

Executive summary

The Project Handbook is a document that establishes the foundation for the project cooperation processes and defines all aspects that must be taken into account in order to assure an efficient and coherent management of the project, including: a brief description of the project, its objectives and the scope; the contacts of all partners involved in the project and the coordinator details; guidelines and recommendations regarding the communication activities of SYNERGY and the Quality Assurance Plan. Concerning the dissemination of the project results, the publication procedure that must be followed by all partners is included.

Specific attention is paid to the Quality Assurance Plan, which describes the roles of the different actors in the project management, meeting schedules and gives guidelines for performing the day-to-day project management actions. The internal reviewing procedure is of great importance since it is one of the main tools to guarantee the quality of the results. SYNERGY will follow a procedure based on the peer review of the project deliverables which must ensure they are submitted to the EC with the highest quality.

