



**Adapting driver behaviour  
for lower emissions**

# MODALES D1.1: Project Management, Quality & Risk Management plan – *Executive Summary*

<b>WORK PACKAGE</b>	<b>WP1: Project Management</b>
<b>TASK 1.1</b>	Project Coordination and Administration
<b>AUTHORS</b>	Andrew Winder, Jean-Charles Pandazis – ERTICO
<b>DISSEMINATION LEVEL</b>	Full report is Confidential (CO). <b>This document is a non-confidential Executive Summary</b>
<b>STATUS</b>	Final submitted to EC. <b>Subject to European Commission approval</b>
<b>DUE DATE</b>	30/11/2019
<b>DOCUMENT DATE</b>	24/12/2019
<b>VERSION NUMBER</b>	1.1



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 815189.

## Executive Summary

The vision of MODALES is a substantial reduction in air pollution from all types of on-road vehicles as a result of greater adoption of low-emission driving behaviour and proper maintenance choice. The project proposes a user-centric approach to addressing all of the challenges which on the one hand enhance low-emission practices and on the other hand suppress high-emission behaviour by researching, developing and testing a number of innovative and complementary solutions in four key areas (Driver, Retrofits, EOBD and Inspection) in order to substantially reduce vehicle emissions from three main sources (i.e. powertrain, brakes and tyres).

The project includes 15 European partners, receiving EU funding. As an International Cooperation (INCO) project, it also includes involvement from Chinese partners.

This document is the Project Management, Quality and Risk Management Plan, which is confidential within the MODALES Consortium and to European Commission services, including INEA.

It provides information on the PRINCE2 (PRojects IN Controlled Environment) Quality Management Strategy used by the Project Coordinator ERTICO, it describes the approach to Quality Assurance, Quality Planning and Quality Control, and presents the Risk Management Plan.

Coordination of MODALES involves managing its partner beneficiaries, resources and tasks so that the workflow is smooth and the results achieved are of high quality. MODALES requires a number of tasks to be performed by a consortium of highly skilled partners in ten different countries. This work is divided into eight Work Packages (WPs), with each one except for WP8 being divided into tasks, according to the Description of Action (DoA) of the Grant Agreement. These are:

- WP1: Project management (under which this deliverable falls)
- WP2: Defining low-emission factors
- WP3: Impact of user behaviours
- WP4: Effectiveness of inspections and depollution systems
- WP5: Guidelines and tools for low-emission training
- WP6: User trials and evaluation
- WP7: Awareness, communication and dissemination
- WP8: Ethics Requirements.

Each Task has a leader in charge of the overall coordination and completion of the Task, and will work in close coordination with the WP leader. Task and WP leaders will conduct the first level of quality control before the deliverables are submitted for internal peer review.

The project management is conducted by the Project Coordinator and the following three key groups:

- The General Assembly, which is the ultimate decision-making body of the consortium, comprising all the European partners (those which have signed the Grant Agreement and which receive EC funding);
- The Steering Committee, which is a supervisory board for the execution of the Project, composed of senior representatives of five partners and which shall report to and be accountable to the General Assembly;

- The Core Management Team, which carries out the day-to-day management of the project, and which is composed of the Project Coordinator, the Quality Manager, the Dissemination and Communication Manager, the Technical Coordinator, the Personal Data Protection Officer, the Innovation Manager and all Work Package leaders.

Quality planning includes processes for:

- Amending the Quality Plan
- Amending the Description of Action (DoA)
- Organising meetings or conference calls
- Authorising external communication
- Monitoring Communication activities
- Authorising Finance Management
- Cost statements
- Non-compliance
- Internal Project conflicts process.

Quality control relates to the peer review process of MODALES deliverables, where each one will be reviewed by two reviewers from within the consortium, who were not involved in the writing of the deliverable. A schedule of reviewers per deliverable is provided, with reviewers also allocated such that where a deliverable forms an input to a subsequent task, one of the reviewers is a user of that deliverable. Also at least one of the two reviewers is a member of the Core Management Team (CMT). Quality control also includes criteria for document referencing, document templates, the SharePoint internal online project management tool and email communication.

Lastly, this deliverable provides a list of 22 critical implementation risks, including affected Work Package(s), probability, severity of impact of the risk should it occur, and proposed mitigation actions.

**For more information:**

MODALES Project Coordinator  
ERTICO - ITS Europe  
Avenue Louise 326  
1050 Brussels, Belgium  
[info@modales-project.eu](mailto:info@modales-project.eu)  
[www.modales-project.eu](http://www.modales-project.eu)