

TROMPA

TROMPA: Towards Richer Online Music Public-domain Archives

Deliverable 8.1 - Project Handbook

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¹ This deliverable was specified as PU-Public in the Description of Action, but due to the sensitivity of personal information, the consortium requests to disseminate only internally.

Executive Summary

The Project Handbook intends to be a guide for the project partners during the TROMPA project. This document contains all relevant information for securing a common understanding of procedures to be applied during project execution, making smooth the collaborative work performed within the project and complying with the European framework.

The purpose of this document is to provide all project partners with a summary of the most important project procedures: partners information, legal framework, management structure, operational framework, project monitoring, reporting tools, financial management and templates to be used for producing documents in a uniform format.

Additionally this document comprises documentation (including templates to be used by all project partners) and communication standards in order to enable quick and efficient communication within the project consortium.

This document was produced by the Project Coordination Team. It is the first issue of the document reflecting partner and project details. In order to fulfil its function as a quick reference to frequently asked questions and problems, if necessary this document will be updated and changed according to the evolvement of procedures and progress during the lifetime of the project. The feedback of all partners to improve this handbook is appreciated by the Coordinator.

This deliverable belongs to the Project Management task (T8.1) of the Project Coordination work package (WP8). It is intended to be a guide for all project partners to be used along the whole duration of the TROMPA project, therefore it has a latent relation with all tasks, deliverables and work packages of TROMPA.

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1. Introduction

The purpose of this deliverable is to provide all project partners with a summary of the most important project procedures (partners information, legal framework, management structure, operational framework, project monitoring, reporting tools, financial management, templates for producing documents in a uniform format). It is divided in a number of sections and appendices that contain all the above mentioned information.

2. Project partners

2.1 Coordination

The coordination of the project is the responsibility of:

Universitat Pompeu Fabra - UPF

Music Technology Group (MTG)

Roc Boronat, 138

08018 Barcelona (Spain)

and the Principal Investigator (Project Coordinator) is Dr. Emilia Gómez.

2.1 Partners

What follows in this section is a list of relevant contact persons for each TROMPA partner.

Partner nr	Partner Organisation Name	Acronym
1	Universitat Pompeu Fabra	UPF
Contact Person	Email address	Responsibility
Emilia Gómez	emilia.gomez@upf.edu	Principal Investigator
Aggelos Gkiokas	aggelos.gkiokas@upf.edu	Project Manager and Researcher (MTG)
Sonia Espí	sonia.espi@upf.edu	Financials and Project Manager
Davinia Hernández-Leo	davinia.hernandez-leo@upf.edu	Researcher (TIDE)
Patricia Santos	patricia.santos@upf.edu	Researcher (TIDE)

Partner nr	Partner Organisation Name	Acronym
2	Technische Universiteit Delft	TUD
Contact Person	Email address	Responsibility
Cynthia LIEM	C.C.S.Liem@tudelft.nl	Innovation Manager, researcher

Julián Urbano	j.urbano@tudelft.nl	Researcher
Alessandro Bozzon	a.bozzon@tudelft.nl	Researcher
Christoph Lofi	c.lofi@tudelft.nl	Researcher
Ioannis Petros Samiotis	i.p.samiotis@tudelft.nl	Researcher

Partner nr	Partner Organisation Name	Acronym
3	Goldsmiths' College	GS
Contact Person	Email address	Responsibility
Tim CRAWFORD	t.crawford@gold.ac.uk	Researcher

Partner nr	Partner Organisation Name	Acronym
4	Universität für Musik und darstellende Kunst Wien	MDW
Contact Person	Email address	Responsibility
Werner Goebel	goebl@mdw.ac.at	Researcher

Partner nr	Partner Organisation Name	Acronym
5	Video Dock BV	MDW
Contact Person	Email address	Responsibility
Bauke FREIBURG	bauke@videodock.com	Researcher/ developer
Linda Ossendorp	linda@videodock.com	Researcher/ developer
Wim Klerkx	wim@videodock.com	Researcher/ developer

Partner nr	Partner Organisation Name	Acronym
6	Peachnote	PN
Contact Person	Email address	Responsibility
Vladimir Viro	vladimir@viro.name	Researcher/ developer

Partner nr	Partner Organisation Name	Acronym
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7	Voctro Labs SL	VL
Contact Person	Email address	Responsibility
Jordi Janer	jordi.janer@voctrolabs.com	Project Manager/Researcher
Álvaro Sarasúa	alvaro.sarasua@voctrolabs.com	Researcher/ developer
Oscar Mayor	oscar.mayor@voctrolabs.com	Researcher/ developer

Partner nr	Partner Organisation Name	Acronym
8	Stichting Koninklijk Concertgebouworkest	RCO
Contact Person	Email address	Responsibility
Marcel VAN TILBURG	m.vtilburg@concertgebouworkest.nl	Researcher
David BAZEN	d.bazen@concertgebouworkest.nl	Researcher

Partner nr	Partner Organisation Name	Acronym
9	Stichting Centrale Discotheek	CDR
Contact Person	Email address	Responsibility
Ingmar Vroomen	Ingmar@muziekweb.nl	Researcher

Table 2.1. Partner Organizations and contact persons.

3. Legal framework

In terms of funding program, the regulation that establishes the Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020) is the [REGULATION \(EU\) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 and repealing Decision No 1982/2006/EC](#).

The consortium and project activities are regulated by the following legal framework:

- The [Grant Agreement \(GA\)](#) - contract between the Commission and the Consortium, especially relevant Annex I (also known as [Description of Action - DoA](#))
- The agreement between the Consortium members ([Consortium Agreement- CA](#))

Both documents are available in the project internal repository (see Section 10.4).

4. Management structure

4.1 General structure

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

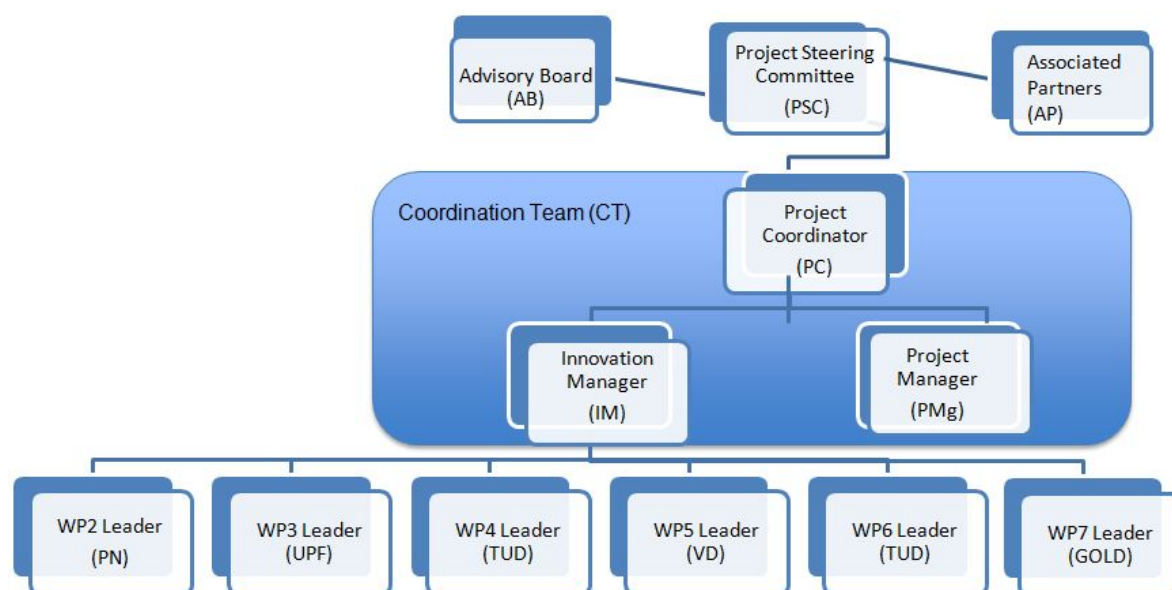


Figure 4.1. The organisational structure of the Consortium

4.1.1 Project Steering Committee (PSC)

Is the ultimate decision-making body of the consortium. The PSC will ensure that the Consortium fulfills all its contractual obligations. The members of this board have enough seniority to take binding decisions on behalf of their entities (also in terms of budget or level of disclosure of the research data and findings). The PSC meets at least once a year, while extra meetings might be convened if needed. The PC chairs the PSC meetings. Decisions at PSC level are made on the basis of consensus; however, if this is not possible, they are made on the basis of a majority vote, with the PC having the casting vote. Each representative of the PSC is responsible for the internal project activities within his/her institution. The role of the key persons inside the PSC is as follows:

Role	Partner short name	Key person
Chair	UPF	Emilia Gómez
Treasurer	UPF	Coordination Team
Member	TUD	Cynthia Liem
Member	GOLD	Tim Crawford
Member	MDW	Werner Goebel
Member	VD	Bauke Freiburg

Member	VL	Jordi Janer
Member	PN	Vladimir Viro
Member	RCO	Marcel van Tilburg
Member	CDR	Ingmar Vroomen

Table 4.1. The Project Steering Committee

4.1.2 Project Coordination Team (CT)

The project Coordination Team (CT) consists of a Project Coordinator, Innovation Manager, and Project Manager.

❖ Project Coordinator (PC)

The PC has the responsibility for the successful development of the overall project, is responsible for the scientific and technological management and ensures successful achievement of the project objectives. The PC plays a crucial role in the design and monitoring of the project evolution and achievements in accordance with the objectives and risks identified throughout its complete duration, and in the implementation of contingency plans if required. More specifically, the PC is responsible for the following tasks: establishing and maintaining efficient communication within the Consortium, monitoring project progress according to the work plan, time schedule and resources as established in DoA (identifying possible deviations) and reporting to the European Commission, resolving any potential conflicts, coordinating and leading the PSC meetings and monitoring risk elements.

❖ Innovation Manager (IM)

The IM is responsible of the coordination and constant monitoring of knowledge transfer and innovation flow within the project. The IM will be in charge of preparing, monitoring and updating a detailed data and Strategic IPR plan (including the definition of sustainable models for the crowdsourcing activities and identifying suitable licenses for the foreground); ensuring a smooth collaboration dynamic across academic partners, practitioners, end user representatives, SMEs and the general society; approaching and reaching deals with managers of other cultural open data repositories connected to the TROMPA environment and being responsible for processes ensuring the transfer of creative concepts to pragmatic crowdsourcing strategies.

❖ Project Manager (PMg)

The PMg is in charge of the day-to-day management tasks of the project and to give some support to the project coordinator on the daily tasks of the project. They will be responsible for organizing the Project Steering Committee meetings, producing and circulating the minutes of these meetings, ensuring submission of the project deliverables within the agreed time schedule, coordinating the internal quality measures to all project deliverables, overseeing the financial budget execution, and the interlocution with the European Commission on behalf of the Project Coordinator.

Role	Partner short name	Key person
Project Coordinator (PC)	UPF	Emilia Gómez
Innovation Manager (IM)	TUD	Cynthia Liem
Project Manager (PMg)	UPF	Aggelos Gkiokas (general management)
Project Manager (PMg)	UPF	Sonia Espí (financial management)

Table 4.2. The Project Coordination Team

4.1.3 Technical Committee (TC)

The TC involves the key persons within the WP leaders who will be in charge of the coherence of the tasks running into the WP, ensuring that they all target their specific task goals but also aligned to objectives at WP level and that all intra/inter-dependencies are well identified and coordinated, organising meetings, consolidating partner information, preparing the reports for the PC and overseeing the timely submission and quality of deliverables. The WP8 leader is not included in this grouping because its role is already covered by the liaison between the PC, the PSC and Advisory Board. The list of key persons within the TC is as listed in the following table:

WP number	WP title	Partner short name	Key person
2	Requirements and User-Centred Design	PN	Vladimir Viro
3	Automated music data processing and linking	UPF	Aggelos Gkiokas
4	Crowd annotation and incentivisation	TUD	Julián Urbano
5	TROMPA integrated components	VD	Linda Ossendorp
6	End user pilots	TUD	Cynthia Liem
7	Dissemination and exploitation	GOLD	Tim Crawford

Table 4.3. The Technical Committee

4.1.4 Advisory Board (AB)

The management structure is complemented by the Advisory Board (AB), which includes key internationally renowned persons working in the area of open data and crowd-driven initiatives. AB Letters of Support are annexed to Sections 4-5 of this document. The AB members are expected to participate in several project meetings and are crucial for maximising the impact of the TROMPA

results and ensuring its sustainability beyond the project life-cycle. The members within this board have great knowledge and experience with open data linked repositories, end user representatives and/or will also actively contribute to the end user pilots in WP6:

Name	Position	Institution
Lydia Pintscher	Product Manager	Wikidata
Ichiro Fujinaga	Associate Professor	Schulich School of Music, McGill University
Barbara Haws	Archivist/Historian	New York Philharmonic orchestra
Richard Ranft	Head of Sound & Vision	The British Library, Europeana Sounds, Europeana Foundation

Table 4.4. The Advisory Board

4.2 Change management

Any changes required from the agreed DoA and/or relevant budget should be communicated to the Project Coordinator. The requested change will then be evaluated to assess whether: (i) it has an effect on the critical path of the project; (ii) and if so, which measures need to be put in place to avoid any risks for the project.

5. Project reporting

5.1 Internal Report (IR)

Though not formally required by the EU for TROMPA, the use of some form of progress reporting during the course of the project will facilitate the successful development of the project. For this purpose we are proposing **three internal reports** to be delivered by each partner to the coordinator in order to follow the progress of the project from technical and financial perspectives. A link to the template for this internal report is available in [APPENDIX A](#). The fulfilled templates will be submitted to the project Coordination Team during the next month as indicated in the table below:

Reporting period	Dates of the report	When to submit it to the coordinator
IR1 (M1-M8)	1 May 2018 - 31 December 2018	January 2019
IR2 (M9-M20)	1 January 2019 - 31 December 2019	January 2020
IR3 (M21-M32)	1 January 2020 - 31 December 2020	January 2021

Table 5.1. Internal Reports

The goals of the internal management reports are:

- ❖ Update on work done per WP;
- ❖ To discover deviations at an early stage and;
- ❖ To start corrective actions (if necessary) as soon as possible.

In addition to Appendix, the template for this [internal reporting](#) is also available at the TROMPA repository within Google Drive under [Templates](#) folder.

5.2 Periodic Report (PR)

The Periodic Reports for TROMPA Project will be submitted **up to 60 days after** the finalisation of the reporting period (**M12 and M36**) following the guidelines and templates provided by the European Commission. The Commission might penalise late reporting.

The Periodic Report includes a technical part and a financial part. All partners must contribute to both parts of the report:

- ❖ **Technical part:** the Coordination Team will ask for information from each partner about the work carried out per WP during the reporting period including relevant technical/scientific work progress, significant results and tasks deviations. The technical part must be sent to the Coordination Team, who will integrate all the information and create a consolidated report.
- ❖ **Financial part:** each partner has to complete the financial part (Financial Statement) online through the Participant Portal including information about incurred expenses by category and number of Person Months consumed by WP during the reporting period. The financial report functionality will become active after the end of each reporting period.

The Coordination Team will email the partners when the reporting period finishes to ask their contribution to the periodic report with detailed instructions to fill both technical and financial report. Partners must complete and submit their individual reports within the timeframe indicated by the Project Officer. The financial part will be signed and submitted through the Participant Portal.

The Coordination Team will be in charge of:

- ❖ reviewing all the information (formal and content);
- ❖ asking for further explanations in case of unclear information or deviations;
- ❖ asking for modifications in case of errors;
- ❖ consolidating the periodic report and submitting it to the European Commission.

5.3 EC reviews

European Commission reviews will be organised to present the project results after each Periodic Report to the European Commission and their independent experts. This enables the Commission to monitor the project and to ensure that the contractual obligations are fulfilled. Additionally, future project plans are discussed and agreed upon within such a meeting. The payment to the project will be processed if the outcome of the European Commission Review is considered satisfactory. These reviews will be called by the European Commission Project Officer and coordinated by the Project Coordinator in collaboration with the WP leaders.

5.4 Time records

The records for personnel costs depend on whether the person worked exclusively for the action or not. For **persons who work exclusively for the action** (regardless if they are full-time or part-time employees), the beneficiary may either:

- ❖ sign a [declaration on exclusive work for the action \[ODT format\]](#) (one per reporting period), to confirm that the person worked exclusively for the action, either:
 - during the whole reporting period
 - during an uninterrupted time-period, covering at least a full calendar month within the reporting period.
- ❖ keep time records

'Exclusive work' means that the person carried out NO OTHER activities for the beneficiary than those of the action.

For **persons who do NOT work exclusively for the action**, the beneficiaries must:

show the actual hours worked, with reliable time records (i.e. time-sheets) either on paper or in a computer-based time recording system. Time records must be dated and signed at least monthly by the person working for the action and his/her supervisor.

Time records should include, as a minimum:

- ❖ the title and number of the action, as specified in the GA
- ❖ the beneficiary's full name, as specified in the GA
- ❖ the full name, date and signature of the person working for the action
- ❖ the number of hours worked for the action in the period covered by the time record
- ❖ the supervisor's full name and signature
- ❖ a reference to the action tasks or work packages of Annex 1, to which the person has contributed by the reported working hours.

Information included in time-sheets must match records of annual leave, sick leave, other leaves and work-related travel.

A [template \[ODT format\]](#) for time-sheets with these minimum requirements is available. (This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed above.)

More details can be found on the [Annotated Model Grant Agreement](#).

6. Financial management

6.1 Payments by the European Commission

Payments are made to the Project Coordinator on behalf of the consortium. The Project Coordinator is responsible for receiving and ensuring the distribution of the community financial contribution. The allocation of the payments to the partners has to be done following the amounts listed in the DoA. In case changes of the distribution of budget between partners are necessary during the timeframe of the project, the Project Coordination will be informed and the budget modification will be approved by the rest of the consortium first, and then the Project Coordinator will consult to the project officer for approval.

At the beginning of the project all partners have to send the bank account information to the Project Coordinator, by using the template provided by the coordinator. This form has to be filled out, stamped and signed by each partner and has to be sent back to the Project Coordinator. Whenever changes regarding this bank account information occur on the partner's side, the Project Coordinator has to be informed immediately.

The maximum total EC contribution which appears in the Grant Agreement cannot be exceeded. Even if the eligible costs of the project happen to be higher than planned, no additional funding is possible.

The EC contribution includes:

- ❖ A single pre-financing payment paid at the start of the project as defined in the Grant Agreement
- ❖ The Interim payment following the 12-month reporting.
- ❖ The final payment at the end of the project.

For further explanations concerning payment modalities, the calculation of the pre-financing and the beneficiaries' contribution to the Guarantee Fund, see the Grant Agreement. Please note that the total amount of the pre-financing and interim payment shall not exceed 90% of the maximum Community financial contribution defined in Article 6 of the Grant Agreement.

6.2 Financial statements and certificates

6.2.1 Financial statements

The financial statements cover each partner's cost claim for the previous reporting period. They will be submitted to the European Commission as part of the periodic reports. The financial statement document is generated automatically when the financial report is completed on the [Participant Portal](#) by each partner at the end of each reporting period (see section 5.2).

In order to submit the financial statements all consortium partners have to use an electronic signature tool. The persons having the right to sign with the tool are entered by the LEAR (legal representative) of each consortium partner.

6.2.2 Certificate on financial statements (CFS)

Some beneficiaries must submit a certificate on the financial statement (CFS). Such a certificate is needed if the beneficiary requests a total financial contribution of EUR 325000 (or more) as reimbursement for actual costs and unit costs calculated according to its usual accounting practices (direct costs only: average personnel costs and costs for internally invoiced goods and services). This means that costs based on lump sums, flat-rates (e.g. indirect costs) or unit costs (other than those for personnel costs and costs for internally invoiced goods and services calculated according to the beneficiary's usual cost accounting practices) are NOT counted for the EUR 325000 threshold (and do not need to be covered by the certificate).

The Certificate must be issued by an external auditor using the template in Annex 5 of Grant Agreement. The coordinator must submit the final report within 60 days following the end of the last reporting period containing the CFS for each beneficiary that requested the contribution indicated above.

7. Project meetings

Meetings are held to ensure the project progress and to make necessary decisions. Besides meetings of the different project boards work package meetings will be held as required. The organisation of

project meetings is under the responsibility of the Project Coordinator and the partner hosting the meeting.

[Agendas](#) are prepared by the Project Coordinator in collaboration with the hosting partner. The meeting agenda needs to be distributed to all participants no later than 2 weeks before a meeting. Work package meetings have to be arranged by the work package leaders. The meeting minutes will include attendees, actions and responsibilities, and written evidence for the project progress. [Presentations](#), [minutes](#) and [attendance signatures document](#) of all meetings will be made available on the [TROMPA repository](#), under [meetings folder](#). Attendance signature sheets are not applicable for online meetings.

The participant that hosts each meeting is responsible for the practical organization and preparation of the meeting. This includes the arrangement of a suitable location and necessary equipment for the meeting and also providing information to the rest of the participating partners with regards to preferred accommodation.

The organising chairman has the following responsibilities:

- ❖ Preparation and submission of proposed agenda and meeting objectives.
- ❖ Keeping the topics of discussion within reasonable time margins.
- ❖ Arranging all practical and local details in terms of food and other Consortium's activities.
- ❖ Proposing breaks (scheduled or improvised) as necessary.
- ❖ Ensure that attendees sign the attendance signatures document and keep it as record.

The hosting partner will pay for the lunch and coffee breaks of all attendees during working hours and declare the cost as hosting costs. Apparent violation of the principle of economy, the reporting of costs not only incurred for project purposes and/or those considered not reasonable might be a reason for the cost rejection by the European Commission.

Hosted partners need to pay only for the 'non-working hours' associated expenses (like hotel, transport from airport to the venue and dinners). The meeting attendees must not receive the whole per diem rate since the coffees and lunches are part of the meeting expenses covered by the meeting hosting partner and thus would be considered double funding.

Two project meetings will be organised every year for the TROMPA project. Meetings will be alternatively held in Barcelona and location from other partners to facilitate attendance. The project meeting after the first year and the project meeting at the end of the project will include the review meetings with the European Commission (see Section 5.3). Rough estimates of the dates and places for the project meetings are as follows:

- ❖ Project Meeting 1 - May 2018 - M0 - Barcelona (Kick-off meeting)
- ❖ Project Meeting 2 - November-December 2019 - M7-8 - Viena
- ❖ Project Meeting 3 - June 2019 - M14 - Barcelona
- ❖ Project Meeting 4 - November 2019 - M18 - Review meeting connected to ISMIR 2019 in Delft
- ❖ Project Meeting 5 - May-June 2020 - M24 - London/Munich
- ❖ Project Meeting 6 - May 2020 - M36 - Brussels (Official review)

The following templates are available in the [Appendix](#)

- ❖ Agenda template
- ❖ Minutes template
- ❖ Attendance signatures template
- ❖ Deliverable template

- ❖ Internal Report template
- ❖ Presentation slides template

8. Work package operation

The Work Package Leader is responsible for the detailed planning, monitoring, quality assurance and coordination of the Work Package operation. In addition, the Work Package Leader is responsible for supervising the production of Deliverables and ensuring that all the Task outputs are provided on time. Moreover, the Work Package Leader is responsible for all the activities in the Work Package. This, together with the quality procedures as described in the D8.2 Internal Quality Review Planning entails ensuring that the outputs and Deliverables and their review are produced on time.

The Work Package Leader informs the Project Coordinator about the progress of the Work package operations and about any problems that affect the operation of the Work Package.

9. Communication

The channels of communication within the TROMPA as well as those with the participant communities and with the general public, are described in detail in **Deliverable D8.5 - Communication Channels**.

10. Document management

10.1 Types of documents

Within the TROMPA project, a document may be:

- ❖ **Minutes** of a meeting to be produced by the Project Coordinator or the partner hosting a meeting. The draft shall be sent to Partners within 15 calendar days of the meeting.
- ❖ **Agenda of meetings:** The partner hosting the meeting shall send partners a written agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting. The agenda items will be decided by the partner hosting the meeting in collaboration with the Project and Scientific Coordinators, and of the WP Leaders if specific WP working sessions are needed.
- ❖ **Deliverable:** to be produced by the Responsible Partner as defined in DoA following the template provided and to be sent to the designated internal reviewer as defined in the [Deliverables in Google Drive](#). For further details about timing for deliverable release and internal review plus templates to be used, we refer to D8.2 Internal Quality Review Planning.
- ❖ **Internal Report** has to be produced following the template provided before each project meeting. The Coordination Team will gather inputs from Partners up to and consolidate all information. Corrective actions may be requested to Partners depending on the deviations found on the Internal Reports.
- ❖ **Periodic Report documents** will be produced by the Project Coordinator for the public summaries based on the inputs from all partners (especially WP leaders) to be collected up

to 3 weeks after the end of the period. The Partners are responsible to duly fill out their individual information in the Participant Portal (EC tool for online reporting).

See [APPENDIX A](#) for links to the templates for generating these documents.

10.2 Document reference

In order to standardise the naming of TROMPA documents, all documents have to be assigned a unique identifier. The identifiers are made up as follows:

TR-Type of document-**Title**

where:

- TR should be used in all document reference as identifier of the TROMPA project
- Type of document: must be one of the options in the table below
- Title given to the document (if the title is too long, it can be summarized)

DX.Y	Deliverable identifier (e.g., D1.1)	AG	Agenda	WD	Working document
MN	Minutes	IR	Internal report	RE	Deliverable Review
ANX	Document annex				

For example, the unique identifier of this document is:

TR-D8.1-Project Handbook

and the unique identifier of the review form for the deliverable is:

TR-RE-8.1-Project Handbook

As another example, the unique identifier of the agenda of a meeting should be:

TR-AG-Project Meeting 1 (Barcelona, May 2018)

10.3 Proposed document formats

In order to facilitate information flow between the consortium members, it is suggested to use the Google Docs file formats for standard documents, spreadsheets and presentation slides. As a second option, documents using the Microsoft Office formats and editors (Word, Excel and Power Point) can also be used. Final versions of documents (deliverables, etc.) should be exported as PDF.

10.4 Shared folders

A [TROMPA repository](#) in Google Drive has been set up to share documents and related information with all the partners of the consortium. This shared folder, in combination with the integrated Google Docs tools, allows all project partners to create, edit, download, archive and exchange

project related data during the whole project execution. All work-related documents intended for the project group as a whole, should be uploaded to the shared folder as a matter of course. This is necessary for several reasons:

- ❖ It ensures that all documents are available to the entire project group
- ❖ It will 'track' the historical versions of documents
- ❖ In the future when the project is complete, the shared folder will be the definitive description of the work of the project

The TROMPA repository shared folder contains a folder for deliverables with subfolders for each work package and other top-level folders with relevant documents about meetings, reporting, templates and contractual documents. The shared folder in Google Drive is only accessible to members of this project consortium.

10.5 Open repositories

We encourage all members of the consortium to use open source code repositories when working on "close-to-code" tasks such as research and development. Using source code repositories allows easy collaboration, tracking of changes and easy sharing of development and research outputs. The preferred version control system to be used in TROMPA repositories is Github.

The preferred open repository for research data will be Zenodo. The data produced and/or used in the project will be made openly available except if certain datasets cannot be shared (or need to be shared under restrictions) due to legal, contractual or data protection reasons.

11. Publications

11.1 Acknowledging EC support in publications

All publications or any other dissemination activities relating to foreground shall include the EU emblem and the following statement to indicate that said foreground was generated with the assistance of financial support from the EC:

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 770376".

High-resolution emblems [can be found here](#). Any dissemination of results must disclaim that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

11.2 Other publications and dissemination activities

Publications based upon work carried out in the context of the TROMPA project can be released by the project partners, unless the publication contains confidential information or covers other Beneficiary's Background or Foreground (please review the Consortium Agreement for further details). In that case, the Coordination team will have to be asked in order to decide on the matter. In all cases the authors must state in the publication their participation in the TROMPA project and acknowledge the project source of funding (see Section 11.1).

Documents to be published by partners of the consortium such as articles, blog posts, press releases or, in general, public communications should be shared with the members of the

consortium before publication and while modifications can still be made. In this way, members of the consortium have the opportunity to review the work and propose modifications. Notification of such works should be made either to the main TROMPA consortium mailing list (TROMPA@llista.upf.edu) or directly to the Project Coordinator. Enough time (at least one week) should be given so that feedback can be obtained from the consortium.

The beneficiaries must disseminate its results as disclosed in [Article 29](#) of the Grant Agreement, where obligations regarding open access requirements and visibility of EU funding in the dissemination of results by beneficiaries are defined. The beneficiaries must promote the action as disclosed in [Article 38.1](#) of the Grant Agreement, where obligations regarding visibility of EU funding in communication activities by beneficiaries are defined.

Academic publications should encourage research reproducibility. Both the code and datasets used to produce research results should be, as much as possible, disseminated together with the academic publications (e.g. including a link to a code repository and datasets) to facilitate the reproducibility of the results.

12. IPR Management

Detailed descriptions of IPR management can be found in the [TROMPA Consortium Agreement](#) (Section 9 and 'Background included' attachments) available under [Contractual docs folder at the internal TROMPA repository](#). Here we provide a summary for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert.

In terms of Background, the TROMPA partners may ask for access rights to any of the other partner's Background technologies used in the project as far as they need this access in order to carry out their tasks. In the case where the IP of background is not fully owned by a specific consortium member, this member will be responsible of reaching required agreements that allow providing other partners with access rights to the background technologies if needed.

The Foreground produced during the project execution will be identified, captured, assessed, managed and nurtured. The general policy will be to avoid joint ownership of the Foreground in order to prevent potential blocking factors for the exploitation of project technologies beyond the project scope and duration. In this way, each partner's IPR will be fully protected, being brought to the project as existent and complete, available for use by all other consortium partners during the project and also beyond through dual license scheme models (including AGPL, MIT & proprietary licenses).

13. Dealing with issues

When an issue arises in the context of TROMPA project, the following rules are applied:

- ❖ Issues that concern only one Task are dealt with directly by the Task Leader together with the partners contributing to this Task.
- ❖ Issues involving more than one Task within the same deliverable are referred to the Work Package Leader and are dealt with by the Work Package Leader. Short-term corrective actions are taken by the Task Leader in agreement with the Work Package Leader.

- ❖ Issues involving tasks across Work Packages are handled by the Project Steering Committee. Short-term corrective actions are taken by the Work Package Leader in accordance with the Project Coordinator.
- ❖ Issues which could affect the success of the project are reported through the Work Package Leader to the Project Steering Committee, which establishes together with the Work Package Leader and the affected Task Leader a corrective action plan.

In all cases, the Project Coordinator and all partners are informed about the issue and the resolution.

Appendix A: Document templates

The shared folder found in [TROMPA repository/Templates](#) hosts all the templates for the different document that will be generated within TROMPA project. Links to the specific documents are as follows:

- ❖ Agenda template:
<https://drive.google.com/open?id=1-BP6ID9PHJg56l3s4f3uVeyVZu7kRqmPyGE2guHfPHA>
- ❖ Minutes template:
https://docs.google.com/document/d/1cFXfSHqVcAany-rX_zL0ACpRh0wKadaVwUlWJzrdd1A
- ❖ Attendance signatures template:
https://docs.google.com/document/d/1rpBE2umHEgG9a7SoEi7X_DTvWWzOMQFI2r83jJpiNtQ/edit
- ❖ Deliverable template:
https://docs.google.com/document/d/1WW2ZHWXuW0boWy_18tG9QrCD8E1ZG953lryK4nDTOR4/edit
- ❖ Deliverable evaluation form template:
<https://docs.google.com/document/d/17fRlK2we0hCjzBsSQbTM1n-Z9lVctf-y88JXX-phq8/edit>
- ❖ Internal Report template:
https://docs.google.com/document/d/1mcJldK5qrJEVXZu30CSwagkXhYCTLK-_lEM9Je9gShA/edit#
- ❖ Presentation slides template:
<https://docs.google.com/presentation/d/19ZgssTOofmRHOl9nIM9W4neOnlbiaWDMKHhGpGf8c5I/edit#slide=id.p>

To generate a document using one of these templates you should right click on the template (in the Google Drive web interface) and select 'Make a copy'. Then you can rename the copy and move the document wherever it should be and continue working from there.

PDF versions of the above templates are annexed in the following pages so that these are also visible to the EC reviewers:

- ❖ TR-ANX8.1 Annex - 1 Agenda template.pdf
- ❖ TR-ANX8.1 Annex - 2 Minutes template.pdf
- ❖ TR-ANX8.1 Annex - 3 Attendance signatures template.pdf
- ❖ TR-ANX8.1 Annex - 4 Deliverable template.pdf
- ❖ TR-ANX8.1 Annex - 5 Deliverable evaluation form template.pdf
- ❖ TR-ANX8.1 Annex - 6 Internal report template.pdf
- ❖ TR-ANX8.1 Annex - 7 Presentation slides template.pdf