

# SAFEPOWER

## D7.1: Project Management Handbook

V1

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### Change log

VERSION	DESCRIPTION OF CHANGE
V0.1	First draft to be reviewed by all partners
V0.2	Implementation of recommendations from reviewers
V1	Submitted version

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## 1. INTRODUCTION

### 1.1. PURPOSE

The aim of SAFEPower Management Handbook is to give a quick overview of the most relevant managerial aspects of the project, setting the rules and responsibilities of the partners aimed at ensuring a good quality and progress of the work.

This document summarises all the required knowledge for the good management of the documentation of the project and contains all information related to the management strategy, structure of the consortium, reporting issues, templates to be used, publication procedures, etc. Furthermore, the purpose of this guide is to clarify legal and financial aspects of the Grant Agreement and Consortium Agreement that may need further explanations to beneficiaries.

This guide is a 'living' document and can be modified according to the project needs. This document will be updated and extended, if needed, through the lifecycle of SAFEPower project, including relevant issues and changes in the project or procedures. Every time the document is updated, all the partners will be duly informed about the updates and the changes made with respect to the previous version.

### 1.2. RELATION TO OTHER PROJECT DOCUMENTS

In the event of discrepancy between documents, this Management Handbook is overruled by the Grant Agreement including its Annexes and the Consortium Agreement.

## 2. PROJECT BASIS

### 2.1. PARTICIPANTS

The beneficiaries or Project Participants of SAFEPower are listed in the Grant Agreement, in the Consortium Agreement, and presented in the next list:

*Table 1: List of participants*

Participant No.	Participant organisation name	Participants short name	Country
1 (CO)	IK4-IKERLAN	IKL	SPAIN
2	UNIVERSITY OF SIEGEN	USI	GERMANY
3	OLDENBURG RESEARCH AND DEVELOPMENT INSTITUTE FOR INFORMATION TECHNOLOGY TOOLS AND SYSTEMS	OFF	GERMANY
4	CAF SIGNALLING, S.L.	CAF	SPAIN
5	Fent Innovative Software Solutions, S.L.	FEN	SPAIN
6	IMPERAS	IMP	UNITED KINGDOM
7	SAAB AKTIEBOLAG	SAA	GERMANY
8	KUNGLIGA TEKNISKA HOEGSKOLAN	KTH	SWEEDEN

An updated **list of contacts** is available in SAFEPower Repository. New contacts, changes and / or corrections to the list of contacts should be addressed to ZABALA in order to keep updated the contact details of beneficiaries involved.

### 2.2. INTERNAL CONTACT MANAGEMENT

A distribution list has been set up for the communication with all members of the consortium.

E-mail: [all@safepower-project.eu](mailto:all@safepower-project.eu)

Different distribution lists might be created if necessary for a more effective communication between beneficiaries. For example, distribution lists for the different WPs might be created if necessary. Lists would be defined as `wpx@safepower-project.eu`

The creation of new distribution lists or the incorporation of new individuals to existing distribution lists will be managed by OFFIS.

Any changes, updates or requests of new members shall be addressed to OFFIS Technical support at the following e-mail address: [support@safepower-project.eu](mailto:support@safepower-project.eu)

### 2.3. GRANT AGREEMENT

Grant Agreement No. 687902 – SAFEPOWER and the following annexes form an integral part of the grant agreement:

- ◆ Annex 1 Description of the action (DoA)
- ◆ Annex 2 Estimated budget for the action
- ◆ Annex 3 Accession Form
- ◆ Annex 4 Model for the financial statements
- ◆ Annex 5 Model for the certificate on the financial statements (CFS) - required whenever the total expenses of a partner is EUR 325,000 or more.
- ◆ Annex 6 Model for the certificate on the methodology

The Grant Agreement and its annexes are available in the SAFEPOWER Repository under folder named “Grant Agreement”.

At the time being, no amendments to the Grant Agreement have been requested. However, during the KoM there were identified a couple of mistakes in the delivery date of D7.2 (Interim reports) and D7.3 (Periodic reports). The Project Officer was informed and he suggested changing these dates via an amendment when other relevant issues in the future required an update of the DoA as well.

## 3. PROJECT STRUCTURE

The overall plan of the project follows the tasks, activities, schedule and budget as laid down in the Description of the Action - DoA. The guiding point of reference of all work and planning are the deliverables due to the Commission along the 2 reporting periods of SAFEPOWER.

### 3.1. WORK PACAGES LIST / OVERVIEW

SAFEPOWER is a 36 month project organized in 7 Work packages, with the structure and relations between Work Packages described in DoA and included below:

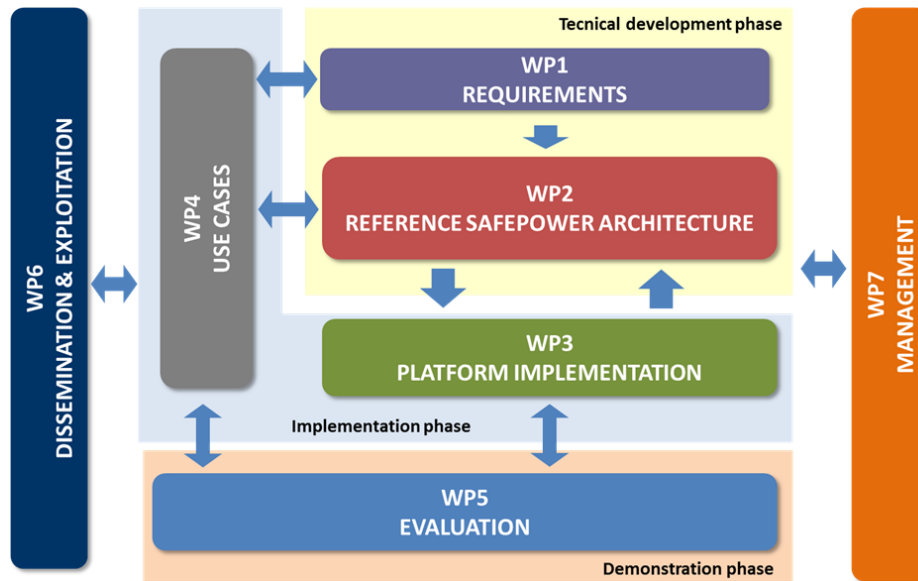


Figure 1: Structure of WPs

The main characteristic of each of the 7 Work Packages in which the project is structured are the following:

Table 2: Characteristics of the WPs

WP No	Work Package Title	Lead Participant	Person-Months	Start month	End month
WP1	REQUIREMENTS	IKL	23,0	1	6
WP2	REFERENCE SAFEPOWER ARCHITECTURE	USI	93,0	7	30
WP3	PLATFORM IMPLEMENTATION	IKL	96,0	10	26
WP4	USE CASES	SAA	127,0	10	26
WP5	EVALUATION	OFF	87,0	19	36
WP6	DISSEMINATION & EXPLOITATION	USI	36,0	1	36
WP7	PROJECT MANAGEMENT	IKL	36,0	1	36
<b>TOTAL</b>			<b>498,0</b>	<b>1</b>	<b>36</b>

Each Work Package has its own WP leader whose responsibility is the completion of the work described for his/her Work Package in Annex I of the Description of the Action (DoA).



### 3.1. PROJECT DURATION

The effective start of the project is 01/01/2016, and the project ends 36 months later, on 31/12/2018.

### 3.2. BUDGET

The estimated budget for the action is set out in Annex II to the Grant Agreement and the Maximum grant amount to the project is **3.621.050 €**.

The Annex I - Description of the Action (DoA) includes a section “resources to be committed” where describes the use of resources planned for the implementation of the project.

## 4. PROJECT REPORTING OBLIGATIONS

Monitoring the project implementation is a continuous task that takes place at any moment during the active period and beyond. There are contractual tasks that make the project monitoring most relevant at certain periods in project’s life, in particular after each reporting period at the time of payments. In accordance to the Grant Agreement, project reporting obligations with the Commission are the following:

- ◆ **Deliverables** (as described in DoA) – Article 19 of the GA. The complete list of deliverables to be submitted to the Commission is available in section 4.1 (See table 4 List of deliverables). From this list, there are 2 specific deliverables aimed at monitoring and reporting the progress of the work and implementation of the project:
  - D7.2 Interim Report M9
  - D7.2 Interim Report M27
  
- ◆ **Periodic Report** (within 60 days following the end of each reporting period) - Article 20 of GA.
  - Periodic technical report
  - Periodic financial report
  
- ◆ **Final Report** (in addition to the periodic report for the last reporting period)
  - Final technical report – summary for publication
  - Final financial report – CFSs
  
- ◆ **Report on the distribution of payments**

#### 4.1. DELIVERABLES

The list of deliverables for the 36 months shown by WP is included in the table below, ordered by work package:

*Table 3: List of deliverables*

WP No.	Deliverable No.	Deliverable Name	Leader	Type	Dissemination level	Due Date month	Due Date date
WP1	D1.1	Cross-domain industrial requirements	CAF	R	CO	6	01-Jul-16
WP1	D1.2	Analysis and selection of low power techniques, services and patterns	OFF	R	PU	6	01-Jul-16
WP2	D2.1	Reference Architecture	USI	OTHER	PU	12	01-Jan-17
WP2	D2.2	Initial Low Power Techniques	OFF	OTHER	CO	12	01-Jan-17
WP2	D2.3	Final Low Power Techniques	OFF	OTHER	CO	30	01-Jul-18
WP2	D2.4	Initial Safety Concept	IKL	OTHER	CO	9	01-Oct-16
WP2	D2.5	Final Safety Concept	IKL	OTHER	CO	18	01-Jul-17
WP3	D3.1	Virtual Platform Architectural Design	IMP	R	PU	18	01-Jul-17
WP3	D3.2	User guide of the SAFEPOWER Virtual Platform	IMP	R	PU	20	01-Sep-17
WP3	D3.3	PCB Architectural Design	IKL	OTHER	CO	12	01-Jan-17
WP3	D3.4	User guide of the PCB	IKL	R	PU	24	01-Jan-18
WP3	D3.5	Architectural Design of the Hypervisor	FEN	OTHER	CO	18	01-Jul-17

WP No.	Deliverable No.	Deliverable Name	Leader	Type	Dissemination level	Due Date month	Due Date date
WP3	D3.6	User guide of the Hypervisor	FEN	R	PU	24	01-Jan-18
WP3	D3.7	Architectural heterogeneous MPSoC design	KTH	OTHER	CO	18	01-Jul-17
WP3	D3.8	User guide of the heterogeneous MPSoC design	KTH	R	PU	24	01-Jan-18
WP4	D4.1	Intermediate railway signalling use-case implementation	CAF	DEM	CO	20	01-Sep-17
WP4	D4.2	Final railway signalling use-case demonstrator	CAF	DEM	CO	26	01-Mar-18
WP4	D4.3	Intermediate avionics use-case implementation	SAA	DEM	CO	20	01-Sep-17
WP4	D4.4	Final avionics use-case demonstrator	SAA	DEM	CO	26	01-Mar-18
WP4	D4.5	Intermediate cross-domain public demonstrator implementation	USI	DEM	CO	18	01-Jul-17
WP4	D4.6	Final cross-domain public demonstrator	USI	DEM	CO	24	01-Jan-18
WP5	D5.1	Definition of virtual platform evaluation strategy and preliminary results	OFF	R	CO	24	01-Jan-18

WP No.	Deliverable No.	Deliverable Name	Leader	Type	Dissemination level	Due Date month	Due Date date
WP5	D5.2	Final results of the virtual platform evaluation	OFF	R	CO	36	01-Jan-19
WP5	D5.3	Definition of industrial use-case evaluation strategy and preliminary results	SAA	R	CO	24	01-Jan-18
WP5	D5.4	Final results of the industrial use-case evaluation	SAA	R	CO	36	01-Jan-19
WP5	D5.5	Survey and target audience def. for public demonstrator plat. evaluation	OFF	R	PU	24	01-Jan-18
WP5	D5.6	Results of public demonstrator platform evaluation	OFF	R	PU	36	01-Jan-19
WP5	D5.7	Report on Validation of the safety concept and compliance with standard	IKL	R	CO	36	01-Jan-19
WP6	D6.1	Mid-term exploitation plan: characterization of the key results, risk analysis, overall IPR strategy	FEN	R	CO	18	01-Jul-17
WP6	D6.2	Final exploitation plan: description of	FEN	R	CO	36	01-Jan-19

WP No.	Deliverable No.	Deliverable Name	Leader	Type	Dissemination level	Due Date month	Due Date date
		results, business plans, IPR strategy and risk management					
WP6	D6.3	IPR management and Data Protection	IKL	R	CO	36	01-Jan-19
WP6	D6.4	Website and communication material	USI	OTHER	PU	3	01-Apr-16
WP6	D6.5	Communication and Dissemination reports	USI	R	PU	6, 18, 30, 36	01-Jul-16 01-Jul-17 01-Jul-18 01-Jan-19
WP6	D6.6	Report on Stakeholders Workshops and Community Building	OFF	R	PU	6, 36	01-Jan-19
WP7	D7.1	Project Management Handbook	IKL	R	CO	3	01-Apr-16
WP7	D7.2	Interim report	IKL	R	CO	9,27	01-Oct-16 01-Apr-18

TYPE corresponds to one of the following codes

- ◆ R = Document, report
- ◆ DEM = Demonstrator, pilot, prototype
- ◆ DEC = Websites, patent fillings, prototype
- ◆ OTHER = Other

DISSEMINATION LEVEL corresponds to the following codes:

- ◆ PU = Public
- ◆ PP = Restricted to other programme participants (including the Commission Services).

- ◆ RE = Restricted to a group specified by the consortium (including the Commission Services).
- ◆ CO = Confidential, only for members of the consortium (including the Commission Services).

DUE DATE: Month in which the deliverables will be available, understanding that the deadline for submission is the last day of the month indicated.

SAFEPower starts the 1<sup>st</sup> January 2016. Submission of a deliverable in month 1 (M1) shall be understood as deadline for delivery on the 1<sup>st</sup> February 2016.

Each deliverable is associated with one or more tasks of the project and therefore has one or more contributors. Each deliverable has usually a main contributor, which is also the person responsible for the deliverable. This responsibility is always shared with the WP leader who is responsible for the work in the Work package (including the deliverables).

In order to have the best quality in the deliverables to be prepared, the inputs to the report have to be original (whenever possible), not extracted or copied from other sources of information. Nevertheless, information taken from other sources could be valid and valuable for some deliverables, but in these cases, it is necessary to explicitly refer to the source from which the information has been taken.

Regarding the role of the responsible of each deliverable, it is important to take into account that its responsibility goes beyond to a simple coordination of the process and/or gathering inputs from other participants in the task. In this sense, the responsible of each deliverable is expected to be very active in contributing to the deliverable as well as in giving the necessary coherence for a good quality level. WP leaders are also expected to have a leading role in the elaboration of each deliverable, as each WP leader is the first responsible for the quality of the deliverables generated within each WP.

#### 4.1.1. SUBMISSION OF DELIVERABLES

During the course of the project, the deliverables identified in Annex I to the Grant Agreement have to be submitted according to the timetable specified in the Deliverables list.

All deliverables have to be submitted **electronically** to the Commission through the SyGMA electronic system in the Participant Portal.

The **project Coordinator** will be the person responsible for uploading the final version of the deliverable in SyGMA and submit it electronically to the Commission.

## 4.2. PERIODIC REPORTS

The project SAFEPower has 2 reporting periods of the following duration:

- ◆ P1: from month 1 to month 18: from 01/01/2016 to 30/06/2017
- ◆ P2: from month 19 to month 36: from 01/07/17 to 31/12/2018

After the end of each interim period, a periodic report shall be submitted to the Commission. In SAFEPower, **two Periodic Reports** shall be submitted to the Commission:

- ◆ 1st Periodic report covering the activity from M1 to M18
- ◆ 2nd Periodic report covering the activity from M19 to M36

### 4.2.1. TIME LIMIT FOR SUBMITSSION OF PERIODIC REPORT AND FINAL REPORTS

The 2 Periodic reports and the Final report shall be submitted to the Commission by the coordinator within **60 days after the end of the reporting period**.

- ◆ 1st Periodic report shall be delivered in M20 – deadline 1/09/2017
- ◆ 2nd Periodic report shall be delivered in M38 – deadline 1/03/2019
- ◆ Final periodic report shall be delivered in M38 – deadline 1/03/2019

As stated in the Grant Agreement, periodic reports following the termination of a period the Coordinator shall deliver the periodic report 60 days after, that is 1/09/2017 (M20) and 1/03/2019 (M38).

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables and distribute the corresponding payments within 105 days of their receipt. In the case that the Commission requests any further information, clarification or documentation on the periodic report, the time of 105 days will be stopped from the Commission side restarting the count-down upon reception of requested information.

### 4.2.2. CONTENT OF PERIODIC REPORTS

The content of the Periodic reports is compulsory and determined by the Commission in accordance Article 20.3 of the Grant Agreement. A template of the **Periodic report** is available at SAFEPower Repository (see folder “templates”). You can also download it from the following link:

[http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf)

The **structure of the Periodic Report** contains the technical and financial report and it is as follows:

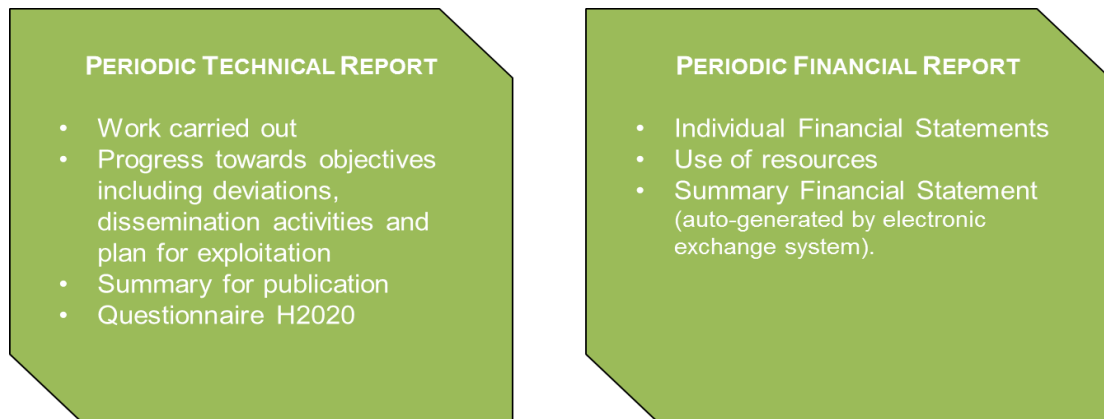


Figure 2: Periodic Report

The Periodic Report must include the following sections:

1. A “**Periodic technical report**” containing:

- ◆ An explanation of the work carried out by the beneficiaries
- ◆ And overview of the progress towards the objectives of the action, including milestones, and deliverables identified in Annex 1.
- ◆ A summary for publication by the Commission

Questionnaire covering issues related to the action implementation and the economic and societal impact.

2. A “**Periodic financial report**” containing:

- ◆ An “individual financial statement” (see Annex 4) from each beneficiary
- ◆ An explanation of the use of the resources and the information on subcontracting and in-kind contributions provided by third parties (if applicable) from each beneficiary.
- ◆ A “periodic summary financial statement” (see Annex 4), created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and the **request for interim payment**.



**4.2.3. ELECTONIC SUBMISSION OF PERIODIC REPORTS**

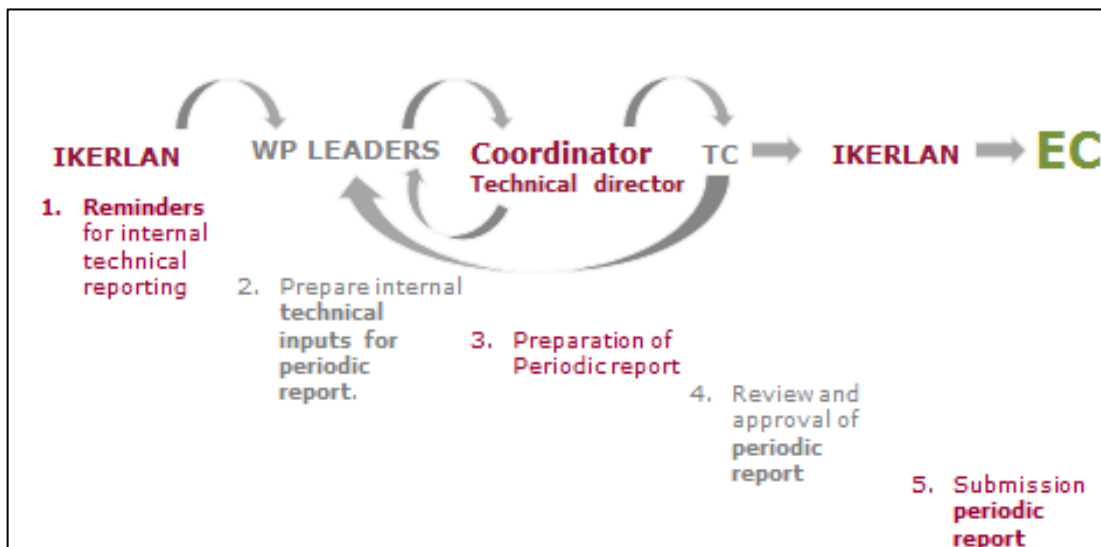
The submission of the periodic reports to the European Commission is the responsibility of the **Coordinator**. The Coordinator will use the **electronic exchange system** according to Article II.4.5 of the Grant Agreement.

**4.2.4. DATA COLLECTION FROM BENEFICIARIES AND ROLES**

For the preparation of the periodic period reports technical and financial inputs are necessary from beneficiaries.

◆ **Technical information: workflow.**

The process for collecting these inputs is detailed bellow:

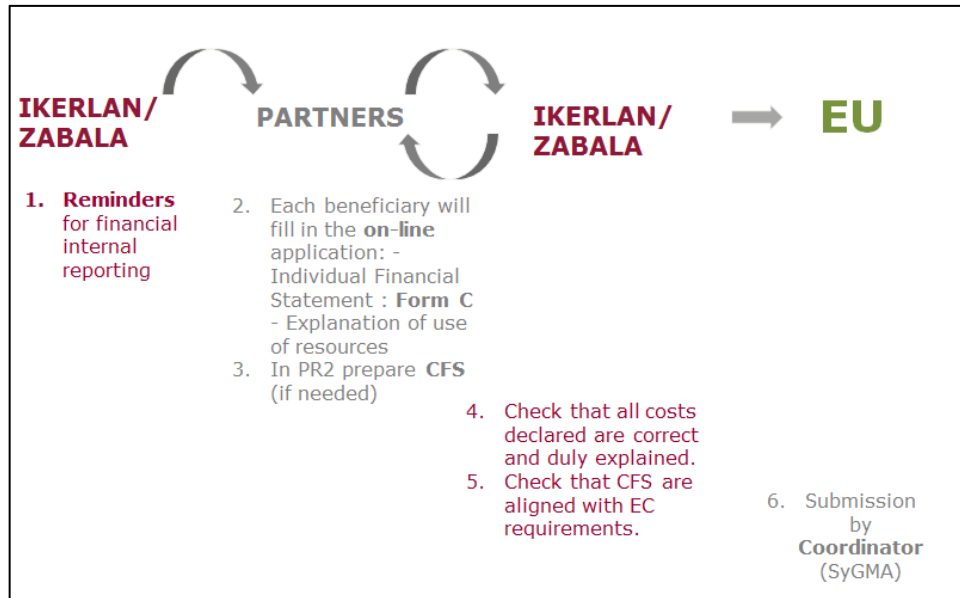


*Figure 3: Technical information – workflow*

The Project Coordinator will launch the process of collecting technical inputs for the technical report at the **end of M18** (30/06/2017) and **M36** (31/12/2018).

◆ **Financial information: workflow.**

The process for collecting these inputs will be supervised by Zabala and is detailed bellow:



**Figure 4: Financial information – workflow**

The Project Coordinator/ Zabala will launch the process of collecting financial information one month later after the finalisation of a reporting period **M19** (1/08/2017) and **M37** (1/02/2019) for verification.

All beneficiaries shall complete electronically the model for the Financial Statement via the Participant Portal. A beneficiary may request the Coordinator to fill the financial statement on his behalf and the required information will be filled in by Zabala.

The Individual Financial Statements of each beneficiary shall be signed electronically by the corresponding Project Financial Signatories (PFSIGN) appointed by each organization.

To resume, documents to be sent to the coordinator in order to elaborate the periodic reports are the following:

**Table 4: Inputs for the periodic report**

REPORT	WHO	WHAT	WHEN (to Coordinator)
Technical Report	Work Package Leader	WP Progress report within the period	One month after finalisation of each reporting period: M19 and M37
	All the partners	Estimation of resources	One month after finalisation of each reporting period: M19 and M37

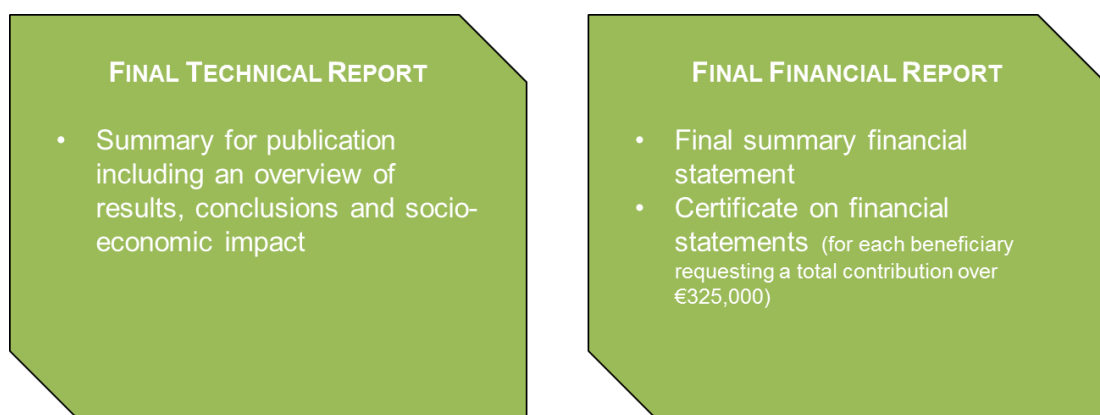
REPORT	WHO	WHAT	WHEN (to Coordinator)
Financial Report	All the partners	Cost statement	One month after finalisation of each reporting period: M19 and M37
	All the partners	Model for the financial statements + Certificate on Financial Statements (if required)*	One month after finalisation of each reporting period: M19 and M37 M38

### 4.3. FINAL REPORT

At the end of the project **one Final Report** has to be submitted in addition to the periodic report for the last period. The content of the Final report is compulsory and determined by the Commission; see Article 20.4 of the Grant Agreement.

A **template** of the **Final Report** has not been published yet by the Commission but it will be available at SAFEPOWER Repository (folder “templates”) as soon it would be published.

The **structure of the Final Report** is the following:



*Figure 5: Final Report template*

#### 4.3.1. CONTENT FINAL REPORT

This final report must include the following:

1. A “**final technical report**” with a summary for publication containing:
  - ◆ An overview of the results and their exploitation and dissemination A final publishable summary report including an executive summary and a summary description of project context and objectives, a description of the main S&T results, the potential impact (including the socio-economic impact and the wider social implications of the project so far) and the main dissemination activities and exploitation of results.
  - ◆ The conclusions of the action, and
  - ◆ The socio-economic impact of the action
  
2. A “**final financial report**” containing:
  - ◆ A “final summary financial statement” (see Annex 4) created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance and,
  - ◆ A “certificate on their financial statements” (in accordance with Annex 5) or each beneficiary, if it requests a total contribution of EUR 325.000 or more, as reimbursement of actual and unit costs calculated on the basis of its usual cost accounting practices.

#### 4.3.2. SUBMISSION OF FINAL REPORT

The submission of the final report shall be done within 60 days following the end of the last reporting period (1/03/2019) via the electronic exchange system.

#### 4.3.3. ROLES

The Final Report will be submitted by the **Coordinator** through SyGMA, via the Participant Portal.

#### 4.3.4. DATA COLLECTION FROM BENEFICIARIES AND ROLES

For the preparation of the Final Report, technical and financial inputs are necessary from beneficiaries. Technical and financial information will be collected following the same workflow as the one described in section 3.6.2.

### 4.4. REPORT ON THE DISTRIBUTION OF PAYMENTS TO THE BENEFICIARIES

After having received the final payment from the EC, the Coordinator shall submit a report on the distribution of the European Union financial contribution between beneficiaries within 30 days after reception of the final payment (not required for Intermediate payments).

#### 4.5. CONTINUOUS REPORTING

Apart from the project reporting obligations, the Commission activates a **Continuous reporting module** via the electronic exchange system (SyGMA) at the time the project starts.

This module makes available the electronic submission of **Deliverables** plus **Periodic Reporting information** that can be optionally entered at any time during the life of the project such as:

- ◆ Publishable summary
- ◆ Submit deliverables
- ◆ Report progress in achieving milestones
- ◆ Follow up critical risks
- ◆ Questionnaire on horizontal issues
  - Publications
  - Communications activities
  - Rest of questionnaire on horizontal issues

##### 4.5.1. DATA COLLECTION FROM BENEFICIARIES AND ROLES

The project **Coordinator** will be responsible for completing the continuous reporting via the exchange tool system (SyGMA) with the Commission via the Participant Portal.

## 5. GOVERNANCE STRUCTURE

The organisational structure of the Consortium is shown in the following figure:

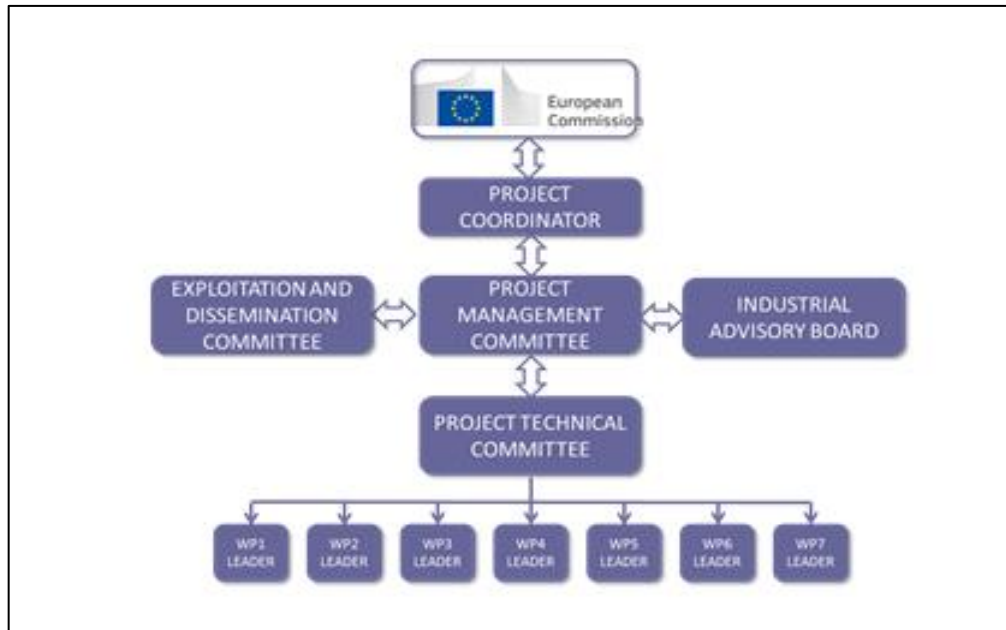


Figure 6: Governance structure

It comprises the following **Consortium Bodies**:

- ◆ Project management Committee (PMC)
- ◆ Project Technical Committee (PTC)
- ◆ Exploitation and Dissemination Committee (EDC)
- ◆ Industrial Advisory Board (IAB)

And the following **figures**:

- ◆ Project Coordinator (PC)
- ◆ Technical Coordinator (TC)
- ◆ Dissemination Coordinator (DC)
- ◆ Work Package Leaders

### 5.1. PROJECT MANAGEMENT COMMITTEE (PMC)

The overall management of the project will be assumed by the Project Management Committee (PMC). The PMC will be formed by an empowered representative of each of the members of the consortium, and chaired by the Project Manager of the coordinating partner (Dr. Mikel Azkarate-askasua from IKL). PMC members are the following:

Table 5: Members of the PMC

IKL	USI	OFF	CAF	FEN	IMP	SAA	KTH
Mikel Azkarate-Askasua	Roman Obermaisser	Kim Grüettner	Manuel Villalba	Javier Coronel	Larry Lapides	Ingemar Söderquist	Ingo Sander

The PMB will be responsible for the “major decisions” affecting the implementation and success of the project such as finances and intellectual property rights, evolution of the consortium... etc. The following decisions shall be taken in the PMC:

- ◆ Any major change in the nature of the project including starting or stopping it to conduct a particular part of the project.
- ◆ Making proposals for the review or amendment of the terms of the Grant Agreement.
- ◆ General assessment and approval of the periodic activity and management reports that the EC might request.
- ◆ The preparation of the Budget and any proposed amendments therein.
- ◆ The preparation and adoption of the annual budgets and any proposed amendments therein.
- ◆ The approval of any exceptional expenditure not agreed upon in the Budget.
- ◆ Decisions and agreements on the ownership access rights of the results and exploitation plans.

The above list is not exhaustive.

The PMB will meet at least once every **12 months** in face to face consortium meetings and whenever it may be necessary upon request.

As a general rule, the meeting must be called 45 calendar days in advance and the PMC can only vote about items that are on the agenda, published 21 days in advance. Extraordinary meetings could be called 15 calendar days in advance with a published agenda 10 days in advance.

The Coordinator shall chair all meetings of the PMC. The designated **Chairman is Mr Mikel Azkarate- askasua.**

The PMB will take its decisions preferably by consensus. If consensus is not reached, the decision will be put to a vote. Decisions will be taken by a **majority of two-thirds (2/3)** of the votes cast with the participation of 2/3 of its members present (or represented).

## 5.2. PROJECT TECHNICAL COMMITTEE (PTC)

**Project Technical Committee** as the supervisory body for the technical execution of the Project which shall report to and be accountable to the Project Management Committee.

The Project Technical Committee (PTC) will be in charge of supervising the implementation of the work programme and taking all decisions related to the operational management. The PTC will act as “glue” between Work Packages, in order to create homogenous project outcomes and guarantee smooth interaction between Work Packages. In this context, the PTC will:

- ◆ Provide an environment of discussion, interaction and collaboration between WP leaders on the advancement and results of each WP and their effects and interaction with other WPs.
- ◆ Advice and support the decisions of the Project Coordinator on project operational issues.
- ◆ Decide on particular managerial issues related to the work plan and tasks.
- ◆ Report on the technical progress of the project.
- ◆ Decide on the update of the implementation plan if necessary.

The PTC will be constituted by the Technical Coordinator and the Work Package Leaders (one representative per work package). The **Project Technical Coordinator** is **Dr. Kim Grüettner** and the members of the PTC are shown in the table below:

*Table 6: Members of the PTC*

WP1	WP2	WP3	WP4	WP5	WP6	WP7
IKL/CAF	USI	IKL	SAAB/KTH	OFF	USI/FEN	IKL
Mikel Azkarate-askasua/ Juan Carlos Díaz	Roman Obermaisser	Peio Onaindia/ Simon Davidmann	Ingemar Soderquist/ Ingo Sanders	Kim Grüettner	R.Obermaisser / J. Coronel	Cristina Zubia

Each WP will have a leader in charge of the coordination of the tasks within each individual WP. These leaders will be responsible for the deliverables associated with each WP. They will coordinate partner interaction within the WP and tasks and will call for internal WP meetings if required. Project progress will be critically reviewed at each milestone point.

The Project Technical Committee has established to meet in a regular basis at least once a month via Webex. Special issues may be discussed deeply to meet the project requirements;



for these cases, additional Webex or face to face meetings will be arranged. During PTC meetings, issues will be solved preferably by consensus. If consensus is not reached, the issue will be put to a vote. Decisions will be taken by a **majority of two-thirds (2/3)** of the votes cast with the participation of 2/3 of its members present (or represented). The voting will be open (non-secret), with one vote per partner. In case of a tie, the PTC coordinator will have an additional decisive vote. If the disagreement concerns a matter deemed of importance, it may be delivered to the PMC for a final decision.

### 5.3. EXPLOITATION AND DISSEMINATION COMMITTEE (EDC)

**Exploitation and Dissemination Committee** is the body responsible for the tasks undertaken under WP6 DISSEMINATION & EXPLOITATION, and this body will assist in knowledge management (including protection) and the EDC will also develop specific Business Exploitation Strategies (in order to support fully industrial and commercial use of the project results) and will support the preparation and organization of papers for conferences.

The scientific publications resulting from the project will be checked by the EDC with respect to exploitation potential. Other functions will be:

- ◆ The responsibility for the coordination of all external-communications of the project consortium, with critical responsibility of ensuring that all the IPR is suitably protected and distributed. Evaluation of technical and exploitation reports.
- ◆ Decisions concerning the ownership of the results and granting of access rights.
- ◆ To guarantee that the IPR identification and protection is linked implicitly to the project results as and when they are generated.
- ◆ Responsibility for maintaining and amending the exploitation agreement, which details the IPR arrangements within the consortium. While the initial IPR ownership is specified in the consortium agreement should the project produce unexpected IPR, then the ownership and licensing rights will be agreed and the exploitation agreement amended accordingly. If the EDC is unable to accede to the modifications, the issue will be referred to the PMC to determine the exploitation plan.

This committee will be constituted by representatives from all companies with an advisory presence of the RTD performers. It will be **co-chaired by FEN (Javier Coronel) and USI (Dr. Roman Obermaisser)**.

The EDC will be convened at least every **12 months** in consortium meetings.

The EDC unit will be installed, directly connected to the PMC and the Industrial Advisory Board.

#### 5.4. INDUSTRIAL ADVISORY BOARD (IAB)

The consortium has set up an Industrial Advisory Board (IAB) composed of relevant organizations representing different interests on the project results, covering from potential end users of the project's results to other organizations (such as Electronics and Critical Software Manufacturers or Standardization Committees). The IAB will be the organ through which these organizations will be coordinated and give their advice and feedback on the main issues of the project, as well as contribute to its validation.

The objectives of this board are the following:

- ◆ To incorporate to the project the input of potential end users of the project results.
- ◆ To ensure an external and independent view and feedback regarding the project progress and results.
- ◆ To disseminate project results among relevant stakeholders and to maximize the project awareness.

The IAB will be co-chaired by Mikel Azkarate-askasua from IKL and Javier Coronel from FEN, and all partners will have a representative in this Committee. Besides, the Board already counts with the commitment for participation of different potential end users of the project results.

The Industrial Advisory Board (IAB) will be appointed by the Project Management Committee. The composition of the IAB will be approved by the Project Management Committee. Any party can veto the participation of a person in the IAB in case it considers that this participation is against its legitimate interest. The IAB shall assist and facilitate the decisions made by the Project Management Committee. The Coordinator shall execute with each member of the IAB a non-disclosure agreement, which terms shall be not less stringent than those stipulated in this Consortium Agreement, no later than 30 calendar days after their nomination or before any confidential information will be exchanged, whichever date is earlier. The Party who owns/discloses any Confidential Information shall have the right to, at its own discretion, decide regarding any disclosures made to a Member of the IAB. The Coordinator shall write the minutes of the IAB meetings and prepare the implementation of the IAB's suggestions. The IAB members shall be allowed to participate in Project Management Committee meetings upon invitation but do not have voting rights.

#### 5.5. PROJECT COORDINATOR

The **Project Coordinator (PC)** is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as

a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.

In particular, the Project Coordinator shall:

- ◆ Being first contact point for the EC services.
- ◆ Organising the project management meetings and to preparing minutes of the meetings.
- ◆ Overall monitoring of progress on all WPs and setting in place procedures for ensuring more detailed progress monitoring in consultation with the subgroups.
- ◆ Quality assurance.
- ◆ Administrative management of the project.
- ◆ Monitoring of the expenses and allocation of the budget, assisting the participants concerning administrative aspects of the project.
- ◆ Coordinating the payments to the partners
- ◆ Requesting amendments, if necessary.
- ◆ Providing assistance towards the participants concerning: the rules of the project, the project planning and individual partner planning, give advice on all kind of matters, e.g. how to fill in cost statements, on-line guidance (Participants Portal), rights and obligations, etc.

The project coordination is done by IKL and the designated **Project Coordinator (PC)** is **Dr. Mikel Azkarate-askasua**.

He will be the main project authority and the primary contact with the EC. He is responsible for the day-to-day management, supervising the project progress and deciding on any actions necessary to correct potential deviations from the project plan, from an operational or financial perspective.

Dr. Mikel Azkarate-askasua is senior researcher at IKL, Electronics Engineer, Master in Embedded Systems and PhD in Computer Science in the field of safety-critical embedded systems. He has previous experience in the development and management of several national and EU research projects (e.g. PROXIMA).

## 5.6. TECHNICAL COORDINATOR (TC)

The **Technical Coordinator (TC)** role will be performed by **Dr. Kim Grüettner** from OFF. The TC will head the Project Technical Committee and will be responsible for coordinating the

activities carried out within the board by requesting and collecting information from all PTC members who will deliver all the reports, statements or documents for which they are responsible, according to the time scale of the Work Programme. Scientific coordination of project tasks will be her main responsibility in order to assure a smooth coordination and communication among work package leaders.

**5.7. DISSEMINATION COORDINATOR (DC)**

The **Dissemination coordinator (DC)** will be **Dr. Roman Obermaisser** from USI and will be responsible for coordinating the dissemination activities of the project. The **Exploitation coordinator** will be **Mr Javier Coronel** from FEN who will be in charge of the management of the IPR and the establishment of commercial and licensing agreements for the project results.

**5.8. WORK PACKAGE LEADERS**

Each WP has a leader in charge of the coordination of the tasks. These leaders are responsible for the deliverables associated with each WP. They will coordinate partner interaction within the WP and tasks and will call for internal WP meetings if required. Project progress will be critically reviewed at each milestone point.

Each organization have appointed a WP Leader, who is responsible for operational decisions and will guarantee that the partial and total objectives of the WP are accomplished, elaborating the reports of the WP and organizing the presentation of results.

*Table 7: WP leaders*

WP1	WP2	WP3	WP4	WP5	WP6	WP7
IKL	USI	IKL	SAA	OFF	USI	IKL
Mikel Azkarate-Askasua	Roman Obermaisser	Peio Onaindia	Ingemar Soderquist	Kim Grüettner	Roman Obermaisser	Cristina Zubia

The designated people acting as WP Leaders could be changed by Partners they belong to if a situation derived from the business operative of these Parties requires so and it is notified to the PMC.

The role of the Work Package Leaders will be to:

- ◆ Define, in coordination with all partners involved in each task, the detailed planning of the subtasks and activities identified.
- ◆ Coordinate the work performed within the work package or task according to the time schedule.
- ◆ Monitor the technical quality of the work, in order to achieve the expected results.
- ◆ Coordinate with other work package or task leaders the information flow required by the various interdependencies.
- ◆ Prepare the progress reports summarizing the work performed.
- ◆ Inform the Technical Coordinator and/or the Project Coordinator on the progress achieved, results obtained, problems encountered, before every PTC meeting.
- ◆ Coordinate, approve (preliminarily) and forward the deliverables prepared in the work package or task.
- ◆ Participate in the preparation of the review meetings with the Commission.

## 6. PROCEDURES

### 6.1. CONFLICT RESOLUTION

Having a good working relationship among the project team members will be a prerequisite for a quick resolution of problems and issues. The partners shall always try to reach an agreement on conflicts based on. However, if this is not possible, the resolution of problems and conflicts must be handled systematically.

Conflicts will have be solved at the lowest level possible, and preferably amicably. If an agreement cannot be reached at a task or WP level, then the Project Coordinator will mediate. If that is not satisfactory, then the PMC will take a decision, and if necessary, it will ask for the authorisation of the European Commission.

Definitive conflict resolution procedures are laid down in the Consortium Agreement. This document formalizes the rights, obligations, relationships and procedures within the consortium, as well as any other relevant issues such as the use of background material, IPR, etc. In case of conflict between participants on access rights, the coordinator should advise the PMB for arbitration (in correlation with EC rules).

## 6.2. INTERNAL MONITORING AND PROGRESS REPORTING

Each partner and **WP Leader** will report project progress to the Project Coordinator. Internal monitoring, progress towards the objectives and implementation of the project will be done in a **quarterly basis**. The monitoring of the project will cover technical progress, results, deliverables and compliance with the WP, as well as the monitoring and updating of the possible identified risks. A template for the internal monitoring of the progress of the work is available at the Repository.

Progress of the task will be reported in terms of percentage of completion and estimated time to completion, deviations from agreed time scales and corrective actions. The coordinator will summarise overall project progress, updating planning charts and manpower records.

The internal monitoring will help as inputs for preparation of **Periodic reports to be submitted to the Commission**. The list of deliverables establishes 3 interim reports for M6, M18 and M30. However, in order to reduce the administrative burden the Coordinator has proposed the Project Officer to deliver 2 Interim Reports in M9 and M27 rather than the 3 initial. The Project Officer agrees with this change that will be formalized when an amendment process would be opened.

The PMC will also establish a rolling financial plan updated each reporting period. The PMC will review the actual costs against the contract and the financial plan and agree the financial plan and the forecasts expenditure for the next period. Significant deviations against the plan will be reviewed by the PMC and also reported in accordance with the European Commission requirements together with the corrective actions taken.

The following table resume all reporting obligations in the context of SAFEPower:

*Table 8: Progress reporting obligations*

Progress of activities and follow-up			
Type	Name	Delivery	Commitment
Deliverable	Interim Report	M9	DoA
Deliverable	Interim Report	M27	DoA
Report	1st Periodic report	M20	Grant Agreement
Report	2nd Periodic Report	M38	Grant Agreement
Report	Final Report	M38	Grant Agreement
Internal	Quarterly report	M3	Consortium
Internal	Quarterly report	M6	Consortium
Internal	Quarterly report	M9	Consortium
Internal	Quarterly report	M12	Consortium

Type	Name	Delivery	Commitment
Internal	Quarterly report	M15	Consortium
Internal	Quarterly report	M18	Consortium
Internal	Quarterly report	M21	Consortium
Internal	Quarterly report	M24	Consortium
Internal	Quarterly report	M27	Consortium
Internal	Quarterly report	M30	Consortium
Internal	Quarterly report	M33	Consortium
Internal	Quarterly report	M36	Consortium

Next table shows main delivery dates for the monitoring and progress report detailed per type of report:

**Table 9: Deadlines for monitoring and submission of progress reports**

Period	Month	Date	Quarterly report	D7.2	1st Periodic report	2nd Periodic report	Final Report	Distribution payments
P1	1	01/02/2016						
	2	01/03/2016						
	3	01/04/2016	X					
	4	<b>01/05/2016</b>						
	5	01/06/2016						
	6	01/07/2016	X					
	7	01/08/2016						
	8	01/09/2016						
	9	<b>01/10/2016</b>	X	X				
	10	01/11/2016						
	11	01/12/2016						
	12	<b>01/01/2017</b>	X					
	13	01/02/2017						
	14	01/03/2017						
	15	<b>01/04/2017</b>	X					
	16	01/05/2017						
	17	01/06/2017						
	18	01/07/2017	X					
P2	19	01/08/2017						
	20	<b>01/09/2017</b>			X			
	21	01/10/2017	X					
	22	01/11/2017						
	23	01/12/2017						
	24	<b>01/01/2018</b>	X					
	25	01/02/2018						
	26	01/03/2018						
	27	<b>01/04/2018</b>	X	X				
	28	01/05/2018						
	29	01/06/2018						
	30	<b>01/07/2018</b>	X					
	31	01/08/2018						
	32	01/09/2018						
	33	<b>01/10/2018</b>	X					
	34	01/11/2018						
	35	01/12/2018						
<b>END PROJECT</b>	<b>36</b>	<b>01/01/2019</b>	X					
<b>Preparation final reports</b>	37	01/02/2019						
	38	<b>01/03/2019</b>				X	X	
<b>Review reports EC</b>	39	01/04/2019						
	40	01/05/2019						
	41	01/06/2019						
<b>Distribution payments</b>	42	<b>01/07/2019</b>						X

### 6.3. PROJECT MEETINGS

The chairperson of a Consortium Body shall produce written Minutes of each meeting which shall be the formal record of all decisions taken. The chairperson shall send the draft to all its members within ten (10) calendar days from the day of the meeting.

The Minutes shall be considered as accepted if, within fifteen (15) calendar days from sending and confirmed receipt, no member has objected in writing to the chairperson concerning the accuracy of the draft Minutes.



The accepted Minutes shall be sent to all of the members of the Consortium Body and the Coordinator, who shall safeguard them. If requested, the Coordinator shall provide authenticated duplicates to the partners.

Face to face meetings scheduled:

*Table 10: Meeting scheduled*

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
PMC	☺											☺						
PTC	☺					☺						☺						☺
EDC	☺											☺						
IAB	☺											☺						
Month	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
PMC						☺												☺
PTC						☺						☺						☺
EDC						☺												☺
IAB						☺												☺

Additionally, each WP will arrange teleconferences via Webex, GoToMeeting or similar whenever it would be necessary in order to guarantee a good communications between partners and progress of the activities being implemented.

**6.4. RISK MANAGEMENT**

The PMC management will identify and monitor, during project implementation, internal and external risks as well as any other issues that might affect the Project progress towards its objectives, in order to carry out mitigation actions as early as possible. Risks and contingency plans have been identified in DoA. Each Partner has the responsibility to report immediately to their respective WP Leader, Operational Coordinator and to the Project Coordinator, any risky situation that may arise and may affect the Project objectives or their successful completion.

Any change in time scheduled for deliverables or in the allocated budget must be reported to the corresponding WP Leader or to the Project Coordinator.

In case of problems or delays, the WP leader will be consulted and he/she may install task forces to take the necessary/corrective actions.

In case no resolution is reached, the different committees will be consulted and will establish mitigation plans to reduce the impact of risk occurring.

Table 3.1.5 WT5 Critical Implementation risks and mitigation actions DoA defines a set of indicators to monitor the progress of the project and a set of related identified risks.

## 6.5. VOTING RIGHTS AND QUORUM

Only partners of the consortium have the right to vote under the rule of one Party - one vote. Each Member of a Consortium Body present or represented in the meeting shall have one vote.

Decisions of a Consortium Body are only valid if at least two-thirds (2/3) of its members are present or represented (quorum). If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is still not reached, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented.

Defaulting Parties may not vote.

Decisions shall be taken by a **majority of two-thirds (2/3)** of the votes cast with the exception of decisions on the following issues listed in 6.3.2. (a), (b), (c), (d), (e) and (f) of the Consortium Agreement which shall be taken unanimously by all parties.

- ◆ (a) Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- ◆ (b) Changes to the Consortium Plan
- ◆ (c) Withdrawals from Attachment 1 (Background Included)
- ◆ (d) Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section n 8.2.2)
- ◆ (e) Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- ◆ (f) Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal

## 6.6. DISSEMINATION OF RESULTS – OPEN ACCESS – VISIBILITY OF EU FUNDING

### 6.6.1. DISSEMINATION OF RESULTS

Dissemination activities and publications will be governed by the Grant Agreement (Article 29) and the Consortium Agreement. As stated, any dissemination of results (in any form, including electronic) must:

- ◆ display the EU logo and
- ◆ include the following text:



*“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 687902”.*

When displayed together with another logo, the EU logo will have appropriate prominence.

Any dissemination of results must indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

A complete procedure for the dissemination of the activities and publications will be available in D6.5- Communication and Dissemination reports.

### 6.6.2. OPEN ACCESSES

Open access can be defined as the practice of **providing on-line access to scientific information that is free of charge to the end-user.**

We can distinguish two different open access models:

- ◆ **Self-archiving (also called ‘Green’ open access)** means that:
  - the published article or the final peer-reviewed manuscript is archived by the researcher – or a representative - in an online repository before, after or alongside its publication.
  - access to the article is often – but not necessarily - delayed (‘embargo period’) as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download view fees during an exclusivity period;

- ◆ **Open access publishing (also called ‘Gold’ open access)** means that:
  - an article is immediately provided in open access mode by the scientific publisher.
  - the associated costs are shifted away from readers, and instead charged to (for example) the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.

The following table summarizes the main characteristics of both models:

*Table 11: Open Access models*

OA TYPE	JOURNALS	STEP 1: Deposition on repository	STEP 2: Date of access	Bibliographic Metadata	Research Data (needed to validate results)
GOLD	<ul style="list-style-type: none"> <li>• Open Access Journals</li> <li>• Hybrid Journals</li> </ul>	Compulsory	At the latest on the date of publication	["European Union (EU)" and "Horizon 2020"] or ["Euratom" and "Euratom research and training programme 2014-2018"]; <ul style="list-style-type: none"> <li>• the <b>name of the action, acronym and the grant number</b>;</li> <li>• the <b>publication date, length of embargo period</b> if applicable,</li> <li>• and a <b>persistent identifier</b> (e.g. DOI, Handle)</li> </ul>	Needed to <b>validate the results</b> presented in the deposited scientific publication.  Beneficiaries <b>may</b> also aim to <b>grant open access to this data</b> , but there is <b>no obligation</b> to do so.
GREEN	<ul style="list-style-type: none"> <li>• Any journal</li> </ul>	Compulsory	Embargo periods:  + 6 months (Gral)  + 12 months (SSH)		

Within the project, open-access considerations will be applied at the time of publishing. In *D6.1 Mid-term exploitation plan: characterization of the key results, risk analysis, overall IPR strategy* and *D6.2, Final exploitation plan: description of results, business plans, IPR strategy and risk management* the open-access model selected for each published article will be indicated.

## 7. PARTICIPANT PORTAL ROLES

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle.

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

It is highly recommended that all individuals have an ECAS account (Participant Portal account).

The Participant Portal offers flexibility in the management of access rights and roles in the projects. The roles of a user can be checked after logging in to the ECAS account on the Participant Portal under the "My Roles" button (under the button bearing the name of the user).

### 7.1. Main roles and access rights:

- ◆ **The Primary Coordinator Contact (PaCo)** of a project is a unique role, set/modified by the Commission/Agency. All Primary Coordinator Contacts have full, read/write access to their own and the consortium's common e-forms, and can submit to the Commission/Agency via the Participant Portal.
- ◆ **Coordinator Contacts (CoCo)** can be nominated by the Primary Coordinator Contact. All Coordinator Contacts have full, read/write access to their own and the common e-forms, and can submit to the Commission/Agency via the Participant Portal.
- ◆ **Participant Contacts (PaCo)** can be nominated either by the Primary Coordinator Contact or by Participant Contacts. All Participant Contacts can submit e-forms to the Coordinator Contacts via the Participant Portal. They have read/write access to their own forms and read-only rights to certain common forms.
- ◆ **Task Managers (TaMa)** can read, modify and save their own entity's forms.
- ◆ **Team Members (TeMe)** have read-only rights to the entity's own forms.
- ◆ **The Financial Statement Authorised Signatory (FSIGN)** is the person authorised to sign Forms C for their organisation. The FSIGN is nominated by the LEAR or an Account Administrator under the "My Organisations" tab > "RO" icon (consequently the nomination of LEARs is now mandatory). An unlimited number of FSIGNs can be nominated for an organisation. Then it's up to the Primary Coordinator Contacts, the Coordinator Contacts and Participant Contacts to assign FSIGNs to specific projects, becoming at this moment **Project Financial Signatories (PFSIGNs)**.

An unlimited number of FSIGNs can be assigned to a project.

◆ **The Legal Statement Authorised Signatory (LSIGN).**

To appoint LSIGNs, the procedure is the same as for FSIGNs. The LSIGN has to be nominated by someone having an organisation role (LEAR, Account Administrators). The LSIGN must then be appointed to one or several project(s) by someone having a project role (Primary Coordinator Contact, Coordinator Contacts or Participant Contacts) in said project(s). At this moment, the **Project Legal Signatories (PLSIGNS)** will be appointed.

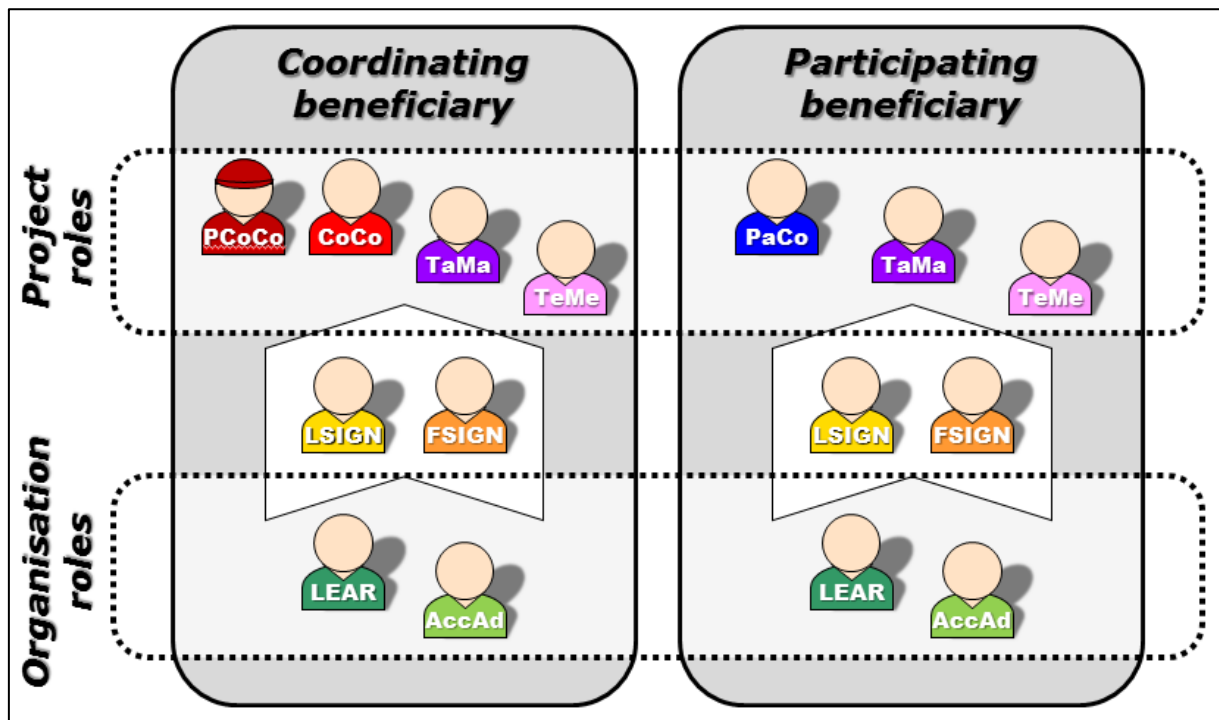


Figure 7: Participant Portal roles

**7.2. How to add or revoke roles in the Participant Portal?**

Except for the Primary Coordinator Contact (PCoCo) and the LEAR, every role must be modified by the Participants.

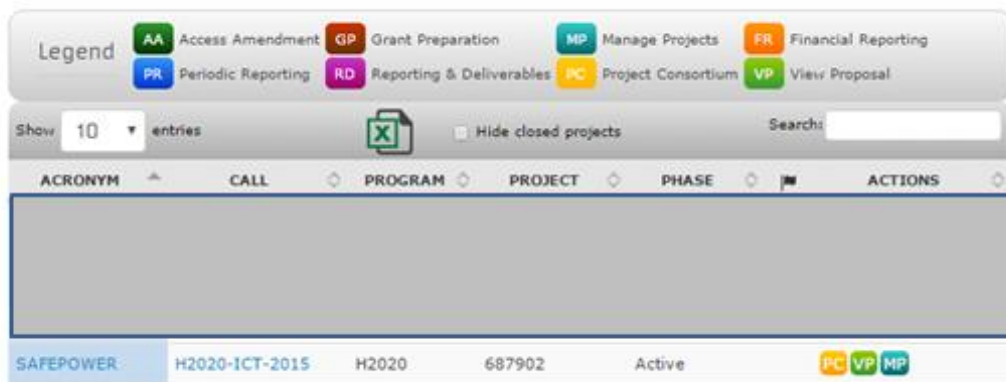
Each user can be nominated or revoked by another user, as follows:

- ◆ **The Primary Coordinator Contact** can nominate/revoke Coordinator Contacts, Task Managers and Team Members of the coordinating entity, Participant Contacts of other participating organisations, and assign LSIGNs and FSIGNs to a project.
- ◆ **Coordinator Contacts** can nominate/revoke other Coordinator Contacts, Task Managers and Team Members of the coordinating entity, and assign LSIGNs and FSIGNs to a project.

- ◆ **Participant Contacts** can nominate/revoke other Participant Contacts, Task Managers and Team Members of their own entity, and assign LSIGNs and FSIGNs to a project.
- ◆ **The Legal Entity Appointed Representative (LEAR)** can nominate Account Administrators, LSIGNs and FSIGNs for his/her own entity.
- ◆ **Account Administrators** can nominate LSIGNs and FSIGNs for his/her own entity.

### 7.3. ROLES DEFINIED IN SAFEPOWER

Roles appointed by each beneficiary can be checked via the Participant Portal under “My Projects” choosing the option “PC: Project Consortium”.



*Figure 8: Roles appointed in the Participant Portal*

Current roles and persons appointed in SAFEPOWER are also available in the contact list of participants uploaded in the **repository**. See label “Roles Participant Portal”. If you wish to change, add or revoke roles, you can always contact Laura Ezcurra and she will indicate how to manage with it.

## 8. INFORMATION MANAGEMENT

### 8.1. INFORMATION FLOW CHART

All the issues (problems, delays, etc.) must be communicated from each partner to the WP Leader. The Work Package Leader will be the responsible for dealing with the issue raised

and solve it. In the case that the issue cannot be solved, the Project Coordinator will be duly informed; if needed, the problem will be transmitted to the corresponding Committee and ultimately to the Project Management Committee.

All relevant issues with an impact on the work and planning of the project will be discussed with the corresponding committee without undue delays.

The Coordinator will resolve the issues put up by the WP Leaders or will transmit them to the Commission if necessary.

## 8.2. PERIODIC AND FINAL REPORTS

After the finalisation of the reporting periods specified in the Grant Agreement, the Coordinator will submit a periodic report via the SyGMA electronic submission system in the participant portal.

In addition, at the end of the project a final report together with a report on the distribution of the financial contribution between beneficiaries.

For more detailed information, please see points 3.5 and 3.6 of this guide.

## 8.3. SUBMISSION OF DELIVERABLES

All the deliverables must be submitted within the deadlines defined in Annex I to the Grant Agreement. Please see point 4.1.1 of this guide.

All Deliverables Leaders are responsible for the quality and adequacy of the deliverable.

The **Lead beneficiary of a deliverable** shall submit the deliverables to the corresponding partner in charge of its review **15 working days** in advance of the submission date of the deliverable to the Commission.

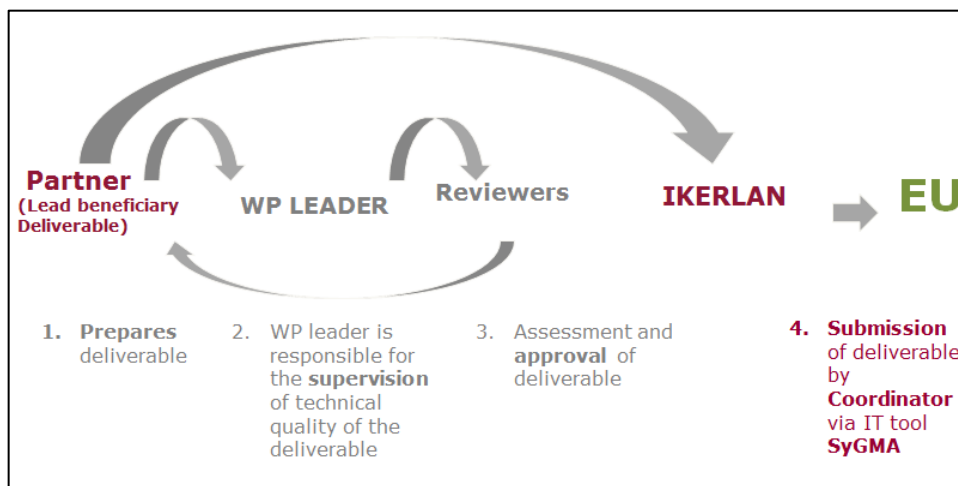
The **Reviewer** assigned will review the reports and deliverables from each work package, informing the Technical Coordinator and Project Coordinator about the progress. The reviewer will give feedback and comments **6 working days** in advance of the submission date of the deliverable.



The **Lead beneficiary of a deliverable** will take into consideration the feedback from the reviewer and implement changes (if necessary) in **6 working days** in advance of the submission of the deliverable.

The Lead beneficiary of a deliverable will submit the final version of the deliverable to the **Project Coordinator 3 working days** in advance of the submission date.

The review process is subject to further modifications during the entire project lifespan. Once the Deliverable is approved, the Coordinator will be responsible for uploading it in the Participant Portal and submit it to the Commission by electronic means. This process is shown in the following figure:



*Figure 9: Deliverables review process*

During the deliverable review process, the Responsible partner will be reviewing the deliverables based on the following aspects:

- ◆ **Completeness:**
  - is it according to the original proposal?
  - does it contain all required chapters?
- ◆ **Correctness:**
  - does it contain correct information?
  - language check.
  - lay-out / template check.
- ◆ **Consistency:**
  - Are the chapters consistent with each other?
  - Is it consistent with other deliverables?

- is it according to the requirements of other WP's?

The elaboration of project deliverables will be continuously followed up by the Technical Coordinator; however, at least one month in advance of the planned delivery date for each deliverable, the Technical Coordinator will contact the lead partner in charge of such a deliverable in order to check whether it will be submitted as planned or whether there is any unexpected problem that may cause a substantial delay.

In case of expected delay, the Technical Coordinator will agree with the lead partner in charge of the deliverable and the corresponding WP leader on how to address the problem and on a new date for submission of the deliverable as soon as possible. If this happens, the Technical Coordinator will immediately inform the Project Coordinator, who will be in charge of informing the EC project officer as soon as possible.

**RULES:**

- ◆ Quality Assurance activities have to be implemented throughout the entire project by the entire consortium. This means that every project partner shall review his own results before transmitting them to someone else.
- ◆ The WP Leader will be the first instance to perform a quality control of deliverables. Further, all project deliverables will undergo a quality control of the Responsible Committee.

The following table contains the **Lead beneficiaries** of the different **deliverables**, the **reviewer** assigned to each deliverable as well as the **delivery** date in accordance with the associated deadline as stated in the DoA document:

*Table 12: Reviewers list for deliverables*

Del. (No)	Deliverable Name	WP No.	Lead participant	Reviewer partner	Delivery Date
D1.1	Cross-domain industrial requirements	WP1	CAF	USI (IAB)	6
D1.2	Analysis and selection of low power techniques, services and patterns	WP1	OFF	SAA (IAB)	6
D2.1	Reference Architecture	WP2	USI	KTH	12
D2.2	Initial Low Power Techniques	WP2	OFF	FEN	12
D2.3	Final Low Power Techniques	WP2	OFF	IMP	30

Del. (No)	Deliverable Name	WP No.	Lead participant	Reviewer partner	Delivery Date
D2.4	Initial Safety Concept	WP2	IKL	USI (IAB)	9
D2.5	Final Safety Concept	WP2	IKL	OFF (IAB)	18
D3.1	Virtual Platform Architectural Design	WP3	IMP	OFF	18
D3.2	User guide of the SAFEPOWER Virtual Platform	WP3	IMP	FEN	20
D3.3	PCB Architectural Design	WP3	IKL	OFF	12
D3.4	User guide of the PCB	WP3	IKL	USI	24
D3.5	Architectural Design of the Hypervisor	WP3	FEN	OFF	18
D3.6	User guide of the Hypervisor	WP3	FEN	IMP	24
D3.7	Architectural heterogeneous MPSoC design	WP3	KTH	OFF	18
D3.8	User guide of the heterogeneous MPSoC design	WP3	KTH	IKL	24
D4.1	Intermediate railway signalling use-case implementation	WP4	CAF	SAA	20
D4.2	Final railway signalling use-case demonstrator	WP4	CAF	KTH	26
D4.3	Intermediate avionics use-case implementation	WP4	SAA	CAF	20
D4.4	Final avionics use-case demonstrator	WP4	SAA	IKL	26
D4.5	Intermediate cross-domain public demonstrator implementation	WP4	USI	CAF (IAB)	18
D4.6	Final cross-domain public demonstrator	WP4	USI	SAA (IAB)	24
D5.1	Definition of virtual platform evaluation strategy and preliminary results	WP5	OFF	KTH (IAB)	24

Del. (No)	Deliverable Name	WP No.	Lead participant	Reviewer partner	Delivery Date
D5.2	Final results of the virtual platform evaluation	WP5	OFF	KTH (IAB)	36
D5.3	Definition of industrial use-case evaluation strategy and preliminary results	WP5	SAA	USI (IAB)	24
D5.4	Final results of the industrial use-case evaluation	WP5	SAA	USI (IAB)	36
D5.5	Survey and target audience definition for public demonstrator platform evaluation	WP5	OFF	IKL (IAB)	24
D5.6	Results of public demonstrator platform evaluation	WP5	OFF	IKL (IAB)	36
D5.7	Report on Validation of the safety concept and compliance with standard	WP5	IKL	OFF	36
D6.1	Mid-term exploitation plan: characterization of the key results, risk analysis, overall IPR strategy	WP6	FEN	IKL	18
D6.2	Final exploitation plan: description of results, business plans, IPR strategy and risk management	WP6	FEN	IMP	36
D6.3	IPR management and Data Protection	WP6	IKL	OFF	36
D6.4	Website and communication material	WP6	USI	OFF	3
D6.5	Communication and Dissemination reports	WP6	USI	IKL	6, 18, 30, 36
D6.6	Report on Stakeholders Workshops and Community Building	WP6	OFF	FEN	6, 36
D7.1	Project Management Handbook	WP7	IKL	ALL	3
D7.2	Interim Report	WP7	IKL	-	9,27

### 8.4. FINANCIAL INFORMATION – REPORTING COSTS

All reporting periods (M18 and M36), all partners will submit to the Project Coordinator:

- ◆ A **Cost Statement** duly completed and explanation of the use the resources covering the specific period – Template to be provided. It will be uploaded in the Repository.
- ◆ **Financial Statement** completed in SyGMA duly signed electronically by the Project Financial Signatory (PFSIGN).

The following table shows the dates for the documents submission from the partners to the Coordinator:

*Table 13: Deadlines for the submission of inputs to Coordinator*

Period	End of reporting period	Submission and Review of Cost Statement (Zabala)	Electronic signature of Financial Statement(Form C) by PFSIGN	Submission to EC (by Coordinator)
1	30/06/2017	from 1/08/2017 to 15/08/2017	from 16/08/2017 to 22/08/2018	1/09/2018
2	31/12/2018	from 1/02/2019 to 15/02/2019	from 16/02/2019 to 22/02/2019	1/03/2019

The timely receipt of the cost statement duly filled out is of primary importance for reporting issues as well as for providing a proper explanation of the use of the resources within the period in accordance with the EC requirements.

To support this process, a **Cost Statement template** will be created for SAFEPPOWER partners and will be available at the Repository. The cost statement is aimed at collecting from all partners costs incurred in the period and the explanation of the use of the resources required by the Commission in the periodic report. Costs shall be detailed at WP level.

Costs declared must be set out in Annex 2 (estimated budget for the action). Costs not foreseen might be reported and claimed but they will have to be duly explained if we expect that the Commission would accept them.

Reimbursement rate according to the Grant Agreement will be 70% or 100% of the total eligible costs accepted by the Commission depending on the type of organisation:

*Table 14: Reimbursement rates*

	1. IKL	2. USI	3. OFF	4. CAF	5. FEN	6. IMP	7. SAA	8. KTH
<b>PROFIT / NON-PROFIT</b>	NON-PROFIT	NON-PROFIT	NON-PROFIT	PROFIT	PROFIT	PROFIT	PROFIT	NON-PROFIT
<b>Innovation FUNDING RATE</b>	100%	100%	100%	70%	70%	70%	70%	100%

The following rules shall be followed for the financial report of the SAFEPPOWER:

**8.4.1. COMPLETION OF THE COST STATEMENT**

- ◆ Each beneficiary shall provide to the Coordinator/Zabala the **Cost Statement** of the period duly completed in order to check and verify costs to be claimed. Once the cost statement (template to be provided) would be reviewed, costs shall be completed in SyGMA, creating Individual Financial Statements per beneficiary. The tool will create automatically the Financial Statements in accordance with Annex 4 of the Grant Agreement.

All persons with the following roles within one organisation:

- Participant Contacts: PaCo
- Coordinator Contact: CoCo

Have access to complete the explanation of the use of the resources in SyGMA and complete the Financial Statement.

A beneficiary may request the Coordinator to fill the financial statement on his behalf and the required information will be filled in SyGMA by Zabala. Zabala will always verify the financial statement with the partners concerned before the electronic signature.

- ◆ **Individual Financial Statements** of each beneficiary shall be signed electronically by the corresponding Project Financial Signatories (PFSIGN) appointed by each organization.

print format A4 landscape

MODEL ANNEX 4 FOR H2020 GENERAL MGA — MULTI

FINANCIAL STATEMENT FOR [BENEFICIARY [name]/ LINKED THIRD PARTY [name]] FOR REPORTING PERIOD [reporting period]

Eligible <sup>1</sup> costs (per budget category)												Receipts		EU contribution			Additional information		
A. Direct personnel costs			B. Direct costs of subcontracting		[C. Direct costs of /for support]		D. Other direct costs		E. Indirect costs <sup>2</sup>		[F. Costs of ...]		Total costs	Receipts	Reimbursement rate %	Maximum EU contribution <sup>3</sup>	Requested EU contribution	Information for indirect costs:	
Form of costs <sup>4</sup>	A.1 Employees (or equivalent)	A.4 SME owners without salary		A.2 Natural persons under direct contract	A.5 Beneficiaries that are natural persons without salary		D.1 Travel	[D.4 Costs of large research infrastructure]	[F.1 Costs of ...]		[F.2 Costs of ...]	Receipts of the action, to be reported in the last reporting period, according to Article 5.3.3						Costs of in-kind contributions not used on premises	
	A.3 Seconded persons	[A.6 Personnel for providing access to research infrastructure]	D.2 Equipment				D.3 Other goods and services	[F.3 Costs of ...]											
	Actual	Unit	Unit				Actual	Actual			Actual								Actual
	a	Total b	No hours	Total c	d	[e]	f	[g]	h=0,25 x (a+b+c+h+[g] + [j1] - [j2]) <sup>6</sup>	No units	Total [j2]	Total [j2]	j = a+b+c+d+[e] + [f] + [g] + h+[j1] - [j2]	k	l	m	n	o	
[short name beneficiary/linked third party]																			

The beneficiary/linked third party hereby confirms that:  
 The information provided is complete, reliable and true.  
 The costs declared are eligible (see Article 6).  
 The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).  
 For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

**8.4.2. ELECTRONIC SIGNATURE OF THE FINANCIAL STATEMENT**

All beneficiaries shall appoint a Project Financial Signatory (PFSIGN) in order to submit a Financial Statement and the request for reimbursement to the Commission. Each PFSIGN will have to sign in SyGMA using her/his ECAS account.

PFSIGNS appointed in SAFEPOWER are available also in the contact list of participants uploaded in the repository. See label “PFSIGN”. If any beneficiary wishes to change the PFSIGN in SAFEPOWER you should send an e-mail to Laura Ezcurra and she will help you in the process.

**Instructions for the electronic signature of a PFSIGN:**

1. The Project Financial signatory (PFSIGN) shall log in the Participant Portal with your ECAS account at the following link:

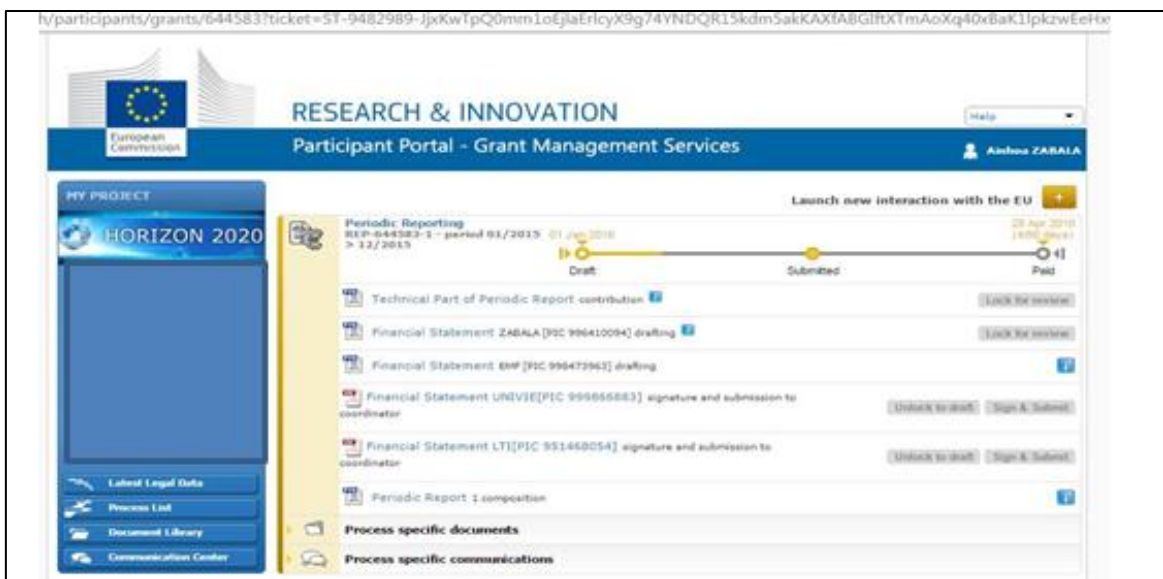
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

2. Once you are logged in, please go to “My project” tab and click “MP” Manage project button of SAFEPOWER:



*Figure 10: Participant Portal*

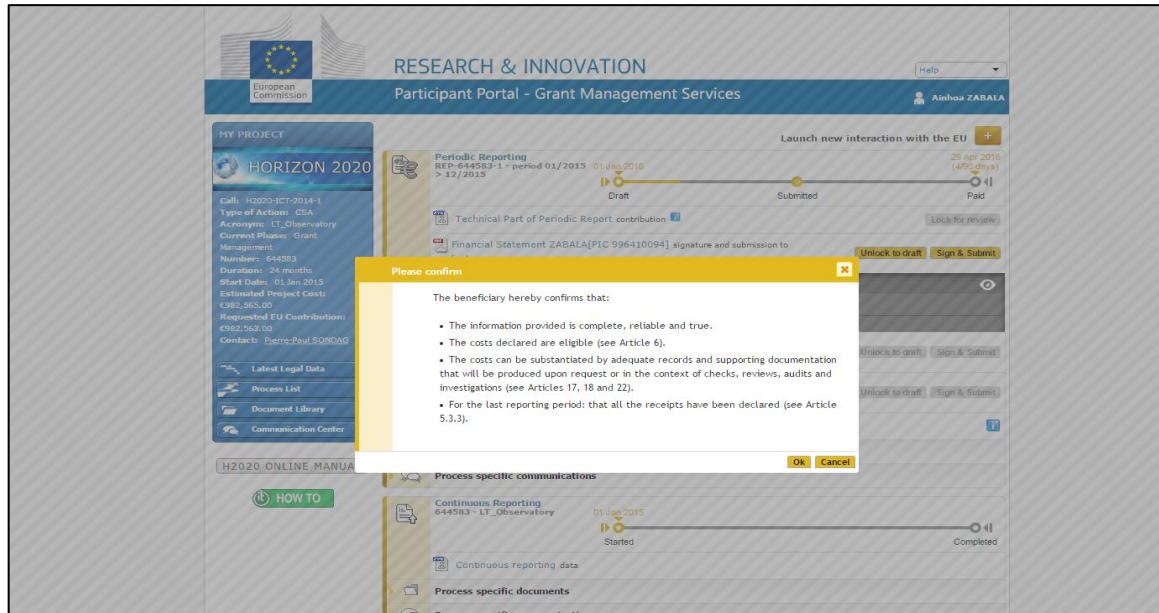
You will see then the following screen:



*Figure 11: Participant Portal*

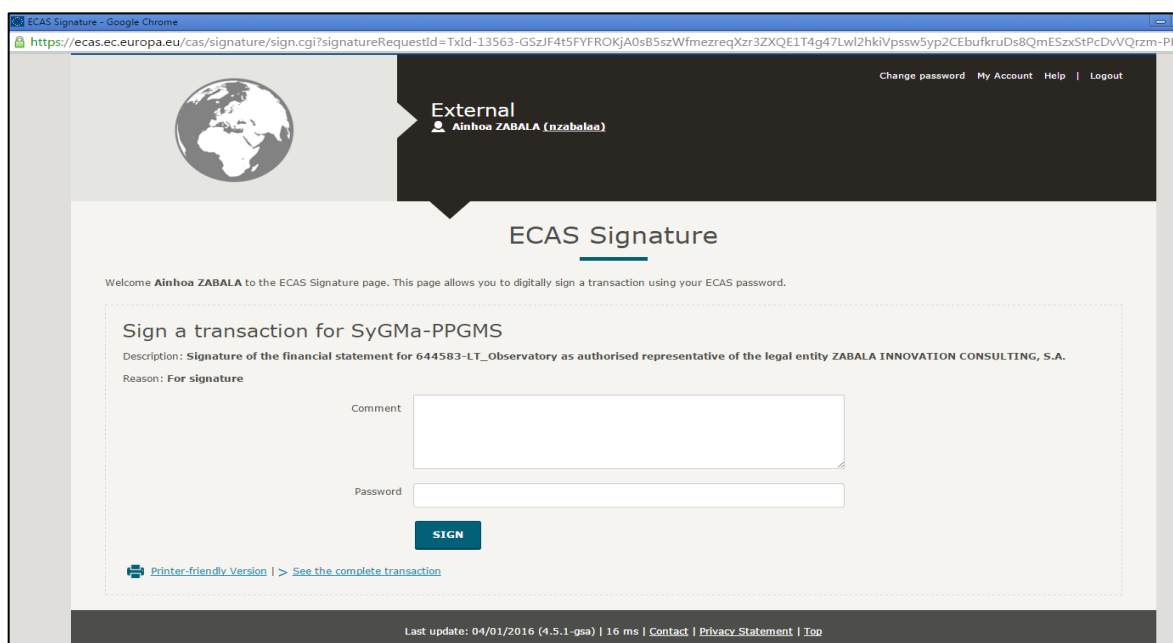


- The PFSIGN will have in the beneficiary’s Financial Statement the option “Sign and Submit” Available. Please check that everything is correct and click “Sign and Submit”.



**Figure 12: Participant Portal**

- The tool will ask you to enter again the PFSIGN’s ECAS password in order to sign electronically.



**Figure 13: Participant Portal**

Once the PFSIGN introduces his/her password and clicks “SIGN” the process will be completed and the Financial Statement signed electronically.

### 8.4.3. H2020 ELIGIBLE COSTS AND COST CATEGORIES

Contractors should report the costs incurred by using the H2020 eligible costs which are structured as follows according to *Article 6 in the Grant Agreement*:

Direct costs:

- ◆ Personnel costs (Article 6 A)
- ◆ Direct costs of subcontracting (Article 6 B)
- ◆ Direct costs of providing financial support to third parties – not applicable (Article 6 C)
- ◆ Other direct costs (Article 6 D)
  - Travel costs and related subsistence allowances
  - Equipment costs
  - Costs of other goods and services
  - The capitalised and operating costs of “large research infrastructure”

Indirect costs (Article 6 E)

### DETAILS ABOUT THE NATURE OF COSTS TO SUBMIT

Here are the levels of detail expected in the course of a sound financial management:

- ◆ **personnel costs** (amounts, name, function, statute (additional or permanent), monthly rate or hourly rate (A) and working time spent on which WP (in month if monthly rate given in A or in hours if hourly rate is given in A),
- ◆ **travel costs** (amount by travel and by participants, name of travellers, exact dates (dd/mm/yyyy), origin/destination (from/to), and detailed purpose of the travel),
- ◆ **depreciation costs of equipment** (amount claimed, nature of the equipment, price by equipment (excl VAT), depreciation system (in years or month), % of use in the project)
- ◆ **consumables** (amount by class of consumables, nature, list (when applicable), precise purpose and use of these consumables),

- ◆ **subcontracting** (amount by subcontract, agreement EC (either technical annex or specific agreement (if so please provide a copy of the agreement), nature of the tasks, name of subcontractor and link of these with the project),
- ◆ **other costs** (class covering costs not covered by previous H2020 class – amounts by cost, very precise details about the nature of each cost),
- ◆ **indirect costs (25% flat rate)**. Indirect costs are calculated on the basis of the flat rate of 25% of the eligible direct costs (Article 5.2 of the Grant Agreement) from which subcontracting and in-kind contributions are excluded.

According to the procedures and information to be provided to the Commission, it is mandatory for the Consortium to deliver in due time the Cost Statement Template per period. Without the delivery of this cost statement, the Coordinator may not accept costs declared in the Model for the financial statement.

The Cost Statement Template will cover all requested information in order to allow the Project Officer the acceptance of costs declared as eligible costs of the project.

## 8.5. CERTIFICATE ON THE FINANCIAL STATEMENTS (CFS)

In accordance with the Grant Agreement, certificate on the financial statements' for each beneficiary are compulsory, if it requests a total contribution of **EUR 325 000 or more**, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2, Point A).

The model of a CFS is compulsory and it should be drawn up in accordance with Annex 5. Please ask your auditors to follow strictly the model requested by the Commission.

A CFS covering costs declared shall be delivered **at the end of the project**.

According to the budget in DoA, the following partners are expected to provide a CFS in SAFEPower: **IKL, USI, OFF and KTH** as their expected EC contribution in their budget planned exceeds the threshold of EUR 325.000.

Without prejudice to the paragraph above, the Commission may request, on the basis of an analysis of risks, the submission of a certificate on financial statements from any beneficiary at any time until the agreement completion date.

Public bodies and international organisations referred to in Article 43 of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities are not required to provide certificate on financial statements, unless the Commission requests the submission of such certificate on financial statements on the basis of an analysis of risks.

**8.6. DOCUMENTATION TO BE KEPT – SUPPORTING DOCUMENTS OF COSTS CLAIMED.**

The submission of a Certificate on the Financial Statements (CFS) does NOT waive the right of the Commission to carry out its own audit which may be launched at any time and up to 5 years after the end of the project. Therefore, all beneficiaries are have to keep SAFEPower supporting documentation up to 5 years after payment of the balance!!! (31/12/2023).

This list summarises all supporting documents (per cost category) that may be requested by an auditor:

*Table 15: Supporting documents*

<p><u>Personnel Costs</u></p>	<p>Employment contracts (or other independent/legal justification of personnel costs claimed) Ledgers/ accounts, payroll records Time Sheets Detailed breakdown and justification of the productive hours denominator used for calculation of hourly rates</p>
<p><u>Subcontracting</u></p>	<p>Invoices Proof of payment Original deliverables from the subcontractors Evidence of own internal management and supervision procedures to confirm completion of work required to specifications needed and reasonableness costs claimed in connection therewith.</p>
<p><u>Consumables</u></p>	<p>Invoices Proof of payment In case of rented equipment: Rental contract, inventory list of the rented equipment; proof of the investment values of the rented equipment - Records concerning computer usage, if applicable.</p>

<u>Travel Expenses</u>	Transport tickets, including boarding passes, hotel bills... Invoices Mission approval forms A report, records, minutes etc. indicating purpose and participants of the meetings.
<u>Indirect costs</u>	Full documentation concerning the calculation of the overhead costs and back-up documentation such as disaggregated balance sheet Analysis, reconciliation and summary of final breakdown of overhead (by category of expense) charged to the project.
<u>Bank statements (for coordinator)</u>	Relating to the payments of the EC contributions and the distribution among partners.
<u>General ledger / Management Accounts</u>	Salient extracts and reconciliations of costs claimed to underlying accounting records/general ledger to facilitate easy verification of costs claimed and their eligibility.
<u>Certificate on Financial Statement (CFS)</u>	Copies of any auditor certification statements issued with a claim for cost reimbursement.

## 8.7. PAYMENTS

### 8.7.1. PAYMENTS FROM THE COMMISSION TO THE COORDINATOR

Article 21 to the Grant Agreement establishes the payments to be made from the Commission to the Coordinator.

- ◆ One Pre-financing : 60% of total contribution
- ◆ One Interim payment: up to 25% of total contribution
- ◆ Final payment /payment of the balance: up to 15% of total contribution

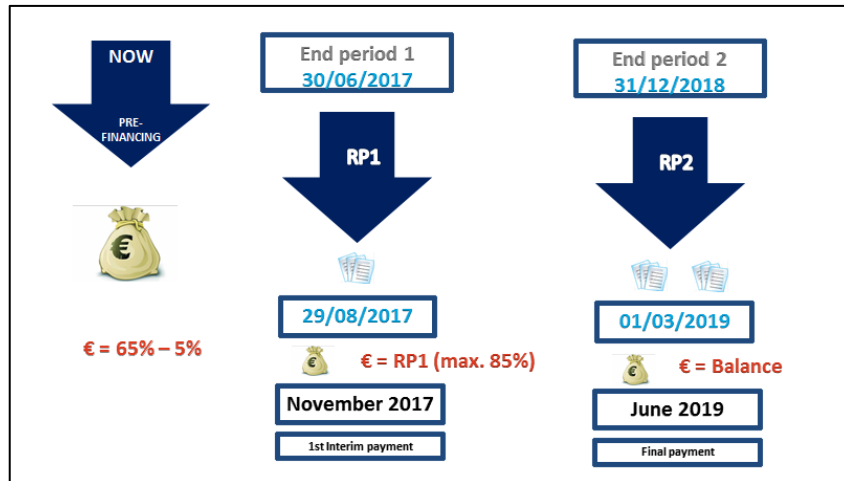


Figure 14: Payment schedule EC

**8.7.2. PAYMENT FROM THE COORDINATOR TO THE BENEFICIARIES: DISTRIBUTION OF CONTRIBUTION**

All the costs approved by the EC will be reimbursed by the Coordinator to each party under the procedures defined in the Consortium Agreement. There will be up to four payments of contribution from the coordinator to the beneficiaries. These payments correspond to:

- ◆ Pre-financing 1: 40% of beneficiary’s contribution at M3 (March 2016).
- ◆ Pre-financing 2: 20% of beneficiary’s contribution in M14 (February 2017).
- ◆ Interim payment: up to 25% of beneficiary’s contribution estimated in November 2017.
- ◆ Final payment: up to 15% of beneficiary’s contribution estimated in June 2019.

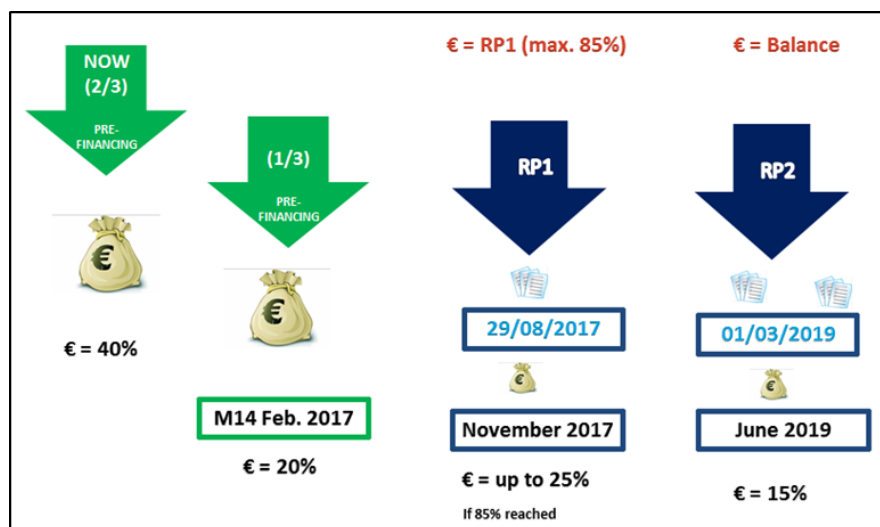


Figure 15: Payment schedule Consortium Agreement

## 9. DOCUMENT HANDLING

### 9.1. DOCUMENT HANDLING - REDMINE SYSTEM

A Read mine System for SAFEPower has been set up by OFF to handle effectively the documentation of the project. This tool is aimed at working on collaborative documents and sharing final documents of common interest.

#### 9.1.1. ACCESS TO REDMINE SYSTEM

All persons wishing to have access to the tool need a **personal account** to the system. OFF is in charge of granting access permissions to whoever needs them. If one person needs access to the system, he/she should send an e-mail to:

- ◆ OFFIS Technical Support: [support@safepower-project.eu](mailto:support@safepower-project.eu)

They will grant access to the system and give any support in any question related to the functioning of the system.

If you have any problem with the project collaboration platform (download and/or upload information) please address your question to [support@safepower-project.eu](mailto:support@safepower-project.eu)

In order to access Redmine System the user shall click the following link:

<https://vprojects.offis.de/redmine/projects/safepower>

alias: <http://www.safepower-project.eu/redmine>

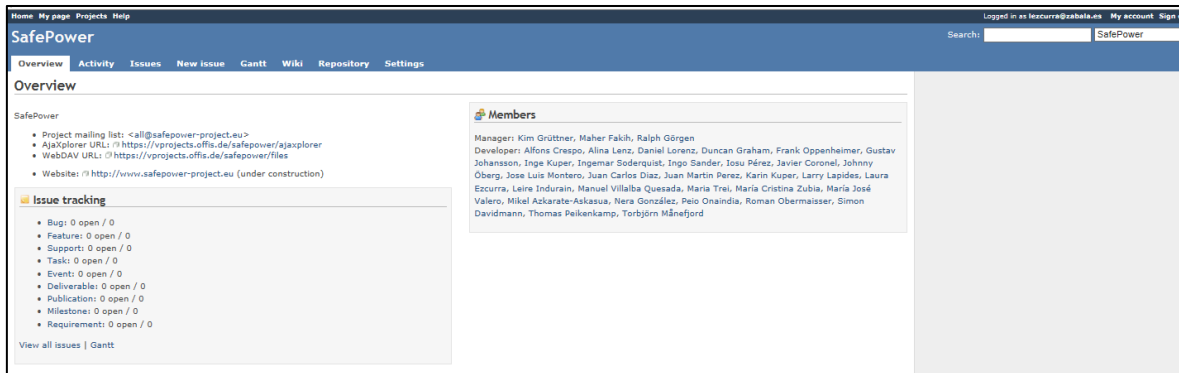
And fill in his/her personal username and password.

The password can be changed at any time using:

[https://vprojects.offis.de/redmine/user\\_manage](https://vprojects.offis.de/redmine/user_manage)

It is strongly advised to change the initially generated password.

**9.1.2. OVERVIEW**



*Figure 16: Overview*

The platform offers the following menu for SAFEPower users:

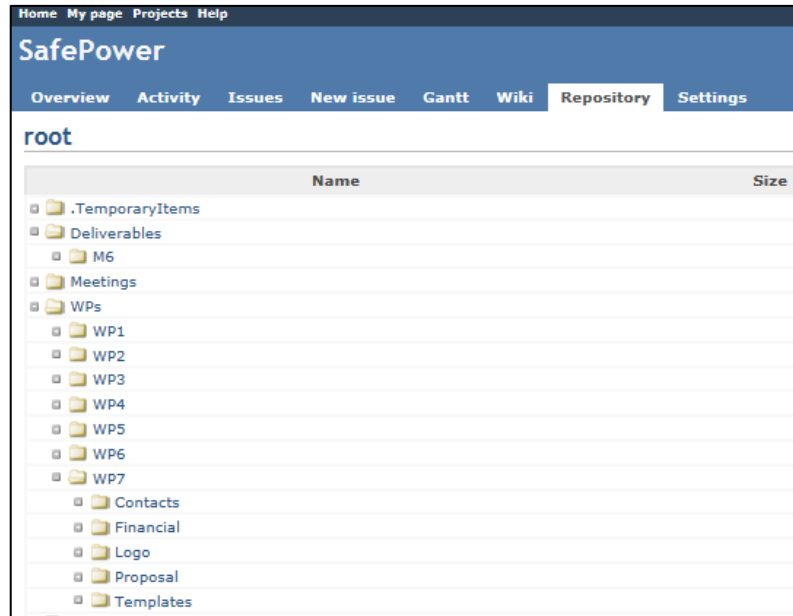
- ◆ Overview
- ◆ Activity
- ◆ Issues
- ◆ New issue
- ◆ Gantt
- ◆ Wiki
- ◆ Repository
- ◆ Settings

**9.1.3. REPOSITORY**

All relevant documentation to SAFEPower will be allocated and available in the Repository. The Repository will be updated according to the needs of the project, creating new folders or sub-folders in accordance to the needs. The idea is having a full repository of working documents, final documents, legal docs, templates and any ready-to-use doc generated by the project team members.

The repository is structured as follows:





*Figure 17: Repository overview*

At this moment it is organised in 6 main folders, although new folders might be created in accordance to the needs of the project.

- ◆ Temporary items
- ◆ Deliverables
- ◆ H2020 Guidelines
- ◆ Legal documents
- ◆ Meetings
- ◆ WPs

Each WP Leader is responsible for the contents of each folder. The main recommendation is creating collaborative documents within each folder to foster the team working.

Final versions or stable drafts will be shared in Redmine System. The idea is having a full repository of final documents, legal docs, templates and any ready-to-use doc generated by the project team members.

#### **9.1.4. Access to the file repository**

The repository is organized as a file share and accessible in the following ways:

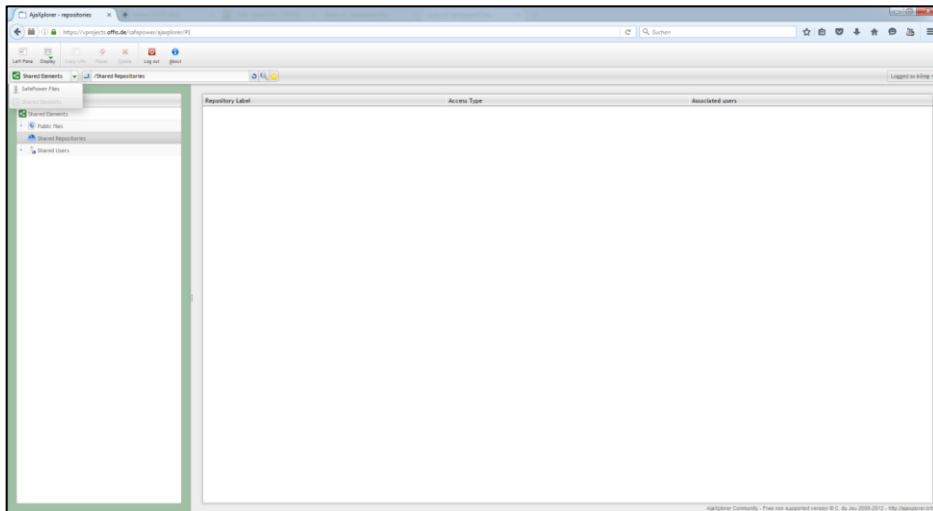
Through the redmine system's repository tab:

<https://vprojects.offis.de/redmine/projects/safepower/repository> (read-only access)

Through the ajaxplorer website:

<https://vprojects.offis.de/safepower/ajaxplorer> (read/write access)

Alias: <http://www.safepower-project.eu/ajaxplorer>



*Figure 18: File repository screen*

Hint: If you do not see the SafePower repository in Ajaxplorer, please go to the pull-down menu in the upper left corner and choose "SafePower Files"!

Through WebDAV:

<https://vprojects.offis.de/safepower/files> (read/write access)

Alias: <http://www.safepower-project.eu/files>

Recommended WebDAV client for Windows is <http://www.bitkinex.com/>

### 9.1.5. DEFINITION FOR FILE NAMING: JOINT WORKING IN DELIVERABLES.

This section proposes a scheme for naming the deliverables under development. The document file name consists of: **D.x.y\_name\_of\_the\_deliverable\_a.b(\_partner)(\_R)**

with a version number (maintained by the Task/Deliverable leader)

a.b

where

- ◆ a is the major revision (starting at 0) where 1 is the submitted version.
- ◆ b minor version reflecting the progress during the Deliverable preparation phase (e.g. between telcos).

with a partner name postfix, indicating which partner contribution on top of version a.b has been performed and an R postfix if the version is candidate for internal review.

For the integration of the partner inputs the word change tracking mode shall always be used.

## **9.2. DELIVERABLE NUMERING SYSTEM – FINAL VERSION TO SUBMIT TO THE COMMISSION.**

The deliverable numbering will follow the Deliverables list numbering included in Chapter 3.1. The delivery number shall be used as a code on the front page of all deliverables. Furthermore, a revision numbering shall be included. The title of the document/deliverable must follow the titles included in the work programme.

Deliverables will have the following notation:

### **DX.Y. vN**

- ◆ D stands for the word deliverable.
- ◆ X is a number representing the Work Package which the deliverable is linked to.
- ◆ Y is a number of the deliverable within the Work Package which is linked to.
- ◆ V stands for the word version
- ◆ N is a number representing the number of times a deliverable has been submitted officially to the EC as defined in DoA or requested after a review meeting. Those deliverables submitted once will be v1, twice v2, etc.

### 9.3. LANGUAGE

According to Article 4 to the Grant Agreement, any report and deliverable shall be in **English**.

Minutes of project meetings, project deliverables and periodic progress reports must be prepared in English. The minutes shall be recorded by the WP leader.

Meetings with attendance from abroad must be in English.

### 9.4. DOCUMENT TEMPLATES

It is compulsory to use the templates available for all the documentation generated within SAFEPOWER project. The PROJECT templates that have been prepared and distributed between partners are:

#### Management templates

- ◆ Power point presentation template
- ◆ Minutes of Meetings template
- ◆ Deliverables template
- ◆ Partner Qx report template
- ◆ WP leader Qx report template
- ◆ H2020 Periodic report template
- ◆ H2020 Annex 5 Certificate Financial Statements template.

All the templates are available at Templates shared folder under WP7 folder.

#### Financial templates

The coordinator will provide two templates

- ◆ Time-sheets for tracking time devoted by employees to the project
- ◆ Cost Statement Template

These templates will be available within following days.

Questions on reporting issues should be addressed to Mikel Azkarate-askasua (technical issues) or Laura Ezcurra (financial issues).

## 10. PROJECT CHANGES AND POTENTIAL PROBLEM AREAS

### 10.1. CHANGES IN THE PROJECT: AMENDMENTS / INFORMATION LETTERS.

The basic principle of the project is to carry out the tasks and activities within the time scheduled and resources foreseen as described in the Annex I (DoA) to the Grant Agreement.

Any changes in the status of a beneficiary shall be communicated to the Coordinator as soon as possible. The coordinator shall resolve queries and advise the beneficiaries. If required, the Project Coordinator will contact the EC Project Officer responsible and request clarifications and procedures to be followed.

Significant project changes and deviations from the work planned must be dealt with in writing. The participant involved or WP Leader proposing the change should forward a written communication to the Project Management Committee explaining the reason behind the proposed changes and direct consequences in terms of budget, work programme, etc.

As a general rule, an amendment to the Grant Agreement (GA) is necessary whenever the GA or its annexes shall be modified. In some cases, the GA gives the parties the possibility to carry out certain modifications without an amendment to the GA. Finally, there are cases where the need for an amendment must be assessed carefully.

If an amendment to the GA is necessary, the Project Coordinator will request the amendment process to the Project Officer on behalf of the Consortium.

Small changes during the implementation of the activities and/or the plan defined in the DoA shall be understood as normal in a research project. However, these minor deviations shall be identified and explained in the description of the activities of the corresponding periodic report and corrective measures that were implemented (if any).

### 10.1.1. CHANGES WHICH REQUIRE AN AMENDMENT

- ◆ Removal of one or more legal entities from the list due to their non-accession to the GA
- ◆ Addition of one or more beneficiaries
- ◆ Change of coordinator
  - The coordinator remains in the consortium
  - The participation of the coordinator is terminated
- ◆ Partial transfer of rights and obligations
- ◆ Modification of project title and/or acronym
- ◆ Modification of duration and/or of start date
- ◆ Modification of reporting periods
- ◆ Change of financial contribution of the Union or of Euratom
- ◆ Reimbursement as a lump sum to ICPC participants
- ◆ Change of banking details
- ◆ Change of the amount of the pre-financing and/or of the contribution to the Guarantee Fund
- ◆ Addition, removal or modification of special clauses
- ◆ Changes to Commission's and coordinator's contact details
- ◆ Modification of Annex I (Description of the Action)
- ◆ Amendment requested for reinstatement of the work after suspension of the project
- ◆ Request from the coordinator for suspension
- ◆ Suspension by the Commission
- ◆ Amendment reinstating the continuation of the GA
  - Request from the coordinator for suspension
  - Suspension by the Commission
  - Amendment reinstating the continuation of the GA

**NOTE:** The amendments guide for H2020 has not been published yet. An update of the document will be provided once it is available.

### 10.1.2. CHANGES WHICH DO NOT REQUIRE AN AMENDMENT

Changes which do not require an amendment but shall be duly notified to the Commission via an **information letter** are the following:

- ◆ Change of name and legal details of a beneficiary
- ◆ Universal transfer of activity/or of rights and obligations
- ◆ Changes in accounting system of beneficiaries and mistakes in indirect costs calculation
- ◆ Procedure
- ◆ The specific case of change of authorised representative of beneficiary