Appendix X to Annex I – Description of Work

1. Foreword

This Appendix is an *integral part* of Annex I to the grant agreement as agreed between the European Commission (EC) and the beneficiaries. It sets out a number of practical provisions and operational timescales regarding reports, deliverables and activities relating to project- and programme-level awareness and dissemination; technical audits and reviews; and project exchange and concertation activities.

Some or all of these reports, deliverables, activities and events may be addressed elsewhere in Annex I. Any provision of this Appendix shall take precedence over the provisions of other parts of Annex I.

The EU financial contribution set out in the grant agreement is inclusive of funds destined to cover any costs incurred by the beneficiaries in the performance of the tasks detailed in this Appendix.

2. Project Documentation

The beneficiaries undertake

(a)   To provide a brief project <u>Fact Sheet</u> suitable for Web publishing, <u>within one month</u> from the start of the project, and to maintain and update it until the end of the project. The Fact Sheet will outline the project's rationale and objectives, specify its technical baseline and intended target groups and application domains, and detail intermediate and final outputs. The Fact Sheet will be used by the Commission for its own dissemination and awareness activities throughout the project lifecycle, and will be published on EC and EC sponsored websites.

(b)   To set up a project <u>Website</u> <u>within three months</u> from the start of the project, and to maintain and update it until the end of the project. The site will provide project overviews and highlights; up-to-date information on intermediate and final project results, including public reports and publications as well as synthesis reports drawn from selected confidential material; project events, including e.g. user group meetings, conferences and workshops; contact details, etc. The Website will be cross-linked from/to other relevant EC and EC sponsored sites.

(c)   To provide a MS-PowerPoint or HTML <u>Presentation</u> detailing all the key features of the project <u>within three months</u> from the start of the project, and to maintain and update it until the end of the project. A final, augmented version of this Presentation will be transmitted to the Commission together with the project's final report, and will where appropriate contain additional multimedia assets (e.g. video clips). The Presentation will be used by the Commission for its own dissemination and awareness activities, during and after the completion of the project, and will, where appropriate, be published on EC and EC sponsored websites, and other electronic publications.

(d)   To supply at the latest by the <u>date of submission of the final report</u> a Web enabled (or DVD based) public <u>Showcase</u>, and to grant the Commission the right to use the Showcase for its own dissemination and awareness activities (including Web based and electronic publications) after the completion of the project. The Showcase will feature a meaningful subset (software, data, etc.) of the functionality characterising the project demonstrator(s) arrived at, along with relevant copyright notices and contact information, and suitable installation aids and run-time interfaces.

Item (d) above applies to projects and other RTD actions which are intended to produce runnable software and/or electronic datasets and do not use technical platforms (e.g. non-standard hardware, pre-requisite commercial software) which would make the Showcase unsuitable for use in a normal Web or office/exhibition environment.

3. Technical Audits and Reviews

All actions will in principle undergo one peer <u>Review</u> in each calendar year, according to the provisions established in Article II.23. As a general rule, no Review will be held in the first 10 months of implementation of the action.

The first in-depth Review will take place around month 15, with no prejudice to the possibility of triggering earlier reviews when deemed appropriate by the EC. In particular the EC may decide to perform a pre-Review towards month 11 of the action, with the aim of preparing the first in-depth Review.

4. Reporting to the Project Officer

The Coordinator undertakes to produce the following <u>Reports</u> in the English language on behalf of the beneficiaries, and to forward them to the EC Project Officer according to the following conditions and timescales.

Note: All timings are relative to T1 (project start date); "Tn" denotes the project end date. Project start date and duration are defined in Article 3 of the grant agreement.

Due Date	Title	Coverage	Distribution
T6, T18, …	6-monthly report	Overview of the work completed resp. launched in the reporting period, major results and events, problems and delays encountered, corrective actions taken. Update of measurable intermediate and final objectives. Overall resource consumption. Such report will be drawn up according to a template supplied by the EC.	Project Officer and Peer Reviewers
T12, T24, …	12-monthly report	Established in accordance with Article II.4 and combined with any deliverables due at the end of the reporting period and the beneficiaries' financial statements. In accordance with Articles 7 and II.30.4, this report shall contain the list of peer-reviewed scientific publications accepted for publication in the reporting period − distinguishing between a) journal articles and b) conference proceedings and multi-author books − together with their details/references, the date of acceptance, the dissemination principle (directly open to the public or following the embargo period) and the repository used. Such report will be drawn up according to a template supplied by the EC.	Project Officer and Peer Reviewers
15 November in each calendar year	Annual public reports	Designed for Web publishing, for a broad public outside the consortium. To document the main results obtained and promote the objectives of the project. Such report will be drawn up according to a template supplied by the EC.	Public
Tn	Final report	In addition to the provisions laid in the Article II.4, the final report is to summarize the work carried out and the results obtained under the grant agreement. It will be a means to assess the output of the project. A non-public part will include inter alia technical documentation, results arising from tests and assessments, prospects for further development and deployment, and exploitation plans. A chapter of the final report will review the extent to which stated goals have been achieved, and assess the portability of the results arrived at and their scalability and suitability for other tasks and domains.	Public synthesis report. Main report reserved to Project Officer and Peer Reviewers

The Final Report will be accompanied by a DVD, or an equivalent digital storage medium, containing all the contractual reports and other 'paper-based' deliverables (e.g. market analyses, user requirements, system specifications, test results, etc.), for long-term secure storage in the EC archives.

5. Meetings

The beneficiaries will ensure adequate representation at the following <u>Meetings</u>:

Frequency	Type of meeting	Purpose	Participants	Venue
1	Project kick-off meeting	To launch the project and refine plans and arrangements for the initial implementation phase.	Consortium members, Project Officer	Luxembourg or suitable project site, to be decided in agreement with the Project Officer
Up to 2 per calendar year	Progress meeting	To review progress and discuss any significant problems and deviations.	Coordinator and Project Officer	Luxembourg or suitable project site, to be decided in agreement with the Project Officer
1 per calendar year	Review meeting	To evaluate intermediate and final results. To assess quality, impact and effectiveness of project work.	Coordinator and relevant workpackage leaders, Project Officer, Peer Reviewers	Luxembourg or suitable project site, to be decided in agreement with the Project Officer
1 per calendar year	Concertation meeting respectively Programme conference and exhibition	To actively participate in discussions and demonstrations organised by the ICT programme. To present work in progress and demonstrate intermediate results. To identify and discuss areas of common interest. To plan joint investigations and dissemination activities.	Coordinators of consortia and/or workpackage leaders, plus external experts, suppliers and users where appropriate	Tbd

6. Clustering and Concertation

In order to enhance the overall value and coherence of RTD work, and its relevance to European and worldwide developments, the EC will promote exchanges between EU projects and with other relevant activities and laboratories. Likewise, the EC will set in motion Support and Infrastructure Actions addressing e.g. online repositories of research results, best practices and standards work, technology transfer and cross-disciplinary training, research roadmaps and technology foresight, etc., in areas especially relevant for the Objective.

The beneficiaries may be invited to contribute to and participate in focused concertation actions, themed seminars or special interest groups.