



Mediterranean practitioners' network & capacity building for effective response to emerging security challenges

MEDEA is a project that has received funding from the European Union's Horizon 2020 - Research and Innovation Framework Programme **H2020-SEC-21-GM-2016-2017**, under grant agreement no **787111**.

Additional information about the project and the consortium can be found at www.medeaproject.eu

D8.2 Quality Management Plan

Contractual Delivery Date: 08/2018

Actual Delivery Date: 28/08/2018

Dissemination level: Confidential

Version: 0.1

Abstract

The purpose of this Quality Management Plan (QMP) is to describe the quality objectives of the MEDEA Project, how the deliverables will be created, reviewed and approved, and also what extra reviews need to be performed to ensure the quality of the MEDEA Project management processes.

The QMP includes a quality assurance component and a monitor/control action plan. Thus, this document comprises all quality procedures and indicators needed to perform it.

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Quality Management Report

Contractual Delivery Date: XX/XXXX

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Audit Report

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Annex II – Meeting Minutes Template



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Minutes of Kick-off Meeting

Meeting Dates: 28-29/06/2018	Meeting Minutes issued: 05/07/2018
Status: Draft	Notes:

Meeting Minutes Control

Issue	Date	Comment	Author / Institution
0.1	12/06/2018	Initial version for review, comments, modification and suggestions	KEMEA
		Please respond no later than 14 calendar dates from issued date	