QUALITY ASSURANCE / QUALITY CONTROL PROCESS OF THE CIRCLE-2 CLIMATE ADAPTATION INFOBASE
VERSION 2.0
6th June 2012

This document describes briefly the Quality Assurance/Quality Control (QA/QC) process of the CIRCLE-2 Climate Adaptation InfoBase. This QA/QC process aims to ensure the reliability and quality of all the information uploaded into and presented in the CIRCLE-2 Climate Adaptation InfoBase.

1. CONTENT

1.1. Definition

The CIRCLE-2 InfoBase contains Climate Adaptation (including Impacts and Vulnerability) research projects, at national and local levels, as well as transnational projects funded by CIRCLE-2 ERA-Net, finalised after 2005. As the definition of Adaptation may vary between countries, this InfoBase accepts country-specific definitions maintained by CIRCLE-2 ERA-Net member institutions.

1.2. Validation

Each project is validated by the CIRCLE-2 ERA-Net Coordination and respective country's Partner (P) and/or Contributing Partner (CP) before they are made available online. For projects in countries with more than one Partner or Contributing Partner validation is carried out in a cooperation basis. Projects from countries not represented in CIRCLE-2 ERA-Net or where Partners/Contributing Partners are unable or unwilling to validate the information will be addressed by the Coordination.

1.3. Information update

After a project is validated and made available online, it is always possible to update it following the QA/QC process. Furthermore, when a project is concluded (project end

year), the respective coordinator is contacted in order to update the information (e.g. relevant outcomes).

1.4. List of countries

Countries represented in this InfoBase include the larger European area (EU27 + Mediterranean), plus OECD and BRICS countries. This list of country names (official short names in English) are in alphabetical order as given in ISO 3166-1 and the corresponding ISO 3166-1-alpha-2 code elements.

2. PROCESS

2.1. Validation of projects insertion/update:

1st. When a new project is submitted or updated, the CIRCLE-2 InfoBase manager contacts the correspondent P/CP and sends the project detail sheet.
- The P/CP contacts the responsible person for the insertion/update of the project to validate the information;
- The P/CP contacts the CIRCLE-2 InfoBase manager to validate or decline the project.

2nd. If the project is from a country not represented in the CIRCLE-2 ERA-Net consortium, the CIRCLE-2 ERA-Net Coordination contacts the responsible person for the insertion/update of the project to validate the information.

3rd. Verification of QA/QC checklist criteria:
- ✓ Identification of the responsible person for the insertion/update;
- ✓ Confirm if the project is within the CIRCLE-2 InfoBase scope;
- ✓ Verify if the type of project is correctly assigned (National/CIRCLE-2);
- ✓ Verify if the project is tagged according the respective sector and category;
- ✓ Check if hyperlinks are working;
- ✓ Ask for information to complete blank fields if necessary.

4th. The project is validated and made available online.

<u>Note</u>: The expected duration of the whole QA/QC process should not take more than 20-25 days from submission/update until the project information is online.

2.2. Information update:

i. When a project expires (assessed yearly at the end of each year) the CIRCLE-2 InfoBase manager will contact the respective project coordination asking for updated information (e.g. relevant outcomes). In case there are updates these will run through the regular QA/QC process;

ii. The CIRCLE-2 InfoBase manager can always update valid projects if complementary information is publicly available. Otherwise all updates will be made by direct contact with the project's coordination.