D1.3 Quality Assurance Plan

WeGenerate

PEOPLE-CENTRIC SUSTAINABLE NEIGHBOURHOODS

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Document information

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About the WeGenerate project

The Project 'WeGenerate' as signified by its name, seeks to infuse the elements of people and co-creation in the urban regeneration processes. It fully embraces the paradigm shift from building for the people to building with the people. We – cities, citizens, communities, businesses, researchers, and practitioners – take ownership of the urban regeneration processes and co-create together sustainable, people-centric, accessible, and beautiful neighbourhoods. This project is based on the stories of four neighbourhoods and their communities located in different parts of Europe. Although they are at different stages of development and are facing different urban challenges, they share the same vision of positive change. WeGenerate will help them to reinvent themselves and in the process find new values and opportunities. WeGenerate sets out a journey to find the right ingredients and recipes for sustainable and inclusive urban regeneration that can create long-lasting positive impacts within the neighbourhoods and beyond. The process will be highly participatory with close collaboration with the city administrations as well as the citizens, local communities, and businesses. Advanced digital applications (such as Digital Twins, Metaverse and extended reality) will be implemented and experimented with to support decision-making and stimulate citizen engagement. Expertise in Social Science and Humanities is called upon to foster social innovation and participatory actions across the project. In addition to technological and social interventions, the art and cultural dimensions will be drawn on in the co-creation processes. Four sustainable and people-centric neighbourhoods will be realised by the end of the project, the legacy will be upheld through replication by five Fellow Cities and others, who are inspired by the WeGenerate stories.

Executive Summary

The Quality Assurance Plan (QAP) describes the internal review process for all deliverables within the WeGenerate project to ensure that the standard of excellence for the project is maintained. The QAP would describe how all project partners would be involved as part of the quality assurance process. The main outcome of QAP (D1.3) is to guide the WeGenerate standard internal review process, which all project partners are expected to follow.

This document was developed within Task 1.3 Quality Assurance and aims at defining a methodology to guarantee high quality project results and deadlines respect. The project outputs have been classified in four categories: (i) Project Periodic Reports, (ii) Reports/Technical Documents, (iii) Reports/Demos' outputs, and (iv) others (Ethics, Management Plans, DEC -Websites, dissemination materials, videos, etc.-). The WeGenerate QAP aims at covering the objectives stated in the Description of the Action (DoA) and in compliance with performance indicators.

An internal review process has been set up to check the format and content of deliverables before submission. Reviewers and deadlines have been specified to share the effort among partners and ensuring a competent review process.

For each output, reviewers are asked to review the document in the WeGenerate SharePoint cloud in track changes and provide by email a review summary, which supports the review process and helps the authors in the final revision.

A review process based on midterm and final reviews has been agreed and implemented to check the compliance of project outputs to the quality standards required. The reviewers' expert knowledge, the intermediate deadlines and the well-structured procedure are the key tools agreed by the project partners to ensure high quality results and to reach the project objectives by the project deadlines.

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1. Introduction - Quality Assurance Plan and Objectives

This document is setting out the quality practices for the WeGenerate project and is to provide assurance that the excellence requirements are planned and properly implemented. The goal is to summarize the internal review process for all deliverables within the project. The deliverable D1.3 correspond to a guide on the standardised internal review process for all deliverables, which all project partners are expected to follow.

Several beneficiaries have already had previous experiences in projects where quality assessment procedures have been tested: this resulted in developing a simplified methodology, which ensures high quality results, while avoiding bureaucratic procedures. The methodology has been adapted to the different output categories resulting from the project description. In the following sections, the main topics addressed are:

- Compliance of project outputs with the project objectives
- Quality assessment procedure for project deliverables
- List of deliverable and project partners’ assignment as reviewers

The tools and procedures established within WeGenerate have been carefully selected to ensure quality in the implementation of the project and in its results. These include the definition of a detailed plan for quality check of the project results and deliverables.

The deliverable D1.3 production is driven as part of the Task T1.3, which focuses on the quality assurance of the project. T1.3 is led by IREC with a continues development during the whole project implementation (M1-M48). The key summary goals of the task are the following:

- To develop a comprehensive Quality Assurance Plan (QAP) to be submitted at M3, which includes the full description of a standardised internal review process.
- To supervise the progress of the deliverables’ development, as well as to ensure the quality and punctual deliverables completion.
- The Quality Leader (IREC) establishes a peer-review before submission to the European Commission (EC), aimed at supporting the progress monitoring, by describing: (i) the method of work and integration of the partnership ensuring timely implementation and (ii) to ensure the excellence of deliverables according to the Description of the Action (DoA) and the QAP defined.

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2. Quality Assessment Methodology

2.1. Main Principles

As part of D1.3 the three main constraints are identified according to project outputs: time, cost, and quality. The Description of the Action (DoA) addresses explicitly the main indicators for WeGenerate's outputs:

- It defines deliverable submission deadline.
- It estimates the resources devoted to the development of each output.
- It describes the nature and content of each deliverable.

Concerning quality issues each deliverable has to fulfil with the following requirements:

- To cover the objectives stated in the DoA.
- To be comprehensive and to have a proper look and feel.
- To comply with the performance indicators.

Deliverable quality assessment requires a more complex evaluation since it is not possible to define a simple indicator as it is for time and cost. For this reason, the consortium has agreed to set up an internal review process to reduce the risk of delivering underperforming outputs. An internal review before the output delivery to the EC can avoid the submission of unsatisfactory deliverables; however, particularly for long lasting activities it cannot ensure that outputs are finalized in time: leading authors may not have enough time and resources to correct the output if it does not pass the internal review. For this reason, midterm reviews have been planned for those deliverables requiring more than 15 months to be completed.

This decision applies mainly to long-lasting deliverables and Demos' deliverables categories since the nature of the other deliverables makes not useful midterm reviews. Midterm reviews have been planned for:

- D3.3, D4.3, D5.3 and D6.3 - Long Term Sustainability Plans for Cesena, Cascais, Bucharest and Tampere (respectively)
- D2.2 - WeGenerate Solution Booklet
- D9.4 - Thematic Case Studies
- D9.3 - Policy Papers
- D8.1 - Replication Roadmaps for the 5 Fellow Cities
- D8.2 - New Business Models and Exploitation Plan
- D7.5 - Overall Project and Cross Demo Impact Assessment

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- D8.3 - Urban WeGeneration Guidance Package

Abovementioned deliverables require over one year to be completed; hence they have been judged key deliverables since they deal with the WeGenerate solutions and replicability potential which are the main project outputs.

Concerning Demos, assessing their progress considering written chapters is crucial to reach project goals. Accordingly, partners leading the Demo development are asked to initiate consolidating data collection and testing calculation methods of the Key performance Indicators (KPIs) needed to evaluate the results reached by the midterm review and by the final review.

The scope of the midterm review is to verify that the work done is in line with the expected task progress. For this reason, each deliverable leader is asked to timely respect the deadline and to provide a list of chapters and results that are planned to be available by the midterm review.

2.2. Internal review process

The internal review process will follow for each deliverable the procedure described below:

1. The leading author of the deliverable uploads the document to the SharePoint folder and informs by email the project coordinator (PC), the quality manager (QM), and the reviewer about the deliverable availability.
2. The reviewer will access the deliverable on the SharePoint site, will edit or add the comments in track changes and will fill out the review update table (**Appendix A**).
3. The reviewer will upload the reviewed deliverable and the review report to the SharePoint folder informing by email the deliverable main author and the coordinator. The internal review must state the deliverable as:
   - Accepted: the deliverable respects objectives and requirements and the reviewer have made minor correction. The document does not need to be sent again to the authors, and it is ready to be submitted.
   - Accepted with minor changes: the deliverable respects objectives and requirements but it needs modifications done by the authors. The document is sent back to the authors before submission. Minor changes may include suggested amendments in the document format and in the document content.

Modifications should be confined to a limited part of the document and the new content should be easily available.

- Rejected – major changes needed: the deliverable does not respect objectives and requirements. The document cannot be submitted; therefore, a recovery plan must be agreed between leading author, WP leader, quality manager and project coordinator.

4. Project coordinator submits the deliverable to the European Commission once it is accepted.

In addition, it is important to highlight that a deliverable cannot be published until it is approved by the Project Officer. For all publishing of WeGenerate-related results, remember to acknowledge the WeGenerate project and the EU funding.

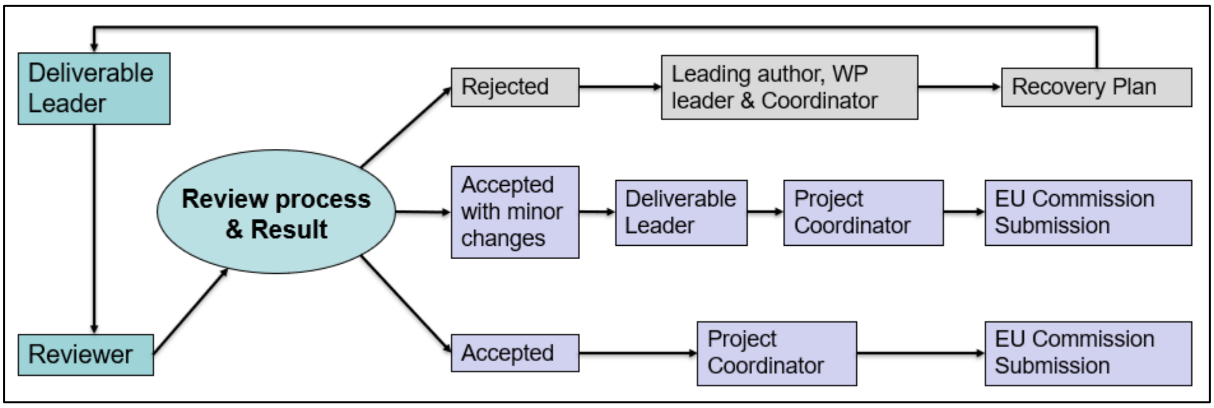

Figure 1 – Scheme of the Quality Review Process

2.3. Reviewers and deadlines

For each deliverable, an internal reviewing partner has been chosen considering the following rules:

- The reviewing partner cannot be the deliverable leader.
- The reviewing partner needs to have resources allocated to allow the deliverable review.
- The reviewing partner needs to have the competence to evaluate the work done.
- The quality assessment effort is distributed equally distributed among the partners according to their share of person months and leading role in the project (partners with many person months having a leading role gets more reviews than partners with few person months or no leading roles).

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For each deliverable a list of deadlines has been added to the delivery date:

- Midterm review submission date (if applicable): by this date the midterm output should be submitted to the internal review. This means that the deliverable leading partner has to send by this date the midterm output to the internal reviewer, to the quality manager and to the project coordinator. This deadline has been proposed by the Quality Manager: by this date the deliverable leader would be able to have a partial output. A specific deadline for the reviewers' feedback submission is fixed, although this cannot be considered a critical task. Anyway, reviewers are asked to provide their evaluation in three weeks' time.
- Review submission date: by this date, the final output should be ready and submitted to the internal review. This means that the deliverable leading partner has to send by this date the final output to the internal reviewer, to the quality manager and to the project coordinator. This deadline has been set one month before the deliverable delivery date.
- Reviewed deliverable submission date: 10 days in advance of the deliverable delivery date, the internal review has to be finalized. The reviewed document and the review report have to be sent back to the deliverable leader, to the quality manager and to the project coordinator. This deadline has been set three weeks after the deliverable review version is submitted and 10 days before the deliverable delivery date.
- Final deliverable submission date: This is the last date of the month of deliverable. Considering that the internal review must be finalized within 10 days before the end of the month of which it is due, the final document -including all required adjustments/justifications implemented/provided in accordance with the review report- must be sent back by the lead author 2-3 days before the submission date to the reviewer, the project coordinator, and the quality manager. Hence, the reviewer will confirm that the deliverable final version is consistent accounting for received comments and ready to be submitted.

2.4. Review report

The internal review process is planned to provide two main outputs: a reviewed version of the document and a review report.

The reviewed version of the document has to provide in track changes mode all the corrections and the comments made by the reviewer and addressed to the document authors. This applies to deliverables classified as project periodic reports and technical reports. In case the deliverable is a demo output the reviewer is asked to review the report accompanying specific mentions to align it with the action plan and implementation roadmap defined for each Demo neighbourhood.

The review report on the contrary would be built in accordance with Horizon Europe programme recommendations. An exception is made for periodic reports since their structure and content is fixed by common requirements for all the Horizon Europe projects. In this case the review report is not required.

The review report template presents a checklist structured in two different parts:

- The first aims at evaluating the respect of the defined template for deliverables.
- The second is meant to evaluate the compliance with the output objectives stated in the DoA.

2.4.1. Format

Most deliverables are written with contributions from several beneficiaries. In order to minimise the effort for handling such documents, it is recommended for all participants to follow agreed standards for formats and tools to be used in document editing and exchange.

A template has been developed by IREC in the framework of WP9 specifically for all the official documents presented as outputs of the WeGenerate project such as technical reports and reports accompanying demonstration activities.

The first part of the review report template aims at assuring that all the elements required by the template have been included in the deliverable by its authors. These elements are needed:

- To classify the document in the framework of the project.
- To provide the reader with information about authors.
- To enhance an easy access to information.
- To ensure information and data traceability.

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- To ensure a good look and feel.

2.4.2. Content

The second part of the review report aims at ensuring the quality of the deliverable content. Introduction and conclusion are given higher importance since they have a clear role in presenting scope and results.

The compliance between the deliverable content and what required by the DoA has to be checked. Grammar correctness, clarity and depth of the dissertation are key parameters to evaluate the document. The reviewer can propose to delete or add some sections to the document, as well move some parts.

Just in case of Demos' deliverables, both for midterm and final review, a final row is available to state if the KPIs described in D7.1 are monitored (following D7.2) or not.

The last part of the document is dedicated to the output rating described in section 2.2. of this report.

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3. Partners' roles and responsibilities

Table 1. Partners and responsibilities as part of Quality Review Process

No.	Name of Organisation	Short Name	Country	Type	Cluster/WP roles and QAP responsibilities
1	Fraunhofer-Gesellschaft	FRAUNHOFER	DE	Research Institute	PROJECT COORDINATOR + INN. CLUSTER LEADER + WP LEADER + REVIEWER
2	Cesena Municipality	CESENA	IT	City	WP LEADER + REVIEWER
3	Empresa Municipal de Ambiente de Cascais EM SA	CASCAIS	PT	City	WP LEADER + REVIEWER
4	District 2 of Bucharest Municipality	BUCHAREST	RO	City	WP LEADER + REVIEWER
5	City of Tampere	TAMPERE	FI	City	WP LEADER + REVIEWER
6	ICLEI European Secretariat GmbH	ICLEI	DE	City Network SME	INN. CLUSTER LEADER + WP LEADER + REVIEWER
7	EIT UM Foundation	EIT UM	ES	Innovation Network	REVIEWER
8	QB LDA - Eupportunity	EUPPY	PT	SME	WP LEADER + REVIEWER
9	LNEG National Laboratory of Energy and Geology	LNEG	PT	Research Institute	INN. CLUSTER LEADER + REVIEWER
10	Alma Mater Studiorum - Università di Bologna	UNIBO	IT	University	REVIEWER
11	Technical University of Civil Engineering Bucharest	UTCB	RO	University	REVIEWER

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12	VTT Technical Research Centre of Finland	VTT	FI	Research Institute	INN. CLUSTER LEADER + REVIEWER
13	Nova School of Business and Economics	NOVA	PT	University	REVIEWER
14	Centre for Renewable Energy Sources and Saving	CRES	EL	Research Institute	WP LEADER + REVIEWER
15	IREC Catalonia Institute for Energy Research	IREC	ES	Research Institute	QUALITY MANAGER + REVIEWER
16	Czech Technical University in Prague	CVUT	CZ	University	REVIEWER
17	RomaTre University	RM3	IT	University	REVIEWER
18	Norwegian University of Science and Technology	NTNU	NO	University	REVIEWER

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4. List of deliverables as part of the Quality Review Plan

This section lists project deliverables and highlights for each of them the leading author, reviewing partners and quality review dates. In addition, a live document is made available for all partners in the common project shared folder, aimed to allow a smooth and effective follow up of the Quality Review Process, which is entitled: *'T1.3_QAP with list of Deliverables and Review dates_LIVE document'*.

Table 2. List of deliverables including leading author, reviewers, and quality review dates.

No.	Deliverable	Short description	WP	Lead Partner	Type	Level	Delivery Month	Delivery date	Reviewer	Review date	Internal report
D1.1	**Project Management Plan Version 1**	A detailed Project Management Plan (Version 1.0) with a Gantt chart and a Work Breakdown Structure (WBS), a schedule per task, responsible partner related subtasks, related deliverables, and dependencies on other tasks.	1	**FRAUNHOFER**	OTH	SEN	M02	**31/12/23**	**N/A**	**N/A**	N/A
D1.2	**Project Management Handbook**	A handbook of rules, rights, responsibilities, and communication processes in the project	1	**FRAUNHOFER**	OTH	PU	M02	**31/12/23**	**N/A**	**N/A**	N/A
D1.3	**Quality Assurance Plan**	A guide on standard internal review process for all deliverables	1	**IREC**	OTH	PU	M03	**31/01/24**	**FRAUNHOFER**	**15/01/24**	25/01/24
D1.4	**Data Management Plan**	A guide on data management for the project	1	**CVUT**	OTH	PU	M03	**31/01/24**	**FRAUNHOFER**	**15/01/24**	25/01/24
D9.1	**Project Website**	Website and logo of the project.	9	**EUPPY**	OTH	PU	M03	**31/01/24**	**ICLEI**	**15/01/24**	25/01/24

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D2.1	**Social Innovation Cookbook**	Repository of existing social innovation strategies and tactics.	2	**ICLEI**	R	PU	M04	**29/02/24**	**NOVA**	**10/02/24**	20/02/24
D9.2	**Dissemination Exploitation and Communication Plan**	A framework to manage and coordinate DEC activities during the project lifetime. The DEC Plan will be updated annually.	9	**EUPPY**	R	PU	M06 (annual update)	**30/04/24**	**UNIBO**	**01/04/24**	20/4/24
D7.1	**WeGenerate Impact Model for Sustainable Inclusive Neighbourhood Version 1**	Impact assessment framework with the definition of the KPIs to characterize Sustainable Inclusive Neighbourhoods	7	**IREC**	R	PU	M09	**31/07/24**	**LNEG**	**01/07/24**	20/07/24
D7.2	**Standardised Data Measurement and Processing Protocol**	A guideline on how data should be measured, collected, processed, and used in the project.	7	**CRES**	R	PU	M09	**31/07/24**	**VTT**	**01/7/24**	20/07/24
D7.3	**Report on the Cross Demo Baseline Comparison**	A comparison of the baseline conditions across the Demo based on the data collected before intervention.	7	**IREC**	R / DEM	PU	M13	**31/11/24**	**CVUT**	**01/11/24**	20/11/24
D3.1	**Urban WeGeneration Action Plan and Implementation Roadmap for Cesena**	A detailed plan of actions and associated implementation roadmap.	3	**UNIBO**	R / DEM	PU	M15	**31/01/25**	**UTCB**	**02/01/25**	20/1/2025
D4.1	**Urban WeGeneration Action Plan and Implementation**	A detailed plan of actions and associated implementation roadmap.	4	**LNEG**	R / DEM	PU	M15	**31/01/25**	**VTT**	**02/01/25**	20/1/25

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	Roadmap for Cascais										
D5.1	**Urban WeGeneration Action Plan and Implementation Roadmap for Bucharest**	A detailed plan of actions and associated implementation roadmap.	5	**BUCHAREST**	R / DEM	PU	M15	**31/01/25**	**UNIBO**	**02/01/25**	20/1/25
D6.1	**Urban WeGeneration Action Plan and Implementation Roadmap for Tampere**	A detailed plan of actions and associated implementation roadmap.	6	**TAMPERE**	R / DEM	PU	M15	**31/01/25**	**RM3**	**02/01/25**	20/1/25
D1.5	**Project Management Plan Version 2**	A detailed Project Management Plan (Version 2.0) with a Gantt chart and a Work Breakdown Structure (WBS), a schedule per task, responsible partner related subtasks, related deliverables, and dependencies on other tasks.	1	**FRAUNHOFER**	OTH	SEN	M18	**31/04/25**	**ICLEI**	**01/04/25**	20/04/25
D10.1	**OEI Requirement No 1**	A report on ethical safeguards applied to the WeGenerate research.	10	**FRAUNHOFER**	OTH	SEN	M18	**30/04/25**	**ICLEI**	**01/04/25**	20/04/25
D9.3	**Policy Papers**	Five Policy Papers on relevance of project results to EU policy processes. This deliverable contains the collection of all policy papers (published during the project course	9	**ICLEI**	R	PU	M18- M25- M32- M39- M46	**31/04/25** **30/11/25** **30/06/26** **31/01/27** **31/08/27**	**EUPPY**	**01/04/25** **01/11/25** **01/06/26** **01/01/27** **01/08/27**	20/04/25 20/11/25 20/06/26 20/01/27 20/08/27

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		(M18-M46)) in one volume.									
D9.4	**Thematic Case Studies**	Four practitioner-oriented analysis across Demos and Solution Clusters. This deliverable contains the collection of all case studies (published during the project course (M18-M46)) in one volume.	9	**ICLEI**	R	PU	M18- M27- M36 M46	**31/04/25** **31/01/26** **31/10/26** **31/08/27**	**NTNU**	**01/04/25** **01/01/26** **01/10/26** **01/08/27**	20/04/25 20/01/26 20/10/26 20/08/27
D1.6	**Project Management Plan Version 3**	A detailed Project Management Plan (Version 3.0) with a Gantt chart and a Work Breakdown Structure (WBS), a schedule per task, responsible partner related subtasks, related deliverables, and dependencies on other tasks.	1	**FRAUNHOFER**	OTH	SEN	M30	**31/04/26**	**ICLEI**	**01/04/26**	20/04/26
D8.1	**Replication Roadmaps for the 5 Fellow Cities**	Documents focused on the replication steps of the WeGenerate results to the 5 Fellow Cities.	8	**ICLEI**	R	PU	M36 (updated in M47)	**31/10/26** **30/09/27**	**EIT UM**	**31/10/26** **30/09/27**	31/10/26 30/09/27
D2.2	**WeGenerate Solution Booklet**	A short practice-oriented guidebook of technological and social innovative solutions for urban regeneration.	2	**FRAUNHOFER**	R	PU	M36- M45	**31/10/26** **31/07/27**	**IREC**	**01/10/26** **01/07/27**	20/10/26 20/07/27
D3.2	**Storytelling of Urban WeGeneration Pathway for Cesena**	A powerful story of the Urban WeGeneration journey of the Demo.	3	**UNIBO**	R	PU	M45	**31/07/27**	**BUCHAREST**	**01/07/27**	20/07/27

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D4.2	**Storytelling of Urban WeGeneration Pathway for Cascais**	A powerful story of the Urban WeGeneration journey of the Demo.	4	**CASCAIS**	R	PU	M45	**31/07/27**	**TAMPERE**	**01/07/27**	20/07/27
D5.2	**Storytelling of Urban WeGeneration Pathway for Bucharest**	A powerful story of the Urban WeGeneration journey of the Demo (incl. challenges and lessons learnt).	5	**BUCHAREST**	R	PU	M45	**31/07/27**	**CESENA**	**01/07/27**	20/07/27
D6.2	**Storytelling of Urban WeGeneration Pathway for Tampere**	A powerful story of the Urban WeGeneration journey of the Demo.	6	**TAMPERE**	R	PU	M45	**31/07/27**	**CASCAIS**	**01/07/27**	20/07/27
D7.4	**WeGenerate Impact Model for Sustainable Inclusive Neighbourhood Version Final**	Impact assessment framework with the definition of the KPIs to characterize Sustainable Inclusive Neighbourhoods. Updated after lessons learnt during the course of the project.	7	**IREC**	R	PU	M46	**31/08/27**	**LNEG**	**01/08/27**	20/08/27
D8.2	**New Business Models and Exploitation Plan**	Exploitation strategy aiming at providing an overview of business opportunities to the project partners	8	**EIT UM**	R	PU	M36 - M46	**31/10/26** **31/08/27**	**CRES**	**01/10/26** **01/08/27**	20/10/26 20/08/27
D3.3	**Long Term Sustainability Plan for Cesena**	A plan on the Demo's commitment and proposed measures to sustain the positive changes over the long-term.	3	**UNIBO**	R / DEM	PU	M36 - M47	**31/10/26** **30/09/27**	**BUCHAREST**	**01/10/26** **01/09/27**	20/10/26 20/09/27

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D4.3	**Long Term Sustainability Plan for Cascais**	A plan on the Demo's commitment and proposed measures to sustain the positive changes over the long-term.	4	**CASCAIS**	R / DEM	PU	M36 - M47	**31/10/26 30/09/27**	**TAMPERE**	**01/10/26 01/09/27**	20/10/26 20/09/27
D5.3	**Long Term Sustainability Plan for Bucharest**	A plan on the Demo's commitment and proposed measures to sustain the positive changes over the long-term.	5	**BUCHAREST**	R / DEM	PU	M36 - M47	**31/10/26 30/09/27**	**CESENA**	**01/10/26 01/09/27**	20/10/26 20/09/27
D6.3	**Long Term Sustainability Plan for Tampere**	A plan on the Demo's commitment and proposed measures to sustain the positive changes over the long-term.	6	**TAMPERE**	R / DEM	PU	M36 - M47	**31/10/26 30/09/27**	**CASCAIS**	**01/10/26 01/09/27**	20/10/26 20/09/27
D7.5	**Overall Project and Cross Demo Impact Assessment**	Impact evaluation of Demos based on the KPIs defined in the Impact Model.	7	**CRES**	R	PU	M36 - M47	**31/10/26 30/09/27**	**FRAUNHOFER**	**01/10/26 01/09/27**	20/10/26 20/09/27
D8.3	**Urban WeGeneration Guidance Package**	Document describing the contexts, barriers, prerequisites, and steps for replicating the WeGenerate solutions for the sustainable inclusive regeneration of neighbourhoods.	8	**EIT UM**	R	PU	M36 - M47	**31/10/26 30/09/27**	**ICLEI**	**01/10/26 01/09/27**	20/10/26 20/09/27

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Main categories of WeGenerate outputs

This The project deliverables can be classified in five different categories:

- Project Periodic Reports.
- Reports / Technical Documents (R).
- Reports / Demos' outputs (R / DEM).
- Others (Ethics, Management Plans, DEC -Websites, patent filings, videos, etc.-) (OTH).

Project Periodic Reports.

These mandatory documents are delivered at the end of each reporting period and at the end of the project. They aim at describing the technical activities carried out and the financial effort spent during the reference period. The preparation of this document is coordinated by the project coordinator (PC) with the contribution of all the partners. Two periodic reports and one final report are planned to be submitted in the framework of the WeGenerate project.

The three reporting periods are indicated in the GA as:

- RP1: from month 1 to month 18
- RP2: from month 19 to month 36
- RP3: from month 37 to month 48

The final submission of these reports as foreseen in the Grant Agreement is not later than 60 days after the end of the period. Internal review deadlines will depend on the date of the review meetings. In addition to the periodic report for the last reporting period, the PC must submit the final report within 60 days following the end of the last reporting period.

Reports / Technical Documents (R)

These documents describe main project outputs and technical activities carried out in the framework of the different WPs and tasks. A subset of project partners contributes to the document preparation. As indicated in Table 2, a total of 16 technical reports are planned in the framework of the 10 Work Packages of WeGenerate project.

Reports / Demos' outputs (R / DEM)

These deliverables include reports on Demos' Action Plans, Implementation Roadmaps and Long-Term Sustainability Plans of the 4 People-Centric Sustainable Neighbourhoods

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developed in the framework of the project, which will include descriptions on tools, models, KPIs monitoring, data collection, etc. Their submission must be accompanied by a written report summarizing the activities that led to the demonstration. As indicated in Table 2, a total of 8 project deliverables are classified as reports on demonstrators.

Other (OTH)

This category groups deliverables that cannot be classified as reports or demonstrators. As indicated in Table 2, a total of 8 project deliverables are classified under this category. These deliverables include the report on project ethical safeguards applied, as well as reports which contain the project management plans or communication materials, such as the project logo, website, newsletters, videos, press releases, presentations, and multimedia elements, which are useful to disseminate the project results.

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5. Future updates and conclusion

A simplified as well as comprehensive quality assessment methodology has been set up in order to ensure the good quality of WeGenerate project outputs. The methodology has been adapted to the different output categories resulting from the project with a particular focus on demonstrators.

An internal review process based on midterm and final reviews has been agreed and implemented with the aim of sharing the effort needed to check the compliance of project outputs to the quality standards required.

The competence of the reviewers, the intermediate deadlines and the properly structured procedure are the key tools agreed by project partners to ensure good quality results and to reach the project objectives by the project deadlines.

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Appendix A

WeGenerate Quality Review Report

WeGenerate Quality Review Report	Yes	No	N/A	Reviewer Comments	Author Comments
FORMAT					
First page contains WeGenerate project logo, deliverable code and title, main authors names, EC and Horizon Europe logos.					
Second page includes deliverable code and title, WP number, dissemination level, date of delivery, main authors' and contributors' names and reviewer partner.					
The document contains a filled in history table.					
The document includes a content table, a list of tables and a list of figures and they have been updated.					
The document includes an executive summary and a list of abbreviations.					
Font, font size and headings used are the ones defined in the template. References are listed in the final chapter of the document and quoted in the text.					
CONTENT					
The introduction presents the content of the document adequately and the conclusion underlines correctly the main results achieved.					
The content of the document matches the description in the DoA (in case of midterm review limited to what stated in D1.2).					
The content of the document is orthographically and grammatically correct.					
The contents of the document are clear and treated with the required depth.					
Additional sections are required.					
Some sections needs to be removed					
Some sections needs to be moved					
Demos: the KPIs stated in D7.1 are respected.					

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Partners Logos