D1.1 Project Handbook

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GLOSSARY

CA	Consortium Agreement
D	Deliverable
DoA	Description of the Action
GA	Grant Agreement
H2020	Horizon 2020
PM	Person Month
PHB	Project Handbook
WPL	Work Package Leaders
EB	Executive Board
PO	Project Officer (European Commission)
QA	Quality Assurance
WP	Work Package

Contributors

The contributors to this deliverable are:

Contributor	Role
Silvia Wissel	Project Manager and author of this deliverable

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1 Executive summary

The Project Handbook (PHB) describes the project organisation and internal procedures of the ComPat project with regard to day-to-day communication and progress towards the timely delivery of the deliverables and within budget. It shall be used by all partners for all deliverables to the European Commission and for deliverables between partners.

The Handbook describes the following procedures in the project: documentation management, repository management, project communication mechanisms, project management, tracking system for actions. The documentation management procedure defines the standard rules and procedures with regard to the production of documentation that all partners need to apply throughout the project. It also outlines the procedure for the publication of peer reviewed publications. The generic document template is described.

Dedicated mailing lists are in place to facilitate the communication within the consortium. We organise regular face to face consortium meetings bi-annually and teleconferences.

The bodies of the Project Management structure are: the Work Package Leaders (WPL), the External Advisory Board (EAB), Project Coordinator and Project Manager, and the Executive Board (EB).

Access Rights are regulated by Article 9 of the ComPat Consortium Agreement and Art. 25 of the H2020 Grant Agreement Annex II. The Project Manager will track the budget and deliverables. It is vital that potential problems are identified early and dealt with. To this end, conflict resolution procedures are in place, as well as procedures for dealing with changes in the consortium. The PHB is a work in progress; based on experiences and needs in the consortium, we will continue to adapt and update the document. Best practices will be incorporated and used to constantly improve the management of the project.

2   Main body of the handbook

2.1   Introduction

2.1.1   Purpose

The Project Handbook (PHB) describes the project organisation and internal procedures of the project with regard to day-to-day communication and progress towards the timely delivery of the deliverables and within budget. This document provides the information needed to facilitate the monitoring of the overall progress and the communication between project partners and the European Commission.

The PHB shall be used:

1.   By all partners;

2.   For all deliverables to the European Commission;

3   And for deliverables between partners.

The Consortium Partners will supervise and check the work performed by the consortium in accordance with the ComPat Quality Assurance Procedure (QAP), which has been formally established in deliverable D1.2.

2.1.2   Reference documents

Reference documents:

1. ComPat Grant Agreement (GA)

2. ComPat Description of Work (DoA/ Annex I)

3. ComPat Consortium Agreement

4. Deliverable 1.2_ComPat Quality Assurance Procedure (QAP)

2.2   Documentation Management

2.2.1   Introduction

This chapter describes the documentation management procedure in the ComPat project. It defines the standard rules and procedures with regard to the production of documentation that all partners need to apply throughout the project.

The documentation management procedure is to be used:

1   By all partners;

2   for all deliverables documents to European Commission;

3   for documents exchanged between partners.

2.2.2   Documentation publication rules

The Project Manager will ensure the adherence to the requirements of the Grant Agreement and acknowledge the financial contribution of the European Commission. All publications and any other dissemination material relating to results of ComPat should include a statement to indicate that this result was generated with the assistance of financial support from the European Union.

Any dissemination of results (in any form, including electronic) must:

•   display the EU emblem

•   Include the following acknowledgement: "This (project/work/article) has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 671564 (ComPat project)".

•   Include the disclaimer: "This (publication/report) reflects only the author's view and the European Commission is not responsible for any use that may be made of the information it contains."

-       Draft papers and articles shall be placed in the intranet for the whole consortium.

-       The document's owner shall invite and solicit contributions from the whole consortium when applicable.

-       The contributors and authors of the publication shall abide by clause 8.4.1.1 of the Consortium Agreement allowing the Consortium to be notified of the planned publication **at least 45 days before the intended submission date**.

-       Any objections on the publication of specific results (i.e. in case such result is susceptible to breach Intellectual Property Rights of another party within the consortium) shall be made to the Coordinator by the party raising the objection.

-       The coordinator shall notify the consortium.

-       Any objections and resolutions shall be dealt with in accordance with the ComPat consortium agreement.

2.2.3   Document layout

All partners will use standard document templates in order to apply a consistent look for all project documents. One generic document template will be provided and several specific templates for particular documents such as deliverables, Periodic Report etc. The templates are available from the ComPat intranet.

The generic document template will follow guidelines given by the EU and contains the following:

      1.   Layout of the title page

      2.   Layout of headers and footers

      3.   Styles that are to be used in the documents

Number of templates:

1. Template for the Periodic Report
2. Template for the deliverables
3. Template for presentations

Document elements

Each document for reporting and for deliverables shall follow the guidelines given by the European Commission and shall have the following elements:

- Project logo

- Project number

- Project Acronym

- Project title

- Title of Report

- Dissemination level (i.e.: public or confidential)

- Date of preparation

- Authors

- Revision

2.2.4 File naming conventions

Each document shall be uniquely identifiable together with its version. See the table below for the way to name files. Other document types should also follow this logic.

File naming conventions

Document Type	IDer	Convention	File Name example
Deliverables	D	D[WP#].[D#]_[Short Title]_[lead partner].[version#]_[YYYYMMDD].[extension]	D1.1_ProjectHandbook_UvA_v1.0_20151231.doc
Meeting Minutes	MM	MM-[type of meeting, e.g. EB or WPL#]-[lead partner]-[YYYY]-[MM]-[DD].[extension]	MM-WPL-UvA-20151001.doc

Presentation	P	P[WP#]-[lead partner] -[ShortTitle] - [version#].[extension]	P3-UvA-XYconference-v1.ppt
Periodic Report	PR	PR[period#]-[version#]. [extension]	PR1-v0.0.doc

2.2.5 Deliverables

All the deliverables are available in the ComPat intranet repository under WP1-Management/Deliverables. The deliverables are written in the format below:

1.   Executive summary

Target Audience: Project Officer, reviewers, consortium

    Length: Maximum 1 A4

2.   List of contributors, their role, and description of on-going work.

3.   Main body of the report

    Target Audience: reviewers, consortium

    Length: Maximum 10 pages A4

    4. Conclusions

Target audience: PO, reviewers, consortium

    4. Appendices: contain all the technical details, or a paper, a software manual, or other detailed material.

    5.

Target Audience: consortium (but also distributed to reviewers and PO)

Length: No limit

By reading the executive summary and main body, reviewers must be able to assess the content of the deliverable, and must also be able to assess that the deliverable reflects the contractual obligations as laid down in the DoA. If needed, the reviewer can choose to read the full appendix to assess all details.

2.2.6 Document repository

The intranet of the project is accessible to the members of the ComPat consortium. Others do not get access.

The public website at www.compat-project.eu hosts the public repository intended for the published publications and all other dissemination materials.

2.3 Project Communication Mechanisms

All partners will inform the Project Manager of changes of their contact details or contact persons, or of changes in any other information needed for executing the project.

2.3.1 Mailing Lists

Dedicated mailing lists have been set up to support the project communication:

Per WP:

Wp[x]@compat-project.eu

all@compat-project.eu

To prevent an avalanche of unsolicited messages, senders are obliged to target their messages carefully to the narrowest audience as reasonably possible.

3.3.2 ComPat meetings and teleconferences

Within the ComPat project we have the following meetings:

- Kick-off meeting
- Intra-WP meetings (organized by the partners themselves)
- All-Hands Meetings (AHM); run twice a year over 2 days, including a General Assembly meeting once per year and External Advisory Board meeting; followed by a 2-day Developers Bootcamp (Technical people, self-organized in smaller groups)
- Weekly meetings between the Project Coordinator and Project Manager.
- Monthly telcos between
  - Executive Board
  - Work Package Leaders

3.3.3 Financing of meetings

The All-Hands Meetings will be run 2 times a year. The location should be within easy reach of an airport. These meetings shall be run as internal workshops. The costs incurred by the beneficiaries for travel and accommodation shall be claimed as part of Other Direct Costs of the beneficiary's budget. UvA will take charge on calling the meeting and will decide on the venue together with the WPL. Once decided the member of the partner hosting the meeting will work with UvA to manage the logistics. The hosting partner will cover the costs for the meeting rooms, catering (including lunch) and one joint dinner unless otherwise agreed from his own ComPat project budget.

2.4 Project Management

In this section the Project Management structure of the project is described.

2.4.1 Project Management structure

General Assembly (GA)

The highest level of management and the board for ultimate decisions will be constituted by the General Assembly (GA), consisting of one representative per partner in the consortium. It is concerned with the overall strategic direction of the project.

External Advisory Board (EAB)

An External Advisory Board will be appointed to assess the scientific progress of the project and advise the WPL.

The members will be asked to sign a confidentiality agreement regarding the non-disclosure of foreground. They will be invited once a year to join the plenary session of the ComPat Project Meeting, and their expenses will be covered from the Management budget of the project, held by UvA.

Project Coordinator (PC) and Project Manager (PM)

The GA delegates executive management of ComPat to the Project Coordinator, Prof. dr. Alfons Hoekstra. The coordinating partner, UvA, will appoint Silvia Wissel from UvA as the Project Manager to professionally handle all consortium management issues. Together, the PC and PM are responsible for the day-to-day operations of the project. Only the PC and PM shall have direct communication with the Project Officer at the European Commission.

Executive Board (EB)

The Executive Board consists of the Project Coordinator, the Project Manager, the Technical Manager, and the Application Manager. One of the most important tasks of the EB is to ensure information flow and exchange between the different Work Packages. The EB is responsible for the overall quality control of the technical work as carried out in the individual Work Packages, identifying risks and contingency solutions, the interaction between the technical and application Work Packages, as well as for the technical documents delivered to the Commission..

Its appointed members are:

Project Coordinator Prof. Dr. Alfons Hoekstra (UvA)

Technical Manager: Tomasz Piontek (PSNC)

Application Manager: Peter Coveney (UCL)

Project Manager: Silvia Wissel (UvA)

3.4.2. List of contacts

An overview about the contact persons and roles in the ComPat project can be found below or more detailed in the file ComPat_contacts.xls on the intranet.

Project Officer

Teresa de Martino

Reviewers

(not known currently)

2.4.3 IPR and access rights

Access Rights are regulated by Article 9 of the ComPat Consortium Agreement and Article 25 of the Horizon 2020 Grant Agreement Annex II.

For best practice every use by any partner of software or components related to the background knowledge of a partner for the implementation of the technical work in ComPat should be recorded in writing or at least by email exchange between parties.

2.5 Tracking of Deliverables and of Budget

2.5.1 Deliverables

The Project Coordinator and Project Manager will monitor:

- Technical work per WP
- Actions from meetings

The Project Coordinator and Project Manager will monitor the list of staff members working within the consortium. Every partner will communicate the list of staff working for the ComPat Project throughout the lifetime of the Project to the Project Manager. The workforce may change but the current Person Months PM will be strictly adhered to by each of the partners in the WPs they are dealing with.

Tasks attributions to WP leaders will be governed by the WP1 leader and reported as part of the WPL meetings.

2.5.2 Budget

An internal assessment of the expenditure per partner is reviewed every 12 months; this includes the reporting of person months per WP; reporting of costs and explanation of the use of resources when regarded necessary.

The Project Management (WP1) will have direct communication with the financial and administrative officer at each of the beneficiaries to collect the EC required information and possibly additional information for monitoring expenditure in the course of the project and to prepare periodic reporting.

2.6   Conflict resolution procedures

It is vital that potential problems are identified early and dealt with. Potential problems can be of the following nature:

Technical Problems

Sometimes, as a result of work undertaken in the project, it becomes obvious that for technical reasons the original goal is unachievable to the point it is a waste of effort to continue. A procedure must be followed for the swift continuation of the Project:

- First any technical issues within a work package must be brought to the attention of the Work Package leader.
- If the problem can be solved within the work package such as for example: the technical issues can be fixed by another partner without change of budget, the WP leader will take the final decision and report to the coordinator.
- If necessary the issue shall be escalated to the WPL group, who shall take the final decision. The GA shall be notified.
- Any member of the GA can object to the proposed solution.
- Ultimately any changes in the DoA shall be dealt with and approved by the GA.

Partners

- A partner wishing to leave the consortium must inform the Project Coordinator at least 4 months before he wishes to do so. Defaulting partners will be dealt with in accordance with the consortium agreement.

3   Conclusions

This document has set out the practical organisation and procedures of the ComPat project. It is a reference document for the consortium members that they should read and familiarise themselves with. The PHB is work in progress; based on experiences and needs in the consortium; the document will be continuously adapted and updated. Best practice will be incorporated and used to constantly improve the management of the project. The most recent version will be available on the intranet, in the WP1 Project Management folder.