology to social sciences, and also mobility of researchers, capacity building, etc. Under Horizon 2020, innovation (including the role taken by SMEs) and part of education (EIT) have also incorporated, making it extremely challenging to cover the full spectrum of the programme.

The JEUPISITE consortium, consisting of the following 10 partners from across Europe and Japan, has been set up to take this challenge and does cover the vast areas, thematically and geographically, in terms of the legal status (association, SME, university, governmental, etc.) and type of clients (industry, policy makers, researchers, R&D managers, etc). We believe that this itself is a strong point for the quality of services to be offered by the project. In terms of the geographical coverage, we do have some areas not directly represented in the consortium, including UK, France, Nordic countries and Baltic States, but with additional support from the Advisory Board and regular interactions with the European embassies based in Japan, we should be able to compensate the absence. For example, the project has already been in contact with STI related sections of the embassies including UK, France, the Netherlands, Luxembourg, Slovenia, Finland, Sweden, Switzerland, just to mention some.

Type of organization	Short name	Full name	Country	Expertise
Coordinator / industrial cooperation	IIST	Institute for International Studies and Training	JP (branch in BE)	Industrial cooperation, human resources development, EU-Japan relationship including industrial policy dialogues, training courses
Funding	DLR	Deutsches Zentrum für Luft- und Raumfahrt	DE	Project management, international cooperation, STI policy, funding, NCP
	TUBITAK	The Scientific and Technological Research Council of Turkey	TR	Funding, STI policy dialogues, NCP, coordination among funding organizations
	AGAUR	Agency for Management of Universities and Research Grants	ES	Funding for academia, programme committee, mobility
Support	APRE	Agency for the Promotion of European Research	IT	NCP, dissemination seminars, training courses, international cooperation
	RCISD	Regional Centre for Information and Scientific Development	HU	STI policy, innovation in SMEs, innovation management
	FORTH	PRAXI Network / Foundation for Research and Technology	GR	International cooperation, coordination of INCO NCPs

R&D	KU	Kobe University	JP	Higher education, academic research, academia-industry cooperation, EU studies
	ZSI	Centre for Social Innovation	AT	Analysis of co-publication, social innovation, NCP
SME	INSME	International Network for SMEs	IT	Innovation in SMEs, internationalization of SMEs, policy dialogues

2.2. Online publication

Most of the materials prepared by the consortium will be available online, through the project website and to some extent e-mail alerts. Public version of presentation materials at dissemination seminars will be mostly circulated electronically after the event, rather than distributing a lot of handouts in paper on the spot. The online publication has the following advantages.

- It is easy to track the versions and materials can be easily updated and upgraded, according to the feedbacks from the relevant stakeholders and audiences. For example, once a paper copy is printed, it may last long while information may well evolve or updated meanwhile.
- Through the helpdesk, we will gather cases and types of enquiries. Again, it is easier to maintain an electronic database and supply typical questions and answers in the form of FAQ on the project website.
- Digital publication is eco-friendly.

2.3. Feedback and improvement mechanism

The presentation materials and public reports will be either posted onto the website or to be circulate electronically after meetings in person. This allows easy incorporation of comments/requests/suggestions on the contents while keeping them up-to-date. Through the help desk services and contribution to STI policy dialogues, the project partners frequently meet STI stakeholders both in Europe and Japan. Materials used for those meetings will regularly be updated and customized according to the needs of the stakeholders.

2.4. Review of key deliverables and regular consultation with the Advisory Board

As was described in the Deliverable D1.2 Advisory Board, external review of key project deliverables is foreseen as a mechanism to guarantee proper selection of themes and sufficient quality of reports and services provided. AB members have been selected in the way that the AB as a whole covers the entire areas that the project is going to tackle, and being experts in

some of the technological areas and/or societal challenges with a broader view and interests in international cooperation, the AB should be able to take the necessary and expected role to properly guide the project.

Although this review process has not been used much due to the delay in the selection process of the AD members and conclusion of agreement, as soon as concrete results of the project, especially WP2 (contribution to the STI dialogues) have become available, some of the AB members will be asked to review the deliverables to improve the quality of the project outcome. The following is a list of deliverables potentially to be put through the review by the AB members, while the final decision will be taken by the Steering Committee upon recommendation by the leader of the WP concerned.

Del. No.	Deliverable name	WP No.	Partner No.	Author	Delivery month
D2.2	Analysis of the EU-Japan Cooperation in FP7/Horizon 2020 and recommendations	2	7	AGAUR	8
D2.3	Analysis of EU-Japan Co-publications	2	10	ZSI	8
D2.5	Report on and Recommendations from the Policy Workshop	2	3	DLR	18
D2.7	Blueprint for Joint Liaison Office	2	3	DLR	30
D2.8	Update of analysis of the EU-Japan cooperation in Horizon 2020	2	5	RCISD	32
D3.4	Summary of Dissemination Seminars in Japan	3	9	KU	36
D3.5	Summary of Dissemination Seminars in Europe	3	2	APRE	36
D4.1	Report on the Academic Workshops	4	6	TUBITAK	23
D4.2	Report on the Innovation Workshop	4	8	INSME	32
D4.3	Report on the Outcomes of Previous Joint Activities and Possibility of Implementing Future Joint Activities	4	6	TUBITAK	33
D5.1	Intermediate Summary of Helpdesk Operation and Training Activities	5	4	FORTH	18
D5.2	Setting-up of (informal) contact points in Japan and outcome of the training activities	5	1	IIST	34
D5.3	Outcome of the training activities for contact points in Europe	5	2	APRE	34

The efficiency and effectiveness of those measures will be monitored regularly.

3. Quality assurance: consideration per activity type

3.1. *Analytical reports*

The online publication and external review mechanisms described in the previous section will be the main instruments to control the quality of the reports, especially analytical ones on the STI policies and Europe-Japan cooperation. Continuous search for relevant information and interaction with specialists (national research institutes on relevant subjects as well as think tanks) will also be encouraged.

3.2. *Dissemination seminars and materials*

Quality of the dissemination seminars and materials will be monitored by the feedback and occasional questionnaires to be filled by the audience. For each event, constructive criticism should be explicitly encouraged to continuously improve the quality of the events, both in terms of the contents and logistics.

3.3. *Workshops for partnership building*

The academic and innovation workshops will be an integral part of the projects, while those will be also risky events as we aim at organizing unconventional, innovative events. Consultation with experts (especially AB members) and any other stakeholders, analysis of preceding cases will be used to avoid any unnecessary repetition of failure and to make attractive programme addressing the right audience.

3.4. *Training courses*

Regarding the training courses offered by the JEUPISTE project, a specific evaluation session at the end of the course should be implemented so that all the participants together with the organizer can evaluate the course contents and materials immediately after the end and give feedbacks for better future courses.

3.5. *Help desk services*

Services offered through the help desk services will be recorded and summarized in the form of FAQ. In cooperation with NCPs, the quality of the partners/individuals providing services should also be monitored and improved, for example, through proper and regular training courses.