

# PROARTIS

Probabilistically Analyzable Real-Time Systems

## D5.2 Project Handbook Version 1.0

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## Change Log

Version	Description of Change
v1.0	Initial Draft released to the European Commission

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## Executive Summary

The purpose of this document is to provide an overview of the management and administrative procedures of the PROARTIS Project in order to ensure efficient project execution as well as high quality project results. The document will provide the Partners (referred to in the EC Grant Agreement as “Beneficiaries”) with a concise reference to the project management structure, tasks and responsibilities at all levels of project execution.

## 1 Introduction

This document specifically covers the following areas:

- Administrative project management processes that ensure accurate financial reporting and justification of the work being carried out.
- General project management processes that ensure tight coordination of RTD (research, technology and development) activities resulting in high quality Deliverables.
- An internal communication strategy that ensures clear and effective communication between the Partners and that allows for the early escalation and the timely resolution of management and technical issues.
- External communication, dissemination and exploitation processes that ensure a unified presentation of the project to the public at large as well as protect the IPR of the Partners.

### 1.1 Precedence

The general principles for the project execution have been defined in the EC Grant Agreement (EC-GA), the Description of Work (DoW) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EC guidelines for project implementation and documentation. Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. European Commission Grant Agreement (EC-GA) including Description of Work (DoW) also referred to as the Technical Annex or Annex II
2. Consortium Agreement (CA)
3. Project Handbook (present document)

Any issues related to precedence will be resolved by the Executive Board (EB)<sup>1</sup> as required. This body has the power to amend this handbook as it sees fit throughout the execution of the project.

## 2 Project Organizational Structure

The following Section summarizes the roles of the Partners and individual contributors in the project as well as the high level processes they employ.

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<sup>1</sup> See Section 2, Project Organizational Structure

## 2.1 Overview

The following diagram represents the high level organization of the project:

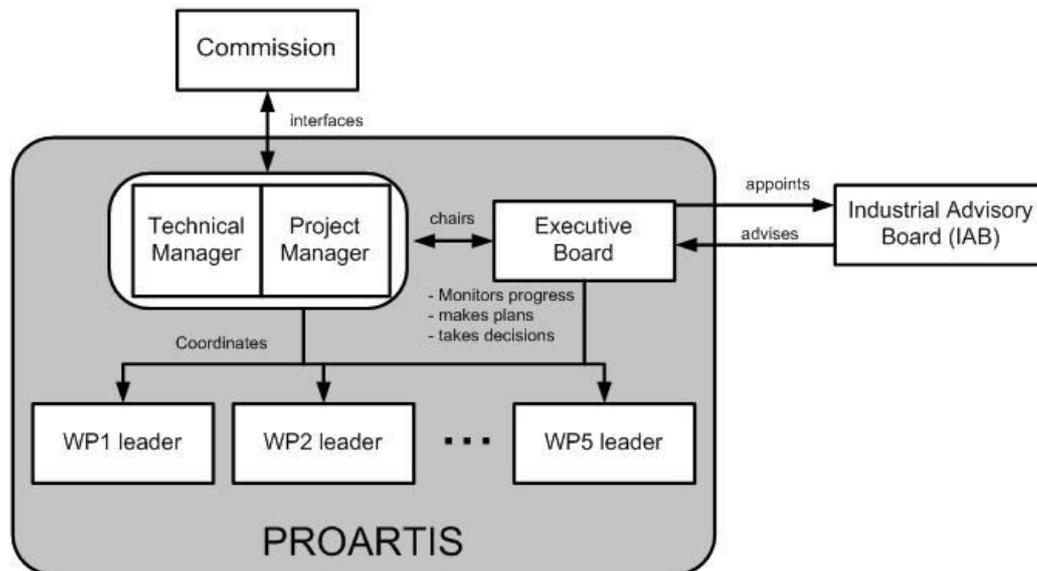


Figure 1: PROARTIS Management Structure

## 2.2 Executive Board (EB)

The Executive Board (EB) is the decision making body and has the highest level of authority in the project. Each Partner has one vote which is assigned to a representative that is designated in the Consortium Agreement. In general, the EB meets in person at least once every six months. In addition to face-to-face meetings, the EB holds monthly teleconferences to discuss project progress and to make decisions and take action where appropriate.

## 2.3 Coordinator – Project Manager and Technical Manager

It is useful to note that the Coordinator is an institution (BSC) and not a person. That said, the responsibilities of the Coordinator are shared by individuals. The Technical Manager (TM) chairs the EB, and the Project Manager (PM) organizes the work of the EB by setting the meeting dates, setting the agenda and recording the decisions taken. The TM has the overall responsibility for the progress of the Project and ensures that the scientific and technical objectives of the project are met. However, the PM and TM work together to orchestrate project communication internally (within the project) and externally (with the European Commission and the public at large).

## 2.4 Work Package Leaders (WPLs)

The Work Package Leaders (WPLs) direct the day-to-day technical planning and work, escalating issues to the EB as required.

## 2.5 Industrial Advisory Board (IAB)

The Industrial Advisory Board (IAB) is composed of prominent members of the European embedded community. The purpose of this board is to establish a clear

feedback loop between researchers and their industry peers. The IAB meets approximately twice a year at the same time / location as the Executive Board Meetings or as deemed appropriate by the Executive Board.

## 3 Communication

### 3.1 Executive Board Meetings

The following section summarizes the rules and procedures for Executive Board Meetings. The full Operational Procedure for the Executive Board is described at length in Section 6.3 of the Consortium Agreement.

#### 3.1.1 Purpose

The Board Meetings serve as a forum for making decisions concerning the progress and outcome of the project. These meetings are often combined with a Technical Meeting in which additional individual contributors may be invited to participate (without having a vote).

#### 3.1.2 General Rules

- **Meeting Notice:** The Coordinator must give notice 30 Calendar days prior to holding a Face-to-Face meeting or 7 Calendar days prior to holding a teleconference.
- **Special Meetings:** A special meeting may be called if at least half the members of the EB request one.
- **Agenda Notice:** The Coordinator must send the agenda 7 Calendar days prior to a Face-to-Face meeting or 2 Working days prior to a teleconference.
- **Agenda Contributions:** Any Partner may submit agenda items up until 2 Working days prior to the meeting or on the day of meeting with unanimous approval of the EB.
- **Minutes:** The Coordinator must make the Minutes available within 14 Calendar days of the meeting; Partners may comment on the Minutes up until 14 Calendar days after the Minutes have been made available. After this, the Minutes are considered accepted.

#### 3.1.3 Voting

- **Quorum:** Two-thirds of the EB members must be present to establish a Quorum.
- **Voting Representative:** Each Partner has one vote; the Partner's voting representative is named in the CA.
- **Proxy:** Each Partner may appoint a substitute or a proxy to attend and vote at any meeting; however, this must be submitted in writing to the coordinator prior to the meeting.
- **IPR-related Decisions:** These decisions require 2/3 vote (Coordinator has tie vote).
- **Defaulting Parties / Project Termination or Suspension:** These decisions require unanimous vote.

### 3.1.4 Veto

- **Right to Veto:** A Partner has the right to veto, if it can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a specific decision.
- **Veto Vote:** In the case of a veto, each Partner must be present to vote if the decision has been included on the agenda prior to the meeting.

## 3.2 Project Portal

A wiki-based password-protected Project Portal has been implemented to facilitate the exchange of critical project documentation and news. The portal is available with username and password to all project participants at the following link: [https://wiki.proartis-project.eu/index.php5/Project\\_Portal\\_Home](https://wiki.proartis-project.eu/index.php5/Project_Portal_Home). It is administered by the Project Manager; however, all Partners are provided with access to allow for ease of updating project progress and sharing documents.

## 3.3 SVN

A protected access Apache Subversion (SVN) version control system has been implemented as a means for uploading and updating software developed for and used by the project. It is available with username and password through the Project Portal or at the following direct link: <https://svn.proartis-project.eu>. The Project Portal is administered by the Technical Manager; however, all Partners are provided with read / write access to allow for ease of improvements and bug fixing.

## 3.4 Distribution Lists

The following project Distribution Lists have been created in order to facilitate making requests to the appropriate Partner representatives.

- [proartis-admin@bsc.es](mailto:proartis-admin@bsc.es) – for Administrative and Financial matters
- [proartis-core@bsc.es](mailto:proartis-core@bsc.es) – includes all individual contributors to the project for Technical matters
- [proartis-coordinator@bsc.es](mailto:proartis-coordinator@bsc.es) – serves as official Coordinator address for the Public Website
- [proartis-legal@bsc.es](mailto:proartis-legal@bsc.es) – for Legal matters
- [proartis-eb@bsc.es](mailto:proartis-eb@bsc.es) – limited to Executive Board members for voting matters
- [proartis-iab@bsc.es](mailto:proartis-iab@bsc.es) – Industrial Advisory Board for IAB-related requests
- [proartis-webmaster@bsc.es](mailto:proartis-webmaster@bsc.es) – for obtaining access to the Public Website, Project Portal and SVN

An up-to-date version of this list is available on the Project Portal (Contact and Distribution Lists).

## 3.5 Conflicts of Interest

The good will to avoid any conflict of interest and to act in good faith is essential for a project like PROARTIS. When Partners identify conflicts of interest which cannot be resolved through bi-lateral communication, they should bring the issues to the attention of the Coordinator (Project Manager) immediately. The Project Manager working with the Technical Manager as necessary will in turn bring the issue to the Executive Board for discussion and a vote if required.

### 3.6 Emergency Procedure / Conflict Resolution

Any event that may jeopardize the overall completion date of the Project should be reported immediately to the Coordinator (Project Manager). The Project Manager working with the Technical Manager will endeavor to resolve the issue as soon as possible by calling an emergency Executive Board Meeting as required in order to determine the next steps.

## 4 Reporting

All templates related to reporting will be made available on the Project Portal (Reports and Reviews).

### 4.1 Reporting Calendar

The complete project administrative lifecycle including the “wrap-up period” following the conclusion of this project are described in the following calendar:

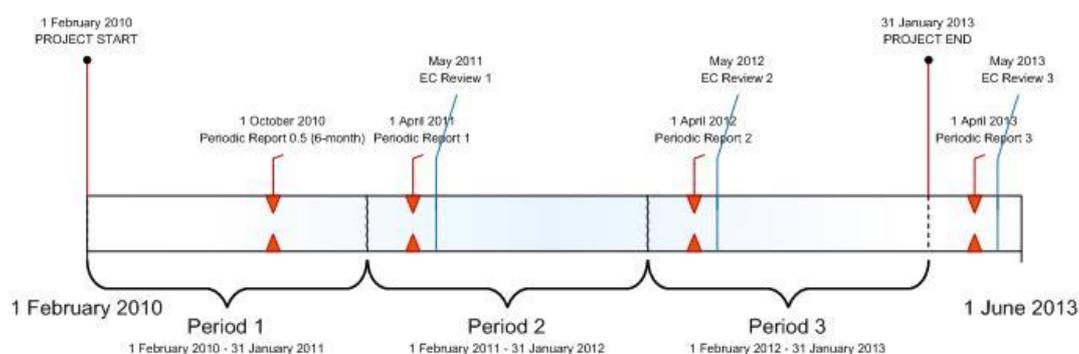


Figure 2: PROARTIS Reporting Calendar

It is important to note that tentative dates for reviews have been included in the Description of Work; however, these dates are subject to change based on the flexibility and availability of the Project Officer and the selected reviewers. Nevertheless, the project hopes to reschedule the final review to take place prior to the end of the project to ensure that all associated costs may be charged to the project.

Any updates to this schedule will be made available on the Project Portal (Reports and Reviews).

### 4.2 (Project Internal) Biannual Resource Report

#### 4.2.1 Purpose

The objective of the Biannual Resource Report is to ensure that project spending is in sync with technical project progress as well as to track both spending and technical progress to the plan of record as described in the Description of Work. Moreover, the Project Manager will utilize a compilation of these reports (whole or in part) as a basis for creating the Periodic Report at the end of the period. Note that the Biannual Resource Report is an Internal Project Document, meaning that it is not sent to the European Commission.

## 4.2.2 Responsibilities and Components

The Coordinator (Project Manager) is responsible for compiling the report based on the data provided by the Partners. The Partners provide the Project Manager (via template provided by the Project Manager) with the effort dedicated to each Work Package (in Person Months) and a summary of the non-human resource expenses incurred to date. Each Partner also provides a brief summary of the technical work completed to date for each Work Package (1-2 bullet points per WP) as well as a brief explanation for any spending deviations from the Description of Work. These reports should be clear, concise and as accurate as possible and should be based on each Partner's Time-recording mechanism or Timesheets (see section to follow) which are not collected by the Coordinator at any time during the project.

## 4.2.3 Procedure and Timing

The Partners provide their reports to the Project Manager by 15 calendar days after the end of the corresponding half year. The Project Manager amalgamates the data and provides the complete Resource Report to the Executive Board for review by 1 calendar month after the end of the corresponding half year. The Project Manager provides specific deadlines at the approach of half year end.

### High Level Calendar (Dates are approximate)

- Half 1 Feb, Mar, Apr, May, Jun, July (Partner input due: 15 Aug, Report complete 1 Sep)
- Half 2 Aug, Sep, Oct, Nov, Dec, Jan (Partner input due: 15 Feb, Report complete 1 Mar)

## 4.3 (For EC) Periodic Report

### 4.3.1 Purpose

Much like the Biannual Resource Report, the purpose of the Periodic or Annual Report is to ensure that project spending is in sync with technical project progress as well as to track both spending and technical progress to the plan of record as described in the Description of Work. However, this report is delivered to the European Commission as per the Grant Agreement (Annex 2, Section II.4).

### 4.3.2 Responsibilities and Components

The Coordinator (Project Manager and Technical Manager) is responsible for compiling the Periodic or Annual Report based on the data provided by the Partners. However, see distribution of various responsibilities based on contents below.

This report consists of the following items, some of which will be explained in further detail in the sections to follow:

- 1) Project Activity Status Report including a publishable summary of the work completed to date – Compiled by the Coordinator (Technical Manager) from the Work Package Leaders.
- 2) Partner Financial Statements (Form C) – Compiled by the Coordinator (Project Manager); however, initially prepared from each Partner.
- 3) Explanation of the use of the resources from each Partner – Compiled by the Coordinator (Project Manager); however, initially prepared by each Partner.
- 4) Any required Certificate on the Financial Statement or CFS (Audit Certificates).

### 4.3.3 Procedure and Timing

The completion of reports is aligned with the 12-month reporting periods and the reports must be submitted electronically (Audit Certificates by paper) no later than 60 days after each period according to the Grant Agreement (Annex 2, Section II.4). By 1 Jan each year, the Coordinator presents the Work Package Leaders and all remaining Partners with an ACTION PLAN for the completion of the required reports. However, as with Biannual Resource Reporting, Partners provide all requested information to the Project Manager by 15 calendar days after the end of the corresponding period (year). The Project Manager amalgamates the data and provides the complete Periodic Report to the Executive Board for review by 1 calendar month after the end of the corresponding period (year).

#### High Level Calendar (Dates are approximate)

- 01 Jan ACTION PLAN for Periodic Reports sent to all Partners.
- 15 Feb All Periodic Report requested information (including Form C and CFS) due to Coordinator
- 30 Feb Periodic Report Draft sent to Executive Board for Review
- 15 Mar Periodic Report Final sent to Project Officer

### 4.3.4 Exception to the Periodic Report: 6-month Report

#### 4.3.4.1 Purpose

In the case of PROARTIS, the European Commission has also requested an additional Periodic Report (for the first 6-months of the project) with the specific purpose of tracking the technical progress to the plan of record as described in the Description of Work. Like the Periodic Report, this report is delivered to the European Commission as per the Grant Agreement (Annex 2, Section II.4).

#### 4.3.4.2 Responsibilities and Components

The Coordinator (Project Manager and Technical Manager) is responsible for compiling the 6-month Report based on the data provided by the Partners.

This report is special in that it only consists of the Project Activity Status Report including a publishable summary of the work completed to date. The report is compiled by the Coordinator (Technical Manager) from the Work Package Leaders. This report does not include any Financial Statement (Form C) or Certificate on the Financial Statement (CFS).

#### 4.3.4.3 Procedure and Timing

This report must be submitted electronically no later than 60 days after the due date according to the Grant Agreement (Annex 2, Section II.4). By 1 July (2010), the Coordinator presents the Partners with an ACTION PLAN for the completion of this report. Partners provide all requested information to the Project Manager by 15 calendar days after the end of the corresponding period (The 6-month period ends 31 July 2010). The Project Manager amalgamates the data and provides the complete Periodic Report to the Executive Board for review by 30 calendar days after the end of the corresponding period.

#### High Level Calendar (Dates are approximate)

- 01 Jul ACTION PLAN for 6-month sent to all Partners.

- 15 Aug All Periodic Report requested information (including Form C and CFS) due to Coordinator
- 31 Aug Periodic Report Draft sent to Executive Board for Review
- 15 Sep Periodic Report Final sent to Project Officer

## **4.4 Periodic Report - Financial Reporting In Detail**

### **4.4.1 Reporting Personnel Costs: Timesheets**

Partners are responsible for recording working hours for their own accounting purposes. The Partner summarizes the recorded working hours attributed to Work Packages in Person Months and provides it to the Project Manager via the Biannual Effort Reports and the Periodic Reports via the Reporting Template. However, Timesheets are not official deliverables and the Partner does not submit the Timesheets to the Coordinator or the European Commission.

Partners may use Timesheets or any other reliable way of measuring of working time to record the working hours of their personnel. The full guidelines can be found in the “Guide to Financial Issues relating to FP7 Indirect Actions”; however, a summary of these guidelines is included below:

- A timesheet is a document that tracks the hours dedicated to the project during each calendar month of the execution period by all staff of every partner (signed paper copies archived by partners for their auditing process).
- It is important to document all effort dedicated to the project whether by temporary (project specific) or permanent staff (involved in several projects or activities, which may be only EU funded in part)
- Only the hours worked on the project can be charged.
- Employees have to record their time on a daily, weekly, or monthly basis using a paper or a computer-based system.
- Time records must be authorized by the project manager or other superior.
- The complete time recording system should enable reconciliation of total hours in cases where personnel work on several projects during the same period and there must be some system allowing the Partner to indicate the activity to which the hours have been attributed.

Moreover, a Sample Timesheet is provided in **Annex 1 of this document**.

As the Partner does not need to submit the recorded working hours to the Coordinator, nor does it need to submit them to the European Commission, there is no corresponding deadline. However, Partners must keep in mind that these recorded working hours are usually required to complete the audit process in order to receive the Certificate on the Financial Statement.

### **4.4.2 Reporting Non-Personnel Costs**

Provided detailed guidelines concerning reporting non-personnel costs (including travel and subsistence allowances and durable equipment purchases) as well as indirect costs is beyond the scope of this document. Partners should refer to the “Guide to Financial Issues relating to FP7 Indirect Actions” (Article II.15) for more information.

### 4.4.3 Form C

The Form C is available on the Project Portal (EC Grant Agreement) as a part of the complete EC Grant Agreement (Annex 6). The following is a step by step guide to filling out the form:

#### Part 0

Participant Identity Code – Each institution has been assigned a PIC which can be used in all interactions with the Commission in FP7. Partners that do not know their PIC should visit <http://ec.europa.eu/research/participants/urf/>.

Partner Number, Funding % for RTD activities (A), If flat rate for indirect costs, specify % – See table below:

NO.	PARTICIPANT NAME	RTD	INDIRECT COST TYPE	INDIRECT RATE
1	BSC	75%	Real Indirect Costs	REAL
2	RAPITA	75%	Standard Flat Rate	20%
3	UNIPD	75%	Special Transition Flat Rate	60%
4	INRIA	75%	Real Indirect Costs	REAL
5	AFS	50%	Real Indirect Costs	REAL

#### Part 1 – Declaration of Eligible costs

- A. RTD – All costs associated with Work Packages 1, 2, 3 and 4.
- B. Demonstration – There are no Demonstration costs for the PROARTIS Project.
- C. Management – All costs associated with Work Packages 5 and 6. Certificates on the Financial Statement (CFS) or Audit Costs should be included under Subcontracting for Management with no Indirect Costs applied. However, there should be no Audit Costs claimed for Period 1.
- D. Other - There are no Other costs for the PROARTIS Project.

Totals should be calculated based on Funding % for RTD activities listed in Part 0 (75% or 50%). Management activities are 100% funded.

#### Part 2 – Declaration of receipts

There should be no receipts for the PROARTIS Project; however, Partners should refer to the Guide to Financial Issues regarding receipts should they have any questions regarding receipts.

#### Part 3 – Declaration of interest yielded by the pre-financing

Completed by the Coordinator

#### Part 4 – Certificate on the methodology

This section is only to be completed by Partners that have presented a certificate on the methodology declaring average personnel costs.

#### Part 5 – Certificate on the financial statement

If a CFS is required for this Period (described in detail in the section to follow), Partners must list the name of the auditor and cost of the certificate. However, this cost will be claimed (included in total for Part 1, C) in the next reporting period.

The Financial Cost Statement or Form C (2 originals) must be duly signed by the authorized financial officer, stamped by the institution and sent to the Coordinator by courier to the following address:

Gina Alioto (PROARTIS)  
Barcelona Supercomputing Center, C/Jordi Girona 29  
Edificio Nexus II, 3a planta,  
08034 Barcelona Spain  
+34 93 413 7972 phone

#### **4.4.4 Explanation of the Use of Resources**

Justification of major cost items and resources: In the Management Report, the Partners provide the Project Manager with an explanation of any major costs incurred such as important equipment purchases, major travel costs, large consumable items, justifying their necessity for the project. This information will be collected via the Reporting Template on a yearly basis and the consolidated justification of major cost items is submitted to the EC.

#### **4.4.5 Certificate on the Financial Statement or Audit Certificates**

Partners must submit a Certificate on the Financial Statement (CFS) or Audit Certificate with the Form C each time they justify a Community financial contribution of 375,000€(more than or equal to) accumulated over one or several reporting periods. Moreover, once a CFS is submitted, the threshold of 375,000€ applies again for subsequent EC contributions but the count starts from 0.

##### Example

Year 1 EC Contribution: 250,000€(CFS Not Required)  
Total Accumulated Contribution 250,000€(CFS Not Required)

Year 2 EC Contribution: 250,000€  
Total Accumulated Contribution 500,000€(CFS Required)

Year 3 EC Contribution: 250,000€  
Total Accumulated Contribution 250,000€(CFS Not Required)

It is highly recommended that the Partners chose an adequate auditor that meets EC standards for auditing well before the end of the reporting period to ensure the auditor's availability for on time CFS generation. Each Partner is responsible for obtaining the CFS in a timely manner. The Partner must send two original CFS to the Coordinator by courier.

The Partner is responsible for all costs incurred as a result of the audit process; moreover, these costs should be charged to the project budget of each Partner subcontracted management expense with no indirect cost applied.

## 5 Deliverable Generation

### 5.1 Purpose

Project Deliverables to the European Commission (with the exception of the Periodic or Final Reports) serve as the outcome of Work Package technical progress. They consist of a combination of documents such as written reports as well as non-document prototype software releases. The European Commission requires that all non-document Deliverables be documented appropriately as a written report.

The intention of the Deliverable Review Process is to ensure that the document has been reviewed by a broad spectrum of individuals against a well-defined set of criteria. These criteria are defined in the Deliverable Review Form created by the Project Manager and posted to the Project Portal (Deliverables). Moreover, this form includes criteria for the aforementioned non-document Deliverables. The Deliverable Owner and Review were defined at the start of the project; this list is available at the same link.

### 5.2 Responsibilities and Components

The term Owner refers to a member of the PROARTIS Project Team that is responsible for the completion of the deliverable. The term Reviewer refers to a member of the PROARTIS Project Team that is responsible for the completion of the internal review of the deliverable (prior to sending it to the EC). The Reviewer may delegate the actual work to another member of his or her respective institution. Moreover, the external Reviewer that is appointed by the EC for the periodic project reviews shall be referred to as the EC Reviewer.

### 5.3 Procedure and Timing

Where T is the contractual delivery date and the number represents calendar days:

- T-20 Deliverable Owner sends Deliverable to Reviewer
- T-10 Reviewer sends comments to Owner (Deliverable Review Form + Track Changed document)
- T-03 Deliverable Owner sends revised Deliverable sent to Reviewer
- T-00 Reviewer confirms Deliverable is accepted
- T+15 Acceptance by Executive Board (Following Publication Policy)

## 6 Dissemination: External Communication

### 6.1 EC Rules for Dissemination

The complete rules for dissemination are covered in section 8.3 of the Consortium Agreement and article II.30 of the Grant Agreement (Annex II). However, a summary of the critical elements is provided below.

Per the Grant Agreement Article II.30:

- 1) At least 45 days prior notice of any dissemination activity shall be given to the other Partners concerned
- 2) Following notification, any of those Partners may object within 30 days of the notification

## **6.2 Check of Publications**

### **6.2.1 Purpose**

The purpose of the Check of Publications is to guarantee the right of protection of knowledge for all Consortium Partners. Partners and the European Commission have the right to learn about any planned publications with 45 days prior notice allowing them to exercise their right of objection if they consider the publication to harm the protection of their knowledge.

### **6.2.2 Responsibilities and Components**

The term “Publication” refers to any abstract, scientific paper, oral presentation, press release or similar document to disseminate to any individual or group outside of the Consortium. However, some additional guidelines for Press Releases are included in the later sections of this document.

The Author of the publication is responsible for initiating the Check of Publications procedure. The Project Manager is responsible for monitoring the procedure and ensuring that the rules of the EC-GA and CA are followed in the event that an EB Member justifies an objection to said publication.

### **6.2.3 Procedure and Timing**

- 1) The Author emails the Executive Board (with subject: PROARTIS Publication) that includes foreseen title, list of contributing authors, destination (where to publish), an idea of the content (e.g. abstract) and the purpose of the publication (e.g. “publication of first results of XX’s doctoral thesis within the project”).
- 2) The Executive Board members individually identify if the intended publication presents a conflict of interests through use or publication of confidential information. Any Partner may object to the publication; however, they must justify their objection. Moreover, the Partner must object in writing to the Author (with the Project Manager in copy) at which point the process set forth in the Consortium Agreement begins.
- 3) The Author informs the Project Manager when the planned publication has been accepted for publishing (for monitoring purposes).
- 4) The Author adds the publication to the Publications section of the Public Website.

## **6.3 Press Releases**

Press Releases must follow the same Check of Publications procedure; however, in order to coordinate a simultaneous release in multiple languages, Press Releases should be submitted to the Executive Board for review one week prior to release.

## **6.4 Publications Acknowledgement**

All publications or any other dissemination relating to project must include the following statement:

*The research leading to these results has received funding from the European Community's Seventh Framework Programme [FP7/2007-2013] under the PROARTIS Project ([www.proartis-project.eu](http://www.proartis-project.eu)), grant agreement n° 249100.*

## **6.5 Dissemination Register**

### **6.5.1 Purpose**

The purpose of documenting project-related dissemination actions is to track progress against the initial Dissemination Plan and to report dissemination progress to the European Commission.

### **6.5.2 Responsibilities and Components**

The Project Manager maintains a consolidated Dissemination Register (document) on an on-going basis and makes it available to the Partners via the Project Portal (WP6).

### **6.5.3 Procedure and Timing**

Throughout the duration of the project, the Partners report any project-related dissemination including web articles, presentations, interviews and the like to the Project Manager according to the template available on the Project Portal (WP6). Partners also upload their individual publications directly to the Public Website.

## **7 IPR and Knowledge Management**

### **7.1 IPR Register**

#### **7.1.1 Purpose**

The purpose of documenting project-generated methodologies and technology components derived from the PROARTIS Project is to facilitate exploitation once the project has ended.

#### **7.1.2 Responsibilities and Components**

The Project Manager maintains a consolidated IPR Register (document) on an on-going basis and makes it available to the Partners via the Project Portal (WP1). The Project Manager assists in clarification of IPR and licensing issues as required.

#### **7.1.3 Procedure and Timing**

Throughout the duration of the project, the Partners report any project-generated methodologies and technology components to the Project Manager according to the template on the Project Portal (WP1). Partners should also report to the Project Manager any Third Party components used by the PROARTIS Project. The topic of Third Party property rights is described in detail in the Consortium Agreement and the Contract (see in particular Annex II).

### **7.2 Knowledge Protection and Exploitation**

In general, no approval is necessary for related actions as ownership is with individual partners or joint ownership of a group of partners who have agreed upon the conditions. It is important, however, that the Partners report their intentions of any such activity to the Project Manager for project documentation and general coordination reasons. This includes sending a coarse description of an intended / actual patent application.

## Acronyms and Abbreviations

- Partner     Project Partner Institution also referred to as Beneficiary and Party of the Consortium Agreement
- CA           Consortium Agreement
- CFS          Certificate on the Financial Statement (formerly referred to as Audit Certificate)
- DOW        Description of Work (Technical Annex or Annex I to the Grant Agreement)
- EC           European Commission
- EU           European Union
- EB           Executive Board
- IAB          Industrial Advisory Board
- IPR          Intellectual Property Rights
- PO           Project Officer (EC supervisor of the contract)
- PM           Project Month
- RTD          Research and Technology Development
- PM           Project Manager (except when specified to refer to Person Months)
- TM           Technical Manager
- WP           Work Package
- WPL          Work Package Leader

## ANNEX 1: Sample Timesheet

<b>CONTRACT TITLE</b>	Probabilistically Analyzable Real-Time Systems
<b>ACRONYM</b>	PROARTIS
<b>EC Grant Agreement No.</b>	249100
<b>PARTNER (PARTNER SHORT NAME)</b>	
<b>PERSON CARRYING OUT THE WORK</b>	
<b>CATEGORY (Scientist, Technician, etc.)</b>	

The undersigned certifies having devoted ( ) hours in the month of ( ) distributed into the following Work Packages:

WP	WP1	WP2	WP3	WP4	WP5	WP6	WP7	TOTAL
HOURS								

Signature of the person carrying out the work, place, date:

NAME	SIGNATURE	DATE	PLACE

Signature of the person in charge of scientific issues:

NAME	SIGNATURE	DATE	PLACE