



MAXSIMA

(Contract Number: **323312**)

Deliverable D1.1 Project quality plan including measures of success

Author: **Marc Schyns**

Reporting period: **01/11/2012 – 31/10/2013**

Date of issue of this report: **13/03/2013**

Start date of project : **01/11/2012**

Duration : **72** Months

Project co-funded by the European Commission under the Seventh Euratom Framework Programme		
Dissemination Level		
PU	Public	X
RE	Restricted to a group specified by the partners of the MAXSIMA project	
CO	Confidential, only for partners of the MAXSIMA project	



DISTRIBUTION LIST

Name and Institute	Institute	e-mail
Džubinský Mykola	EC	Mykola.DZUBINSKY@ec.europa.eu
Alemberti Alessandro	ANSALDO	Alessandro.alemberti@ann.ansaldo.it
Mansani Luigi	ANSALDO	Luigi.mansani@ann.ansaldo.it
Alvarez Francisco	CIEMAT	Francisco.alvarez@ciemat.es
Martín-Fuertes Francisco	CIEMAT	Francisco.martin-fuertes@ciemat.es
Ekberg Christian	CHALMERS	che@chalmers.se
Retegan Teodora	CHALMERS	tretegan@chalmers.se
Skarnemark Gunnar	CHALMERS	gunnar.skarnemark@chalmers.se
Moreau Vincent	CRS4	moreau@crs4.it
Profir Manuela	CRS4	manuela@crs4.it
Bandini Giacomino	ENEA	Giacomino.bandini@enea.it
Delnevo Alessandro	ENEA	Alessandro.delnevo@enea.it
Di Piazza Ivan	ENEA	Ivan.DiPiazza@enea.it
Sarotto Massimo	ENEA	massimo.sarotto@enea.it
Tarantino Mariano	ENEA	Mariano.tarantino@enea.it
Luther Wolfgang	GRS	Wolfgang.luther@grs.de
Perin Yann	GRS	Yann.perin@grs.de
Puente-Espel Federico	GRS	Federico.Puente-Espel@grs.de
Velkov Kiril	GRS	kiril.velkov@grs.de
Ferrari Anna	HZDR	a.ferrari@hzdr.de
Konheiser Joerg	HZDR	J.Konheiser@hzdr.de
Barbos Dumitru	INR	dumitru.barbos@nuclear.ro
Mladin Mirea	INR	mirea.mladin@nuclear.ro
Roth Csaba	INR	csaba.roth@nuclear.ro
Bubelis Evaldas	KIT	evaldas.bubelis@kit.edu
Chen Xue-Nong	KIT	Xue-nong.chen@kit.edu
Class Andreas	KIT	Andreas.class@kit.edu
Fazio Concetta	KIT	concetta.fazio@kit.edu
Jäger Wadim	KIT	wadim.jaeger@kit.edu
Litfin Karsten	KIT	karsten.litfin@kit.edu
Rineiski Andrei	KIT	andrei.rineiski@kit.edu
Wetzel Thomas	KIT	thomas.wetzel@kit.edu
Karbojian Aram	KTH	aram@safety.sci.kth.se
Kudinov Pavel	KTH	pkudinov@kth.se
Sevostian Bechta	KTH	bechta@safety.sci.kth.se
Wallenius Janne	KTH	Janwal@kth.se
Vurim Alexandr	NNC	vurim@nnc.kz
Gopala Ramohalli Vinay	NRG	gopala@nrg.eu
Roelofs Ferry	NRG	roelofs@nrg.eu
Boer Brian	SCK•CEN	bboer@SCKCEN.BE
Cardinaels Thomas	SCK•CEN	tcardina@SCKCEN.BE
Castelliti Diego	SCK•CEN	dcastell@SCKCEN.BE
Kennedy Graham	SCK•CEN	gkennedy@SCKCEN.BE
Schuurmans Paul	SCK•CEN	pschuurm@SCKCEN.BE
Schyns Marc	SCK•CEN	mschyns@SCKCEN.BE
Van den Eynde Gert	SCK•CEN	gvdeynde@SCKCEN.BE
Van Tichelen Katrien	SCK•CEN	kvtichel@SCKCEN.BE
Verwerft Marc	SCK•CEN	mverwerf@SCKCEN.BE

MAXSIMA

Deliverable D1.1: Project quality plan including measures of success

Dissemination level : PU

Date of issue of this report: 13/03/2013

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Methodology, Analysis and Experiments for the "Safety In MYRRHA Assessment

EC project officer: Mykola DŽUBINSKÝ

Workpackage N°:	WP1	Task N°:	-
MAXSIMA Identification:	D1.1	Revision:	0

↳ Short description of revision:

Summary: This document is an instruction guide with regard to information management and document publication. The document also stipulates different measures for a successful conclusion of the project.

Title: **Project quality plan including measures of success**

Dissemination level :	PU
Issued by:	SCK•CEN
Internal reference by editing partner:	AOMAXSIMA-00/13/0019_MSc
Status:	Final



2013-03-13				
DATE	<i>Author</i> Marc Schyns SCK•CEN	<i>Task leader</i> Name/Company Signature	<i>WP leader</i> Name/Company Signature	<i>Coordinator</i> Marc Schyns SCK•CEN

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1. Introduction

1.1. Purpose

The present document is the project quality plan for the MAXSIMA project (**M**ethodology, **A**nalysis and **eX**periments for the "Safety In **MYRRHA** Assessment) of the 7th Framework Programme. It includes regulations for procedures for as far as they are needed for a uniform approach. The purpose is also to use the document as an instruction guide for participants of MAXSIMA with regard to information management, document publication, contact information, etc.

1.2. Application and validity

The requirements contained in this project quality plan have to be applied by all beneficiaries engaged in MAXSIMA. Revisions of the contents of this document are done by the coordinator of the project and are valid from the date of issue.

1.3. Administration

The project office team (PCO) is responsible for the administration of the project quality plan. Proposals for modifications or additions must be submitted to the PCO, who takes care of updates and also issues the revisions of the Project quality plan. Each new issue will be indicated in the revised document by means of a revision number.

1.4. Dissemination

Copies of the project quality plan are distributed to each beneficiary of the MAXSIMA project at the issue date. It will also be available on the project's website.

2. MAXSIMA's Project Organisation

2.1. Overall organisation

The technical project work is divided in five work packages and each work package is subdivided in different tasks. Each work package and its tasks are meticulously described in the Annex I (Description of Work) to the Grant Agreement.

Two other Work Packages are foreseen, one deals with Education and Training and another is foreseen for the coordination of the consortium.

Each Work Package has its own leader who is responsible for ensuring the completion of the work as mentioned in the Description of Work.

All roles and responsibilities of the Project management bodies are explained below, as detailed in the Grant Agreement and its Annexes. Details on decision processes and procedural regulations are described in the Consortium Agreement that is to be signed by all partners of MAXSIMA.

2.2. Description of Project bodies

2.2.1. Governing Board (GOV)

The Governing Board (GOV) is the ultimate decision-making body of the project. It is composed by a representative from each involved organisation. The GOV acts as supervising body for the project execution. The chairperson will be elected by the GOV by a simple majority from the partners represented by the consortium at the latest before the first governing board meeting.

The GOV is responsible for, inter alia:

- the supervision and evaluation of any proposed indispensable modification of the activities in progress;
- the approval of budget related issues;
- the approval of the periodic reporting to the commission;
- the resolution of any other issue that may arise during the course of the project.

2.2.2. External Technical Advisory Committee (ETAC)

An External Technical Advisory Committee (ETAC) is foreseen to help the consortium in assessing the Project performance from the scientific point of view. The ETAC shall verify design needs of the LFR/ADS reactor concepts, will consider the solutions proposed in the project and will provide feedback to the work package leaders. The ETAC will give independent scientific opinions on the development made in the project.

2.2.3. Technical Coordination Board (TEC)

The **TEC** is responsible for the survey and coordination of the technical activities and their integration. It is also responsible for individuating technical problems and for indicating adequate strategies for solution, to be approved by the GOV.

The TEC is, in particular, responsible for:

- the evaluation of the progress of the technical activities;
- the evaluation of the technical-scientific results achieved in relation to the objectives of the program;
- the revision of the project periodic reports.

The TEC is composed by the work package leaders, a representative of the ETAC, and the Coordinator. The TEC is led by the Coordinator.

2.2.4. Project coordinator (PCO)

The PCO acts as single contact point between the consortium and the commission and is responsible for:

- communicating all relevant information to the European Commission, pursuant to the terms of the grant agreement;
- establishing and maintaining effective communication between project partners, GOV, TEC and ETAC;
- reviewing the reports to verify consistency with the project tasks before transmitting them to the Commission, with the support of the TEC;
- handing the project deliverables and milestones to the European Commission;

- handing the project Periodic Activity Reports to the European Commission after prior approval by the GOV;
- administering the Community financial contribution regarding its allocation between beneficiaries and activities, in accordance with the grant agreement and the decisions taken by the consortium; in particular, the coordinator shall ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- keeping the records and financial accounts relevant for the Community financial contribution;
- informing the Commission of the distribution of funds among the consortium members, the amounts allocated and the dates of payment to each member;
- monitoring the compliance by beneficiaries with their obligations under the provisions of the grant agreement;
- preparing, updating and managing the Consortium Agreement between the participants;
- keeping a register of the management library (activity reports, milestones and deliverables) and of the technical library (technical reports, papers, posters, presentations, etc.);
- creating the conditions necessary for successful participation of consortium members in the Project;
- ensures the organization and secretariat of the general meetings, of the TEC meetings and of the GOV meetings;
- enhance the diffusion of information and keep a register of all the reports produced in the project and make them available through the website;
- overall quality control.

The project coordinator is in charge of the project management tasks as follows on behalf of, and reporting to the coordinator:

- Follow-up of the decisions;
- Monitoring of work progress, planning and issuing of deliverables, quality document & workflow management;
- Internal and external communication (creation and maintenance of a dedicated website, etc.);
- Harmonisation of the detailed work plans;
- Coordination, consolidation and edition of periodic reports to the EC;
- Project secretariat: various project management tasks such as preparation of meetings, writing and distribution of minutes, management organisation, financial and technical reporting, consortium communication, etc.

2.2.5. *Work package leaders*

Work package leaders (WPLs) are in charge of coordinating and reporting the progress of the tasks defined in the Work plan with following responsibilities:

- Coordinating the work of their work package,
- Ensuring a proper and timely execution and submission of the deliverables,

- Implementing project management decisions in their WP,
- Organising periodic or ad hoc technical meetings as required for the execution of the work programme,
- Reporting on the work done in their WP to the project bodies.

2.2.6. Partners

Each Partner will appoint a permanent member in the Governing Board, who will be entitled to represent its organisation in decisions made within the GOV. This representative will also be in charge of administrative issues regarding the participation of their organisation to MAXSIMA.

Furthermore, each partner appoints representatives in the progress meetings of each WP in which it is involved and participants to the tasks on which it is committed to perform in different WPs. The participants appointed by their organisation in the different components of the Project bear the responsibility of the work being carried out either by themselves or by their colleagues. They will report on their technical and organizational progress to the WPL, who will report to the Coordinator.

Each Partner should ensure that all information which is issued by its organisation is marked with its level of confidentiality. This will support the effort of WPLs and the Executive board for proper management of information.

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Each Partner should ensure that all information which is issued by its organisation is marked with its level of confidentiality. This will support the effort of WPLs and the Executive board for proper management of information.

2.3. External interactions. Collaboration with other projects

Besides via the inclusion of representatives of the programmes that will use the results of MAXSIMA in the ETAC, the consortium will encourage close collaboration with other EU projects in the field such as for example THINS and SEARCH by including representatives of these consortia in the MAXSIMA kick-off and technical review meetings. In addition, MAXSIMA envisages to be represented at the technical meetings of the aforementioned projects whenever possible. Finally, collaboration will be ensured in an informal way because many of the scientists working for MAXSIMA are also involved in the other relevant EU projects.

MAXSIMA will also monitor on-going activities within the sector such as the Generation IV International Forum (GIV), IAEA INPRO, Sustainable Nuclear Technology Platform (SNETP) and its working groups.

2.4. Contact information

Members' contact information is available at the official website of the project: <http://maxsima.sckcen.be/> at the 'members contact info'.

! COORDINATOR: Schyns	Marc	SCK•CEN	+32 14 333441	mschyns@SCKCEN.BE
PROJECT OFFICE: Degrève	Margot	SCK•CEN	+32 14 333407	mdegreve@sckcen.be
PROJECT OFFICE: Wouters	Evi	SCK•CEN	+32 14 333440	ewouters@sckcen.be

3. Information management

3.1. Scope

This chapter defines the Project`s internal procedures for elaboration and dissemination of documents. These are:

- Technical documents including deliverable reports, meeting minutes, support documents. Their validation process corresponds to the several management levels of the Project. The dissemination is based on a general principle of open dissemination within the consortium.
- Non-technical document (administrative and financial documents, etc.)

The present document does not define the detailed rules for public communication, which shall be detailed in the Project`s communication plan and the Consortium Agreement (for the rules concerning publications)

3.2. Technical information and documentation / Identification of documents

The main principle regarding document preparation and internal dissemination is that each Partner applies its own rules and standards; in particular, it should use its own Quality Assurance (QA) procedures for the preparation of any document to be provided to MAXSIMA.

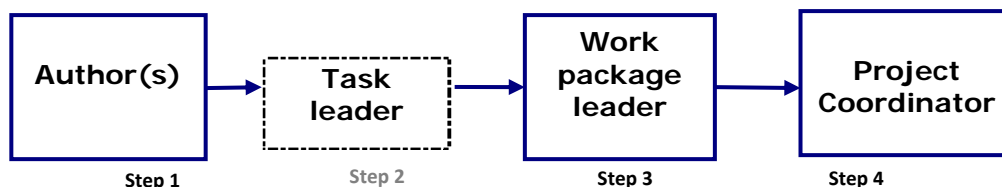
In the case that the Partner does not dispose of such procedures, it may solicit the PCO for some minimal QA guidelines.

Additionally, some specific rules are required for information management at the Project level, in order to ensure quality of contents, conformity of view, consistency of administration, and traceability of documentation. The purpose of this chapter is to define these rules.

3.2.1. General principle

The various steps to be followed to issue contractual documents, i.e. deliverables, are presented in the workflow below. The draft versions of the deliverable and of the issue certificate will be available in the folder of the WP concerned on the MAXSIMA website.

The final deliverable will be available in the 'Deliverables' list.



3.2.2. Procedure for contractual deliverables

3.2.2.1. Step 1

Preparation of documents by the author(s):

- ⇒ This step abides by the principle of subsidiarity described above: each Partner uses its own QA procedures for the elaboration of the document.
- ⇒ If more than one organisation contributes to the work leading to the deliverable, all contributors must be identified: each contribution is issued with its own procedures. Then, the Partner responsible for the deliverable is in charge of collecting the contributions and issuing the synthesis with its own procedures, identifying the contributions.

3.2.2.2. Step 2

First level of consistency control by the Task leader:

- ⇒ The task leader checks the consistency of the report against the expected outcome and the quality of the abstract.

3.2.2.3. Step 3

First level of consistency control by the Work Package leader:

- ⇒ The WPL checks the consistency of the report against the expected outcome and the quality of the abstract.

3.2.2.4. Step 4

Formal control and approval by the coordinator:

- ⇒ The coordinator controls the consistency of the deliverable with the work programme, the conformity to the planned effort and the formal quality of the report.
- ⇒ If necessary, additional reviews may also be organized at this point by the Coordinator. This could examine the reasonability of the assumptions and methods, the consistency on external references, or the assessment of the innovation value of the report.
- ⇒ The PCO controls that the above procedure has been applied, and in particular checks the consistency of the MAXSIMA cover sheet and issue certificate.

⇒ The format for the final document should be a PDF file although the Word documents should be provided to the PCO.

3.2.2.5. Signatures

The signatures of the author and/or Task leader, WP leader and Coordinator are mandatory on the MAXSIMA on the issue certificate. The different steps of approval should be confirmed by signatures (hand signature or electronic stamp) of the corresponding persons.

3.2.2.6. Dissemination

After approval the Project Office is responsible for submission of the contractual deliverables to the European Commission.

Further dissemination is ruled by the confidentiality level defined for each document. The general rule agreed in MAXSIMA is that all Partners can access all deliverables.

All deliverables will be available on the MAXSIMA website, together with the EC ARES reference number.

3.2.3. Identification of deliverables and use of templates

3.2.3.1. Front page for deliverables: EC template

The EC provides a template for deliverables (see Appendix 1). The use of this template is mandatory.

The identification will be done in accordance with Annex I – DoW:

- Project Acronym
- Contract number
- Project title
- Deliverable number as mentioned in the Annex I
- Title as mentioned in the Annex I
- Author(s)
- Reporting period
- Date of issue
- Start date of the project
- Duration of the project
- Dissemination level: PU, RE ... conform to the deliverables list in Annex I
- Footer: Project acronym, number and title, dissemination level, date of issue

3.2.3.2. Issue certificate for deliverables

A deliverable is related to the contractual documents as indicated in the Annex I of the Grant Agreement.

Next to the EC deliverables template, we wish to add an issue certificate (Appendix 2) to each deliverable, a document that holds the following:

- **Work package number:** e.g. WP1, WP2, ...
- **Task number:** e.g. T2.1, T4.2, ...
- **MAXSIMA identification number:** DELx.x-yyyy = number as mentioned in the Annex I + year of issue
- **Revision:** if applicable, the first issue is the revision 0, the next ones are 1, 2 etc...

- **Summary:** content in a few words
- **Title:** the identification of the deliverable and the title as identified in the Annex I, DoW, starting with the number
- **Dissemination level:**
 - o PU= public
 - o PP= restricted to other programme participants including the Commission services
 - o RE= restricted to a group specified by the partners of the MAXSIMA project including the Commission Services
 - o CO= confidential, only for partners of the MAXSIMA project including the Commission Services.
- **Issued by:** name of the institute/organisation issuing the document
- **Internal reference given by the editing partner:** internal reference of the issuing partner
- **Status:** e.g. Draft or final
- **In the table at the bottom:** the date, "Author", "Task leader", "WP leader, "Coordinator" and their signatures.

3.2.4. Identification of minutes

3.2.4.1. Front page template for meeting minutes

A template is available for meeting minutes (see appendix 4).

The front page holds following items:

- Project Acronym and contract number
- Project title
- FP7 Euratom logo
- Work package number: e.g. WP4, WP6
- Task number: e.g. T4.5, T6.1
- MAXSIMA identification number: to be provided by the PCO
- Revision: 1st, 2nd... revision of a document, if any
- Title for minutes: e.g. minutes of the Kick-off meeting, referring to the Work package or any other body such as Governing Board, followed by the meeting venue and date.
- Issued by: Name of the institute/organisation issuing the document
- Internal reference number by editing partner: internal reference of the issuing partner
- Status: Final or draft
- In the table at the bottom: the date, mentioning of "Author", "WP leader, "Coordinator" and their signatures.

3.2.5. Identification of non-contractual reports

3.2.5.1. Front page template for non-contractual reports

A templates is available for non-contractual reports (see appendix 5).

The front cover page holds following items:

- Project Acronym and contract number
- Project title

- Work package number: e.g. WP4, WP6
- Task number: e.g. T4.5, T6.1
- MAXSIMA identification number: **to be provided by the PCO**
- Revision: 1st, 2nd ... revision of a document, if any
- Title of the report
- Dissemination level: PU/CO/ ...
 - o PU= public
 - o PP= restricted to other programme participants including the Commission services
 - o RE= restricted to a group specified by the partners of the MAXSIMA project including the Commission Services
 - o CO= confidential, only for partners of the MAXSIMA project including the Commission Services.
- Issued by: Name of the institute/organisation issuing the document
- Internal reference number by editing partner: internal reference of the issuing partner
- Status: Final or draft
- In the table at the bottom: the date, mentioning of "Author", "WP leader, "Coordinator"and their signatures.

3.2.6. Use of templates

Templates of Deliverables cover sheets are provided on the MAXSIMA website (see examples in the appendices of this document).



Documents, Folder "FP7 MAXSIMA – Templates for deliverables"

NB: For any advice regarding the use of these templates, the PCO can be contacted.

The signature of the author is not mandatory on the cover sheet – as it should appear on the original (internal) document – but the several steps of approval should be confirmed by signatures (hand signature or electronic stamp) of the corresponding persons.

The format for the final document should be a PDF file.

3.3. Non-technical information and documentation

As indicated above, each partner shall appoint correspondents for administrative, financial, legal and general communication issues. All information and documentation workflow concerning these matters will follow direct communication between the beneficiaries' correspondents and the coordinator.

The PCO is entitled to ask for and gather reporting on behalf of the Coordinator. The Commission's forms and specific templates provided by the PCO will be used for this communication.

4. Web platform for the project

A website has been set up for the MAXSIMA partners. The domain name is <http://maxsima.sckcen.be/> A private area is only accessible to members of the Consortium and is password protected. Login and passwords have been created and distributed to all participants and the EC Project Officer.

The web platform is maintained by the PCO. Requests for new passwords must thus be addressed to the project office.

The folder structure for **Documents** is set up as follows:

FP7 MAXSIMA – followed by the subject



FP7 MAXSIMA – Annex I – DoW

FP7 MAXSIMA – Consortium Agreement

FP7 MAXSIMA – Grant Agreement

The list is non-exhaustive and additional folders can be created during the lifetime of the project by request to the project office.

5. Work plan, progress and resources monitoring

5.1. Work plan

The Coordinator is in charge of elaboration of the Detailed Work Plan in cooperation with the WPLs. The consistency with the overall work programme should be ensured and then compiled into a unique Work Plan for the Project.

5.2. Work progress

5.2.1. Meetings

Periodic or ad hoc technical progress meetings can be organised by WPLs and the coordinator throughout the project. After a consultation of involved participants, an item containing at least the meeting date, place and preliminary agenda should be created as soon as possible in the “2- Meetings” files section of the web platform.

After the meeting the Organiser has to prepare minutes and make them available online.

All progress meetings shall be notified on the web platform, and participants warned electronically, including systematic notification to the EC Project Officer, the Coordinator and the PCO.

5.2.2. Reporting

The Coordinator is responsible for issuing the reporting to the EC, as required by the GOV. The WP leaders are required to report progress information on their WP.

5.2.3. Resources

The WPLs are responsible for verifying and confirming the consistency between the funding needs and the resources as defined in the Grant Agreement. If adaptations appear to be necessary, the WP Leaders have to inform the Coordinator, who may propose to the Governing Board some adaptations of the distribution of tasks and funding between the WPs, and if necessary between Partners.

6. Measures of success

- Smooth organization of the project including correct and timely delivery of administrative and technical documents.
- Assessment of the impact of some accident situations on the neutronic features of the core like steam or water ingress into the core, core compaction, control rod ejection, beam window breakage,
- Implementation of a complete 3-D nodal neutron kinetics that will require the generation of a complete set of cross sections to be used as input data for the 3-D model of the core.
- Safety studies extended to an evaluation of the radiological safety and protection.
- Assessment of the core reactivity and related reactor power variations due to all major reactivity feedback effects
- Establishment of the coolability of a fuel bundle in accident scenarios by experimentally studying the effects of channel blockage.
- Validation of a buoyancy-driven control rod system that in emergency scenarios will have a safety function
- Determination of the effects of a SGTR event in terms of mechanical damage to in-vessel structures and damage propagation
- Evaluation of the migration of steam bubbles in the melt by numerical simulations.
- Determination of leak rate, bubble sizes from typical cracks, friction coefficient of gas bubbles moving in liquid LBE.
- Assessment of the coolant-cladding interaction and fuel-coolant interaction during severe accident conditions.
- Transient irradiation experiments by delivering a power pulse to a fuel segment
- Pre-engineering of a core melt experiment in LBE for MYRRHA type fuel
- Experimental verification of possible fuel coolant chemical interactions
- Passive safety systems design to be tested for the different main references of the EU LFR roadmap.
- Detailed evaluation of source terms as well as a containment analysis
- Organization of two workshops and one lecture series in the duration of the project.
- Dissemination of the project's results according to the dissemination plan.

7. Appendices

- 7.1. Appendix 1: template front page for a MAXSIMA deliverable (see page 17)**
- 7.2. Appendix 2: template issue certificate for a MAXSIMA deliverable (see page 18)**
- 7.3. Appendix 3: template for meeting minutes (see page 19)**
- 7.4. Appendix 3: template for non-contractual reports (see page 20)**



Appendix 1: template front page for a MAXSIMA deliverable

MAXSIMA

Methodology, Analysis and eXperiments for the "Safety In MYRRHA Assessment"

(Contract Number: **323312**)

Deliverable x.x title

Author(s): **xx**

Reporting period: dd/mm/yyyy – dd/mm/yyyy

Date of issue of this report: dd/mm/yyyy

Start date of project: **01/11/2012**

Duration: 72 Months

Project co-funded by the European Commission under the Seventh Euratom Framework Programme		
Dissemination Level		
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CO	Confidential, only for partners of the MAXSIMA project	



Appendix 2: template issue certificate for a MAXSIMA deliverable

MAXSIMA – Grant Agreement n° 323312

Methodology, Analysis and eXperiments for the "Safety In MYRRHA Assessment"

EC project officer: Mykola DŽUBINSKÝ

Workpackage N°:	e.g. WP2	Task N°:	e.g. T2.3
MAXSIMA Identification:	Pls contact project office Margot/Evi	Revision:	The first issue is n° 0

Short description of revision: in case of a revision, please comment in one sentence what has been the revised chapter.

Summary: please write a short summary in a few sentences

Title:

Dissemination level :	Conform with Annex I
Issued by:	
Internal reference by editing partner:	
Status:	e.g. final/draft

XXXX-xx-xx				
DATE	<i>Author</i> Name/company signature	<i>Task leader</i> Name/Company Signature	<i>WP leader</i> Name/Company Signature	<i>Coordinator</i> Marc Schyns SCK•CEN

MAXSIMA

Deliverable Dx.x: title
 Dissemination level: xx
 Date of issue of this report: dd/mm/yyyy

Page x/x

Appendix 3: template for meeting minutes



MAXSIMA – Grant Agreement n° 323312

Methodology, Analysis and eXperiments for the "Safety In MYRRHA Assessment"

EC project officer: Mykola DŽUBINSKÝ

Workpackage No:	xx	Task No:	xx
MAXSIMA Identification:	MINxxx-yyyy (to be provided by coordinator)		Revision: xx

Title: minutes of(e.g. TEC, WPx, GOV) meeting
Meeting venue, date

Issued by:	XX
Internal reference by editing partner:	xx
Status:	Final/draft

yyyy-mm-dd	signature	signature	signature
DATE	<i>Author</i> Name Company	<i>WP leader</i> Name Company	<i>Coordinator</i> Marc Schyns SCK•CEN

Appendix 4: template for non-contractual reports

MAXSIMA – Grant Agreement n° 323312

**Methodology, Analysis and eXperiments for the "Safety In MYRRHA
Assessment"**

Workpackage N°:		Task N°:	-
MAXSIMA Identification:	Pls contact project office Margot/Evi	Revision:	0

Short description of revision:

Summary:

Title:

.....

Dissemination level :	
Issued by:	
Internal reference by editing partner:	
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XXXX-xx-xx				
DATE	<i>Author</i> Nam/company signature	<i>Task leader</i> Name/Company Signature	<i>WP leader</i> Name/Company Signature	<i>Coordinator</i> Marc Schyns SCK•CEN

European Commission
Research and Innovation DG
1049 Bruxelles
Belgium

Subject: 323312 - MAXSIMA - Acknowledgment of Receipt (323312-D1.1 Project quality plan including measure of success-0.0)

Dear Coordinator,

Thank you for submitting a scientific deliverable for the project 323312 - MAXSIMA.

Your scientific deliverable (323312-Project quality plan including measure of success-0.0) has been received by the European Commission - Research and Innovation DG.

Please note that this acknowledgement of receipt does not imply that your deliverable is complete or accepted.

Where appropriate, you will be contacted in due course by your contact person(s) in the European Commission - Research and Innovation DG.

This is an automatically generated response.

Yours sincerely,
European Commission - Research and Innovation DG