



PROJECT QUALITY ASSURANCE PLAN AND HANDBOOK

Deliverable D10.1

Circulation:

CO: Confidential, only for members
of the consortium (including the
Commission Services)

Lead partner:

SINTEF

Contributing partners:

Authors:

Heidi Dahl, Tor Dokken , Ewald
Quak

Quality Controllers:

Joachim Rix (Fraunhofer)
Daniel Kristof (FOMI)

Version:

1.1

Date:

07.02.2013

©Copyright 2013: The IQmulus Consortium

Consisting of

| | |
|--------------|--|
| SINTEF | STIFTELSEN SINTEF, Department of Applied Mathematics, Oslo, Norway |
| Fraunhofer | Fraunhofer Institute for Computer Graphics Research, Darmstadt, Germany |
| CNR-IMATI-GE | Institute for Applied Mathematics and Information Technologies of the National Research Council (CNR-IMATI), Genova, Italy |
| MOSS | M.O.S.S. Computer Grafik Systeme GmbH (MOSS), Munich, Germany |
| HRW | HR Wallingford Ltd (HRW), Wallingford, UK |
| FOMI | Hungarian National Mapping and Cadastral Agency (FOMI), Institute of Geodesy, Cartography and Remote Sensing, Budapest, Hungary |
| UCL | University College London (UCL), Research Centre for Photogrammetry, 3D Imaging and Metrology, London, UK |
| TU Delft | Delft University of Technology (TU Delft), Department of Geoscience and Remote Sensing, Sciences & Man-Machine Interaction Group, Delft, The Netherlands |
| IGN | Institut National de l'Information Géographique et Forestière (IGN), Paris, France |
| UBO | Université de Bretagne Occidentale (UBO), European Institute for Marine Studies, Brest, France |
| Ifremer | L'Institut Français de Recherche pour l'Exploitation de la Mer (Ifremer), Brest, France |
| Liguria | Regione Liguria, Genova, Italy |

This document may not be copied, reproduced, or modified in whole or in part for any purpose without written permission from the IQmulus Consortium. In addition to such written permission to copy, reproduce, or modify this document in whole or part, an acknowledgement of the authors of the document and all applicable portions of the copyright notice must be clearly referenced.

All rights reserved.

This document may change without notice.

DOCUMENT HISTORY

| Version | Issue Date | Stage | Content and Changes |
|------------|--------------------------------|-------|--|
| 0.1 | December 14 th 2012 | | Version circulated for comments in the Project Administration |
| 0.2 | December 19 th 2012 | | Version circulated for comments in the Project Administration |
| 0.3 | January 2 nd 2013 | | Version circulated for comments in the Project Consortium |
| 1.0 | January 14 th 2013 | | First official version submitted to Project Officer |
| 1.1 | February 7 th 2013 | | Adjustments to tri-monthly reporting procedures and website information, updated to IQmulus template |

EXECUTIVE SUMMARY

This handbook is intended as a reference guide to basic procedures in IQmulus. It is intended to allow newcomers to get an overview of the administrative procedures of the project (not the scientific content!) and to refresh the memories of everyone about who is supposed to do what, when and how.

The handbook describes the current state of affairs and thus it evolves as new procedures are introduced or established ones are changed.

Questions and Comments to, and suggestions for additions to and revisions of the IQmulus Handbook should be added in the comment field in the eRoom folder containing the handbook.

My eRooms > IQmulus > Deliverables > WP10 > D10.1 IQmulus_Handbook

The Coordinator (SINTEF) will at regular intervals check the comments. If the comment requires immediate action by the Coordinator, or does not properly fit the format of the Comment field please send in addition an e-mail to the IQmulus Quality Assurance Coordinator.

TABLE OF CONTENTS

| | |
|--|----|
| Document history | 2 |
| Executive summary | 3 |
| 1 Introduction..... | 6 |
| 2 Project infrastructure | 7 |
| 2.1 The website | 7 |
| 2.1.1 Website contact | 7 |
| 2.2 The eRoom | 8 |
| 2.2.1 eRoom contacts..... | 8 |
| 2.2.2 eRoom and confidential information | 8 |
| 2.2.3 Structure..... | 8 |
| 2.3 The data repository | 11 |
| 2.4 The SVN code repository | 11 |
| 2.5 The software handbook | 11 |
| 2.6 Redmine: Requirements infrastructure | 11 |
| 2.6.1 New user accounts | 12 |
| 2.6.2 Redmine contact | 12 |
| 3 Communication within the project | 13 |
| 3.1 E-mail..... | 13 |
| 3.1.1 Sending e-mails through the eRoom..... | 13 |
| 3.1.2 Standard e-mail subject header | 14 |
| 3.2 Remote meetings | 14 |
| 3.3 Personal meetings | 14 |
| 4 Reporting..... | 16 |
| 4.1 Dissemination reporting..... | 16 |
| 4.2 Tri-monthly project-internal progress reports..... | 16 |
| 4.2.1 Person month use reports..... | 16 |
| 4.2.2 Textual Work Package reports | 17 |
| 4.2.3 Partner reports | 17 |
| 4.3 Six-monthly progress reports | 18 |
| 4.4 Annual progress reports..... | 18 |
| 4.5 Financial reporting..... | 19 |
| 4.5.1 Detailing of personnel costs for each partner..... | 19 |
| 4.5.2 Detailing of other cost items | 19 |
| 4.5.3 Deadline for financial reports..... | 21 |
| 5 Deliverables | 22 |

| | | |
|-------|--|----|
| 5.1 | Explore the Deliverables Overview database using the Dashboard | 23 |
| 5.2 | Quality assurance procedure | 23 |
| 6 | Dissemination | 25 |
| 6.1 | Prior notice of dissemination | 25 |
| 6.2 | Providing general information | 25 |
| 6.2.1 | The website | 25 |
| 6.2.2 | The fact sheet | 25 |
| 6.3 | Scientific dissemination | 26 |
| 6.3.1 | Presentations | 26 |
| 6.3.2 | Scientific papers | 26 |
| 6.4 | Dissemination and Intellectual Property rights to IQmulus data | 26 |
| 7 | Responsibilities | 27 |
| 7.1 | Project Coordinator (PC) | 27 |
| 7.2 | Scientific Manager (SM) | 28 |
| 7.3 | Quality Assurance Coordinator (QAC) | 28 |
| 7.4 | Project Administration (PA) | 28 |
| 7.5 | Project Leaders (PL) | 29 |
| 7.6 | Project Management Board (PMB) | 30 |
| 7.7 | User Group (UG) | 31 |
| 7.8 | Work Package Leaders (WPL) | 31 |
| 7.9 | Task leader | 32 |
| 7.10 | Task participant | 33 |
| 7.11 | Individual responsibilities | 33 |
| 7.12 | General responsibilities of a partner institution | 33 |
| 7.13 | Responsibilities of a partner towards the coordinator and decision-making Bodies | 33 |
| 7.14 | Responsibilities of partner institutions towards each other | 34 |

1 INTRODUCTION

This handbook is organized as follows. Section 2 addresses the project infrastructure including the project web-site, and the project management structure in the eRoom.

Section 3 defines some ground rules for communication within the project through e-mail, virtual, and personal meetings.

Section 4 outlines the reporting procedures and deadlines, and Section 5 the procedures for producing and submitting deliverables.

The procedures for the dissemination of project activities and results are the topic of Section 6. This stretches from providing general information (through the web portal, the factsheet, and more) to various forms of scientific dissemination, including the official contractual rules for handling publications.

Section 7 lists the different roles of participants in IQmulus, and their responsibilities.

Whenever possible, direct links to web addresses, references to eRoom directories and addresses of contact persons are provided.

Questions and Comments to, and suggestions for additions to and revisions of the IQmulus Handbook should be added in the comment field in the eRoom folder containing the handbook.

My eRooms > IQmulus > Deliverables > WP10 > D10.1 IQmulus_Handbook

The Coordinator (SINTEF) will at regular intervals check the comments. If the comment requires immediate action by the Coordinator, or does not properly fit the format of the Comment field please send in addition an e-mail to the IQmulus Quality Assurance Coordinator.

2 PROJECT INFRASTRUCTURE

2.1 THE WEBSITE

The website is run and administered by IQmulus partner FOMI, and was available by the end of January 2013. The website will be based on Joomla, and will be hosted and maintained by FOMI on a virtual server.

The website's address is

www.iqmulus.eu

Instruction on the use of the web-site can be found in the associated deliverable D8.2 at https://project.sintef.no/eRoom/math/IQmulus/0_2ebe7.

The evolution of the website will be directed and supervised by an editorial board. The editorial board is initially composed of the Work Package leaders, and other resource persons. The editorial responsibility of the different sections of the website will be distributed among the members of the editorial board.

The responsibility for uploading contents to the website is shared by all partners. To request a user for the website perform the following two actions:

1. User accounts for the website should be registered in the eRoom IQmulus Personnel database at https://project.sintef.no/eRoom/math/IQmulus/0_2b773.
2. Send an e-mail or eRoom alert to the contact person listed below, informing of the request for a website user.

2.1.1 WEBSITE CONTACT

Daniel Kristof, FOMI

Contact Information:

kristof.daniel@fomi.hu

https://project.sintef.no/eRoom/math/IQmulus/0_2b789

2.2 THE EROOM

The *ECM Documentum eRoom Web-Based Collaborative Workspace for Distributed Teams* is a commercial software solution used to facilitate secure co-operation between several project partners that are located at different geographical sites and using different software platforms.

The eRoom for the project is provided to the project and administered by coordinating partner SINTEF, and is located at <https://project.sintef.no/eRoom>.

Access to the eRoom should be requested through the eRoom database eRoom IQmulus Personnel database at https://project.sintef.no/eRoom/math/IQmulus/0_2b773.

2.2.1 EROOM CONTACTS

The persons with coordinator privileges for the IQmulus eRoom are

| | |
|--|---|
| Tor Dokken, SINTEF Coordinator | Contact information: tor.dokken@sintef.no https://project.sintef.no/eRoom/math/IQmulus/0_2b77d |
| Ewald Quak, SINTEF Quality Assurance Coordinator | Contact information: ewald.quak@sintef.no https://project.sintef.no/eRoom/math/IQmulus/0_2b77e |
| Heidi Dahl, SINTEF Project Administration | Contact information: heidi.dahl@sintef.no https://project.sintef.no/eRoom/math/IQmulus/0_2d256 |

Work Package Leaders can be granted coordinator privileges in the eRoom if required.

2.2.2 EROOM AND CONFIDENTIAL INFORMATION

All IQmulus personnel will have access to the IQmulus eRoom (as of January 12, 2013, 81 persons). Information not intended for all IQmulus personnel should have Access Control tailored for the intended group using the Access Control options in the eRoom. It should also be noted that those that have been granted "Coordinator" privileges in the IQmulus eRoom have access to all information in the eRoom. We advise that confidential information is not to be uploaded to the eRoom. If confidential information is uploaded to the eRoom it is the responsibility of the person uploading the information to properly set Access Control, and ensure that the information is marked as Confidential. The person providing the confidential information shall also send an eRoom e-mail to the persons given access to the confidential information to allow each individual the option to request to be removed from the list of those that have access to said information. It is essential to ensure that IQmulus eRoom users do not unknowingly access confidential information.

2.2.3 STRUCTURE

The eRoom provides databases for all sorts of purposes, for example for lists of project participants, for the status of the deliverables, and for the preparation of project meetings. It also allows the preparation and structured storage of deliverables, contractual documents, management reports, minutes of project meetings, presentations, papers, etc., in short all internal information about the project and its administration.

The structure of the eRoom is as follows:

1. **Archive**
https://project.sintef.no/eRoom/math/IQmulus/0_2b7e8
Archive of assorted finished documents and databases.
2. **Contracts**
https://project.sintef.no/eRoom/math/IQmulus/0_2d879
The Grant and Consortium agreement, with associated annexes.
3. **Deliverable overview**
https://project.sintef.no/eRoom/math/IQmulus/0_2d216
A database of the deliverables listed in Annex I to the Grant Agreement (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 10-16). Each entry has a link to the corresponding folder in
4. **Deliverables**
https://project.sintef.no/eRoom/math/IQmulus/0_2d416
Folders, organized by work package, where the finished deliverables are stored, as well as intermediate material, such as draft versions (see beginning of Section 5 Deliverables).
5. **Description of Work**
https://project.sintef.no/eRoom/math/IQmulus/0_2dad6
A link to the Description of Work in Annex 1 to the Grant Agreement.
6. **Dissemination**
https://project.sintef.no/eRoom/math/IQmulus/0_2e392
Tables with relevant conferences, workshops, and other dissemination channels.
7. **IQmulus Calendar**
https://project.sintef.no/eRoom/math/IQmulus/0_2d854
Calendar of project meetings, events, etc.
8. **IQmulus handbook**
A link to the current version of this handbook.
9. **IQmulus personnel**
https://project.sintef.no/eRoom/math/IQmulus/0_2b773
The database of people involved in IQmulus at any given time. It is the responsibility of all project partner organizations to ensure that the information listed is up to date, concerning both contact information and assigned roles and responsibilities (such as WP or Task leader, webpage administrator, etc.). Each partner's Project Leader is responsible for adding project participants as appropriate.
 - **eRoom users**
<https://project.sintef.no/eRoomASP/PageMembers.asp?Ctxt=.math.IQmulus..M>
All partner personnel listed in the IQmulus personnel database requiring eRoom access will be added as users in the IQmulus eRoom, and assigned eRoom roles as specified in the IQmulus personnel database. Personnel from a cooperating organization that need access to the eRoom have to sign a confidentiality agreement before given access.
 - **eRoom roles**
<https://project.sintef.no/eRoomASP/PageMembers.asp?Ctxt=.math.IQmulus..M>
In the eRoom a number of roles have been defined for IQmulus. As of December 2012 the roles defined are: Contracts, Financial, IQmulus partner, Management Board, Project Management, Project Officer and Reviewers, WP1, Task1-1, WP2, WP3, WP4, WP5, WP6, WP7, WP8, WP9, WP10. New Roles will be added when needed. The defined roles have two features.
 1. To send e-mail from the eRoom to personnel with a specific role.

2. To allow only persons with a specific role access to specific objects in the eRoom.

10. Management board

https://project.sintef.no/eRoom/math/IQmulus/0_2d880

The list of each partner's representative in the IQmulus Management Board. Documents related to management board meetings are located in:

https://project.sintef.no/eRoom/math/IQmulus/0_2e4b3

11. Meetings

https://project.sintef.no/eRoom/math/IQmulus/0_2e274

Information about past and future IQmulus meetings.

12. Mail folders

https://project.sintef.no/eRoom/math/IQmulus/0_2e465

Archive of e-mails specifically circulated to certain sub-groups concerning sub-tasks in the project.

13. Reporting

https://project.sintef.no/eRoom/math/IQmulus/0_2da05

Databases for the IQmulus periodic reports. See the Reporting section below for a more detailed description.

14. Templates

https://project.sintef.no/eRoom/math/IQmulus/0_2e471

Templates for deliverables, presentations, etc.

15. Work Packages Material etc.

https://project.sintef.no/eRoom/math/IQmulus/0_2dc6c

Working folders for document sharing between IQmulus partners, organized by Work Package and Task.

The EU Project Officer and the Reviewers have the option to ask for access to the eRoom with the status of observers, for whom only certain parts of eRoom are accessible.

2.3 THE DATA REPOSITORY

Fraunhofer has kindly made available 500 GB of storage capacity at an SFTP server for uploading sample datasets. The instructions how exactly to proceed with this are located in the eRoom in the following PDF file:

https://project.sintef.no/eRoomReq/Files/math/IQmulus/0_2e42a/Task1.2_Sample_Data+User_Story_instructions.pdf

The document above also includes instructions on how to add information to the corresponding Metadata Table in the eRoom.

2.4 THE SVN CODE REPOSITORY

When decisions on the IQmulus SVN Code repository have been made this section will be updated.

2.5 THE SOFTWARE HANDBOOK

When the IQmulus software handbook is available this section will be updated.

2.6 REDMINE: REQUIREMENTS INFRASTRUCTURE

The REDMINE system will be one of the most important communication tools besides the eRoom. It will be used for managing and documenting the whole lifecycle of software development work in IQmulus, starting with user requirements gathering, ticketing and issues tracking in the development phase up to validation.

<http://iqmulus.igd.fraunhofer.de/redmine>

There are two projects:

- The "IQmulus" project is the central platform to internally manage the development process as described above. Here, all user stories relevant for IQmulus are collected and tracked. The Wiki of the "IQmulus" project will be dedicated to the internal technical communications of the developers. The "IQmulus" project is managed by Fraunhofer IGD.

<http://iqmulus.igd.fraunhofer.de/redmine/projects/iqmulus>

- The second project is called "IQmulus user wiki". This project only contains a wiki that will be used to coordinate and document the activities related to user requirements gathering. The Local Boards for the countries involved in requirements gathering can set up subprojects in their native language and use the Wiki as a discussion and information platform with the users. This Local Board Wiki is managed by FOMI and the Local Boards respectively:

<http://iqmulus.igd.fraunhofer.de/redmine/projects/iqmulus-user-wiki>

2.6.1 NEW USER ACCOUNTS

To request a user for the REDMINE perform the following two actions:

1. Users for REDMINE should be officially requested through the eRoom IQmulus Personnel database at https://project.sintef.no/eRoom/math/IQmulus/0_2b773.
2. Send also an e-mail to the contact person listed below, informing him of the request for the REDMINE user. He will create a user account for you. Please do not forget to tell him if you want to be a user or a developer or both.

2.6.2 REDMINE CONTACT

Michel Krämer, Fraunhofer

Contact information:

michel.kraemer@igd.fraunhofer.de

https://project.sintef.no/eRoom/math/IQmulus/0_2d897

3 COMMUNICATION WITHIN THE PROJECT

3.1 E-MAIL

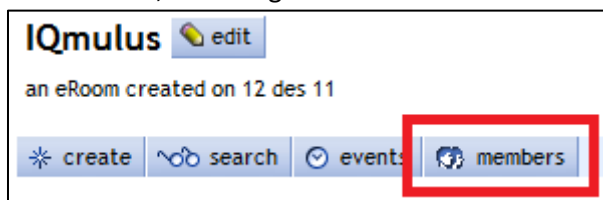
The normal mode of communication between project participants at different institutions is of course by e-mail. The IQmulus Personnel database at the top level of eRoom

https://project.sintef.no/eRoom/math/IQmulus/0_2b773

is the central database of project participants. It can be queried – amongst a lot of other things – for e-mail addresses of all current participants in the project, those working on a specific task, work package, etc., if necessary. The e-mail addresses can then be copied and pasted into your regular e-mail application.

3.1.1 SENDING E-MAILS THROUGH THE EROOM

A second option is to send e-mail through the eRoom. Each eRoom member is registered with an e-mail address, and assigned different roles such as WP1 – WP10, Task1-1, etc. Assignment of roles to eRoom users is done by the eRoom Coordinators (see the list in the eRoom section above) based on what Project and Work Package Leaders enter into the IQmulus Personnel database. An overview of the eRoom members and their roles can be found in the Member list linked *at the top level* of the eRoom



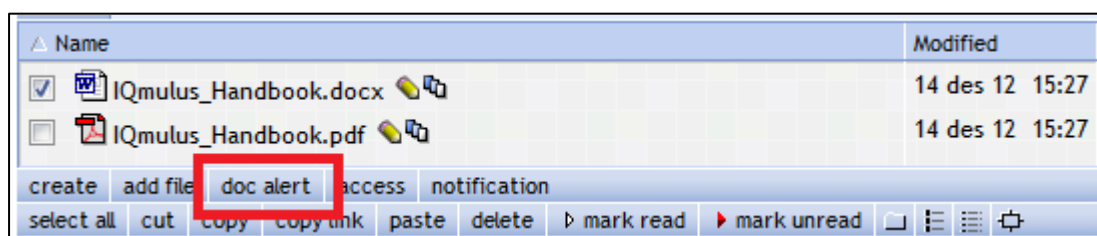
Link to list of eRoom members

(see screenshot to the left).

To send an e-mail through the eRoom, use the "Send an alert" button at the top right hand corner (see screenshot to the right). You can then select roles and/or individuals as recipients, and edit your message. The e-mail will then contain a link to the eRoom folder where you clicked on the "Send an alert" button. If you prefer to link to a specific document, first display the containing folder in "detail view" (the "doc alert" button is not visible in the list and folder views). Select the document by marking its checkbox, and click on the "doc alert" button (see screenshot below).



"Send an alert" button



"Doc alert" button

You will then be asked to select recipients from the list of roles and eRoom members, and the email will contain a link to the selected document(s).

3.1.2 STANDARD E-MAIL SUBJECT HEADER

Given the large number of participants in the project, the resulting e-mail traffic can be really heavy at times. All participants are therefore requested to restrict the recipients of a message to the group of people that are really concerned with the matter at hand. In order to keep an overview of developments, it is also necessary to adopt some standard for the subject header of messages:

Subject: IQmulus Task X.Y "Short Description of Issue"

To allow IQmulus partners to structure their e-mails related to IQmulus in e-mail folders it is extremely important to include a subject line of the form above in IQmulus related e-mails.

3.2 REMOTE MEETINGS

For quick and convenient virtual meetings project participants are frequently using special software for net meetings, most often Skype www.skype.com or Telecon meetings. Different IQmulus partners have different Telecon systems, and the specific system can be selected by the partner setting up the meeting. The coordinator SINTEF can set up Online Meetings, using Microsoft Lync, in Microsoft Outlook. Our experience with Lync Online Meetings is limited, however, it is possible both to phone into the meeting and access the meeting through a browser if the necessary plug-in is available on your platform.

If invited to such a meeting for the first time, consult a local expert or the meeting organizer if you are unfamiliar with any technical details. This section will be updated as experience is gained using the various Online Meeting alternatives of the partners.

3.3 PERSONAL MEETINGS

For specific issues and topics the involved partners can of course organize small personal meetings as they see fit. Still, for the record, these technical meetings are to be reported in the corresponding Tri-monthly report of the involved Work Packages. Just report a list of the involved partners, the specific Task the meeting concerned, and a one-sentence description of the meeting topic.

Larger meetings like project plenary meetings, meetings of the Management Board, and important project events, are usually fixed well in advance at the Management Board meetings, which are to be held at least four times a year as described on page 70 in Part B of the Description of Work (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 128). A calendar of all currently scheduled project meetings and events (fixed or tentative) is part of each Tri-monthly report and available in the top level eRoom directory https://project.sintef.no/eRoom/math/IQmulus/0_2d854.

The partner hosting a large meeting or event is responsible for setting up a dedicated folder in the eRoom Meetings directory https://project.sintef.no/eRoom/math/IQmulus/0_2e274 with information about accommodation, meeting venue, etc., including a tentative agenda. All participants must be registered in the corresponding participant database in this folder at least a week before the meeting to allow the host to make the necessary practical preparations (concerning meeting room size, arrangement of meals and coffee breaks, etc.). The direct registration in the participant database reduces organizational e-mails to a minimum and secures a high quality of information (and avoids the meeting organizer being drowned in e-mails with registrations, changes, etc.).

The host is responsible for taking minutes at the meeting and for sending them promptly to the coordinator and project administration for further processing. The partner representatives participating in a meeting need to upload their presentations given at the meeting to the corresponding folder for this meeting (one week after the meeting at the latest).

4 REPORTING

Information for the periodic progress reports for IQmulus is gathered in the Reporting directory in the eRoom: https://project.sintef.no/eRoom/math/IQmulus/0_2da05. It is then lifted by the Project Administration into the EC reporting systems. The structures in the databases in the eRoom reflect the structures and required information of the EC reporting system, so please report as comprehensively as requested, so that the reporting process is as efficient as possible.

4.1 DISSEMINATION REPORTING

Each partner's dissemination activities relevant to IQmulus are to be reported continuously in the relevant databases in the Reporting directory in the eRoom. This includes

- Publications https://project.sintef.no/eRoom/math/IQmulus/0_2da16
- Applications for patents https://project.sintef.no/eRoom/math/IQmulus/0_2da37
- Exploitable foreground https://project.sintef.no/eRoom/math/IQmulus/0_2da27
- Other dissemination activities https://project.sintef.no/eRoom/math/IQmulus/0_2da08

4.2 TRI-MONTHLY PROJECT-INTERNAL PROGRESS REPORTS

The information for the tri-monthly progress reports is gathered in the eRoom folder

https://project.sintef.no/eRoom/math/IQmulus/0_2d638.

The reports have three components:

1. A report of the use of person months per partner, responsibility of the Project Leaders,
2. A textual progress report per work package, responsibility of the Work Package Leader, and
3. Partner reports confirming that the dissemination reporting is up to date.

The tri-monthly periods end at the end of January, April, July, and October each year, and the input from Project and Work Package Leaders is due by the 15th of the following month (following the schedule of the 6-monthly reports) to allow the Project Administration enough time to compile and check the reports, request clarifications and corrective actions, and make the reports available to all partners before too much time has gone by. This gives the following schedule for the tri-monthly reports:

- 15/02/2013, 2014, and 2015
- 15/05/2013, 2014, and 2015
- 15/08/2013, 2014, and 2015
- 15/11/2013, 2014, and 2015

4.2.1 PERSON MONTH USE REPORTS

For each work package, the planned person months (PMs) per partner per task (described in Annex 1 to the Grant Agreement, https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7 p. 106-108) has been uniformly distributed according to the Gantt chart (p. 105) in the databases in the Tri-monthly progress report directory https://project.sintef.no/eRoom/math/IQmulus/0_2d638. The Work Package leaders are free to redistribute these resources over time. Occasionally other partners than those planned in Annex 1 will contribute to a given task. The resulting redistribution of resources will

lead to discrepancies between Annex 1 and reported person months per partner per task. The rationale behind these changes has to be justified in the reporting.

For every tri-monthly report, each partner's Project Leader should

1. Enter the use of Person Months (PMs) in the databases at https://project.sintef.no/eRoom/math/IQmulus/0_2d638. The existing lines in the database correspond to the partners with planned PMs in each task. If you have worked on a task where you were not originally planned, please create a new line for your PM report, and add a comment in the "Activities" field explaining briefly the reason for your participation.
2. For each task, give a short summary of your activities in this period. Note that the rich text field used for this in the eRoom doesn't work with some browsers. If this is the case for you, please send the summaries directly to the Work Package Leader.

The activities summaries are used for the Work Package Reports, so please note that they should be entered in time for the Work Package Leaders to compile their reports.

The reported use of PMs is lifted by the Project Administration into the "PM budget and use IQmulus" Excel workbook in the same directory. The workbook then automatically generates tables and bar charts for the tri-monthly report, comparing planned and used resources.

4.2.2 TEXTUAL WORK PACKAGE REPORTS

A template for the tri-monthly textual reports is located in the "Tri-monthly textual reports per WP" directory https://project.sintef.no/eRoom/math/IQmulus/0_2dada. For every tri-monthly report, the Work Package Leaders enter (example for WP1, M01-M03)

- Objectives as stated in grant agreement
- Objectives/Milestones M01-M03 applicable to WP1
- Tasks addressed in WP1, M01-M03
- Main Activities in WP1, M01-M03
- Significant results
- Explanations of possible deviations from plans and their impact on other tasks as well as resources and planning (if applicable)
- Explanations of reasons for possible failure to achieve critical objectives (if applicable)
- Actual versus planned resources (in person-months) for each task
- Corrective actions (if applicable)

The partner input for the Work Package Reports is entered along with the use of PMs in the databases at https://project.sintef.no/eRoom/math/IQmulus/0_2d638. Please note that it is the responsibility of the Work Package Leaders to remind participating partners to enter their input so that the Work Package Report can be submitted on time.

4.2.3 PARTNER REPORTS

IQmulus related dissemination activities are reported continuously in the tables listed in the Dissemination reporting section above. This should include all dissemination activities financed by IQmulus, but also any related activities. In order to ensure that these tables are up to date, Project Leaders should verify them at the end of each tri-monthly period. The completeness of the tables should then be confirmed in the databases in the "Tri-monthly partner reports" directory at

https://project.sintef.no/eRoom/math/IQmulus/0_2e60c. These databases also have room for reporting meetings and other issues, if necessary.

4.3 SIX-MONTHLY PROGRESS REPORTS

Six-monthly progress reports are formal project deliverables and due at the end of April and October each year. The ones in October are part of the yearly reports due at that time, while the ones in April are stand-alone deliverables. However, as certain data with respect to personnel use on tasks will not be available until a week or two later, the Project Officer has agreed to a one-month delay, giving the following schedule for the stand-alone six-monthly reports:

- D10.2.1: due on 01/06/2013
- D10.2.2: due on 01/06/2014
- D10.2.3: due on 01/06/2015
- D10.2.4: due on 01/06/2016

The six-monthly reports are accumulated from the tri-monthly reports. It is the responsibility of the Project and Work Package Leaders to check that totals in the PM use reports are correct, and that all objectives and achievements are covered in the textual reports. They are also responsible for checking that the dissemination reporting is up to date. This should be completed 15 days before the report is due, i.e., respectively

- 15/05/2013,
- 15/05/2014,
- 15/05/2015, and
- 15/05/2016.

From the Project Officer

The six-monthly progress reports follow the same structure as in the yearly report (see link to template below). However, the following sections are not required in the six-monthly reports:

- 3.1: Publishable summary
- 3.4: Explanation of the use of resources and financial statements
- Form Cs

Instead, the following additional information will be included in the six-monthly reports:

- a list of visited events, workshops and conferences
 - the list of partners' efforts spent per WP and on task-level
-

4.4 ANNUAL PROGRESS REPORTS

The final versions of the yearly progress reports are due 60 days after the end of each 12-month period, i.e., at the end of December each year:

- 30/12/2013,
- 30/12/2014,
- 30/12/2015, and
- 30/12/2016.

However, as these dates lie in the Christmas and New Year period, in practice these reports should be completed by

- 20/12/2013,
- 20/12/2014,
- 20/12/2015, and
- 20/12/2016.

It should also be noted that a draft report version should be submitted, as complete as possible, two weeks before the scheduled annual review, which in 2013 will be on December 18 and 19. In this draft report some financial figures may be missing and can be updated in a revised report version to be submitted after the review. The Coordinator SINTEF is obliged by the Grant Agreement to submit the complete Periodic Report and Financial Report at the end of the period plus 60 days (December 30).

The progress reports are accumulated from the tri- and six-monthly reports. As for the six-monthly reports, it is the responsibility of the Project and Work Package Leaders to check that totals in the PM use reports are correct, and that all objectives and achievements are covered in the textual reports. They are also responsible for checking that the dissemination reporting is up to date.

To allow the Project Administration time to compile the draft progress report, the textual parts of this report are due by December 1st every year.

From the Project Officer

The yearly reports use the reporting template "Template for periodic report" at http://cordis.europa.eu/fp7/find-doc_en.html. More details about the reporting requirements can be found in the "Guidance notes on project reporting" on the same website.

In addition to the information defined by the template structure, please also provide information about the partners' efforts spent per WP and on task-level (planned efforts according to the workplan versus actual efforts) in the report.

4.5 FINANCIAL REPORTING

The Financial Reports are submitted through the NEF interface that has already been used for the contract negotiations. Menus for the Form C will be made available in due course. Note that at the time of writing, it is not yet known if the NEF version will be the same as the one we have used recently in other projects. We expect that a NEF window will appear for adding explanations when clicking on the fields for inserting costs in the different categories. The description below will be revised if the NEF-version available at the time of reporting differs in functionality from what we expect.

4.5.1 DETAILING OF PERSONNEL COSTS FOR EACH PARTNER

For each Work Package where you claim personnel costs, create a separate entry in the explanations form. Then specify the Work Package specific personnel costs, and cost category (RTD) (only SINTEF has budget under MGMT). In the Free Text field specify for each person that has worked in the Work Package:

- The name of the person
- The function of the person
- The number of person-months worked in the Work Package

4.5.2 DETAILING OF OTHER COST ITEMS

This should be as specific as possible. Each cost item should be given a separate entry, for example for travels to provide the name of the person(s) that travelled, the name and location of the event, the type of contribution to the event, the travel dates and the cost category.

If we from the start provide sufficient details with respect to resource usage, we will speed up the approval process for the progress report – and thus the interim payments and final payment – considerably. Ultimately, the partners, the coordinator, and the Project Officer will save a lot of time by minimizing the number of iterations with respect to supplying missing details in the financial reporting.

The coordinator will consult the Project Officer on the proper level of detail before the financial reporting starts, and provide examples to the partners to accelerate the financial reporting, which in many projects takes an unnecessarily long period of time.

4.5.2.1 TRAVEL

When in doubt about the eligibility of costs, especially for travel outside Europe, check with the coordinator, who will then contact the Project Officer. She can then provide an estimate of which costs would be acceptable.

4.5.3 DEADLINE FOR FINANCIAL REPORTS

The Coordinator SINTEF is obliged by the Grant Agreement to submit the Financial Report at the end of the period plus 60 days. This puts the deadline for the Financial Reporting at M12+60days, M24+60days, M36+60days, and M48+60days, i.e., December 30th in the respective years. Consequently late Financial Reports will not be included, and partners submitting their Financial Report too late will not get the interim payment triggered by the financial report.

Once the financial data is entered in NEF, a NEF export of the partners' Use of Resources tables can be integrated in Section 5 (Explanation of the use of the resources) of the Periodic Report.

In addition to the Form C menus, the yearly Periodic Report is divided into several sections and uploaded by the Coordinator through the following interface:

Attached cost claim files

 [Add a file](#)

| File type | Description |
|---|----------------------|
| Self declaration of the coordinator | <input type="text"/> |
| Publishable summary | <input type="text"/> |
| Project objectives, progress and achievements and list of deliverables. | <input type="text"/> |
| Project management and use of resources | <input type="text"/> |
| Other | <input type="text"/> |

5 DELIVERABLES

The IQmulus deliverables, 87 in all, are listed in the Deliverable overview database https://project.sintef.no/eRoom/math/IQmulus/0_2d216, copied from Annex 1 to the Grant Agreement (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 10-16). Each entry in the database is linked to the corresponding folder in the Deliverables directory, https://project.sintef.no/eRoom/math/IQmulus/0_2d416. These folders will eventually contain all finished IQmulus deliverables. In the meantime, all material for the production of the deliverables (such as intermediate draft versions) should be gathered there.

The lead beneficiary for a deliverable (listed in the Deliverable overview database) must assign one of its team members to the deliverable production, and register this person in the entry "Main Author" for the deliverable in the eRoom Deliverable overview database at https://project.sintef.no/eRoom/math/IQmulus/0_2d216. This person then identifies the participants in his/her own institution and at the other partners that contribute in the production process, and adds the names of these in the entry "Contributing Authors". It is essential that this group cooperates very closely. Even if there is one person that is the main author for a deliverable, it is crucial that the "Contributing Authors" indeed contribute substantially and are kept well and timely informed. Draft versions must be circulated to everyone involved with enough time for comments and for possible iterations of the draft before the deadline for submission.

Regular status updates of the deliverable production process must be given in the tri-monthly textual report per WP. For deliverables which deadlines are still farther away, a one-sentence description is sufficient, but the closer the deadline, the more detailed the reporting has to be, addressing timely submission, risk of delays, possible countermeasures.

A Word template for IQmulus deliverables can be found in the Templates directory of the eRoom https://project.sintef.no/eRoom/math/IQmulus/0_2e471. Please note that this is currently only a first draft of the template.

Submissions to Quality Controllers and the final submission of the deliverable to the Project Officer should be in Word/pdf format following the IQmulus template. However, depending on the nature of the deliverable, other tools and formats may be preferred when collaborating on a deliverable, e.g., Google docs. The main concern for the project administration is that this will make some IQmulus content less accessible to the consortium as it will be distributed over several platforms. We therefore ask that if you choose to work in Google docs, you

1. Regularly (weekly or daily, depending on the level of activity) make Word/pdf versions of the deliverable available in the appropriate deliverables folder in the eRoom.
2. Provide a link, in the same folder, and instructions for accessing the deliverable in Google Docs.
3. Submit the deliverable to the Quality Controllers as a Word/pdf file in the eRoom.
4. Ensure that the final version of the deliverable follows the IQmulus template (https://project.sintef.no/eRoom/math/IQmulus/0_2e61f). This can be done by creating the first pages separately and merging the two files.

Ultimately, the main author together with the Partner Project Leader and/or the WP Leader can decide which working format to use for a deliverable, as long as the points above are followed.

Each deliverable should also be accompanied by an executive summary, following the template in https://project.sintef.no/eRoom/math/IQmulus/0_2e441. The text of the executive summary must

give the reviewers and the Project Officer concise and meaningful overview information on the content of the deliverable.

5.1 EXPLORE THE DELIVERABLES OVERVIEW DATABASE USING THE DASHBOARD

At the top of the Deliverables Overview database an eRoom dashboard is included for fast access to parts of the database. Clicking on the number "25" below Y1 lists all deliverables for the first year. Clicking on the number "11" under Lead beneficiary Fraunhofer lists all deliverable where Fraunhofer has the lead. In a similar way clicking under Contributing partners will give the list of all deliverables where it is planned that the specific partner contributes.

| For review | | | | WP # | | | | | | | | | | Status | Lead beneficiary | | | | | | | | | |
|------------|----|----|----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|------------------|--------|--------------|----------------|--------|-------|--------|-------|-----------|-------|
| Y1 | Y2 | Y3 | Y4 | WP10 | WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | WP7 | WP8 | WP9 | Not started | 1 SINTEF | 10 UBO | 2 Fraunhofer | 3 CNR-IMATI-GE | 4 MOSS | 5 HRW | 6 FOMI | 7 UCL | 8 TUDelft | 9 IGN |
| 25 | 25 | 22 | 22 | 18 | 5 | 6 | 6 | 15 | 4 | 4 | 4 | 24 | 8 | 94 | 26 | 3 | 11 | 7 | 10 | 12 | 13 | 5 | 3 | 4 |

| Contributing partners | | | | | | | | | | | | | |
|-----------------------|----------|--------|------------|--------------|----------------|--------|-------|--------|-------|-----------|-------|-----|--|
| (none selected) | 1 SINTEF | 10 UBO | 11 Ifremer | 2 Fraunhofer | 3 CNR-IMATI-GE | 4 MOSS | 5 HRW | 6 FOMI | 7 UCL | 8 TUDelft | 9 IGN | All | |
| 18 | 21 | 14 | 20 | 20 | 22 | 11 | 17 | 20 | 24 | 24 | 26 | 29 | |

5.2 QUALITY ASSURANCE PROCEDURE

In order to guarantee the quality of the deliverables, a peer review process will take place before submitting any document to the EC, with the Quality Assurance Coordinator (QAC) assigning specific quality controllers for each deliverable in the eRoom Deliverable overview database https://project.sintef.no/eRoom/math/IQmulus/0_2d216. The assignment of roles will be based on the expertise of the quality controllers in the area of the deliverable and a balanced workload in the project. Nevertheless, each partner has the right and will be asked to comment on and provide suggestions for the improvement of every deliverable. All deliverables will be written using templates created and distributed at the beginning of the project by the project coordinator. Deliverables will explicitly indicate the advancements to the state-of-the art in their area and the contribution to work packages and tasks of IQmulus. Public deliverables will be available on the project Web site to facilitate their wider dissemination.

Month 1 of the relevant deliverable period: The work package leader uploads the intended “table of contents” of the deliverable to its eRoom folder, and notifies the assigned quality controllers and the quality assurance coordinator.

Month 2 of the relevant deliverable period: Quality controllers, responsible for performing the Quality Assurance, specify key quality criteria which the task deliverable will be matched against. The criteria are based on the contents of the deliverable, the yardsticks/quantitative measures of progress and risk analysis, and a contingency plan of the work plan. The main author and the Project Leader from the partner responsible for the deliverable must agree with the Quality Assurance criteria. Otherwise, a redefinition of the Quality Assurance criteria must be made by the quality controllers. In case of disagreement, the QAC will make a decision.

2 weeks before the deliverable deadline: The Work Package Leader ensures that the final version of the deliverable has been uploaded to the eRoom folder, and notifies the quality controllers. The quality controllers review the deliverable according to the set Quality Assurance criteria. If a deliverable fails to match the criteria, the QAC in collaboration with the Project Management Board sets out the steps to be taken to improve the deliverable’s quality.

On the deliverable deadline: The responsible partner uploads the final version of the deliverable to the eRoom and notifies the coordinator. The coordinator submits it by email directly to the Project Officer, who sends a confirmation email once the deliverable submission has been officially registered. If she notices that the scope of the deliverable is not fulfilled she will give feedback at once, but the detailed evaluation and decision about acceptance of the deliverables will be realised by the reviewers at review time.

IMPORTANT: The deadlines for deliverables are absolute. If you (i.e., deliverable responsible, Task, Work Package, or Project Leader) notice that there might be a delay, please inform the Project Coordinator as early as possible. He will then discuss a postponement with the PO.

6 DISSEMINATION

All dissemination activities should be reported in the appropriate tables in the eRoom

https://project.sintef.no/eRoom/math/IQmulus/0_2da05

6.1 PRIOR NOTICE OF DISSEMINATION

Please note the rules for prior notice in Section 8.3 of the Consortium Agreement, and especially:

8.3.1.1 Dissemination activities including but not restricted to publications and presentations shall be governed by the procedure of Article II.30.3 of the EC-GA subject to the following provisions. Prior notice of any planned publication shall be given to the other Parties concerned at least 45 days before the publication. Any objection to the planned publication shall be made in accordance with the GA in writing to the Coordinator and to any Party concerned within 30 days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

The notification should be given in the eRoom database "Notification and reporting of dissemination" https://project.sintef.no/eRoom/math/IQmulus/0_2e4f2 , and then an eRoom "doc alert" should be sent to the Role "Partner Project Leader" in the eRoom.

6.2 PROVIDING GENERAL INFORMATION

6.2.1 THE WEBSITE

The IQmulus website is the obvious place to direct people expressing an interest in IQmulus. There they will find information on the project and its activities aimed at a general audience.

6.2.2 THE FACT SHEET

The fact sheet (deliverable D8.1, https://project.sintef.no/eRoom/math/IQmulus/0_2d49d) provides an offline overview of IQmulus, including a basic text that can be used to draft official press releases concerning IQmulus in the national languages of the partner institutions.

Press releases and other country specific dissemination actions and material should be reported in the eRoom database "Notification and reporting of dissemination"

https://project.sintef.no/eRoom/math/IQmulus/0_2e4f2

Note that for each reported item there is an attachment box where the digital form of the material, e.g., pdfs or scans should be uploaded.

The coordinator will forward this material to the Project Officer as part of the regular formal reporting. In addition when deemed urgent the material will immediately be forwarded to the Project Officer.

6.3 SCIENTIFIC DISSEMINATION

6.3.1 PRESENTATIONS

Each presentation given at a scientific conference for which travel is supported by the project and/or the scientific work on which it is based is funded at least in part by the project must show at least on the title slide

Financially supported by the EU through the FP7 project IQmulus (FP7-ICT-2011-318787)

A PowerPoint template will be made available in the Templates directory of the eRoom, at

https://project.sintef.no/eRoom/math/IQmulus/0_2e471.

6.3.2 SCIENTIFIC PAPERS

Any publication of project participants that is based on project activities and/or partially funded by the project has to be marked (typically on the first page or in the acknowledgement section)

Financially supported by the EU through the FP7 project IQmulus (FP7-ICT-2011-318787)

6.4 DISSEMINATION AND INTELLECTUAL PROPERTY RIGHTS TO IQMULUS DATA

Though all IQmulus partners are granted access to the IQmulus data for the duration of the project, the rights to using the data in presentations and papers is not always clear. Before submitting a paper or giving a presentation using the IQmulus data, please contact the data owner, listed in the IPR database in the eRoom

https://project.sintef.no/eRoom/math/IQmulus/0_2e668,

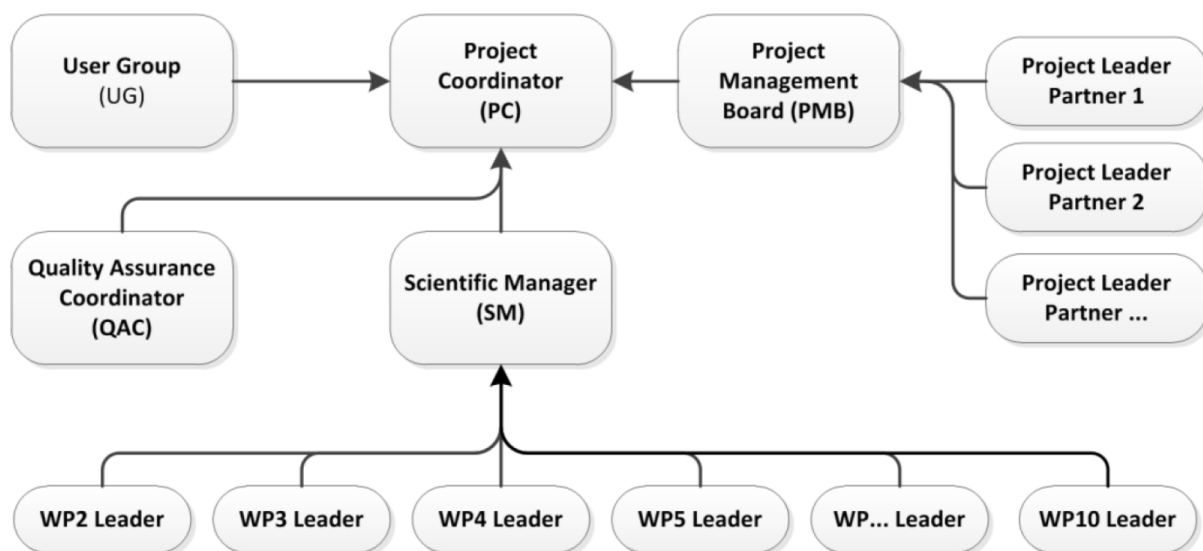
and verify whether the data may be used freely.

7 RESPONSIBILITIES

As an individual, a participant can have many different roles in IQmulus, such as task participant, task leader, or work package leader. It is important to be completely aware of the responsibilities that come with specific roles in the project and to fill these roles in a professional way. Therefore a list of these responsibilities is provided in this section.

Each partner institution has also got obligations to the EU and the other network partners, and those have been gathered here as well.

The management structure of IQmulus is illustrated below:



7.1 PROJECT COORDINATOR (PC)

Tor Dokken, SINTEF

Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77d

The responsibilities of the coordinator, copied from of Annex 1, Section 2.1, of the contract (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 126-128):

- Supervise the scientific, technical, financial and administrative progress of the project;
- Keep the Commission informed of all the relevant information as specified in the EC Grant Agreement;
- Ensure the necessary signatures by all Partners related to the EC Grant Agreement;
- Receive the entire financial contribution from the Commission. The Coordinator shall manage this contribution by allocating it to the Partners pursuant to the Grant Agreement and the decisions taken by the appropriate bodies;
- Inform the Commission of the distribution of the funds among the Partners, specifically the amounts allocated and the dates of payment to each Partner;
- Coordinate the reporting to the Commission on the basis of the information gathered from the Partners;
- Prepare annual accounts as requested by the Commission and prepare, within a reasonable time, a statement on the current situation in the project upon request of the Commission or any of the Partners;

- Coordinate the relations between the Partners and implement an efficient management and coordination of the project;
- Address the project deliverables to the Commission, after prior validation by the respective Work Package Leaders and the Quality Assurance Coordinator.

7.2 SCIENTIFIC MANAGER (SM)

Eva Klien, Fraunhofer IGD

Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b787

Together with the PC the SM will provide scientific and technological leadership for the duration of the project.

The responsibilities of the Scientific Manager, copied from of Annex 1, Section 2.1, of the contract (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 126-128):

- Managing the technical dependencies between work packages;
- Monitoring the research and scientific progress of the project;
- Managing the scientific collaboration with other ICT related projects;
- Acting as the chief software architect.

7.3 QUALITY ASSURANCE COORDINATOR (QAC)

Ewald Quak, SINTEF

Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77e

Copied from of Annex 1, Section 2.1, of the contract (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 126-128):

The QAC will ensure that at the beginning of each task, the work package leader and the quality controller agree on the quality criteria, which the task deliverable will be evaluated against. Once the task is completed, the QAC will assure that the deliverables to be submitted have the appropriate levels of quality.

7.4 PROJECT ADMINISTRATION (PA)

Tor Dokken, SINTEF

Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77d

Ewald Quak, SINTEF

Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77e

Heidi Dahl, SINTEF

Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2d256

Copied from of Annex 1, Section 2.1, of the contract (https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 126-128):

SINTEF's experienced support staff for EU projects will provide assistance in administrative and financial matters and take care of day-to-day management issues including

- Follow-up: check that progress reports, deliverables, etc., are produced according to plan;
- Alert the relevant management bodies to any discrepancies that might arise;
- Advise project participants on the details of administrative and other data required in reports;
- Manage the financial accounts and budgets for the project;
- Take care of all practical arrangements in connection with meetings, reviews, etc.;
- Provide the electronic infrastructure for communication within the Consortium, allowing for controlled, shared access to project documents and supporting the distributed development of software.

7.5 PROJECT LEADERS (PL)

Each partner has a project leader who is the contact person for that partner. The project leader is responsible for ensuring the quality and timeliness of deliverables from their organisation. They also liaise with the project coordinator for the day-to-day running of the project. The names in the list should be the same as the eRoom role: Partner Project leader. Where two names are mentioned the second name specifies a deputy Partner Project leader.

| | |
|---------------------|---|
| SINTEF | Tor Dokken Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77d |
| Fraunhofer | Joachim Rix Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b781 |
| CNR-IMATI-GE | Michela Spagnuolo Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b783 |
| MOSS | Daniel Holweg Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b784 |
| HRW | Keiran Millard Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b786 Giselle Sykes Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2da76 |
| FOMI | Daniel Kristof Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b789 |
| UCL | Jan Boehm Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b78b Giles Machell Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b794 |
| TU Delft | Roderik Lindenberg Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b78d Carolina Quinta Goy Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2c7c9 |
| IGN | Jean-Philippe Lagrange Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b78e |
| UBO | Romain Cancouët Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b7aa Christophe Delacourt Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b78f |
| Ifremer | Jacques Populus Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b791 |

| | |
|----------------|---|
| | Touria Bajjouk Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2c9b8 |
| Liguria | Laura Muraglia Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b792 |

The responsibilities of the Project Leaders include

- Ensuring that the contact information for IQmulus participants in their organization is up to date in the IQmulus Personnel database in the eRoom
https://project.sintef.no/eRoom/math/IQmulus/0_2b773
- Providing tri-monthly progress reports on the person month use per task in the databases in the eRoom https://project.sintef.no/eRoom/math/IQmulus/0_2d638

7.6 PROJECT MANAGEMENT BOARD (PMB)

This board shall consist of one representative of each Party as described in the Consortium Agreement §6.2. More specifically the representatives are the Partner Project Leaders as specified on page 122 in the Description of Work. The PMB will meet at least four times a year (possibly in a teleconference) and will be responsible for

- Running the project;
- Formulating and revising its strategic objectives;
- Supervising and monitoring the coherence and integration of the project activities;
- Resolving conflicts between partners;
- Coordinating the collaboration, dissemination and exploitation activities of the project.

The PMB will also be taking all other appropriate decisions that have not been allocated to any other body. Documents related to the PMB are located in
https://project.sintef.no/eRoom/math/IQmulus/0_2e4b3.

The role "Management Board member" is defined in the Personnel database in the eRoom, and can be used to send targeted emails concerning the Project Management Board members.

In the case that Partner Project Leaders, WP Managers, the Scientific Manager, or others should be present in a PMB meeting but are not PMB members, they will be invited to take part in the PMB meeting, however, they will not have voting rights.

For details on the operational procedures for the Project Management Board please consult the consortium agreement §6.3 in

https://project.sintef.no/eRoom/math/IQmulus/0_2b7e5.

7.7 USER GROUP (UG)

Copied from of Annex 1, Section 2.1, of the contract

(https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 126-128):

The project's User Group provides critically important input to the key objectives of the project concerning user involvement and partnership building. With this purpose in mind the group will consist of representatives drawn from the list of current users in this field (e.g., Statoil as energy producer, Vattenfall Europe as energy provider, government authorities from the local to the European level) and from national and pan-European communities (like EUROGI, the European Organisation for Geographic Information or InGeoForum a German Geographic Interest group)

The User Group will get involved in the project activities at the beginning in the setting of the user requirements for the system functionality and to establish a structured dialogue among the consortium partners and the user communities. Later the users will be involved in the evaluation and dissemination of the results by supporting the network and building of partnerships. This will include the participation and engagement in workshops and other programmatic events.

The activities towards the User Group will be coordinated by partner FOMI, also being responsible for the annual report deliverables on User Group activities (D8.1.1-4).

7.8 WORK PACKAGE LEADERS (WPL)

Copied from of Annex 1, Section 2.1, of the contract

(https://project.sintef.no/eRoom/math/IQmulus/0_2c7c7, p. 126-128):

Each work package has a designated leader from the organisation leading the work package. The WP leader is responsible for the effective and efficient execution of the tasks specified for the work package he or she leads. For partners with only one work package to lead (FOMI, IMATI, HRW, IGN), the Work Package Leader will also be the Project Leader for that team. Partners SINTEF, Fraunhofer and Moss have two Work Package Leaders. The two will carry out the work in close cooperation with each other, and – if this is not one of them – additionally with the Project Leader of the team (holds for Fraunhofer).

| | |
|---|--|
| WP1: Requirements | Dániel Kristóf, FOMI Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b789 |
| WP2: Infrastructure Design | Eva Klien, Fraunhofer Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b787 |
| WP3: Heterogeneous Data Integration Platform | Stephan Plabst, MOSS Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2e751 |
| WP4: Processing Services | Michela Spagnuolo, CNR-IMATI-GE Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b783 |
| WP5: Interactive Visual Decision Support | André Stork, Fraunhofer Contact information: https://project.sintef.no/eRoom/math/IQmulus/_2b77f Sebastian Pena Serna, Fraunhofer |

| | |
|--|---|
| | Contact information: https://project.sintef.no/eRoom/math/IQmulus/_2d098 |
| WP6: System Integration and Testing | Daniel Holweg, MOSS Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b784 |
| WP7: Assessment and Evaluation | Sébastien Saur, IGN Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b7a4 |
| WP8: Dissemination and Outreach | Ewald Quak, SINTEF Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77e |
| WP9: Exploitation and Business Models | Kieran Millard, HRW Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b786 |
| WP10: Management | Tor Dokken, SINTEF Contact information: https://project.sintef.no/eRoom/math/IQmulus/0_2b77d |

The role "Work Package Leader" defined in the eRoom can be used to send targeted e-mails to the WP leaders.

The leader of a work package

- coordinates and manages the activities of the work package in collaboration with the task leaders
- keeps all the partners, the Coordinator, the Scientific Manager, and the Quality Assurance Coordinator informed about the general progress of the work package
- monitors the tasks' work progress by asking the right questions to the task leaders
- helps the task leaders to handle identified problems
- asks the task leaders for timely regular reports and follows up on missing input promptly
- provides the required tri-monthly WP reports on this work package to the Project Administration on time
- contributes to the Management Board activities

7.9 TASK LEADER

The leader of a specific task

- coordinates the task activity and manages the work of this task
- keeps the work package leader and the involved partner institutions informed about the general progress
- monitors the task activities to identify lack of progress, issues, and problems within this task
- is responsible for addressing arising problems and solving them – if possible – together with the other task participants, involving the work package leader, if necessary
- checks the progress of the production of task deliverables and their content once a final draft is available

7.10 TASK PARTICIPANT

A participant of a task within a work package

- knows about the project's overall goals
- knows about the work package's role in the project's joint programme of activities
- knows the role of the task within that particular work package
- knows his/her own role in achieving the goals of the task
- performs his/her contribution to the task competently and professionally
- makes the necessary contributions to the deliverables of this task
- is informed about the project's on-going activities
- contributes to the project's dissemination activities internally and externally

7.11 INDIVIDUAL RESPONSIBILITIES

Each member of IQmulus is a personal representative of the project, both within the project team as well as towards others from outside. Therefore a member

- behaves like a competent professional in his/her work
- contributes to the best of abilities to the project's goals
- respects other project members, especially by keeping deadlines, and by setting realistic deadlines
- is proactive in addressing initiatives, issues and problems

7.12 GENERAL RESPONSIBILITIES OF A PARTNER INSTITUTION

The partners agree to actively participate in and collaborate in good faith on the IQmulus project, and refrain from any action likely to damage the project.

Notwithstanding any other obligations provided herein, the partners shall take all necessary measures to perform and fulfil, promptly and in due time, all their obligations so that the project is carried out in accordance with the terms and conditions of the EC Grant Agreement and the Consortium Agreement.

The partners provide the key personnel, skills, information and/or other resources to the project as necessary to perform their respective activities.

The partners timely perform the tasks, obligations and other efforts assigned to them in the project, in accordance with the schedules determined by the EC Grant Agreement and Description of Work, and make information and other inputs/contributions available on time to other partners.

7.13 RESPONSIBILITIES OF A PARTNER TOWARDS THE COORDINATOR AND DECISION-MAKING BODIES

The partners shall provide the Coordinator, the Project Management Board, the Scientific Manager, the Quality Assurance Coordinator, or the WP Leader and the Task Leader, as appropriate, with the deliverables, information and reports as they require in order to perform their duties under the Consortium Agreement and under the EC Grant Agreement or as the Commission may request.

The partners shall advise the Coordinator and/or the Project Management Board or the WP Leader, as appropriate, on any request from the Commission.

Deliverables, information and reports shall include the supporting documents evidencing expenditures incurred by the partners for the purposes of the project.

The partners shall promptly notify any delay in performance or any event that may impact the project to the appropriate body.

The partners also inform the appropriate body of relevant communications they receive from third parties in relation to the project.

7.14 RESPONSIBILITIES OF PARTNER INSTITUTIONS TOWARDS EACH OTHER

Each partner undertakes:

- to promptly notify any delay in performance or any event that may impact the project to the appropriate body;
- to ensure the accuracy of any information it supplies to the other partners and to promptly correct any error therein of which it is notified. The recipient partner shall be responsible for the use made of such information;
- not to use knowingly any proprietary rights of a third party for which he/she has not acquired the corresponding right of use and/or to grant licences;
- to act at all times in good faith and in a manner that reflects the good name, goodwill and reputation of the other partners and in accordance with good business ethics;
- to participate in a cooperative manner in the meetings of the different bodies under the Consortium Agreement.