



Deliverable D6.1

Management Manual

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Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

¹ Dissemination level: **PU** = Public, **CO** = Confidential, only for members of the consortium and Commission services

² Nature of the deliverable: **R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

³ Creation, modification, revision, final version for evaluation, revised version following evaluation

Deliverable abstract

This OASIS deliverable presents the procedures and rules by which the project will be managed and implemented efficiently.

The following items are addressed:

- Project structure & governance;
- Management activities such as the reporting;
- Communication

In addition, links to project templates (ie. for Deliverables, PowerPoint presentations, etc.) are provided in the Annex along with the Deliverable and Milestone follow-up tables.

These management guidelines may be revised and updated with the creation, modification or deletion of management procedures, if necessary and throughout the project duration.

Project Management Review

Reviewer 1: N/A				Reviewer 2: N/A		
Answer	Comments	Type*	Answer	Comments	Type*	
1. Is the deliverable in accordance with						
(i) the Description of Work and the objectives of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	
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2. Is the quality of the deliverable in a status						
(i) that allows to send it to European Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	
(ii) that needs improvement of the writing by the originator of the deliverable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	
(iii) that needs further work by the partners responsible for the deliverable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> M <input type="checkbox"/> m <input type="checkbox"/> a	

* Type of comments: M = Major comment; m = minor comment; a = advice

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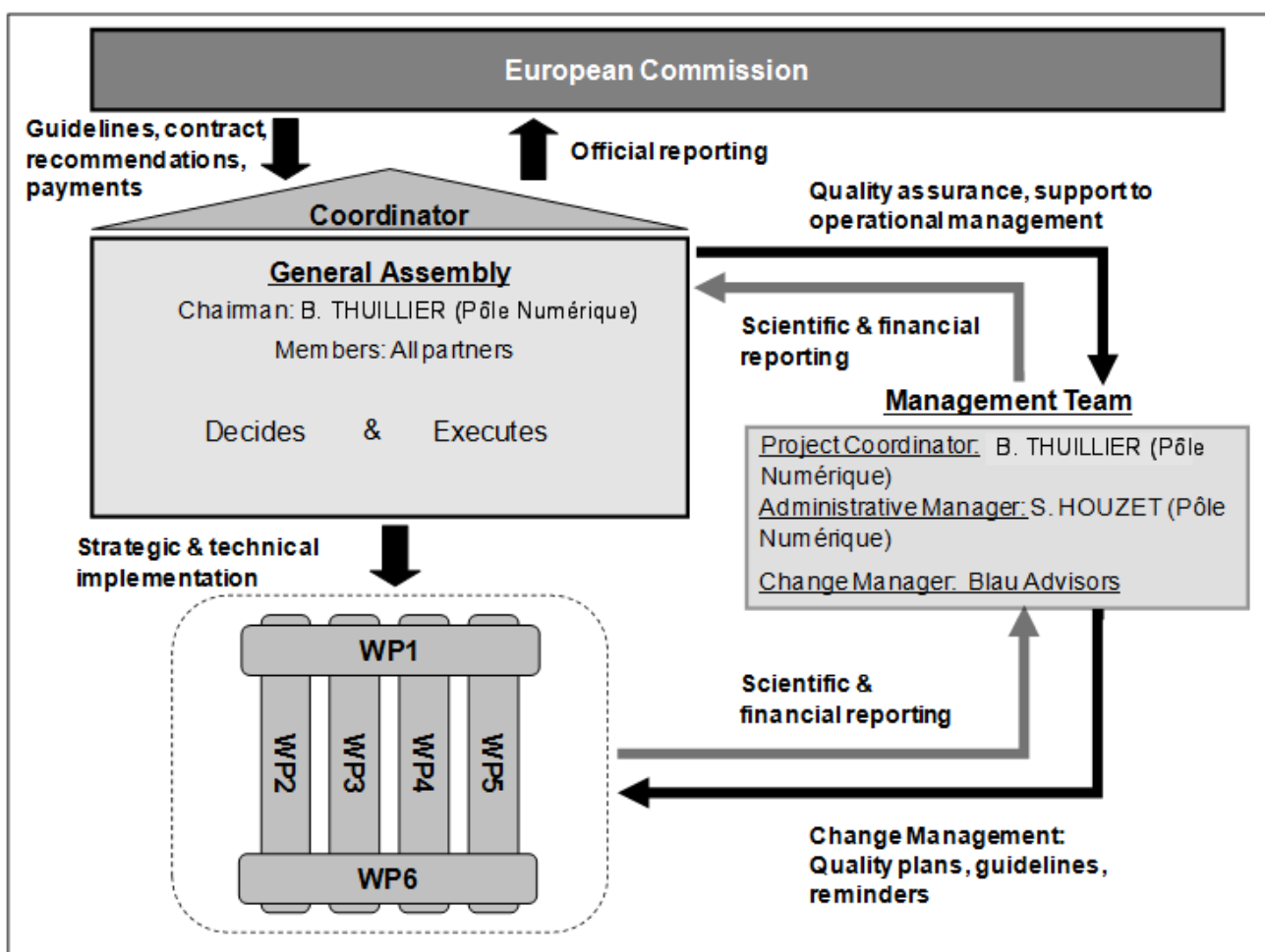
1. Introduction

This project management guideline serves as the basis for the management and implementation of the OASIS project in line with the EC Grant Agreement, the Description of Work and the Consortium Agreement, which are the three documents that provide the legal basis for project information.

This report is useful for understanding the management organisation of the project, and the responsibilities and role of each managerial body.

It includes the necessary elements for the management of the consortium, in order to ensure efficient communication with and between partners, Work Packages and Pilot Sites, aimed at the achievement of the work plan throughout the entire project.

The work is structured into 6 work packages and 5 Pilot Sites that synchronise, supervise and implement the project activities.



An organisational structure, lead by B. Thuillier, project coordinator, includes procedures and decision-making mechanisms that are suitable for the scale of the project.

The success of this ambitious and complex project directly relies on the project management structure and related decision-making procedures. The managerial bodies are independent democratic organs, yet linked to each other to ensure the overall coherence of their activities.

The following groups have special managerial roles:

- The General Assembly;
- The Project Management Team (MT).

- WP leaders

Work Package 6, Management, awareness and dissemination shall support the 5 scientific WPs and the 13 partners.

1.1. Appointment and Changes in Human Resources

Each Partner will name in writing the specific human resources allocated to the project within 45 days of the project start, notably at the kick-off meeting. Distinctions will be made between technical and administrative staff. Any changes to staff allocated to the project will be provided in writing to the Coordinator.

Each Partner will also name the roles of all persons involved in the Project within 45 days of the project start, including:

- Technical partner
- Administrative partner
- WP Leader
- Change Manager (Global or local)
- Privacy Referrer
- General Assembly member
- Administrative Manager
- Technical Project Manager

Any changes in these responsible persons will be explained in writing to the Coordinator.

Each Partner has the responsibility to communicate officially the change(s) in identity or roles of human resources to the entire Consortium without unjustified delay (within 30 days after the change has occurred).

1.2. The General Assembly

The General Assembly, composed of one representative per partner shall be established at the latest 30 days after the Consortium Agreement signature. A temporary General Assembly may be named before the signature of the Consortium Agreement. The name and contact details of each representative will have to be communicated in writing to the project coordinator. Each beneficiary will be able to replace its representative and/or to appoint a proxy, although it shall use reasonable endeavours to maintain the continuity of its representation.

The members of the General Assembly as of 06/06/2012 are:

Partner Entity	Title	First Name	Last Name
Atol	Mr.	Jean-Philippe	Porcherot
AtReal	Mr.	Thierry	Benita
Blau Advisors	Mr.	Alfons	Bataller
COMUNE DI BUSSOLENO	Mr.	Iskender	Forioso
DAVID HOLDING	Mr.	Lachezar	Mateev
EMDA	Mr.	Huseyin Ozgur	Unsal

Partner Entity	Title	First Name	Last Name
Engim	Mr.	Roberto	Sebastiani
Pôle Numérique	Mr.	Bruno	Thuillier
Pôle Numérique	Ms.	Sophie	Houzet
Politecnico di Torino	Mr.	Andrea	Sanna
Provence of Turin	Mr.	Massimo	Massimino
Santer Reply	Mr.	Massimo	Caprino
University of Brunel	Mr.	Habin	Lee

The General Assembly shall meet at least twice per year, and at any other time when necessary at the request of one of the beneficiaries. The meetings shall be convened by the Coordinator 30 days before and with at least 15 days' prior written notice. The project coordinator chairs the General Assembly.

The meeting agenda shall be proposed by the coordinator and it shall be deemed to be accepted unless one or more of the beneficiaries notifies the coordinator in writing of additional points to the agenda, at least 2 working days before the meeting date. The coordinator may decide, when convening a meeting, that those allowed to vote may cast their votes by raise of hand in a videoconference and vocally in a conference call.

The work progress and the status of the expenses will be discussed at General Assembly meetings, and decisions will be made if significant and critical deviations are observed compared to the planned activities and budget. Global decisions will be made by the General Assembly, which will directly interact with the MT for the implementation of the work and decisions.

The minutes of the General Assembly meetings shall be transmitted to the partners within 30 days of the meeting date. The minutes shall be considered to be accepted by all partners if, within 15 days from receipt, no beneficiary has objected in writing to the coordinator.

The General Assembly shall not deliberate and decide validly unless at least three-fourths (3/4) of its members are present or represented ("quorum"). Each party will have 1 vote. Decisions will be made unanimously or if impossible, according to a majority vote. In the case of a tie, the Project Coordinator shall have the deciding vote.

Voting shall be by show of hands except for members voting via conference call, who can vote vocally.

In case the quorum is not reached, the General Assembly may meet, deliberate and vote validly whatever the number of people present or represented, at least fifteen days later. In this case, even if the quorum is not present, majority votes on the same issues that were raised during the initial meeting with no quorum will be binding.

1.3. Project Management Team (MT)

A management team has been set-up in order to conduct the day-to-day management. This management team is led by the Coordinator and includes the Workpackage Leader, the Administrative Manager and the Global Change Manager. This body will lead partners in their biannual progress reporting and will consolidate partner input into biannual project reports. It shall manage, monitor and assess technical, administrative, financial and contractual aspects,

discerning key quality indicators and implementing managerial procedures. It will remind partners about upcoming deadlines, notably concerning deliverables, milestones, risks and contingency plans. Finally, the Management Team will help with the organisation of project meetings (finding suitable dates, circulating the agenda, consolidating the minutes, etc.)

The Project Coordinator

The Project Coordinator shall be in charge of the technical, financial and administrative coordination of the project. He shall enable the consortium to avoid bottlenecks, promoting a close collaboration between the strategic and operational levels. He shall ensure that maximum transparency is provided to the partners of the consortium through well-established communication channels. He will review documents about the **project status, progress, planning, contents for relevant publications, deliverables and reports**, etc. before their circulation to the European Commission and within the consortium. A summary of his key responsibilities are:

- (a) serving as the intermediary between the beneficiaries and the Commission. In particular, he shall transmit to the Commission all documents and correspondence relating to the project;
- (b) making payment requests on behalf of the beneficiaries and receiving, subject to the special conditions set out in Article 8 of the grant agreement, all the payments made by the Commission. He shall administer the Community financial contribution regarding its allocation between beneficiaries in accordance with the grant agreement, in particular the indicative breakdown of the budget. He shall ensure that all the appropriate payments are made to beneficiaries within the limit specified in the Grant Agreement and Consortium Agreement;
- (c) keeping records and financial accounts so that it is possible to determine at any time what portion of the Community financial contribution has been paid to each beneficiary;
- (d) informing the Commission of the distribution of the Community financial contribution and of the date of transfer to the beneficiaries, when required by Article II.4(3) of the grant agreement or by the Commission;
- (e) reviewing the reports and deliverables to verify consistency with the project tasks before transmitting them to the Commission;
- (f) monitoring the compliance by beneficiaries with their obligations under the grant agreement;
- (g) informing the other beneficiaries and the Commission of any event liable to substantially affect the project;
- (h) proposing/organising technical meetings and their agendas;
- (i) Verifying the completion of the major milestones;
- (j) liaising with related projects and initiatives;
- (k) deciding upon measures in the framework of controls and audit procedures to ensure the effective day-to-day co-ordination and monitoring of the progress of the technical work affecting the project as a whole;
- (l) proposing to the General Assembly procedures and tools for the documentation and handling of information exchanged between partners in the performance of the project; and
- (m) evaluating opportunities for co-operation with other projects and proposing to the General Assembly that it proposes to the partners that they enter into a project Co-operation Agreement.
- (n) Ensure consistency of actions with respect to the intellectual direction of the whole project.
- (o) Validate actions taken in the WP

The Administrative Manager

This manager will be responsible for:

- (a) Reporting to the coordinator concerning the administrative and contractual follow-up;
- (b) Maintaining and encouraging internal consortium communication concerning administrative and contractual issues;
- (c) Helping plan the agendas of General Assembly meetings; and
- (d) Helping document the minutes of the General Assembly meetings.

Global Change Manager

Appointed at Blau Advisors at the start of the project, he/she will be responsible for:

- (a) Assisting with the redesigning of work processes;
- (b) Following up the implementation of changes in processes, systems, tasks and objectives of staff at the public authorities/administrations, etc.; and
- (c) Ensuring that training and consultations are carried held for the staff of public administrations/authorities.

Local Change Managers

The Global Change Manager will be assisted by the local change managers (one per Pilot site). The local change managers will ensure the setting-up and implementation of processes and organigrams at their home sites. Best practices will be exchanged between the global and local change managers.

Privacy Referrer

Several pilot sites will have to host and use personal data. In addition to security aspects, these pilot sites will have to comply with the laws in force at a national level, and some services should also be adapted according to these laws. University of Brunel will be the privacy/security referrer for the whole consortium.

The Privacy Referrer will gather information from pilot sites concerning the laws in force at a national level to which the sites have to comply concerning privacy and security. He/she will ensure that the technological solutions correspond to these laws.

A specific deliverable, D.1.3, will be devoted to these issues.

The management subcontractor

The Kurt Salmon team dedicated to OASIS is conducted by Mikaël Guerrero with the support of Jennifer Shaw-Taberlet. The management subcontractor is under the responsibility of the coordinator and this team will directly interact with each WPL on behalf of the coordinator for the day-to-day management.

Kurt Salmon has the following project management tasks:

- Day-to-day administrative and limited financial project management,
- Monitoring of the technical work on project level (e.g. detecting potential incompatibilities and technical problems that can delay the progress of the overall project,
- Implementation of the collaborative platform (eRoom),
- Progress and resource follow-up,
 - Major costs versus budget (resources included)
 - Delays versus work progress

- Assessment of milestones
 - Action plan monitoring
- Assistance in the preparation of the official project reporting,
- Organisation of main project meetings.

WP leaders

WP leaders will update the other members of the MT concerning any problems or needs of the WP.

Technical Project Managers (TPM)

Each Partner will appoint one person in charge of the scientific and technical/technological work of a specific Party. He is the responsible for the deliverables, milestones and tasks of his own organizations listed in the DoW.

1.4. The Work Package Leaders (WPL)

WP leaders (named in the DoW) also shall be in charge of the management of their WPs:

- (a) Coordination of each WP, follow-up and reporting: periodically monitoring technical progress and results, the efficient use of resources (financial, manpower);
- (b) Knowledge management in terms of promoting awareness of innovations, publications and patents in the field, archiving documents on the dedicated intra-consortium communication platform, identifying results generated during the course of the project and reporting them to the Coordinator, if possible providing input as to their potential uses;
- (c) Intra-consortium communication: interacting with the other WPs; notifying the Management Team of any deviation (time, resources, risks, technical or managerial complications);
- (d) Delegation/organisation of the work between the partners of the workpackage;
- (e) To collect, consolidate, resume, and deliver data to the coordinator for reporting;
- (f) To review/approve milestones and deliverables (or part of them) that are due by one or more partners of the workpackages in a timely manner;
- (g) To organize and monitor the work between the partners of the WP (agendas, chairing, minutes of the WP meetings; technical leadership); and
- (h) To propose solutions to the project management bodies for issues that cannot be solved at the workpackage level.

The WPL will organize work package meetings as required, using dedicated tools, for instance audio-conferencing services.

Given the nature of the project, establishing communication across work packages will be essential. Audio-conferencing services on-demand will be made available, and use of cooperative workspaces and tools strongly encouraged.

The WP leader will be responsible for consolidating reports on his/her WP using information provided by WP partners. These reports will include following up on progress toward objectives, deliverables, expected results and milestones as well as delays.

2. Management Activities

2.1. Global Dashboard

The global progress will be managed via a dashboard, which will be updated following each reporting period using the information provided in the report. The dashboard will document the following quality indicators:

- Technical indicator: WP technical progress percentage
- Resource indicator: Percentage of Effort spent per WP; Percentage of budget spent
- Delay indicator: Actual delivery date of deliverables/milestones versus planned date
- Dissemination indicator: Number of publications/outreach activities of the consortium
- Funding indicator: timely distribution of the CIP-ICT-PSP financial contribution
- Communication indicators: timely delivery of expected meeting agendas, minutes and reports, reminders concerning deliverables, participation in consortium meetings
- Partner achievement indicator: ensuring that results achieved are congruent with partner spending:
 - o Time (schedules)
 - o budgets
 - o person-months
 - o resources
- Risk indicator: follow-up of risk analysis and management table
- Objective indicator: check that the quality and results of each phase of the project are consistent with project objectives

2.2. Submission of deliverables to the Commission Services

The Management Board will follow-up the submission of deliverables.

- The MT will remind the partner responsible for the deliverable 3 weeks before the due deliverable date.
- Once the deliverable is produced, the deliverable leader shall send an electronic copy to the WP leader concerned for review and approval.
 - o If validated, the deliverable is sent to the coordinator final review and approval,
 - o If not approved, the deliverable leader shall edit his/her deliverable to address the reviewers' comments and resubmit it to the WP leader ,
- The coordinator will send the final version to the Commission Services.

2.3. Decision-making

High-level decisions will be made by the General Assembly during meetings and will favour consensus over voting, although the Coordinator may resort to the simple majority rule in case consensus is not reached. In this case, a quorum of 75% must be present or represented and each partner will have 1 vote.

All requests for modifications of the technical work plan must be explained and justified to the Project Coordinator in writing prior to any related General Assembly meeting. The coordinator will transmit approved requests for modifications to the technical work plan to the General Assembly at

least 2 days before the meeting. If the General Assembly votes to request a modification to the work plan, the Coordinator will inform the European Commission.

2.4. Reporting

2.4.1. Periodic and Final reports

Periodic reports are due at the end of each of the 12-month-long periods of the project. The coordinator will submit the **Periodic Reports** to the Commission not later than 60 days after the end of each reporting period period. Such reports will include:

- a progress report, including a publishable summary containing information about the progress of work, including achievements and attainment of any milestones and deliverables. In addition, this report will contain information on the resources employed and deviations from the work schedule;
- the financial statements from each beneficiary together with a summary financial report consolidating the Community contribution claimed by all the beneficiaries. Beneficiaries who do not receive a financial contribution from the Community are required to submit only a description of the efforts made and the resources used to carry out the project;
 - The Grant Agreement documents the total eligible costs and the funding for all partners for the full project duration. Partners should not request more funding than they have been allocated in this agreement.
- A certificate on financial statements will be submitted where the cumulative amount of requests for payment by a beneficiary is equal to or superior to €325 000.
- any other information to be supplied in response to a request by the Commission.

The Coordinator will submit a **Final Report** to the Commission within 60 days after the end of the project. This final report will comprise a final publishable summary report covering the results, conclusions and socio-economic impact of the project. A certificate on financial statements will be submitted where the cumulative amount of requests for payment by a beneficiary is equal to or superior to €325 000. The coordinator will also submit a report on the distribution of the Community financial contribution between beneficiaries no later than 30 days after receipt of the final payment.

All reports will be submitted in one original (paper) copy and one electronic copy. The format and layout of the reports will conform to the rules communicated by the Commission.

Internal Reviewing of Periodic and Final Reports

The Administrative manager will consolidate and format all information and ensure that the report is complete. Following Coordinator approval or corrections of the report, it will be circulated to the General Assembly for approval before submission to the European Commission.

2.4.2. Intermediate reports

In addition to periodic reports and final reports subject to EC reviews, project monitoring will include intermediate, internal reports on M6, M18 and M30. The aims of these reports are to follow-up the technical progress of the work performed during the first six months of each period, to monitor the main costs and efforts spent per partners and to facilitate the preparation of the annual, periodic reports to be submitted to the Commission. They will constitute a useful tool to keep track of project expenditures and progress and to identify and foresee mitigation plans in case of major deviations. These reports will include the following sections covering the 6-month periods:

- Project objectives for the period
- Work progress and achievements per partner and per WP
- Dissemination activities
- Deviations and corrective actions
- Objectives for the next 6-months
- Status of Deliverables and Milestones
- Effort table
- Table of major costs incurred

The timeline for the Intermediate Report production is as follows:

- The MT will send the template to partners for completion on the last day of the sixth month period covered by the report.
- For each beneficiary, the Partner in charge of scientific and technical aspects will consolidate input from the other people in his/her organization, approve it and return the completed template to the MT within 15 days after the end of the 6-month period.
- The MT will consolidate information from Partners within 15 days and deliver the Intermediate Report to the Coordinator.

After review and upon validation by the Coordinator, the final version of each Intermediate Report will be uploaded onto the eRoom.

2.4.3. Approval of reports and deliverables by the EC

At the end of each reporting period, the European Commission Services may review project progress via reports and deliverables required by the provisions of Annex I (DoW). The EC may be assisted by external experts in the analysis and evaluation of the reports and deliverables. A physical meeting with some or all consortium members may be held with EC services and its reviewers.

After reception of the reports the EC may:

- a) approve the reports and deliverables, in whole or in part or make the approval subject to certain conditions;
- b) reject the reports and deliverables by giving an appropriate justification and, if appropriate, start the procedure for termination of the grant agreement in whole or in part;

2.4.4. Periodic reporting procedure

The procedure for the collection of periodic reports from partners to the MT is as follows:

1. Four weeks before the end of the each reporting period, the MT will send the guidelines and templates for completing the report to all partners. These documents are stored in the project eRoom.
2. For the work package section of the technical report, Work package leaders will be in charge of gathering and consolidating the contributions from its participating members.
3. Partners will be requested to complete all necessary templates and send them back to the MT by the deadline provided.
4. The MT will consolidate the technical and financial contributions received and produce a consolidated report.
5. The Project Coordinator will review the consolidated report and may request additional information from WP leaders or partners.
6. The Management Team will submit the reports to the General Assembly for final validation.
7. Signed and stamped paper versions of any financial documents needed should be sent to the MT by partners.
8. The final reports will then be sent to the EC by the Coordinator.

3. Internal communication provisions

There are 5 keys to internal communication in OASIS:

- **Communication flows:**
 - The partners report to WP leaders
 - WP leaders report to Project Coordinator and the General Assembly.
 - Pôle Numérique will facilitate the communication between the work packages by:
 - Including inter-WP discussion sections at meetings, notably the kick-off meeting
 - Documenting the needs each WP leader expresses for input, collaboration and meetings from/with other WPs.
 - Documenting the rough schedule of WP and inter-WP meetings for the duration of the project at the kick-off meeting and regularly updating the schedule.
 - Pôle Numérique will regularly provide the Consortium with an overview of the overall project progress.
 - Pôle Numérique will identify troubles and difficulties within the partnership to provide a first level assistance and find solutions.
 - Pôle Numérique will remind partners to prepare upcoming deliverables and milestones.
- An **internal OASIS eRoom** will be accessible through the project website. It will allow the partners to securely store and share documents, to arrange meetings and to follow up actions. Automatic notifications will be sent to the interested partners whenever events (uploads of new or updated documents, arrangement of meetings, etc.) occur within the document repository.
- **Audio- and video-conferencing** with online document sharing will be used for meetings whenever prudent to ensure that information circulates rapidly and efficiently to all of the project's actors and stakeholders.
- **Regular management meetings** via teleconferencing or in person will also be organised to support exchanges and discussions within the project, if necessary.
- **Physical General Assembly meetings** will be held at least twice a year. At least one representative from each Beneficiary will be present to provide the consortium with an update of scientific and financial progress and requirements to promote efficient and regular communication and to ensure resource mobilisation. Pôle Numérique will notify partners of meeting dates, propose meeting agendas and minutes, including (i) the presentations given and (ii) a clear action plan.

3.1. OASIS eRoom - Documentation and Communication Tool

A secure collaborative working platform (eRoom) dedicated to OASIS was set up in February 2012 to support efficient collaboration between the partners. This OASIS eRoom benefits all partners and acts as an internal document repository, not only for the exchange of documents in progress, but also for storing final and validated reports or deliverables.

To access the OASIS eRoom, partners connect at <https://eroom.kurtsalmon.com/eroom>.

Consortium members received connection codes to enter this eRoom. The password shall be modified upon the first connection.

The members requiring additional access to the OASIS eRoom shall contact the MT.

The menu available in this eRoom has been categorized as follows:

- 00 - Guidelines & Contacts

- 01 - EC guides for project reporting and implementation
 - 02 - Templates
 - deliverables
 - reports
 - presentations
 - Project contact details
 - eRoom user guide
- 01 – Contractual documents
 - EC Grant Agreement
 - Consortium Agreement
 - Amendments
- 02 – Meetings and Reviews
 - Agendas
 - Minutes
 - Presentations
 - Practical details (how-to get there, hotel lists, etc.)
- 03 – Final Reports
 - Biannual internal reports, final versions
 - Final Annual reports, final versions submitted to the EC
- 04 - Final deliverables
 - Deliverables submitted to the EC
- 05 – Dissemination
 - Project Identity (logos, etc.)
 - Dissemination documents (brochures, etc.)
 - Reminder of funding acknowledgement statement and rules
 - Reminder of dissemination rules
- 06 - Working documents
 - Intermediate versions of reports and deliverables
 - Other working documents
- 07 – Calendar
 - Project schedule
 - Partners may schedule meetings and events for which other partners receive updates and reminders automatically.
 - Project Gantt chart
- 08 – Project dashboards
 - Dashboards are described in Section 2.1 Global Dashboard.

Members wishing to have other categories in the eRoom shall contact the MT.
This eRoom will be regularly updated by the MT.

A screenshot of the OASIS eRoom is shown below:

The screenshot displays the OASIS eRoom interface. At the top, the user 'Kurt Salmon' is logged in. The breadcrumb path is 'My eRooms > OASIS > 00 Guidelines and Contacts'. The left sidebar shows a tree view of folders: 00 Guidelines and Contacts, 01 - Contractual documents, 02 - Meetings and Reviews, 03 - Intermediate and Periodic Reports, 04 - Final Deliverables, 05 - Dissemination, 06 - Working Documents, 07 - Calendar, 08 - Project Dashboards, 09 - Forum, Forum, Kurt Salmon - Private, and Recycle Bin. The main content area is titled '00 Guidelines and Contacts' and shows a folder created by 'Catonne, Sandrine (FR - Neuilly)' on 12 Jul 06. It lists the contents: 'The eRoom user guide', 'EC guides for project reporting and implementation', 'Templates (deliverables, reports, presentations)', and 'Project contact details'. Below this is a table of files:

Name	Modified	Owner	Size
EC Guides for project reporting and implementation	29 Feb 12 2:55pm	Catonne, Sandrine (FR - Neuilly)	4 items
eRoom user guide_project partners.doc	29 Feb 12 4:04pm	Jennifer Shawtaberlet	1555 k
OASIS contacts.xlsx	13 Mar 12 5:19pm	Everyone	30 k
Project Templates	29 Feb 12 4:04pm	Catonne, Sandrine (FR - Neuilly)	1 item

At the bottom, there are buttons for 'add a comment' and 'take a vote'.

In the OASIS eRoom, the users can

- Choose to receive updates in the eRoom or by email,
- Inform one or more project actors immediately,
- Manage and organise events,
- Rapidly spread information to the whole consortium or another pre-defined group,
 - Existing groups include WP leaders, management team and pilot sites
 - Please inform the MT if you'd like a new group to be created.
- Inform or remind instantaneously a collaborator/contributor,
- Provide a global vision of project progress.

3.2. Scientific dissemination

For the avoidance of doubt, no partner shall have the right to publish or allow the publishing of any data which constitutes Foreground, Background or Confidential Information of another partner, even where such data is amalgamated with such first partner's Foreground, Background or other information, document or material.

OASIS partners who would like to publish their work related to OASIS shall request authorisation from the other partners. The following procedure shall be used:

- OASIS partners who would like to publish their work related to OASIS shall send a copy of any proposed publication to the MT,

- The MT will send the proposed publication to the Parties as soon as possible,
- Any of the Parties may object to the publication within 30 days after receipt of a copy of the proposed publication on the grounds specified in the Consortium Agreement,
- In the event that an objection is raised within the period of 30 days, the partner proposing the publication and the partner(s) objecting shall seek in good faith to agree on a solution on a timely basis whereby such objection is resolved.

In any case, when publishing work arising from the OASIS project, the concerned partner must include the following statement and the EU flag:

“This project is partially funded under the ICT Policy Support Programme (ICT PSP) as part of the Competitiveness and Innovation Framework Programme by the European Community, http://ec.europa.eu/ict_psp.”

Furthermore, any communication or publication shall state that it reflects only the author's views and that the European Community is not liable for any use that might be made of the information contained therein.

4. Annex: Templates

The following OASIS project templates can be found in the OASIS eRoom in [Project Templates](#).

- Deliverable template
- Presentation templates
- Reporting templates