



D1.1 PROJECT HANDBOOK AND QUALITY PLAN



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1. INTRODUCTION

The purpose of this document is to provide all project beneficiaries with a summary of the most important project procedures (governance structure, legal bases, project monitoring, reporting, financial management, internal communication, etc.).

The following information comes from official documents available on the project document repository (details are in the text).

Additionally, this document comprises beneficiaries and contact lists as well as documentation and communication standards in order to enable quick and efficient communication within the project consortium.

This document was produced by the Project Coordinator in order to fulfil its function as a quick reference to frequently asked questions and problems.

The Handbook will be updated and changed in accordance the evolution of procedures and progress throughout the lifetime of the project. For this reason contributions from all beneficiaries are essential to ensure it is kept up to date.

The current version of the Handbook and its elements can be found in the repository.