

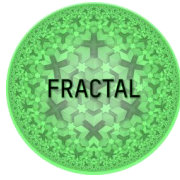
Deliverable

D1.1: Project Handbook

Deliverable Id:	D1.1
Deliverable Name:	Project Handbook
Status:	Submitted
Dissemination Level:	R
Due date of deliverable:	31/10/2020
Actual submission date:	31/10/2020
Work Package:	1
Organization name of lead contractor for this deliverable:	IKERLAN
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Partner(s) contributing:	IKERLAN ZYLK (Reviewer) AVL (Reviewer)

Abstract: This deliverable summarizes the main procedures and tools that will be used in the project execution to monitor the proper implementation, partners' communication and contributions, resources consumption, quality management and reporting to EC as well as internal reporting.

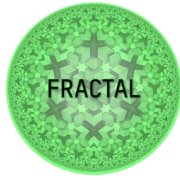




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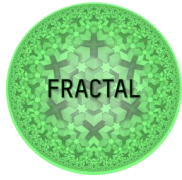
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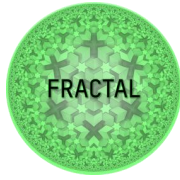
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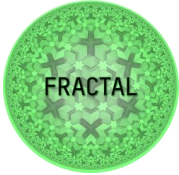
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1 History

Version	Date	Modification reason	Modified by
0.1	21/09/2020	Table of Content	IKERLAN
0.2	13/10/2020	Complete draft	IKERLAN
0.3	14/10/2020	Dissemination procedure added	IKERLAN
0.4	14/10/2020	Assignment of reviewers per deliverable	IKERLAN
0.5	29/10/2020	Minor adjustments according deliverable rev.	IKERLAN

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2 Summary

This Handbook is written in the framework of WP1 – Project, Risk & Innovation Management (Task 1.1 Project Management) of FRACTAL project under Grant Agreement No. 877056

Its intention is to provide useful information to all partners about the procedures of the project, its governance structure, main roles, key project contacts, decision making and working procedures, IPR management, deliverables peer-review quality management process and communication and reporting procedures and about general issues of the ECSEL Programme. The initial version of this Handbook is delivered on October 2020 (M2) but it will be updated throughout the whole duration of the project if needed.

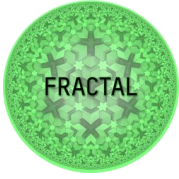
Any procedure decided after October 2020 will be included in this Project Handbook and sent as another version of this report.

The terms and provisions of the EU Grant Agreement (and its annexes) and the FRACTAL Consortium Agreement will prevail in the event of any inconsistency with recommendation and guidelines defined in the present Project Handbook.

Partners are advised to read carefully and follow all ECSEL documentation.

For any comments on this Handbook, please contact the Project Coordinator:

- Ms Aizea Lojo (IKERLAN)
- E-mail: Fractal_coordinator@ikerlan.es

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3 Introduction

This Handbook is written in the framework of the project “A Cognitive Fractal and Secure EDGE-based on a unique Open-Safe-Reliable-Low Power Hardware Platform Node” with acronym FRACTAL, a project under Grant Agreement No. 877056. This Project Handbook is part of Work Package 1 “Project, Risk & Innovation Management” under Task 1.1 “Project management”.

This project handbook is a collection of instructions and decisions regarding project management and administration of the FRACTAL project. This is a living document that will be updated as new information becomes available and new decisions are made. It intends to provide useful information to all partners about the procedures that will be followed during the project execution for communication and reporting purposes.

It acts as a reference source for all Consortium members, covering many of the day-to-day activities and providing links to further information where required. Secondly, it aims to standardize various elements of the project e.g. project reports, deliverables, file naming conventions etc. through the use of agreed procedures and templates where relevant. The initial version of this Handbook is delivered on October 2020 (M2) but it will be updated throughout the duration of the project if needed.

Any update or improvement on procedures decided after the release of this document will be included in this Project Handbook and sent as another version of this document to all partners.

The terms and provisions of the EU Grant Agreement (and its annexes) and the FRACTAL Consortium Agreement will prevail in the event of any inconsistency with recommendations and guidelines defined in the present Project Handbook.

It must be noticed that the Handbook does not express the opinion of the European Commission and does not, in any case, replace the European Commission documentation. This Handbook expresses only the authors’ views: The Community is not liable for any use that may be made of the information contained therein. Partners are advised to read carefully and follow all H2020 AMGA and other relevant documents annexed to this handbook.

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4 Project governance


This section describes the project governing bodies that have in charge all the project management activities and the procedures/recommendations aiming to the correct implementation of the management activities concerned with WP1 (Project, Risk & Innovation Management), WP2 (Specifications and Methodology), WP3-WP6 (Technology implementation), WP7-WP8 (Case-Studies) and WP9 (Impact) of the FRACTAL project.

Section 5 “Key project contacts” includes the contact details for the leader/proxy assuming each one of the previous roles.

4.1 Consortium management structures

The project management will consist of the following structures and control functions, whose interaction is shown in the figure below:

- Project Coordinator (PC);
- Technical Coordinator (TC);
- Innovation Coordinator (IC);
- Exploitation Coordinator (ExC);
- Verification Coordinator (VC);
- Work-Package (WPL);
- Project General Assembly (PGA);
- Project Coordination Committee (PCC);
- Extended Project Coordination Committee (+PCC);
- Sustainability Committee (SC);
- High-Level Advisory Board (HLAB).

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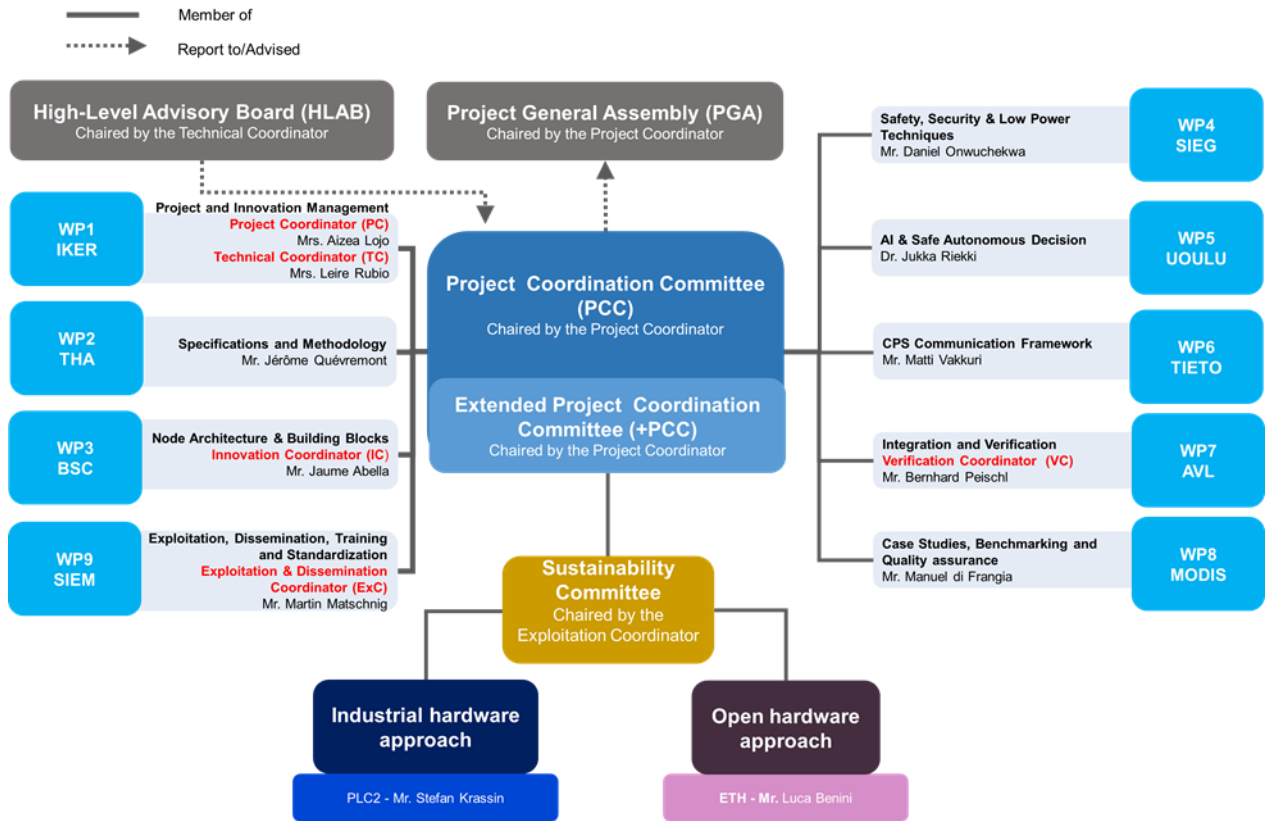
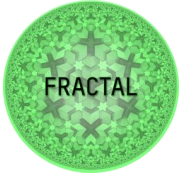


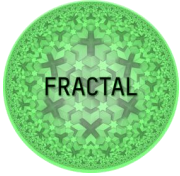
Figure 1 Project Management Structure

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4.2 Role and responsibilities of project bodies

4.2.1 Project Coordinator (PC)

Project Coordinator (PC)	<ul style="list-style-type: none"> • Ms. Aizea Lojo (IKERLAN) • E-mail: alojo@ikerlan.es
<p>The PC, as leader of WP1 (Project, Risk & Innovation Management), will have the overall responsibility for the running of the project, ensuring delivery to time, cost, and required quality, the overall coordination of the project’s technical and scientific progress. The main interfaces of the PC are:</p> <ol style="list-style-type: none"> I. EC (Project Officer); II. Technical Coordinator (TC) and Innovation Coordinator (IC), as well as WP Leaders; III. the PGA and PCC. <p>The PC will be supported by the Administrative and Financial Department of IKERLAN, ensuring the proper completion and consolidation of the cost claims for partners.</p> <p>In particular, the Coordinator shall be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Monitoring compliance by the Parties with their obligations. • Keeping the address list of Members and other contact persons updated and available. • Collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority. • Transmitting documents and information connected with the Project to any other Parties concerned. • Administering the financial contribution of the Funding Authority and fulfilling the financial tasks (described in Section 6.6.C of the Consortium Agreement). • Providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims. 	

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4.2.2 Technical Coordinator (TC)

Technical Coordinator (TC)	<ul style="list-style-type: none"> • Ms. Leire Rubio (IKERLAN) • Email: lrubio@ikerlan.es
<p>The TC will have the responsibility of the overall coordination of the project’s technical progress. The main tasks of the TC will be to facilitate the coordination and alignment among pilots and ensure the continuous alignment of commonly understood and agreed project results with the projects vision and the overall technical objectives. The TC will jointly work with the PC, supported by WPL and by Specific Use-Case Leaders, in order to assure the delivery of high quality and timely technical results. Same tasks and responsibilities as for PC but applied to technical progress.</p>	

4.2.3 Innovation Coordinator (IC)

Innovation Coordinator (IC)	<ul style="list-style-type: none"> • Mr. Jaume Abela (BSC) • Email: jaume.abella@bsc.es
<p>The Innovation Manager is responsible for cultivating a suitable environment to encourage innovation within the consortium, to monitor and facilitate the innovation processes that will merge the technology with the market, leading to the launch of a successful product at the end of the project. Additionally, the IC is responsible for the IPR Log, where results and used components for building the project, will be logged. Using this registry, the PCC will analyze license conflicts and repercussions prior to integration in FRACAL. Licensing decisions made related to the Results of the project will also be registered, thus providing a Consortium with a clear and well documented way of IPR status for each part of the project. The Sustainability Committee upon request of the relevant parties, shall provide recommendations on concrete IPR issues and align them with the exploitation, technical interests and the default software licensing policy of the project.</p>	

4.2.4 Exploitation Coordinator (ExC)

Exploitation Coordinator (ExC)	<ul style="list-style-type: none"> • Mr. Martin Matsching (SIEM) • Email: martin.matsching@siemens.com
<p>The ExC, as leader of WP9 (Exploitation, Dissemination, Training and Standardization), will be responsible for monitoring the achieved during the project as well as for taking actions to bring the impact to the highest levels possible. The ExC will be in continuous communication in particular with the industry partners & the partners responsible of the specific Use Cases of FRACAL to understand, facilitate and coordinate exploitation and dissemination actions, as well as to report them to the PCC.</p>	

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4.2.5 Verification Coordinator (VC)

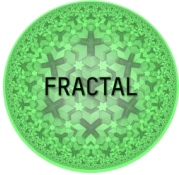
Verification Coordinator (VC)	<ul style="list-style-type: none"> • Mr. Bernhard Peischl (AVL) • Email: Bernhard.peischl@avl.com
<p>The VC is responsible for the coordination of the verification and implementation of the project use cases and partners collaborating within the use case in WP7 and WP8. The VC is also responsible for the circulation of progress and risk information to the PCC. The VC will:</p> <ul style="list-style-type: none"> • Coordinate the technical activities of the partners involved in the use case and check intermediate work progress; • Organize, when necessary, meetings with the participation of involved partners; • Keep the PC informed on the status of activities and suggest any corrective action to be taken; • Report to the PCC on the status of activities and suggest any corrective action to be taken; • Contribute and closely align with the TC to ensure synergy and learning effects among use cases and use case domains. 	

4.2.6 Work Package Leader (WPL)

Work Package Leader (WPL)	See previous scheme
<p>Work Package Leaders are responsible for managing their WP as a self-contained entity and integrating their work with the results of other WPs. Their responsibilities include coordinating, monitoring and assessing the progress of the WP to ensure that output performance, costs and timelines are met.</p>	

4.2.7 Project General Assembly (PGA)

Project General Assembly (PGA)	Will be composed of one person with executive authority from each consortium partner; chaired by PC.
<p>Work Package Leaders are responsible for managing their WP as a self-contained entity and integrating their work with the results of other WPs. Their responsibilities include coordinating, monitoring and assessing the progress of the WP to ensure that output performance, costs and timelines are met.</p>	

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4.2.8 Project Coordination Committee (PCC)

Project Coordination Committee (PCC)	Will be composed of PC, TC, IC, ExC, VC and all WPL
<p>The PCC will manage the programme and decide about the high-level management and technical issues. Its coordination tasks will guide the work and assume effective communication between all partners. The PCC will meet physically at least once each three months for the first year, then will meet every 4-6 months. Additionally, bi-weekly conference calls of the PCC will be held to ensure timely project management and control.</p>	

4.2.9 Extended Project Coordination Committee (+PCC)

Extended Project Coordination Committee (+PCC)	Will be composed of PCC members + Sustainability Committee; chaired by PC.
<p>When required the PCC will be extended joining the Use-Case Leaders, to make technical decisions related to Use Cases. The PC is the one who decides in which regular conference calls of physical meetings the +PCC will join the basic PCC.</p>	

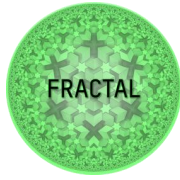
4.2.10 Sustainability Committee (SC)

Sustainability Committee (SC)	Will be composed of ExC, PLC2 and ETH
<p>The SC will ensure the correct execution of exploitation and business objectives of the project and supports the partners in developing their individual plans.</p>	

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4.2.11 High-level Advisory Board (HLAB)

High-level Advisory Board (HLAB)	Will be composed of external high-level representatives; chaired by TC.
<p>The HLAB will be one key instrument to strategically engage with decision-makers and the wider stakeholder community. The HLAB will actively engage HLAB members and key partners of the FRACTAL consortium, thereby providing HLAB members with early insights into HLAB results and findings, whilst providing FRACTAL members with external views and recommendations. The HLAB will engage in the following ways: (1) challenge FRACTAL work against new developments and advances in the state-of-the-art; (2) ensure that FRACTAL stays in the highest level of scientific and technical quality, thereby ensuring expected impact; (3) provide scientific, technical and domain expertise on FRACTAL results and methodology; (4) share common priorities and establish future cooperation opportunities of mutual benefit; (5) disseminate and multiply project results by informing the various networks of HLAB members, thereby fostering active engagement of external organizations in Drones Technology demonstrations.</p>	

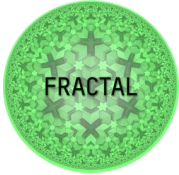


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5 Key project contacts

The following table includes the key project main contacts per organization:

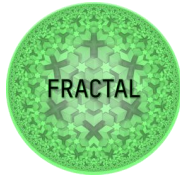
Organisation	Name	Email address
IKER	Aizea Lojo	alojo@ikerlan.es
BSC	Jaume Abella	jaume.abella@bsc.es
UPV	Carles Hernandez	carherlu@upv.es
PROI	Cristina Ganado	cganado@prointec.es
CAF	Mikel Labayen	mlabayen@externos.cafsignalling.com
SML	Roberto Paredes	rparedes@solverml.com
ZYLK	David Olmos	dol001@zylk.net
LKS	Juan Jose Rodriguez	jjrodriguez@lksnext.com
RULEX	Antonie Wiedemann	a.wiedemann@rulex.ai
AITEK	Massimo Massa	mmassa@aitek.it
UNIVAQ	Tania Di Mascio	tania.dimascio@univaq.it
MODIS	Sara Toticchi	sara.toticchi@adeccogroup.com
UNIMORE	Paolo Burgio	paolo.burgio@unimore.it
UNIGE	Igor Bisio	igor.bisio@unige.it
ROT	Diego Grimani	diego.grimani@rotechnology.it
AVL	Bernhard Peischl	Bernhard.Peischl@avl.com
SIEM	Martin Matschnig	martin.matschnig@siemens.com
VIF	Bernd Lesser	bernd.lesserv2c2.at
SIEG	Roman Obermaisser	roman.obermaisser@uni-siegen.de
QUA	Georgios Karachos	georgios.karachos@qualigon.de
BEE	Jan Beewen	jan@beewen.com
PLC2	Stefan Krassin	stefan.krassin@plc2.de
THA	Jérôme Quéremont	jerome.quevremont@thalesgroup.com

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ETH	Frank Gurkaynak	kgf@ee.ethz.ch
ACP	Quiting Huang	huang@newacp.ch
OULU	Jukka Riekkı	Jukka.Riekkı@oulu.fi
TIETO	Matti Vakkuri	matti.vakkuri@tieto.com
OFFC	Antti Takaluoma	antti.takaluoma@offcode.fi

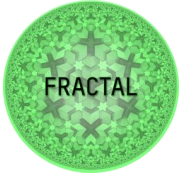
Table 1 – Key project contacts per organization

The following table includes the key project main contacts per WP and task:



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		Leader
WP1	Project Risk & Innovation Management	IKER
Task 1.1	Project Management	IKER
Task 1.2	Quality Assurance & Risk Management	IKER
WP2	Specifications & Methodology	THA
Task 2.1	FRACTAL platform specification	THA
Task 2.2	FRACTAL methodological framework	THA
Task 2.3	Regulatory compliance and standards	ETH
WP3	Node Architecture & Building Blocks	BSC
Task 3.1	HW Support for safety, security and low-power management	UPV
Task 3.2	HW Support for cognitive awareness	SIEM
Task 3.3	HW Node integration	ETH
Task 3.4	SW services for safety, security and low-power	BSC
Task 3.5	SW services for cognitive awareness	SML
Task 3.6	SW Node integration	OFFC
WP4	Safety, Security & Low-Power Techniques	SIEG
Task 4.1	Low-Power Services	ROT
Task 4.2	AI-Based Algorithms for energy-efficient and safe temporal resource allocation	SIEG
Task 4.3	Safety services	SIEG
Task 4.4	Security capabilities	IKER
WP5	AI & Safe Autonomous Decisions	UOULU
Task 5.1	FRACTAL AI theory	UOULU
Task 5.2	Fractal AI Platform	IKER
Task 5.3	Applied Fractal AI	IKER
Task 5.4	AI-based Fractal system control	ZYLK

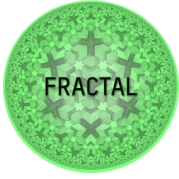
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WP6	CPS Communication Framework	TIETO
Task 6.1	Edge node design and implementation	TIETO
Task 6.2	Edge centre controller infrastructure	ZYLK
Task 6.3	Validation of the edge computing architecture	IKER
Task 6.4	Integration, Testing and Validation of Stand Alone Communications Sub-System	UOULU
WP7	Integration and verification	AVL
Task 7.1	Coherent development and demonstration test methodology definition	ETH
Task 7.2	Prototype reference nodes	PLC2
Task 7.3	Block verification on an integrated reference platform	AVL
WP8	Case Studies, Specification, Benchmarking & Justification File	MODIS
Task 8.1	Case Study Coordination	MODIS
Task 8.2	Case Study and Benchmark Specification	CAF
Task 8.3	Case Study Implementation	AITEK
Task 8.4	Case Study Justification File	VIF
WP9	Exploitation, Training, Dissemination & Standardization	SIEM
Task 9.1	Exploitation and sustainability	SIEM
Task 9.2	Dissemination and Communication	TIETO
Task 9.3	Training Activities	UNIMORE
Task 9.4	Contribution to Standards and Open Initiative	ETH

Table 2 – Key project contacts per WP and Task

The complete list is in the following shared file:

https://ikerlan.sharepoint.com/:x:/r/sites/FRACTAL_project/_layouts/15/Doc.aspx?sourcedoc=%7B83C8DE66-4E59-49D0-9C23-A7A854D3043E%7D&file=FRACTAL%20contacts%20and%20reviewers.xlsx&action=default&mobileredirect=true

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6 Decisions making procedures

6.1 General structure

The organisational structure of the Consortium shall comprise the following Consortium Bodies:

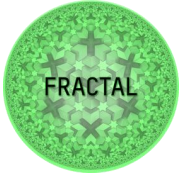
- **Project General Assembly (PGA)** as the ultimate decision-making body of the consortium
- **Project Coordination Committee (PCC)** as the supervisory body for the execution of the Project which shall report to and be accountable to the Project General Assembly (PGA).
- **The Project Coordinator (PC)** is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Project Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

Additionally, the consortium bodies will be supported by the High-level Advisory Board (HLAB): its members will cover a relevant cross-section of stakeholders from the IoT Device manufacturing, semiconductor manufacturing, cloud computing infrastructure providers, etc. as well as sectorial exploitation fields. As opinion-leaders in their respective fields, the members of the HLAB will provide a valuable reference point at critical milestones along with the project development. To collect HLAB recommendations and advises, three meetings are planned throughout the duration of the project, 2-3 month before the project review. The meetings will be held physically and online – organised and joining the PCC group.

The project's management structure and supporting procedures have been designed to specifically deal with the strategic and operational management requirements of an ambitious and large-scale research and innovation action that covers 8 use-cases and involves 28 partners.

The management structure has a strong focus on objectives and milestones, risk and innovation management and finally impact assessment. All project management activities will be implemented in WP1 (Project, Risk & Innovation Management), ensuring that the project properly follows its iterative approach and that the work is completed within the terms of the contract with the European Commission. This will include ensuring that:

- Appropriate agreements and management framework are in place between the partners;
- All the projects activities are properly coordinated with appropriate levels of legal, contractual, ethical, quality, innovation, financial and administrative management of the consortium;
- Proper operational project management is provided throughout the project and the project's work is completed to the expected timescales, resource usage and quality levels;

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- iv. Appropriate reporting to the ECSEL Office and European Commission is undertaken.

The following sections summarize the most relevant aspects of the decision-making procedures in FRACTAL. For further details please see the FRACTAL Consortium Agreement.

6.2 Voting rules and quorum

- Each Consortium Body shall not deliberate and decide validly unless 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 not reached once more, 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.
- Each Member of a Consortium Body present or represented in the meeting shall have one vote.
- A Party which the Project General Assembly has declared according to Section 4.2 to be a Defaulting Party may not vote.
- Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

6.3 Veto rights

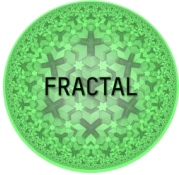
A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only, but can communicate the other Members its intention to veto in advance.

When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent. A Party that is not a Member of a particular Consortium Body may veto a decision within the same number of calendar days after the draft minutes of the meeting are sent.

When a decision has been taken without a meeting a Member may veto such decision within 15 calendar days after written notification by the chairperson of the outcome of the vote.

In case of exercise of veto, the Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members.

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A Party may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

A Party requesting to leave the consortium may not veto decisions relating thereto.

6.4 Decisions

The Project General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. In addition, all proposals made by the Project Coordination Committee shall also be considered and decided upon by the Project General Assembly.

The following decisions shall be taken by the Project General Assembly:

Content, finances and intellectual property rights:

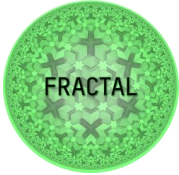
- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Modifications to Attachment 1 (Background Included) according to section 9.1.2. below
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.3.3)

Evolution of the consortium:

- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Authority for a change of the Coordinator
- Proposal to the Funding Authority for suspension of all or part of the Project
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

Appointments:

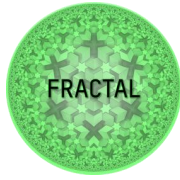
On the basis of the Grant Agreement, the appointment if necessary, of the Project Coordination Committee Members

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6.5 Escalation process for technical issue resolution

As a general principle, decisions are made at all levels and in all areas of the project's activities. For important decisions arising within the project, i.e., a decision that affects more than one partner, a consensus should be achieved.

The first step to handle such consensus management is at the WP-level. If it cannot be found at this level, the work package leader must escalate the conflict to the PC for resolution. If the PC cannot find a solution satisfactory to all partners, the issue will be escalated to the level of the Project General Assembly for a final decision, eventually through a vote. Each member (Consortium Partner) will have a single vote, and the disputed matter will be resolved with a simple majority. In case of ties, the PC will have an additional vote. In case of a procedural question related to the ECSEL, the PC may, at his own will, raise the question to the Project Officer.



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7 Working procedures

7.1 Meetings

7.1.1 Representation in meetings

Any Party which is a member of a Consortium Body:

- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;

and shall participate in a cooperative manner in the meetings.

7.1.2 Convening meetings

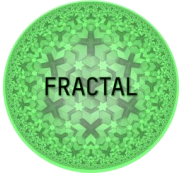
The chairperson of a Consortium Body shall convene meetings of that Consortium Body.

	Ordinary Meeting	Extraordinary meeting
Project General Assembly	Every 12 months	At any time upon written request of the Project Coordination Committee or 1/3 of the Members of the Project General Assembly
Project Coordination Committee	At least twice a year	At any time upon written request of any Member of the Project Coordination Committee.

7.1.3 Notice of a meeting

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

	Ordinary Meeting	Extraordinary meeting
Project General Assembly	45 calendar days	15 calendar days
Project Coordination Committee	14 calendar days	7 calendar days

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7.1.4 Sending the agenda

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

Project General Assembly	21 calendar days, 14 calendar days for an extraordinary meeting
Project Coordination Committee	7 calendar days

7.1.5 Adding agenda items

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

Project General Assembly	7 calendar days, 5 calendar days for an extraordinary meeting
Project Coordination Committee	2 calendar days

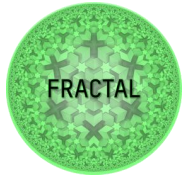
7.2 Internal reporting

Microsoft Forms will be the tools used to perform internal reporting.

Reporting will be completed as a fully online process that might be complemented by ad-hoc requirements to specific partners depending on the information provided.

Three levels of reporting will be considered:

- Technical reporting – Monthly.
- Impact & Resources progress reporting – Quarterly.
- Financial reporting – Every six months.



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Level 1	Level 2	Level 3
Technical reporting	Impact & Resources reporting	Financial reporting
Who? <i>WP Leaders</i>	Who? <i>All partners</i>	Who? <i>All partners</i>
Date? <i>From day 1 to day 5 of the following month.</i>	Date? <i>From day 1 to day 5 of the following month</i>	Date? <i>From day 1 to day 5 of the following month</i>
How? <i>Online survey.</i>	How? <i>Online survey.</i>	How? <i>Online survey.</i>
What? <i>Technical advances of UCs (KPIs) and WP.</i>	What? <i>Estimation of resources consumption (effort and direct costs) and contributions to impact.</i>	What? <i>PM Progress/Update consumed Costs & Technical Summary Report</i>
Every month	Each 3 months	Each 6 months

Each of the reporting procedures is explained in more detail below.

7.2.1 Technical reporting – Monthly

The objective of this reporting is to make periodic monthly updates on the technical work progress, i.e. mainly pilots' progress against the KPIs defined by each use-case in D1.1.

This report must be done by the Work Package leaders after gathering inputs and in coordination with partners involved in their respective WPs and use-cases.

The report shall include responses to the following aspects:

- Overall status/progress towards milestones.
- Progress setting-up Use-Cases infrastructures
- Update on data availability (of expected size, speed, complexity, ...)
- Update on Specific use-case procedures, indicators and metrics for performance monitoring.
- Status of the technical advance according to the phase of the project in WP2, WP7 and WP8

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- Impact of use-cases in events and other exploitation activities.
- Actions being performed at this moment and expected date to finish each action.
- Next steps and date foreseen.
- Actions already completed.
- Update on risk table.

The report shall be monthly completed online (from day 1 to day 5 of the following month) following the link that will be provided by the coordinator.

7.2.2 Impact & Resources reporting (Resources consumption and contributions to impact) quarterly

The objective of this reporting is to make periodic quarterly updates on the amount of resources (ESTIMATION of personnel and other direct costs) consumed by each partner in order to monitor the degree of resources consumption. This report will also cover partners' contributions to WP7, i.e. to project impact.

The report shall include responses to the following aspects:

- Estimation of personnel effort (in person-months) consumed for every WP.
- Estimation of other direct costs consumed.
- Estimation of subcontracting costs consumed.
- Brief summary of the activities carried out by the partner within the corresponding WP
- Impact assessment, evaluate all partners' contributions with respect to indicators defined in D9.5 [6-7] (Participation in events, publications and press releases, social media activity, video or other relevant content produced, meetings or other contacts with external stakeholders, data assets mobilized, collaboration with other projects, etc.)

The report shall be completed every quarter (from day 1 to day 5 of the following month after the reporting quarter, i.e. M4, M7, M10, etc.) by all partners (and linked third parties) following the link that will be provided by the coordinator.

7.2.3 Final reporting (Financial reporting) every 6 months

The objective of this reporting is to make periodic (Every 6 months) updates on the EXACT amount of resources (personnel and other direct costs) consumed by each partner in order to monitor the degree of resources consumption.

The report shall include responses to the following aspects:

- Estimation of personnel effort (in person-months) consumed for every WP.
- Estimation of other direct costs consumed.
- Estimation of subcontracting costs consumed.

It will also include a technical Summary Report on the progress and results achieved by each WP during the period.

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The report shall be completed every quarter (from day 1 to day 15 of the following month after the reporting period, i.e. M7, M13, M19, etc.) by all partners (and linked third parties) following the link that will be provided by the coordinator.

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8 Reporting to the ECSEL-JU

The project has three formal reporting periods of 10,12- and 14-months duration, as follows:

- I. 1st Periodic report: 1st September 2020 – 31st August 2021
- II. 2nd Periodic report: 1st September 2021 – 31st August 2022
- III. Final report: 1st September 2022 – 31st August 2023

The PC will provide the necessary templates and further indications in due time to prepare documents and information to be submitted for each one of the reporting periods. As an introduction to the informant needed for each one the following sections briefly list the information requested by the EC.

8.1 The periodic report

The periodic report must include the following:

- 1) 'periodic technical report' containing:
 - i. an explanation of the work carried out by the beneficiaries;
 - ii. an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1.

This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.

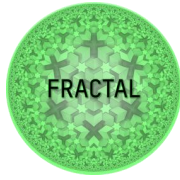
The report must detail the exploitation and dissemination of the results and — if required in Annex 1 — an updated 'plan for the exploitation and dissemination of the results.

The report must indicate the communication activities performed during the period;

- iii. a summary for publication by the Commission;
 - iv. the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;
- 2) a 'periodic financial report' containing:
 - i. an 'individual financial statement' (see GA Annex 4) from each beneficiary and from each linked third party, for the reporting period concerned.

The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs; see GA Article 6) for each budget category (see Annex 2).

The beneficiaries and linked third parties must declare all eligible costs, even if — for actual costs, unit costs and flat-rate costs — they exceed the amounts



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indicated in the estimated budget (see GA Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the Commission.

If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period.

The individual financial statements of the last reporting period must also detail the receipts of the action (see GA Article 5.3.3).

Each beneficiary and each linked third party must certify that:

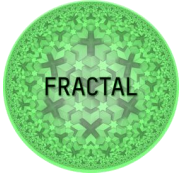
- the information provided is full, reliable and true;
 - the costs declared are eligible (see GA Article 6);
 - the costs can be substantiated by adequate records and supporting documentation (see GA Article 18) that will be produced upon request (see GA Article 17) or in the context of checks, reviews, audits and investigations (see GA Article 22), and
 - for the last reporting period: that all the receipts have been declared (see GA Article 5.3.3);
- ii. an explanation of the use of resources and the information on subcontracting (see GA Article 13) and in-kind contributions provided by third parties (see GA Articles 11 and 12) from each beneficiary and from each linked third party, for the reporting period concerned;
- iii. a 'periodic summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

8.2 The final report (Request for payment of the balance)

In addition to the periodic report for the last reporting period, the coordinator must submit the final report within 60 days following the end of the last reporting period.

The final report must include the following:

- 1) a 'final technical report' with a summary for publication containing:
 - i. an overview of the results and their exploitation and dissemination;
 - ii. the conclusions on the action, and
 - iii. the socio-economic impact of the action;
- 2) a 'final financial report' containing:
 - i. 'final summary financial statement', 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

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- ii. a 'certificate on the financial statements' (drawn up in accordance with GA Annex 5) for each beneficiary and for each linked third party, 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 GA Article 5.2 and Article 6.2, Point A).

8.3 Certificates of Financial Statements - CFS

When a partner has to submit a CFS? If the cumulative **requested EU contribution is EUR 325.000** or more as reimbursement of actual costs and unit costs based on usual cost-accounting practices (i.e. average personnel costs).

Costs based on lump sums, flat rates (e.g. indirect costs) or unit costs (other than those for personnel costs calculated according to the beneficiary's usual cost accounting practices) are not counted for the EUR 325.000 threshold (and don't need to be covered by the certificate) like the amount paid as pre-financing. Linked third parties must submit a certificate if they (i.e. without taking into account costs claimed by the beneficiary in question) reach the EUR 325.000 threshold.

Within 60 days of the end of the last reporting period, coordinators must submit a final report **including a CFS for each beneficiary and each linked third party that requested the contribution indicated above.**

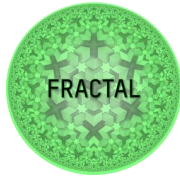
If a certificate is required, it must cover all costs declared as actual costs or average personnel costs. Incomplete certificates will be returned for correction.

8.4 Funding distribution

EU funding Payments to Parties are the exclusive tasks of the Coordinator.

In particular, the Coordinator shall:

- Notify the Party concerned promptly of the date and composition of the amount transferred to its bank account, giving the relevant references.
- Perform diligently its tasks in the proper administration of any funds and in maintaining financial accounts.
- Undertake to keep the Funding Authority's financial contribution to the Project separated from its normal business accounts, its own assets and property, except if the Coordinator is a Public Body or is not entitled to do so due to statutory legislation.
- With reference to Articles 21.2 and 21.3.2 of the Grant Agreement, no Party shall before the end of the Project receive more than its allocated share of the maximum grant amount from which the amounts retained by the Funding Authority for the Guarantee Fund and for the final payment have been deducted.
- The payment schedule, which contains the transfer of pre-financing and interim payments to Parties, will be handled according to the following:



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- Funding of costs included in the Consortium Plan will be paid to Parties after receipt from the Funding Authority and no later than thirty (30) days provided the relevant Party's bank account numbers have been provided by the Parties and in conformity with the provisions of the Grant Agreement. Costs accepted by the Funding Authority will be paid to the Party concerned.
- The Coordinator is entitled to withhold any payments due to a Party identified by a responsible Consortium Body to be in breach of its obligations under this Consortium Agreement or the Grant Agreement or to a Beneficiary which has not yet signed this Consortium Agreement.
- The Coordinator is entitled to recover any payments already paid to a Defaulting Party. The Coordinator is equally entitled to withhold payments to a Party when this is agreed with the Funding Authority.
- The Coordinator is entitled to withhold any payments due to a Party that is in breach with its due payments and obligations to the JU or any public body or government agency.

For the first payment process is mandatory that all the beneficiaries provide the signature of the CA and their bank identification form properly complimented.

National funding is coordinated by National Leaders.

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9 Project reviews

The PC will be in regular contact with the ECSEL-JU Project Officer to report on the project's progress transparently and practically. Such contacts will occur through emails, phone calls and possibly through meetings in Brussels whenever needed. The PC may request the participation of other project partners depending on the subjects to be discussed. In this way, the Project Officer will be able to continuously monitor the performance of the Project following Annex I of the DoA.

The ECSEL-JU will also undertake periodic contractual technical reviews to assess the work carried out by the project. Such reviews may cover scientific, technological and other aspects relating to the proper execution of the project.

Objectives and procedures to be followed for these reviews are described in the next sections.

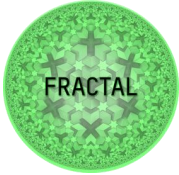
9.1 Contractual periodic project reviews

Contractual Project Reviews are technical reviews carried out by the ECSEL-JU or the EU to monitor the performance of the project in accordance with Annex I (DoA). Such reviews aim to objectively assess the following:

- the degree of fulfilment of the project work-plan for the relevant period and the status of related deliverables;
- the continued relevance of the objectives and breakthrough potential with respect to the original expectations;
- the resources planned and utilised in relation to the achieved progress, in a manner consistent with the principles of economy, efficiency and effectiveness;
- the management procedures and methods of the project;
- the partner's contribution and integration within the project;
- the expected potential impact in economic, competition and social terms, and the project partners plan for the use, dissemination and exploitation of foreground.

The ECSEL-JU will be assisted in technical reviews by independent, external scientific or technological experts. The reviewing team may have access to the locations and premises where the work, demonstrations and pilots are being carried out, and to any document concerning the work executed by FRACAL. Any such review shall be carried out on a confidential basis. Each Project partner shall have the right to refuse the participation of a particular external scientific or technological expert on grounds of commercial confidentiality.

The Project partners attending the review should be those involved in the work under review, except if duly justified and provided that the partners present can report on behalf of the missing partners.

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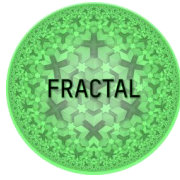
The ECSEL-JU shall send a report on the review outcomes to the PC, who may make observations thereon within one month of receiving it. On the basis of the experts' formal recommendations, the EU will thus inform the PC of its decision:

- to accept or reject the deliverables;
- to allow the project to continue without modifications to Annex I (DoA) or with minor modification;
- to consider that the Project can only continue with major modifications;
- to initiate the termination of the GA according to GA provisions;
- to issue a recovery order regarding all or part of the payments made by the EU and to apply any applicable sanction or initiate judiciary procedures.

9.2 Review preparation schedule

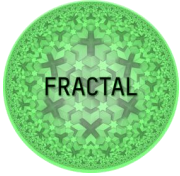
The following schedule is recommended for the preparation of Reviews:

- At least three months before the review, the date and location of the review should be fixed with the ECSEL-JU Project Officer and communicated to the Project partners.
- Approximately two months before the Review, the objectives of the Review should be defined, i.e. roles assigned to the participants, detailed agenda and supporting documentation defined, and participants instructed on the preparation of their contribution. The logistics for the Review should also be fixed at that time: meeting rooms and hotel selected.
- Approximately six weeks before the Review, a formal agenda must be sent to the participants including the ECSEL-JU Project Officer and Reviewers. The content of the Review shall be first agreed by the PCC and then validated with the ECSEL-JU Project Officer. The required logistics for rehearsals and review meetings as well as for any planned demonstration shall be also ensured at that time.
- Approximately four weeks before the Review, all supporting documentation necessary for the Review is made available to the ECSEL-JU Project Officer and Reviewers; rehearsals for the contractual Review should be held and PowerPoint presentations finalized.
- One week before the Review, the final presentations are sent to the ECSEL-JU Project Officer and Reviewers.
- One day before the Review, a rehearsal meeting is held to check presentations/demonstrations.
- The day of the Review, the ECSEL-JU Reviewers will produce, if necessary, recommendations and proposals for action. These actions will be discussed with the present project partners immediately after the review to ensure that recommendations are verified and understood; described as 'critical', 'major' and 'normal'; and allocated to the respective Project partner with the appropriate responsibility.
- After the Review, decisions and actions agreed during the Review meeting must be recorded using the Minutes template and the Actions Lists for each



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WP; these documents will be available on the Internal Area (Microsoft Teams). It is the responsibility of each WP Leader to maintain each WP Action List. When an action concerns several WPs it should be registered in the action lists of all concerned WPs; when an action requires project level coordination and/or PCC decisions it should be registered in the Action Lists of WP8.

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10 Document management

This section describes the processes to be used for document management and related exchanges between project partners with the aim of assuring confidentiality, security, traceability, and consistency of information exchanged.

10.1 Document repository

Microsoft SharePoint will be used as the tool for document repository. The link to the document repository at SharePoint is:

https://ikerlan.sharepoint.com/sites/FRACTAL_project

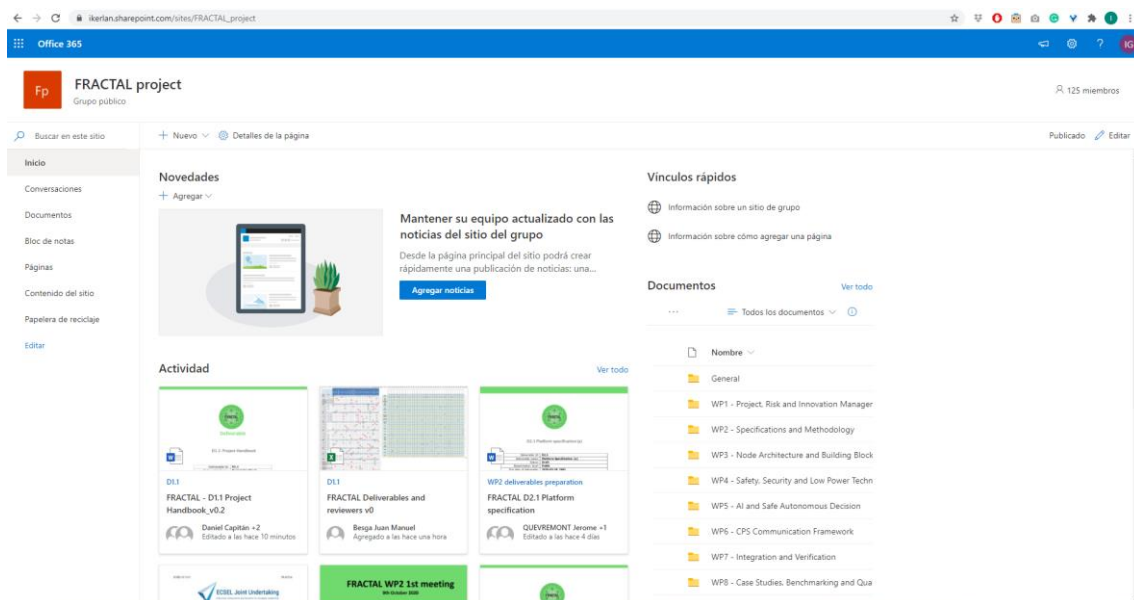


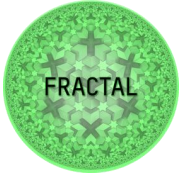
Figure 2 FRACAL Microsoft Sharepoint space

Partners' representatives that are still not included as FRACAL members in Microsoft Sharepoint can ask their colleagues that are already a member to share files internally. If new members need access, please contact the project coordinator to include new members. The WP leaders are responsible for the management of their corresponding WP repository.

10.2 Documents to be produced in the scope of the project

10.2.1 Deliverables

Formal documents whose delivery, content and responsible partner has been committed in the DoA included in the Grant Agreement.

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The list of deliverables can be checked in the DoA (part A) in the latest folder within the shared folder "01- Official Agreements" in WP1:

https://ikerlan.sharepoint.com/:f:/r/sites/FRACTAL_project/Documentos%20compartidos/WP1%20-%20Project,%20Risk%20and%20Innovation%20Management/01%20-%20Official%20Agreements?csf=1&web=1&e=ESzmG1

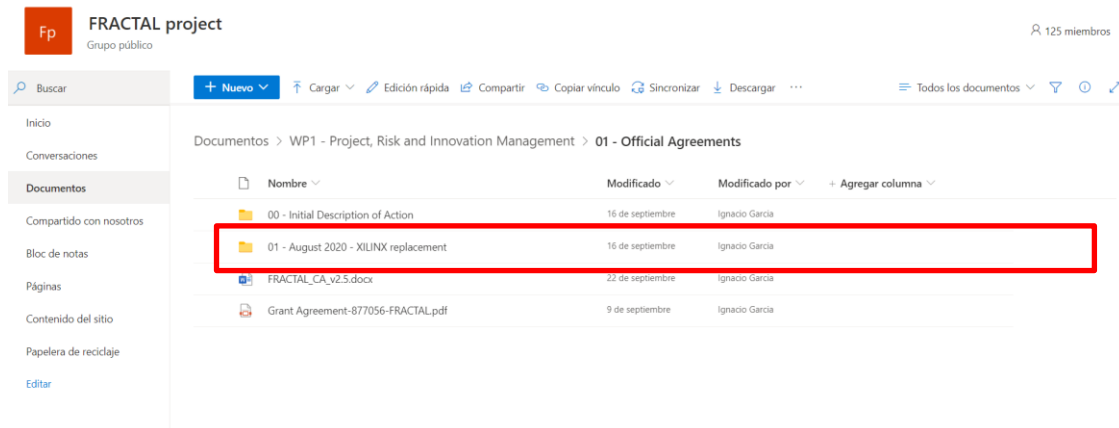


Figure 3 Specific folder in which the latest version of the DOA and Amendments are located

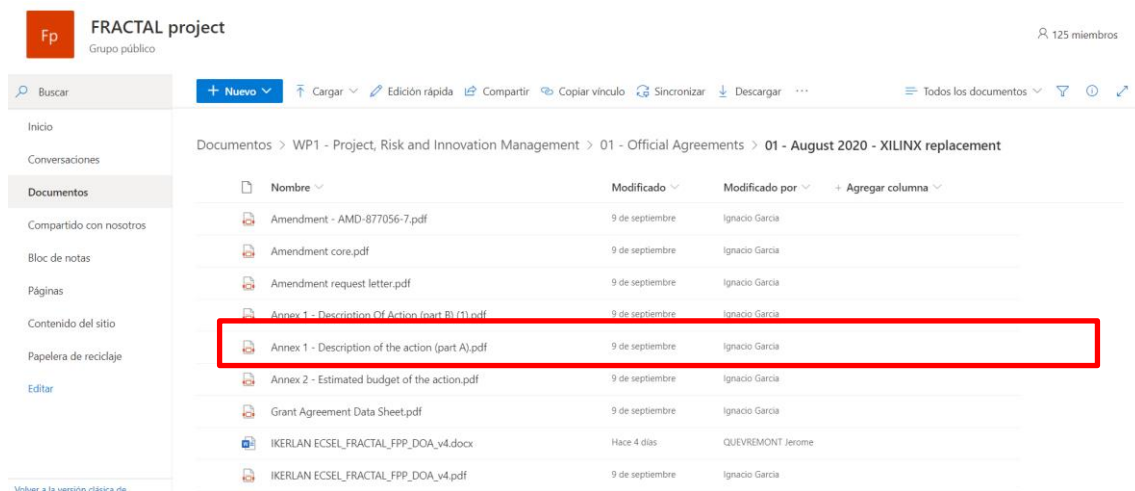


Figure 4 Latest DoA part A

10.2.2 Technical contributions

Documents produced by partners for internal consumption and sharing information with other partners, internal meetings, etc. These documents shall be shared among partners using the specific folders created for each WP in Teams (copy and paste the URL link to your browser in case that direct link does not work):

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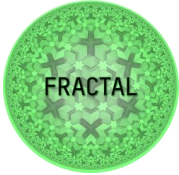
- WP1:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP1%20-%20bbProject,%20Risk%20and%20Innovation%20Management
- WP2:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP2%20-%20Specifications%20and%20Methodology
- WP3:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP3%20-%20Node%20Architecture%20and%20Building%20Blocks
- WP4:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP4%20-%20Safety,%20Security%20and%20Low%20Power%20Techniques
- WP5:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP5%20-%20AI%20and%20Safe%20Autonomous%20Decision
- WP6:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP6%20-%20CPS%20Communication%20Framework
- WP7:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP7%20-%20Integration%20and%20Verification
- WP8:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP8%20-%20Case%20Studies,%20Benchmarking%20and%20Quality
- WP9:
 - https://ikerlan.sharepoint.com/sites/FRACTAL_project/Documentos%20compartidos/WP9%20-%20Exploitation,%20Dissemination,%20Training%20,%20Stan

10.2.3 Agenda of meetings

It consists of a list of issues to be dealt with during a meeting or conference call at any level in the project (Use-Cases, WP,). It has to be produced and managed by the partner convening the meeting.

10.2.4 Minutes of meetings

It consists of a report on main discussions, agreements, update on ongoing actions status and new actions agreed. It has to be produced and managed by the partner convening the meeting.

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10.3 Document templates

A set of templates is available for download on Sharepoint to all project partners to facilitate and standardize project communications (internal, contractual and external).

For all official project documents and external presentations, the use of these templates is mandatory. Besides, all project documents produced shall be written in English.

The templates' definition includes the project logo on the cover page and the layout of the cover page as well as of the inner pages, including basic information fields, specific sections to be completed, and MS Word styles to be used.

Templates and other indications on FRACTAL branding are available at:

https://ikerlan.sharepoint.com/:f:/r/sites/FRACTAL_project/Documentos%20compartidos/WP1%20-%20Project,%20Risk%20and%20Innovation%20Management/02%20-%20Official%20Templates?csf=1&web=1&e=S27Sel

Documentos > WP1 - Project, Risk and Innovation Management > 02 - Official Templates

Nombre	Modificado	Modificado por	+ Agregar columna
 Template for documents - FRACTAL.docx	15 de septiembre	Lojo Aizea	
 Template for Meetings Agenda.pptx	16 de septiembre	Ignacio Garcia	
 Template for presentations-FRACTAL (002).pptx	14 de septiembre	Lojo Aizea	
 YEARMONTHDAY_PCC PGA WPX_conf call minutes FRACTAL.docx	16 de septiembre	Ignacio Garcia	

Figure 5 Official templates folder under Wp1

10.4 Document identification policy

Every document circulated to other partners in the consortium must include a proper version naming and numbering. This will help to avoid the situation where partners are working with old or obsolete versions of documents.

In terms of file names, it is difficult to have a fixed file naming convention which can cover every situation. However, the guidelines below should be followed as much as possible:

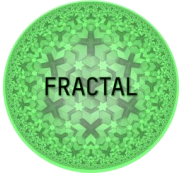
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- The filename should be descriptive of the contents and should include the project name 'FRACTAL' e.g. "FRACTAL_EDF_IKERLAN_2020.pptx" for a presentation by IKERLAN at an EDF conference in 2020.
- Filenames for formal deliverables shall be the deliverable code followed by the deliverable name as included in the deliverables table included in Annex I, e.g "D1.1: Project Management Handbook"
- Where a document is specific to a particular date, this date should be included in the filename in the form 'yyyymmdd'. For example, minutes of a WP meeting on 1st October 2020 will be called "FRACTAL_WP4_Minutes_20201001.docx".
- Where a document is a template used to compile info from partners, the partner short name should be included in the filename as suffix e.g. "FRACTAL_Financial_report_IKERLAN" for IKERLAN's contribution to the financial report.
- Where different versions of a document are used, e.g. for deliverables and reports, the version number should be included at the end of the filename. For draft documents, the version number should start at v0.1, and increment in 0.1 steps. Once the document is formally issued, the version should change to v1.0 and then increment in 0.1 steps for minor changes. For a major change, the version will change to v2.0.
- When commenting on a document provided by another partner, the filename should be changed to include the initials of the person or short name of the partner making the changes e.g. "D1.1-Project Management Handbook_AizeaL.docx" if changes to D1.1 have been made by Aizea Lojo or "D1.1_Project Management Handbook_IKERLAN.docx" if changes have been made by IKERLAN.
- When suggesting changes to a document, the use of the track changes feature in Word is recommended to assist the document author/owner.
- Only the originating author or owner of a document should increment the version number i.e. when the author has received and implemented all changes to the first draft version of deliverable D1.1, it becomes "D1.1_Project Management Handbook_v0.2.docx".

10.5 Documents review and quality management procedure

The quality assurance and control measures will ensure that the FRACTAL results will be of a continuous and consistently high level of quality. All deliverables and reports produced by a work package will be reviewed within that work package.

Additionally, another two experts of FRACTAL will also perform a peer-review upon agreement with the WP leader. These reviews focus on the technical content and readability of the documents. The Work Package Leader has the responsibility to ensure the high quality of released reports and deliverables according to the quality plan. Finally, the PCC will review and approve all official, external deliverables; the focus of this review will be on the main message carried by a deliverable. The PC and

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TC will coordinate the internal document review process, to ensure high quality of deliverables and milestones.

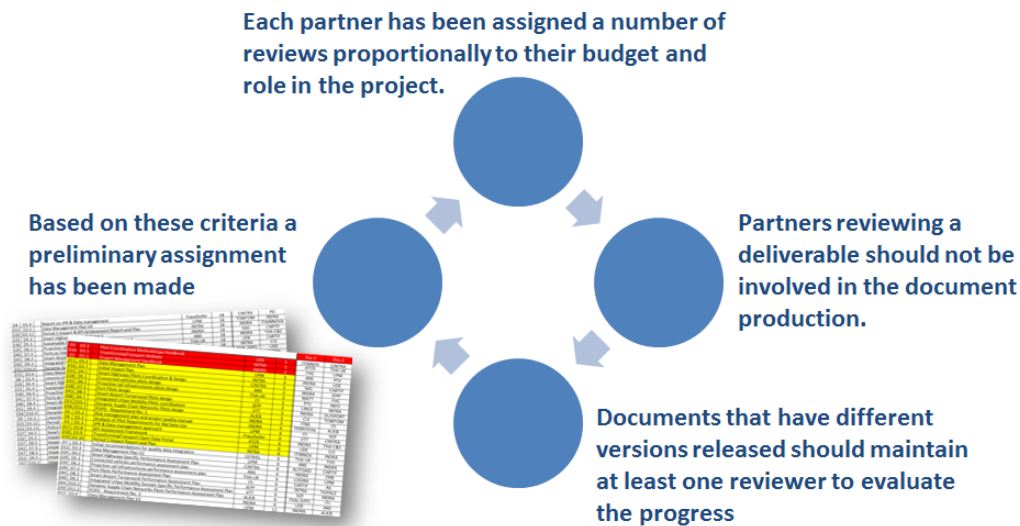
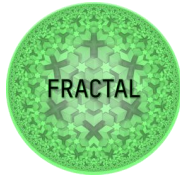


Figure 6 FRACTAL Quality Management procedure

The process will basically consist of the following steps:

FRACTAL peer - review process		
<i>When</i>	<i>Action</i>	<i>Responsible</i>
15 days before official delivery date	Complete draft deliverable ready for revision is sent to reviewers.	Deliverable editor
7 days before official delivery date	Review the documents and send feedback and recommendations to improve it following the review format.	2 reviewers as defined in the FRACTAL peer-review table
7 remaining days until official delivery date	Use this feedback to produce the final version of the document to be submitted to EC.	Deliverable editor

Reviewers will complete a template, with the following sections, in order to send consolidated feedback to the deliverable main editor:



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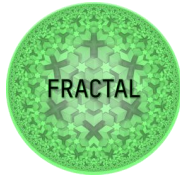
Details of deliverable under review:

Deliverable Title	
Deliverable Ref	
Deliverable main editor and organization	
Deliverable reviewer and organization	
Date	

Mark with X the corresponding column:

y = yes	n = no	na = not applicable
----------------	---------------	----------------------------

Format: Does the document ... ?	y	n	na	Comments
...include activity name, deliverable name, version number, dissemination level, date, and status?				
...include the names of contributors?				
... contain a version table?				
... contain an updated table of contents?				
... contain a list of figures and tables?				
... contain a Summary?				
... use the fonts and sections defined in the official template?				
... use correct spelling and grammar?				
... conform to guidelines regarding Annexes (inclusion of complementary information)				



Project	FRACTAL		
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Content	y	n	na	Comments
Is the content presented in a clear way and logical order?				
Is the Summary self-contained and includes the main conclusions of the document?				
Does the content of the document have relevance with the expected results?				
Does the content of the document give response to the user needs?				
Are the achievements of good quality?				
Are the achievements' presentation of good quality?				
Is the content of the document aligned with the objectives of the task and WP?				
Is it correct the deliverable layout?				
Is the content thoroughness?				
Does the document include activity name, deliverable name, version number, dissemination level, date, and status?				
Does the document include the names of contributors?				

Suggested improvements

Page	Section	Suggested improvements
		Add rows as necessary

	Project	FRACTAL		
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Conclusion

Mark with X the corresponding line.

X	Document accepted, no changes required.
	Document accepted, changes required.
	Document not accepted, it must be reviewed after changes are implemented.

This template is available at:

https://ikerlan.sharepoint.com/sites/FRACTAL_project/layouts/15/Doc.aspx?OR=teams&action=edit&sourcedoc={46EBC253-9A76-432A-A86F-9CD720AC1BD4}

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11 Communication tools

This section describes the main communication tools that will be used during the project:

- Teleconferences.
- Mailing lists.
- Microsoft Teams.

11.1 Teleconferences

- GA Audio Meeting
 - Every second Tuesday of every 2 months
 - Agenda, Minutes, Any related document -> SharePoint
 - Microsoft Teams
- PCC Audio Meetings:
 - Each alternative Tuesday at 10:00 CET during the first 6 months
 - Agenda, Minutes, Any related document -> SharePoint
 - Microsoft Teams
- WP / Tasks Pilot Meetings
 - To be agreed between project partners
 - Their collaborative audio tools
 - Report these meetings through the pilot reporting tool.

Minutes of meetings and teleconferences

The partner convoking the meeting is responsible for producing and distributing the minutes of the meeting/teleconference. All partners are allowed to propose modifications and changes to the minutes during one-week time since the distribution of such minutes. After this process, the minutes will be considered approved.

11.2 Mailing lists

To facilitate communication between the FRACTAL partners, two mailing lists have been created:

General	fractal_project@ikerlan.es
Function	<ul style="list-style-type: none"> • Main communication of the PC, TC and IC with the consortium • Notify updates, start procedures, request contributions, etc. <p>This mailing list is NOT moderated and therefore emails included in this list can send emails to the whole list. Please</p>

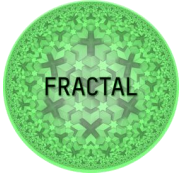
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	use it with caution and avoid massive emails unless that it is considered necessary.
--	--

PCC/PCC+	fractal_pcc@ikerlan.es / fractal_pcc_plus@ikerlan.es
Function	<ul style="list-style-type: none"> • Communication among PCC Members • Request contributions <p>This mailing list is NOT moderated and therefore emails included in this list can send emails to the whole list. Please use it with caution and avoid massive emails unless that it is considered necessary.</p>

Project Coordinator	fractal_coordinator@ikerlan.es
Function	<ul style="list-style-type: none"> • Communication among the consortium partners • Notify updates, start procedures, request contributions, etc.

WPs	fractal_wp1@ikerlan.es fractal_wp2@ikerlan.es fractal_wp3@ikerlan.es fractal_wp4@ikerlan.es fractal_wp5@ikerlan.es fractal_wp6@ikerlan.es fractal_wp7@ikerlan.es fractal_wp8@ikerlan.es fractal_wp9@ikerlan.es
Function	<ul style="list-style-type: none"> • Communication among the WP partners • Notify updates, start procedures, request contributions, etc.

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To request the inclusion or removal of any contact from any of the mailing lists please contact the project coordinator.

For any e-mail sent to any of the lists, or consortium members, it is mandatory to tag the issue of mail as follows:

- Always including the [FRACTAL] first
- Then mark if it is a general, PCC, WP or use-case issue e.g [FRACTAL] [WP8]
- Finally explain in the core the issue of the mail e.g [FRACTAL] [WP1] 1st Payment

11.3 Microsoft Teams

Microsoft Teams is the tool that will be used for managing the day-by-day project coordination:

- Calendar with most relevant deadlines and responsible partner;
- Document repository: templates, deliverables, etc.
- Schedule: Next meetings and conference calls and other relevant internal or external relevant event.
- Message Board (one-to-one or group communications)
- To-Do's (assignment and management)

WP leaders and pilot leaders are free to create specific working spaces to deal with their day-by-day activities but the main project working space shall anyhow be kept updated (tasks, to-do's deliverables, other documents, etc.) by all the partners.

Partners' representatives that are still not included as FRACTAL members in Teams can ask to the project coordinator to send them an invitation.

The following images show the home page and the areas included within the working space:

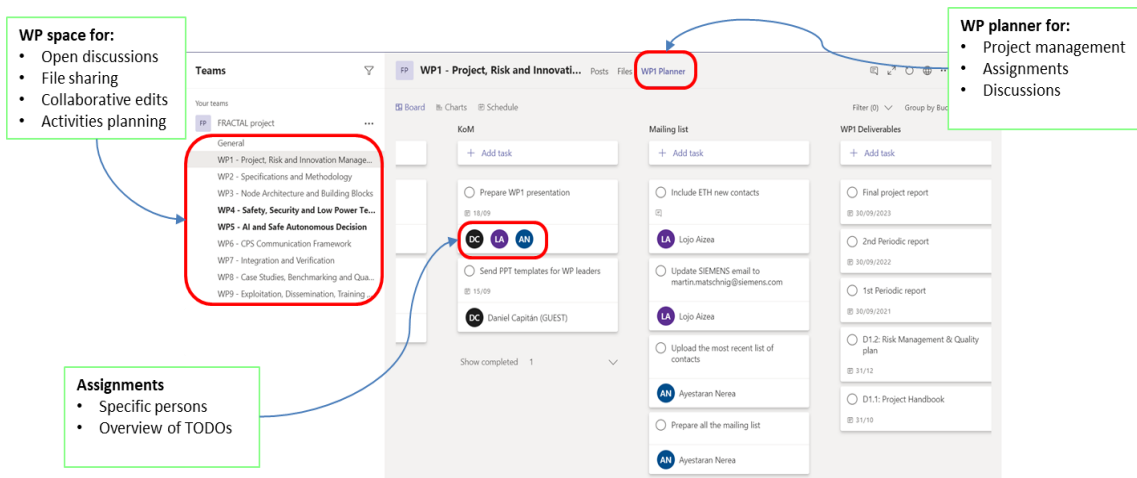
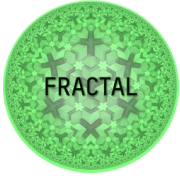


Figure 7 Teams common working space division per WP and WP planner

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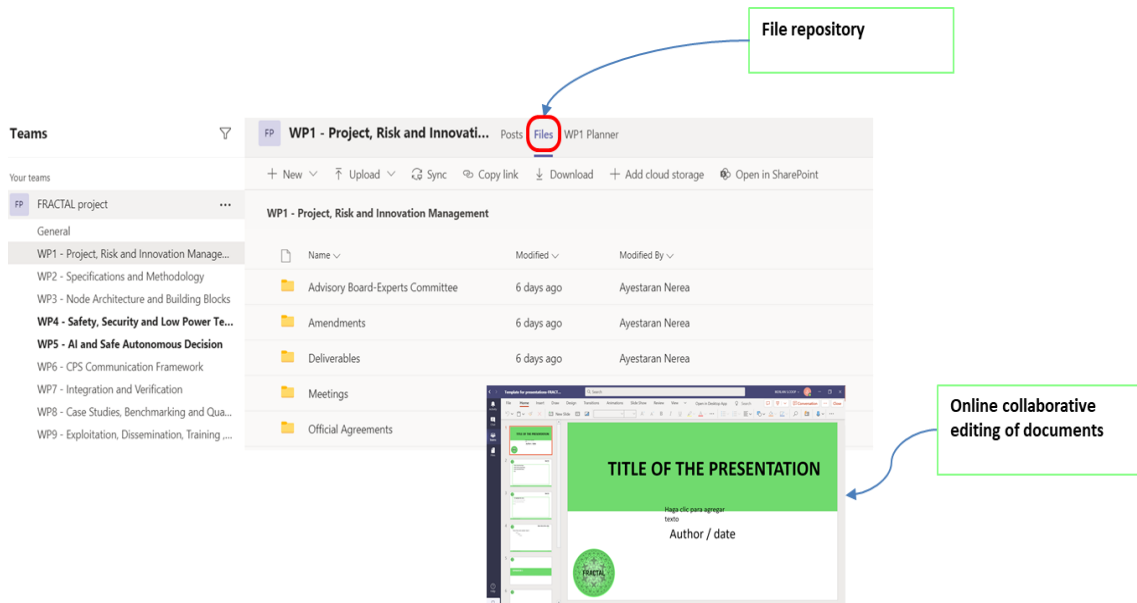


Figure 8 Teams repository per WP and online collaborative editing

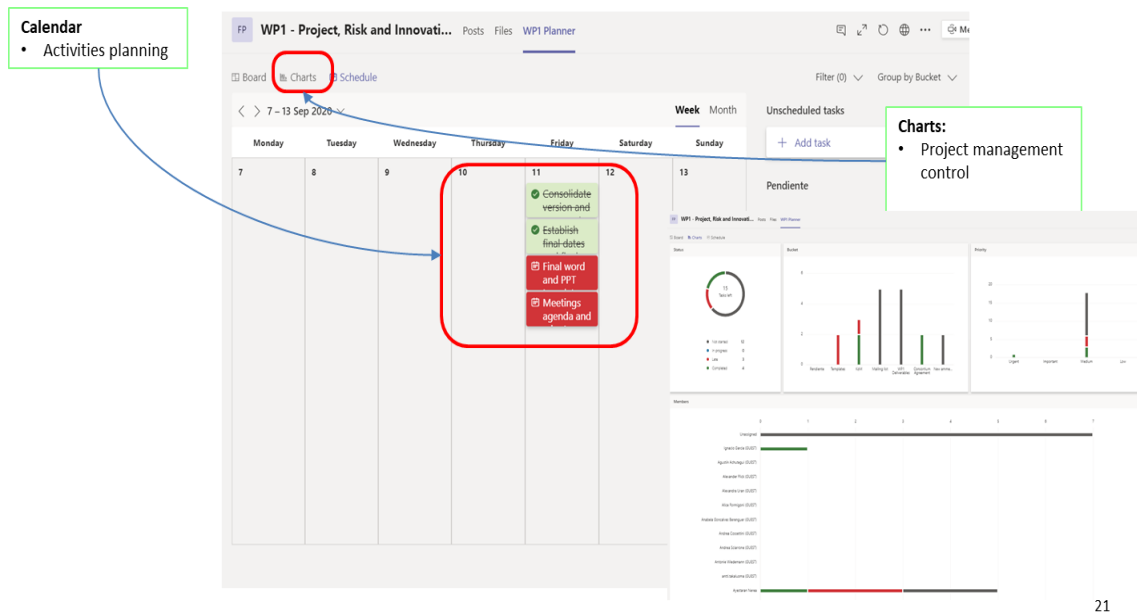


Figure 9 Teams calendar activity planning

Some recommendations on tutorials to see how to use different features at Teams can be found here:

- <https://www.proserveit.com/blog/microsoft-teams-for-project-managers>
- <https://www.linkedin.com/learning/microsoft-teams-tips-weekly/be-ready-for-updates?u=3322>
- <https://www.linkedin.com/learning/managing-projects-with-microsoft-teams/managing-projects-with-teams-channels-and-apps?u=3322>

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12 Keeping records

12.1 Obligation to keep records and other supporting documentation

The beneficiaries must — for a period of five years after the payment of the balance — keep records and other supporting documentation in order to prove the proper implementation of the action and the costs they declare as eligible.

They must make them available upon request (see GA Article 17) or in the context of checks, reviews, audits or investigations (see GA Article 22).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see GA Articles 22), the beneficiaries must keep the records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalized documents are considered originals if they are authorized by the applicable national law. The Commission may accept non-original documents if it considers that they offer a comparable level of assurance.

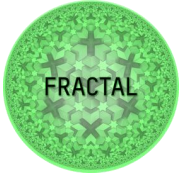
12.2 Records and other supporting documentation on the scientific and technical implementation

The beneficiaries must keep records and other supporting documentation on the scientific and technical implementation of the action in line with the accepted standards in the respective field.

12.3 Records and other documentation to support the costs declared

The beneficiaries must keep the records and documentation supporting the costs declared, in particular, the following:

- a) for actual costs: adequate records and other supporting documentation to prove the costs declared, such as contracts, subcontracts, invoices and accounting records. In addition, the beneficiaries' usual cost accounting practices and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documentation;
- b) for unit costs: adequate records and other supporting documentation to prove the number of units declared. Beneficiaries do not need to identify the actual eligible

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costs covered or to keep or provide supporting documentation (such as accounting statements) to prove the amount per unit.

In addition, for direct personnel costs declared as unit costs calculated in accordance with the beneficiary's usual cost accounting practices, the beneficiaries must keep adequate records and documentation to prove that the cost accounting practices used to comply with the conditions set out in GA Article 6.2, Point A.

The beneficiaries and linked third parties may submit to the Commission, for approval, a certificate (drawn up in accordance with Annex 6) stating that their usual cost accounting practices comply with these conditions ('certificate on the methodology'). If the certificate is approved, costs declared in line with this methodology will not be challenged subsequently, unless the beneficiaries have concealed information for the purpose of the approval.

- c) for flat-rate costs: adequate records and other supporting documentation to prove the eligibility of the costs to which the flat-rate is applied. The beneficiaries do not need to identify the costs covered or provide supporting documentation (such as accounting statements) to prove the amount declared at a flat-rate.

In addition, for personnel costs (declared as actual costs or on the basis of unit costs), the beneficiaries must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at lastly. In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours declared, if it considers that it offers an adequate level of assurance.

As an exception, for persons working exclusively on the action, there is no need to keep time records, if the beneficiary signs a declaration confirming that the persons concerned have worked exclusively on the action.

For costs declared by linked third parties (see GA Article 14), it is the beneficiary that must keep the originals of the financial statements and the certificates on the financial statements of the linked third parties.

12.3.1 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, costs insufficiently substantiated will be ineligible (see GA Article 6) and will be rejected (see GA Article 42), and the grant may be reduced (see GA Article 43).

Such breaches may also lead to any of the other measures described in GA Chapter 6.

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12.4 Audits

The Commission may — during the implementation of the action or afterwards — carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Audits may be started up to two years after the payment of the balance. They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.

If the audit is carried out on a third party (see GA Articles 10 to 16), the beneficiary concerned must inform the third party.

The Commission may carry out audits directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the coordinator or beneficiary concerned about the identity of the external persons or bodies. They have the right to object to the appointment on grounds of commercial confidentiality.

The coordinator or beneficiary concerned must provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. The Commission may request beneficiaries to provide such information to it directly.

For on-the-spot audits, the beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a 'draft audit report' will be drawn up.

The Commission will formally notify the draft audit report to the coordinator or beneficiary concerned, which has 30 days to formally notify observations ('contradictory audit procedure'). This period may be extended by the Commission in justified cases.

The 'final audit report' will take into account observations by the coordinator or beneficiary concerned. The report will be formally notified to it.

Audits (including audit reports) are in the language of the Agreement.

The Commission may also access the beneficiaries' statutory records for the periodical assessment of unit costs or flat-rate amounts.

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13 Communication and dissemination

13.1 Dissemination material

The dissemination material uploaded on Teams (logo, general presentations, posters) can be used by partners to perform the dissemination activities that they have planned for the project. This material must be used always as part or in the context of the FRACTAL project. The images and figures in the presentations and posters can't be used for other purposes.

13.2 Dissemination of own results

During the Project and for a period of one (1) year after the end of the project, the dissemination of its results by one or several parties including but not restricted to publications and presentations shall be governed by the procedure of Article 29.1 of the Grant Agreement subject to the following provisions.

Prior notice of any planned publication shall be given to the other Parties at least thirty (30) calendar days before the publication, providing a copy of the planned publication.

Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Coordinator, the Technical Coordinator and to the Party or Parties proposing the dissemination within 21 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

Participation in events, publications and press releases, social media activity, video or other relevant content produced, meetings or other contacts with external stakeholders, data assets mobilized, and collaboration with other projects, etc. shall be communicated to the Exploitation Coordinator (ExC).

13.2.1 Dissemination Procedures

All partners who identify plans to attend an activity or event should meet the following procedure placed in Teams:

https://teams.microsoft.com/l/file/E975CDCC-5749-4FD3-A97B-087FAD85A4DB?tenantId=910ac815-f855-4a08-bf29-90b46552cf11&fileType=pdf&objectUrl=https%3A%2F%2Fikerlan.sharepoint.com%2Fsites%2FFRACTAL_project%2FDocumentos%20compartidos%2FWP9%20-%20Exploitation%2C%20Dissemination%2C%20Training%20%2C%20Stan%2FEvents%20and%20public%20information%2FFRACTAL%20dissemination%20procedure.pdf&baseurl=https%3A%2F%2Fikerlan.sharepoint.com%2Fsites%2FFRACTAL_project&serviceName=teams&threadId=19:49bedece72484d70ab6f3dd0aab4ac55@tthread.tacv2&groupId=08e5fca6-e19d-4ffb-b510-232f8b5598ab

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Before participating in an event

If you plan to take part in an event, fill the corresponding row in the shared table

Create a folder for the event with the following naming: YYYYMMDD_Name of the event

Fill the pre-event template (title, keywords, ...), and upload it to the folder

After the event

Fill the post-event template, and upload it to the folder and upload post-evento template, pictures, videos, ... to the folder

Partners shall register events as explained above, on the shared excel file uploaded on Teams:

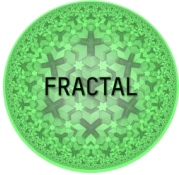
https://teams.microsoft.com/l/file/8384CFF6-7830-4BCD-87C4-5D092A05B60C?tenantId=910ac815-f855-4a08-bf29-90b46552cf11&fileType=xlsx&objectUrl=https%3A%2F%2Fikerlan.sharepoint.com%2Fsites%2FFRACTAL_project%2FDocumentos%20compartidos%2FWP9%20-%20Exploitation%2C%20Dissemination%2C%20Training%20%2C%20Stan%2FEvents%20and%20public%20information%2FActivities_Events.xlsx&baseUrl=https%3A%2F%2Fikerlan.sharepoint.com%2Fsites%2FFRACTAL_project&serviceName=teams&threadId=19:49bedece72484d70ab6f3dd0aab4ac55@thread.tacv2&groupId=08e5fca6-e19d-4ffb-b510-232f8b5598ab

All the communications actions should follow the 29.4 article of the GA, including:

- Display the JU logo:



https://www.ecsel.eu/sites/default/files/2017-09/logos_distribution.zip

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- Display the EU emblem:



https://www.ecsel.eu/sites/default/files/2017-09/eu_flags.zip

- Include the following text:

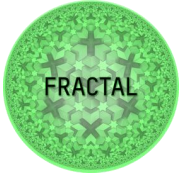
This project has received funding from the ECSEL Joint Undertaking (JU) under grant agreement No 877056. The JU receives support from the European Union's Horizon 2020 research and innovation programme and Spain, Italy, Austria, Germany, Finland, Switzerland.

13.3 Dissemination of another party's unpublished results or background

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval.

13.4 Use of names, logos or trademarks

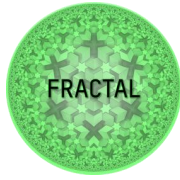
Nothing in this Consortium Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

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14 List of deliverable reviewers (Internal peer-review process)

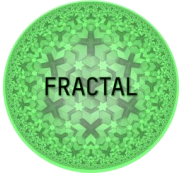
Each deliverable of the project will be reviewed by, at least, two experts of FRACTAL. The following table shows the reviewers assignment for each deliverable:

WP1	Month	Project Risk & Innovation Management	Leader	Reviewer 1	Reviewer 2	
D1.1	2	Project Handbook	IKER	AVL	ZYLK	
D1.2	4	Risk Management & Quality plan	IKER	BSC	THA	
D1.3	7	Intermediate progress report M6	IKER	SIEM	UOULU	
D1.4	19	Intermediate progress report M18	IKER	ZYLK	TIETO	
D1.5	31	Intermediate progress report M30	IKER	AVL	UOULU	
WP2	Month	Specifications & Methodology	Leader	Reviewer 1	Reviewer 2	Reviewer 3
D2.1	6	Platform specification (a)	THA	LKS	OFFC	IKER
D2.2	10	Methodological framework (a)	THA	PROINTEC	AVL	IKER
D2.3	22	Platform specification (b)	THA	LKS	OFFC	
D2.4	30	Methodological framework (b)	THA	PROINTEC	AVL	
D2.5	30	Safety-critical applications regulations compliance handbook	ETH	BSC	SIEM	
WP3	Month	Node Architecture & Building Blocks	Leader	Reviewer 1	Reviewer 2	
D3.1	12	Preliminary FRACTAL hardware node and support	ETH	MODIS	QUA	
D3.2	12	Preliminary FRACTAL software node and services	OFFC	UNIGE	TIETO	
D3.3	18	Intermediate FRACTAL hardware node and support	ETH	MODIS	QUA	
D3.4	18	Intermediate FRACTAL software node and services	OFFC	UNIGE	TIETO	
D3.5	20	Final FRACTAL hardware node and support	ETC	MODIS	QUA	
D3.6	25	Final FRACTAL software node and services	OFFC	UNIMORE	TIETO	



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WP4	Month	Safety, Security & Low-Power Techniques	Leader	Reviewer 1	Reviewer 2	
D4.1	18	FRACTAL preliminary low-power functions, safety functions, and security services	SIEG	SML	VIF	
D4.2	26	FRACTAL low-power services	ROT	MODIS	ETH	
D4.3	26	FRACTAL AI-Based Algorithms for energy-efficient and safe temporal resource allocation	SIEG	BEE	PLC2	
D4.4	26	FRACTAL safety service	SIEG	BSC	SML	
D4.5	26	FRACTAL security capabilities	IKER	UPV	VIF	
WP5	Month	AI & Safe Autonomous Decisions	Leader	Reviewer 1	Reviewer 2	
D5.1	12	Specification of AI methods for use case applications	RULEX	AITEK	PLC2	
D5.2	18	Intermediate platform for Federated AI	UOULU	RULEX	ROT	
D5.3	24	Theoretical study of FRACTAL AI	UOULU	AITEK	VIF	
D5.4	24	Platform and building-blocks for Federated AI	IKER	RULEX	ROT	
D5.5	26	Specification of AI methods for FRACTAL system control	ZYLK	AITEK	TIETO	
D5.6	26	Mechanism for AI transparency interactions	MODIS	RULEX	ROT	
WP6	Month	CPS Communication Framework	Leader	Reviewer 1	Reviewer 2	
D6.1	18	FRACTAL processing node design and implementation	TIETO	ZYLK	SIEG	
D6.2	28	FRACTAL edge controller design and implementation	ZYLK	AITEK	ACP	
D6.3	20	FRACTAL engineering framework and communication sub-system validation	IKER	SML	UOULU	
D6.4	28	FRACTAL engineering framework validation	IKER	SIEG	PLC2	
D6.5	28	FRACTAL communication sub-system validation	UOULU	MODIS	OFFC	
WP7	Month	Integration and verification	Leader	Reviewer 1	Reviewer 2	

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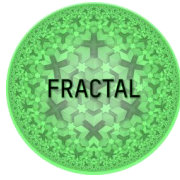
D7.1	18	Building Block Verification Plan into Verification Use Cases	ETH	BSC	THA	
D7.2	24	Prototypes of the references designs	PLC2	UPV	THA	
D7.3	28	Verification Result of the Blocks and reference nodes	AVL	IKER	UOULU	
WP8	Month	Case Studies, Specification, Benchmarking & Justification File	Leader	<i>Reviewer 1</i>	<i>Reviewer 2</i>	
D8.1	24	Specification of Industrial validation	MODIS	UNIVAQ	SIEM	
D8.2	28	System Requirement	AITEK	UNIMORE	SIEM	
D8.3	36	Evaluation Result	VIF	UNIVAQ	UNIMORE	
WP9		Exploitation, Training, Dissemination & Standardization	Leader	<i>Reviewer 1</i>	<i>Reviewer 2</i>	
D9.1	3	Web presence and periodic update	TIETO	ZYLK	ACP	
D9.2	3	Press kit (1)	TIETO	LKS	ETH	
D9.3	10	Press kit (2)	TIETO	UNIVAQ	VIF	
D9.4	22	Press kit (3)	TIETO	ZYLK	AVL	
D9.5	12	Report on Exploitation, Standardization, Dissemination and Communication (1)	SIEM	UPV	THA	
D9.6	24	Report on Exploitation, Standardization, Dissemination and Communication (2)	SIEM	CAF	SIEG	
D9.7	36	Report on Exploitation, Standardization, Dissemination and Communication (3)	SIEM	BEE	UOULU	
D9.8	6	Data Management plan	ZYLK	SIEG	THA	
D9.9	18	Training Strategy and Plan	UNIMORE	ETH	ACP	
D9.10	34	Training Materials	UNIMORE	UPV	CAF	

Table 3 – Assignment of reviewers per deliverable

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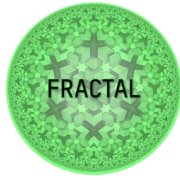
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17 List of Abbreviations

PC	Project Coordinator
TC	Technical Coordinator
IC	Innovation Coordinator
ExC	Exploitation Coordinator
VC	Verification Coordinator
WPL	Work-Package
PGA	Project General Assembly
PCC	Project Coordination Committee
+PCC	Extended Project Coordination Committee
SC	Sustainability Committee
HLAB	High-Level Advisory Board
GA	Grant Agreement
CA	Consortium Agreement
CFS	Certificate of Financial Statement
DoA	Description of the Action