



## **Deliverable D-0.3**

### **Programme Handbook for QA Procedures**

**Final version, Public**

### **CAMPAIGNS AND AWARENESS RAISING STRATEGIES IN TRAFFIC SAFETY**

Contract No TREN-05-FP6TR-S07.59641-019520-CAST

**Project Co-ordinator:** Institut Belge pour la Sécurité Routière (IBSR)

**Author:** Divera Twisk, SWOV

**Date:** 01.12.2006

**Sixth framework programme  
Priority sustdev-2004-3.4.1.4.5.  
Sustainable surface transport priority**

**Institut Belge pour la Sécurité Routière (IBSR)**  
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## 1. INTRODUCTION

The Programme Handbook for Quality Assurance (QA) Procedures contains information about the quality assurance process and dissemination of study results. It includes the format to be used for various progress, effort and cost reports and it provides a list of duties for the steering committee and the work package leaders. It also includes a procedure for quality assurance with respect to all public reports.

The objective of the QA procedure is to ensure that:

- The best possible "product" was produced
- The objectives were met
- The outcome meets scientific standards
- The product incorporates the current "state of the art"
- The product is appreciated by potential users of knowledge and tools

As the CAST project produces deliverables of different nature, extra requirements are included alongside general requirements for all deliverables.

This handbook was produced under the supervision of the CAST steering committee and approved by the consortium leader.

## **2. PROCEDURES**

### **2.1 PROGRESS REPORTING PROCEDURE**

Progress will be reported at partner level. Every 4 months, each partner will submit a report detailing the progress made within the task(s) of this partner. The Partner Progress Report must be submitted to the Work Package Leader using the appropriate form found in section 2 of this handbook, and within 2 weeks after each 4-month period. The WP Leader will send the partners a reminder on the last day of each 4-month period. After that every WP Leader makes a summary and must send within 4 weeks after each 4-month period the form (see section 2) to the Coordinator.

### **2.2 SUBMISSION AND REVIEW OF DELIVERABLES**

#### **2.2.1 Which deliverables are covered by QA?**

Quality procedures are dependent on the nature of the deliverable and the dissemination level. In the CAST project are the following deliverable types:

R = Report  
D = Demonstrator  
O = Other

A complete overview of the deliverables is presented in section 4. The different deliverable types imply that it is impossible to design one single quality procedure that will cover all deliverable type. A handbook, for instance needs to meet other quality standards than a meta-analysis and subsequently also other processes need to be followed in order to meet those quality standards. Therefore for each deliverable a tailor-made procedure will be followed. A description of this procedure is presented in 2.2.2.

The overview (section 4) shows that there are three dissemination levels in the project that are indicated by the following codes:

PU = Public  
PP = Restricted to other programme participants (including the Commission Services).  
RE = Restricted to a group specified by the consortium (including the Commission Services).

Not all deliverables will be covered by QA. Only reports with the status "*public*" will be covered by QA.

## 2.2.2 Guidelines for quality control of Public Products (PU)

1. At the start of the work, each work package leader sets quality standards for each public deliverables, and describes the process by which he will ensure the quality of the product. This is called the *quality plan*.
2. Aside of quality standards, each plan contains an internal review of the quality of the product and an external review. The Internal review is a review conducted by members of the consortium, which are not involved in the work package that has produced the deliverable. The external review is conducted by experts outside the consortium. The names of the external experts to be consulted are also included in the plan. In addition the plan contains a time line and planning. For the quality plan a standardized form is available in section 4.3. of this handbook.
3. The *quality plan* is submitted to the quality officer, for assessment and comments are returned to the WP leader, who revises the plan. The QA sends the quality plan to the steering committee (SC). The SC approves the plans, and signs each plan off.
4. For the deliverable a template is available in chapter 3 of this handbook.
5. Before submission of the deliverable the work package leader organizes the internal and external review and ensures that suggestions for improvements are dealt with. Together with the deliverable the work package leader produces a document describing the process leading to its production, emphasizing the features that ensure its quality: e.g. external consultations, user group discussions. This document also includes the internal review and external review, and a description of in what ways the product was improved on the basis of the internal and the external reviews. This document is called the *quality report*. For the quality report a standardized form is available in section 4.4. of this handbook.
6. The work package leader ensures that the document meets the quality standards of the plan. The draft deliverable and the quality report are submitted to the Quality Officer using the standardized forms included in section 2 of this handbook.
7. The quality officer reviews the deliverable and the quality report, comparing it with the requirements stated in the technical annex and the quality plan. Comments are sent to the work package leader. The quality report is submitted together with the deliverable to the quality officer for assessment.
  - The QA sends comments to the work package leader.
  - The work package leader revises the deliverable and returns it to the QA, together with the quality report with added info about the revision.
  - After having received the revised deliverable form the work package leader, the QA sends the plan to the steering committee for approval.

8. The work package leaders will ensure that all comments are considered and all revisions are carried out as required by the QA Officer (after consultation of the Co-ordinator) and will submit a print-ready copy to the QA Officer not later than the date set by the steering committee for final approval. See chapter 6 for the list of deliverables with their submission dates for final steering committee approval.
9. The quality officer reports to the steering committee about the quality procedure. The steering committee signs off the final version of the deliverable. The intention is that all members of the steering committee read all public deliverables before signing them off.

### **3. FORMAT OF DELIVERABLE AND WORKING DOCUMENT**

This chapter presents two formats: the format of the deliverable and that of the working document. Change all blue text to fit your document.

In addition to lay-out, you also find here formats for tables, figures and pictures.



**Deliverable** Number

**DELIVERABLE TITLE**

**Status (Draft/Final version;  
Confidential/Restricted/Public)**

**CAMPAIGNS AND AWARENESS RAISING  
STRATEGIES IN TRAFFIC SAFETY**

Contract No TREN-05-FP6TR-S07.59641-019520-CAST

**Project Coordinator:** Institut Belge pour la Sécurité Routière (IBSR)

**Author(s):**

**Date:**

**Version date:**

**Sixth framework programme  
Priority sustdev-2004-3.4.1.4.5.  
Sustainable surface transport priority**

Title	
Author(s)	
Editor(s)	
Date	
Report Number	
Version status	
Distribution	
Availability	
QA check	
Authorized by	
Signature	

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## **EXECUTIVE SUMMARY**

Text here, using Arial 12 point, fully justified

# **1. HEADING (Arial 14 point BOLD, underlined)**

## **1.1. SECTION (Arial 14 point bold)**

### ***1.1.1. Subsection (Arial 12 point Italics, bold)***

#### *1.1.1.1 Subsection 4<sup>th</sup> level (Arial 12 point Italics regular)*

- Text here, using Arial 12 point, fully justified
- Use the margins: as in this document
- Use these bullets and margins to make a list
- Adapt the header adding the deliverable number

Use this lay-out of you make a table

		<b>S</b>	<b>GB/UK</b>	<b>NL</b>
Total distance (km) walked (per year) per person	All	300	309	201
	Children	282	268	(200)
	Elderly	267	212	(150)
Average trip length		0.9	1	0.9
Numbers of roads crossed during average trip		3	Estimates vary from 4 to 9	

Tabel 1.1. *Change this text into a caption.*

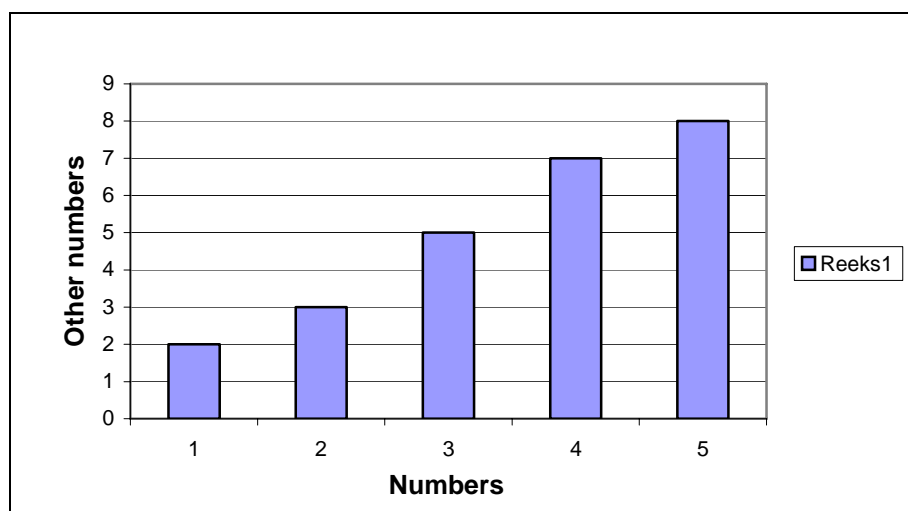


Figure 1.1. *Change this text into a caption*



Picture 1.1. *Change this text into a caption.*

Use authors' names (up to two) and year of publication to refer to the literature in the body of the text, e.g. Doob & Gross (1968)....., (Ekman & Davidson, 1994).

Use this format to describe the literature in the References section:

- An article:

Doob, A.N., & Gross, A.E. (1968). Status of frustrator as an inhibitor of horn-honking responses. *Journal of Social Psychology*, 76, 213–218.

Dorn, L., & Matthews, G. (1995). Prediction of mood and risk appraisals from trait measures : two studies of simulated driving. *European Journal of Personality*, 9, 25-42.

- A book

Ekman, P., & Davidson, R.J. (1994). *The nature of emotion: Fundamental questions*. New York: Oxford University Press.

- A contribution in proceedings

Ford, F.H., & Alverson-Eiland, L.G. (1991). The relationship between anxiety and task performance and skill acquisition in the Motorcycle Safety Foundation's Motorcycle Rider Course. In: *Safety environment future: proceedings of the 1991 International Motorcycle Conference*, Bochum, 363-379.

- A chapter in an edited book

Forgas, J.P. (2000). Feeling is believing? The role of processing strategies in mediating affective influences on beliefs. In: N.H. Frijda, A.S.R. Manstead, & S. Bem (Eds.), *Emotions and beliefs: How feelings influence thoughts*. Cambridge, UK: Cambridge University Press.



## **WORKING DOCUMENT**

### **TITLE**

**Status (Draft/Final version;Restricted)**

**CAMPAIGNS AND AWARENESS RAISING STRATEGIES IN  
TRAFFIC SAFETY**

Contract No TREN-05-FP6TR-S07.59641-019520-CAST

**Work package: number and title**

**Work package leader: name**

**Author(s):**

**Date:**

**Version date:**

**Sixth framework programme  
Priority sustdev-2004-3.4.1.4.5.  
Sustainable surface transport priority**

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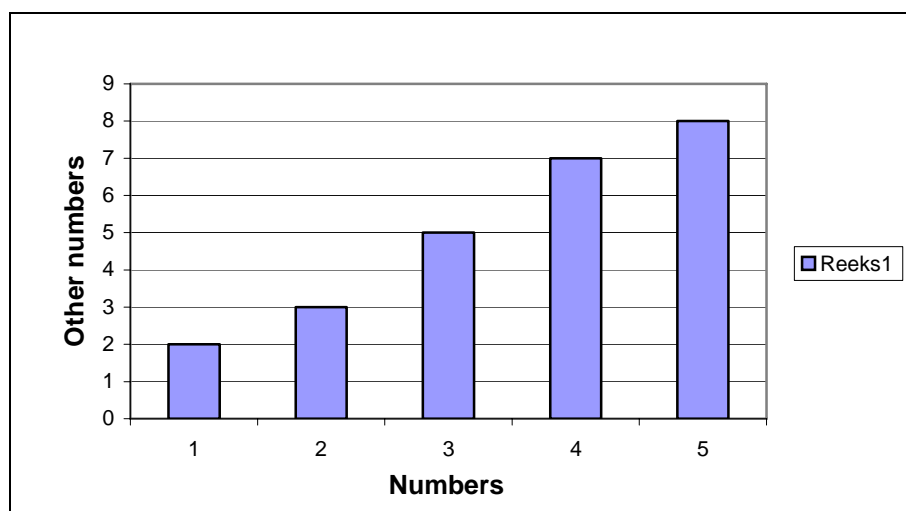


Figure 1.1. *Change this text into a caption*



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- A book

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Forgas, J.P. (2000). Feeling is believing? The role of processing strategies in mediating affective influences on beliefs. In: N.H. Frijda, A.S.R. Manstead, & S. Bem (Eds.), *Emotions and beliefs: How feelings influence thoughts*. Cambridge, UK: Cambridge University Press.

## **4. FORMS**

This section contains the format in which deliverables and progress reports must be submitted.

It contains the following forms:

- 4.1. Work package progress report form
- 4.2. Partner progress report form
- 4.3. Quality plan form
- 4.4. Quality report form

## **4.1 WORK PACKAGE PROGRESS REPORT FORM**



**FOUR-MONTHLY  
WORK PACKAGE PROGRESS REPORT**  
(Submitted by *WP Leader* to the *Coordinator*)

**WP NO. AND TITLE:**

**TASK(S) NO. AND TITLE:**

**REPORT NUMBER:**

**PERIOD COVERED BY THIS REPORT:**

Month Start:

Month End:

OVERVIEW MAIN ACTIVITIES (TASKS) DURING THIS PERIOD, INCLUDING MILESTONES ACHIEVED.

DELIVERABLES AND TASK COMPLETION.

OVERVIEW CONFERENCES/ MEETINGS ATTENDED AND PAPERS PUBLISHED; OTHER DISSEMINATION ACTIVITIES.

SUMMARY OF TASK EFFORT.

**Deviations in budget and/or man months per partner per task**

***Task no.*                      *Partner Name:*                      *Actual Effort:*                      *Planned Effort:***

PLANNED ACTIVITIES AND MILESTONES FOR NEXT FOUR MONTHS.

*REDFLAGS*

*SOLUTIONS*

**Report prepared by (Name):** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **4.2 PARTNER PROGRESS REPORT FORM**



## **FOUR-MONTHLY PARTNER PROGRESS REPORT**

*(Submitted by every Partner to the Task Leader or WP Leader)*

**WP NO. AND TITLE:**  
**TASK(S) NO. AND TITLE:**  
**PARTNER INVOLVED:**

**REPORT NUMBER:**

**PERIOD COVERED BY THIS REPORT:**

Month Start:

Month End:

MAIN ACTIVITIES (TASKS) DURING THIS PERIOD, INCLUDING MILESTONES – DELIVERABLES ACHIEVED.

CONFERENCES/ MEETINGS ATTENDED AND PAPERS PUBLISHED; OTHER DISSEMINATION ACTIVITIES.

SUMMARY OF TASK EFFORT.

**Deviations in budget and/or man months per task**

<b>Task no.</b>	<b>Partner Name:</b>	<b>Actual Effort:</b>	<b>Planned Effort:</b>
-----------------	----------------------	-----------------------	------------------------

<b>Actual Costs:</b>	<b>Planned Costs:</b>
----------------------	-----------------------

PLANNED ACTIVITIES AND MILESTONES FOR NEXT FOUR MONTHS.

*REDFLAGS*

*SOLUTIONS*

**Email address (partner):** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **4.3 QUALITY PLAN FORM**

For the completion of the form see 2.2.2.



# QUALITY PLAN

**Deliverable *Number***  
**DELIVERABLE TITLE**

**Workpackage leader:**

**Author(s):**

**Date:**

MAIN OBJECTIVES OF THE DELIVERABLE

- 
- 
- 
- 
- 

QUALITY STANDARDS

- 
- 
- 
- 
- 
- 

DESCRIPTION OF THE QUALITY PROCESS (INCLUDING EXTERNAL AND INTERNAL REVIEW)

*NAME INTERNAL REVIEWER*  
*NAME EXTERNAL REVIEWER*

*Time table*

- *Start internal review: [date](#)*
- *Start external review: [date](#)*
- *Submission to quality officer: [date](#)*
- *Submission to steering committee for final approval : [date \(see table ch 6\)](#)*
- *Contractual delivery date: [date](#)*

## **4.4 QUALITY REPORT FORM**



# QUALITY REPORT

**Deliverable Number**  
**DELIVERABLE TITLE**

**Workpackage leader:**

**Author(s):**

**Date:**

MAIN OBJECTIVES OF THE DELIVERABLE (copy from quality plan)

- 
- 
- 
- 
- 

QUALITY STANDARDS (copy from quality plan)

- 
- 
- 
- 
- 
- 

DESCRIPTION OF THE OUTCOME AND CONSEQUENCES OF THE QUALITY PROCESS (INCLUDING EXTERNAL AND INTERNAL REVIEW)

## **5. COORDINATION RESPONSIBILITIES AND CONTACTS**

Project Co-ordinator	Ankatrien Boulanger (IBSR/BIVV)	ankatrien.boulanger@ibsr.be
Quality Assurance Officer	Divera Twisk (SWOV)	Divera.Twisk@swov.nl
Administrative Officer	Ria De Geyter (IBSR/BIVV)	Ria.DEGEYTER@bivv.be
Financial Officer	Ria De Geyter (IBSR/BIVV)	Ria.DEGEYTER@bivv.be

## 6. LIST OF DELIVERABLES

Del. no.	Deliverable name	WP no.	Lead participant	Steering committee submission		Dissemination level <sup>2</sup>	Delivery date
D0.1	CAST-website	0	IBSR/BIVV	01-05-2006	O	PU	01-06-2006
D0.2	Overall coordination	0	IBSR/BIVV		O	RE	01-02-2009
D0.3	Programme Handbook for QA	0	SWOV	01-03-2006	R	PU	01-04-2006
D0.4	Technical implementation report for period M13-M24, including an informative overview of spending	0	IBSR/BIVV		R	PP	01-04-2009
D0.5	Quality Assurance reports	0	SWOV	01-12-2008	R	PU	01-02-2009
D1.1	Results of meta-analysis	1	TØI	01-12-2007	R	PU	01-02-2008
D1.2	Road user model	1	TØI	01-12-2007	R	PU	01-02-2008
D2.1	Typology of evaluation methods	2	IBSR/BIVV	01-07-2008	R	PU	01-08-2007
D2.2	Comparison of research designs	2	IBSR/BIVV	01-07-2008	R	PU	01-08-2007
D2.3	Evaluation tool for a single campaign	2	IBSR/BIVV	01-12-2008	O	PU	01-02-2009
D2.4	Checklist for reporting effects of a single campaign	2	IBSR/BIVV	01-12-2008	R	PU	01-02-2009
D3.1	Manual to design and implement road safety mass media campaigns	3	INRETS	01-12-2008	R	PU	01-02-2009
D4.1	Results of the evaluation of the campaign and relevant findings to validate the evaluation tools in WP2	4	VTI	01-12-2008	R	PU	01-02-2009
D5.1	Pan-European road safety campaign	5	IBSR/BIVV	01-12-2008	D	PU	01-02-2009
D6.1	Workshops	6	PRP		O	RE	01-01-2008
D6.2	Presenting and distributing main deliverables: manual	6	PRP	01-12-2008	R	PU	01-02-2009
D6.3	Presenting and distributing main deliverables: Large scale CAST-conference	6	PRP	01-12-2008	O	PU	01-02-2009
D6.4	Placing main deliverables on CAST-website	6	PRP	01-12-2008	R	PU	01-02-2009
D6.5	Presentation CAST on conferences	6	PRP	01-12-2008	O&R	PU	01-02-2009
D6.6	Submission papers to scientific journals	6	PRP	01-12-2008	R	PU	01-02-2009
D6.7	Newsletters	6	PRP	01-12-2008	R	PU	01-02-2009
D6.8	Logo, poster and leaflets	6	PRP	01-07-2006	O	PU	01-08-2006

<sup>1</sup> Codes for the nature of the deliverables:

**R** = Report  
**D** = Demonstrator  
**O** = Other

<sup>2</sup> Codes for the dissemination level:

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