INFORMATION SOCIETY TECHNOLOGIES (IST) PROGRAMME

AIDE

IST-1-507674-IP

Quality Management Plan

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TERMS

Abbreviation	Definition
C of C	Certificate of Conformity - a document signed by a qualified party affirming that, at the time of assessment the prototype or deliverable met the stated requirements.
Prototype	The result of project activities or processes. It may include service, hardware, processed materials, software or a combination thereof.
Certification	An indication or judgement that the product or service meets the requirements of the relevant specification or regulation; also the state of meeting that requirement.
Conformity	The fulfilment of a specified requirement by a quality characteristic of an item or service, the assessment of which does not depend essentially on time.
Instruction	The written and or spoken direction given with regard to what is to be done, including the information given in training.
PAR	Project Partner or Participant.
PC	Project Coordinator.
PRC	Prototype Record Card, an identification number characterising each project prototype and its main parts.
PQCB	Project Quality Control Board.
Process	The method of operation in any particular stage of development of the material part, component or assembly involved.
QAM	Quality Assurance Manager.
Quality system	The organisational structure, responsibilities, activities, resources and events that together provide organised procedures and methods of implementation to ensure the capability of the Partner / Consortium to meet quality requirements.
Quality Plan	A document setting out the general quality policies, procedures and practices of the Project.
Quality	The totality of features and characteristics of a prototype or service that bear on it's ability to satisfy a given need.
Reliability	The ability of an item to perform a required function under stated conditions for a stated period of time.
Specification	The document that prescribes in detail the requirements with which the prototype or service has to comply.
Verification	The provision of evidence or proof that the requirements have been met.

1. Introduction

1.1. Purpose

The Quality Plan is the document setting out the quality assurance procedures for the AIDE project. Its aim is to assure that the results and deliverables of the project are of high quality and meet the specifications set in the project Description of Work. Once accepted by the Consortium, this Quality Plan becomes an official project document, which should govern all partners' and consortium's actions. It has been written in accordance to ISO 9000 guidelines.

1.2. Scope of the Quality Plan

This Quality Plan is to be used by:
- All Consortium Partners, responsible for preparing and amending deliverables,
- Quality Experts, responsible for reviewing completed quality plans and sign-off,
- Any responsible person of a Consortium Partner for approving works to be done by third parties, in order to complete deliverables.

1.3. Procedure Description

Quality planning is an integral part of management planning. As a pre-requisite to its preparation, the Quality Assurance Manager has reviewed all requirements in order to determine the necessary activities that need to be planned. This Quality Plan has been prepared early in the project in order to demonstrate and provide the Consortium with the assurance that:

a) the contract requirements and conditions have been reviewed,
b) effective quality planning has taken place,
c) the quality system is appropriate.

To ensure relevance of the quality plan, the Quality Assurance Manager should conduct quality reviews, throughout the duration of the contract, and when contractual changes occur. The Quality Assurance Manager shall ensure that the quality plan is available to all concerned and that its requirements are met.

1.4. Quality within the Project

This section specifies the activities to be implemented, including their sequence, in order to ensure that the project and its deliverables conform to the project requirements. Those responsible for ensuring that the required activities are carried out are identified within the subsequent chapters of this document. The Quality Plan includes explanation, necessary to show how quality requirements for activities are met. A list of such activities is given below:

- Responsibilities of the Quality Assurance Manager,
- Quality system review,
- Document and data control,
- Project Quality Control Board,
- Internal Communication Strategies,
- Prototypes Identification And Traceability,
- Inspection And Testing Of Project Prototypes And Their Parts,
- Deliverables Peer Review And Control Of Non-Conforming Deliverables,
- Corrective And Preventive Actions,

- Control Of Quality Records,
- Internal Quality Audits,
- Project Reporting And Monitoring.

2. Quality System Review

The Quality system is to be reviewed within the Core Group meetings. In subsequent reviews the following will be taken into account:

- the results from project audits,
- the results from internal audits,
- the official project Deliverables (Reports and Prototypes),
- the corrective action requests from all the above,
- the preventive actions on all the above,
- any project prototype deficiencies and subsystems/parts problems,
- project participants staff training and adequacy for the tasks undertaken,
- level of used resources per category and adequacy of spent resources for the particular task.

The outcomes from the above shall be discussed at Core Group meetings, and their results shall be minuted and include:

- Satisfaction with the audits, corrective actions and the results of complaints,
- Dissatisfaction and requirements for further auditing or more corrective actions,
- Satisfaction with the corrective actions taken by the relevant partner(s).

An agenda of such a meeting may include some of the following topics:

1. Results of Internal Audits
2. Corrective actions requests received
3. Equipment deficiencies
4. Defects in prototypes / deliverables
5. Complaints
6. Results of external audits
7. Supplier problems
8. Health and Safety
9. Training including needs and resources
10. Preventive actions
11. Review of quality policy and objectives
12. Introduction of new quality plans
13. Date of next meeting

Records to be kept are the minutes of the meeting which are to record those attending and the summary of the points raised/resolved. The records are to be produced and archived by the Quality Assurance Manager.

This Quality Plan is compiled and documented by the Quality Assurance Manager and is authorised by the Core Group. The Project Coordinator after core group authorisation will

forward the final Quality Plan to the EU representatives. All subsequent changes / revisions should also be approved / authorised by the Core Group.

3. Responsibilities of the Quality Assurance Manager

The current Quality Plan is applicable to all the activities, which are related to the project. Hence, compliance of its execution with the Quality Plan is mandatory for all involved.

The Consortium quality policy is as follows:

- To implement and maintain a quality system according to ISO 9001,
- to identify for all involved their responsibilities regarding quality,
- to ensure that all deliverables comply with the contract.

The Quality Assurance Manager (CERTH/HIT) is responsible for the administration of the Quality Plan, and has the authority to identify problems during internal audits. In such cases, the Project Coordinator and the Core Group are responsible, with the agreement of the Core Group for initiating actions, resulting in complete solutions to them. All problems are raised within the meetings, and the minutes should also record the agreed solution and the time bound action to be taken. There is a requirement to provide evidence that the problem has been cured. All involved in providing the Consortium with services are to be qualified (i.e. have relevant academic studies, relevant professional experience) in the area they are to work within, inspect or verify.

The Quality Manager (Dr. E. Bekiaris of HIT) is the person who has the authority to manage and perform all quality work. This is documented in the present manual and is meant to encompass the following aspects:

a. Initiate action to prevent the occurrence of any non-conformity,
b. identify and record any relevant problem,
c. initiate, recommend and/or provide solutions through the reporting system,
d. verify the implementation of solutions,
e. monitor and control further processing, delivery or installation of any preferred solution to ensure that any reported non-conformance has been corrected.

All the above responsibilities and authorities will be exercised through the Project Coordinator and the Core Group.

4. Project Quality Control Board (PQCB)

The PROJECT QUALITY CONTROL BOARD (PQCB), in general will be responsible, for:

- assuring the conformity of all deliverables, with the initial criteria defined for them and guaranteeing that the deliverables are in accordance with the specifications in the AIDE Description of Work,
- consulting the SP leaders and the Work Package Leaders, on the expected technical characteristics of the deliverables.

Thus, the main Tasks of this board are:
- Overview of the technical reports produced
- Quality control of all deliverables submitted
- Guidance (upon request) to the SP and WP Leaders on the expected characteristics and contents of the relevant Deliverables

Its main objective is to ensure that:
- All the outputs are consistent, with their contractual requirements
- All the project reports / documents do have the highest quality, regarding their overview / context

The Quality Assurance Manager, as chairman of the Project Quality Control Board (PQCB), will report every six (6) months to the Project Co-ordinator and through him to the Core Group.

The PQCB consists of:
- The QAM (chair).
- 1 representative (high level personnel) from each Consortium Member, not involved in production of the deliverable under review, acting as internal inspectors, which are the most relevant (technically wise) with the deliverable under consideration / examination.

A full list of the internal members of the PQCB follows in **Annex 1**, whereas **Annex 2** includes the list of the PQCB members who are responsible to review each Project Deliverable (in addition to the QAM who is supposed to review all of the Deliverables).

5. Main performance processes

5.1. Introduction

The AIDE project is divided in 4 Sub-Projects (SP). Each SP has an SP leader and a planned start and end date.

Each SP is divided into WorkPackages (WPs). Each WP has a WP leader, a planned start and end date and expected Deliverables.

Each WP is divided into Tasks. Each task has a task leader and a planned start and end date.

The above are defined in the AIDE "Description of Work".

5.2. Process for initiate / planning of WPs and tasks

1. SP leaders request WP leaders / Task leaders to initiate task
2. WP leaders/Task leaders come back with working document/detailed plans.

5.3. Process for WPs and tasks performance

3. Each partner responsible for performing part of a task prepares an internal report with the results obtained as soon as the task finishes. This internal report is sent to WP partners.
4. WP partners send comments, if any, on this report within 5 days. The author revises the report and submits the final one to the WP leader with copy to all partners.
5. If one or more tasks result into a deliverable, the deliverable main author synthesises the tasks internal reports into the expected deliverable.
6. The deliverable main author submits the deliverable for peer review.
7. As soon as all deliverables in a WP are submitted to the European Commission through the Coordinator (after having been peer reviewed), the WP is terminated.

5.4. Process for meetings organisations

1. The first meeting of the Core Group (CG), the General Assembly (GA) and each SubProject (SP) is called and hosted by the Coordinator.
2. During the first meeting of the CG, GA and each SP, the next meetings and meeting hosts are planned and agreed.
3. Three weeks before each scheduled CG, CA or SP meeting, the Coordinator or SP leader prepares a draft agenda (using the format of **Annex 14**) and sends it to expected participants.
4. Recipients should send comments on the agenda within 5 working days.
5. The agenda author (Coordinator or SP leader) updates the agenda and sends final version at least 5 working days before the meeting.
6. During the meeting, the Coordinator or SP leader is responsible for keeping minutes, which are then written in the template of **Annex 13**.
7. The Coordinator or SP leader sends the meeting minutes to the expected participants within 7 working days after the meeting end.
8. Recipients should send comments on the minutes within 10 working days.
9. The Coordinator or SP leader sends the final revised meeting minutes to the whole Consortium within another 2 working days.

5.5. Reporting and monitoring

All participants are requested to send, in addition to all formal work and cost reports, mentioned in the Description of Work, a brief progress and cost report to the relevant SP leader, every 3 months. According to the contract, they are also requested to send detailed progress and cost reports at the end of each reporting period (annually).

The Interim Activity Report describes the technical progress during the period, while the Interim Management Reports describes the work performed, resources spent, and justifications for this, for each partner. This follows the same format as the EC templates for Annual reporting.

Two different procedures will be adopted for compiling these reports. For the Management reports, each partner reports directly to the SP leader who reports to the IP coordinator. However, the Activity Reporting starts with the WP leaders, who report to the SP leaders who, in turn, report further to the IP coordinator. Thus, at the contractor level, only the Management (financial) reporting has to be considered, while the Activity Reporting starts at the WP leader.

These will be used by the QAM to produce the following warning milestones for the SP leader and the PC and the particular Partner involved. Also, when other key issues / problems are found, they will be evaluated and may cause alarm warnings by the QAM.

Warning alarm may be raised if any of the following deviations is found out for any of the partners or the project deliverables:

1. **BUDGET-RELATED:** +- 10% for the first 6 months, +-15% for the first year, +-20% for the second year, +-20% for the third year and fourth year. This is valid for each partner and for each cost category.

2. **TIME-RELATED TO SUBMISSION OF DELIVERABLE:** if 1 month before its issue date no draft is available, or 15 days after, no deliverable is provided. This is valid for each deliverable.

The deviation monitoring related to budget and timescale will be reviewed every 3 months.

5.5.1. Interim activity reports

The purpose of the “Interim Activity report” is to follow up the general technical progress in the project at a quarterly basis.

In the Interim Activity reporting, WP leaders are responsible for reporting to the SP leaders on activities and general progress per WP with respect to the work plan. How this is done in detail may differ between WPs and it is up to the respective WP leaders to decide how to gather the information needed. The WP leaders submit the WP report to the respective SP leaders who then compile the SP activity reports, which are put together by the project coordinator into the general IP activity report.

In order to facilitate this process, three reporting templates have been set up, one for each step (WP, SP and IP).

The formal description of the procedure is given below.

1. The coordinator initiates the reporting process every third month by sending out a request to WP leaders for interim activity report and timeplan.

2. WP leaders (if needed in communication with relevant partners) fill in one Interim activity report per WP in the provided template of **Annex 3.1**.

3. WP leaders send the files to the respective Sub Project Leader. The filename shall be "AIDE-Interim-Activity-Report-Qx-WPy_z.doc" where X = Aide Quarter number and Y_Z = Aide WP number.

4. The Sub Project Leader consolidates the WP reports into an Interim Activity Report for the SP, using the template in **Annex 3.2** and sends it to the coordinator. The filename for Interim activity report per SP shall be "AIDE-Interim-Activity-Report-QX-ALL-SPZ.doc" where, X = Aide Quarter number and Z = Aide SP number.

5. The Coordinator formulates the interim activity report for the total IP, using the template of **Annex 3.3** and submits it to the Core Group and the EC. The filename shall be "AIDE-Interim-Activity-Report-QX.doc" where X = Aide Quarter number

5.5.2. Periodic activity reports

The purpose of the "Periodic Activity report" is to follow up the general technical progress in the project at an annual basis. This report is a prerequisite of the contract with the European Commission.

1. The coordinator initiates the reporting process after the end of each reporting period by sending out a request to WP leaders for periodic activity report and timeplan.

2. WP leaders (if needed in communication with relevant partners) fill in one Periodic activity report per WP in the provided template of **Annex 3.1**.

3. WP leaders send the files to the respective Sub Project Leader. The filename shall be "AIDE- Periodic-Activity-Report-Qx-WPy_z.doc" where X = Aide Period number and Y_Z = Aide WP number.

4. The Sub Project Leader consolidates the WP reports into a Periodic Activity Report for the SP, using the template in **Annex 3.2** and sends it to the coordinator. The filename for Periodic activity report per SP shall be "AIDE- Periodic-Activity-Report-QX-ALL-SPZ.doc" where, X = Aide Period number and Z = Aide SP number.

5. The Coordinator formulates the Periodic activity report for the total IP, using the template of **Annex 3.3** and submits it to the Core Group and the EC. The filename shall be "AIDE-Periodic-Activity-Report-QX.doc" where X = Aide Period number

5.5.3. Interim management reports

The purpose of the Interim Management reporting is to maintain financial control for the project at a quarterly basis.

All partners report and justify person months and eligible costs per Sub Project and Workpackage. The declared person months and costs are only provisional, as the final figures are available only after auditing of the corresponding period.

Process

1. The coordinator initiates the reporting process by sending out a request to the AIDE consortium for interim management report together with a timeplan.

2. Partners fill in one Interim management report for all SPs using template in **Annex 4.1**. If there are problems using the embedded Excel sheets, the separate Excel file attached to the reporting initiation mail can be used. They should act as follows:
    a. Starting from what was reported in the last interim report.
    b. Reporting Costs in € per SP.
    c. Reporting Personmonths per WP.
    d. All budget numbers shall be full project budgets.

3. Partners send the files to the SP leaders concerned and to the IP coordinator. The filenames for the Interim management report per contractor shall be "AIDE-Interim-Management-Report-QX-PY.doc" (and "AIDE-Interim-Management-Report-QX-PY.xls" if the Excel sheets are used), where X = Aide Quarter number and Y = Aide Partner number.

4. The Sub Project Leader checks that costs are correct and in accordance with SP planning, prepares the integrated Interim management report per SP, using template in **Annex 4.2** and sends it to the coordinator. Like for the individual partner reports, if there are problems using the embedded Excel sheets, the separate excel file attached to the reporting initiation mail can be used.

5. The filenames for integrated Interim management report per SP shall be "AIDE-Interim-Management-Report-QX-SPZ.doc" (and "AIDE-Interim-Management-Report-Qx-SPz.xls" if the Excel sheets are used), where X = Aide Quarter number and Z = Aide SP number.

6. The Coordinator calculates the Interim management report for the whole IP and prepares reports for the Core Group and for EC. The filename shall be "AIDE-Interim-Management-Report-QX.doc" where X = Aide Quarter number.

5.5.4. Periodic management reports

The purpose of the Periodic Management reporting is to maintain financial control for the project at an annual basis. This report is a prerequisite of the contract with the European Commission.

All partners report work performed per Workpackage, personmonths spent per Workpackage and eligible costs per Sub Project. These reports are a synthesis of the interim management reports. Personmonths and costs declared in these reports are final and should be in accordance with the financial statement for the same period.

Process

1. The coordinator initiates the reporting process by sending out a request to the AIDE consortium for periodic management report together with a timeplan.

2. Partners fill in one Periodic management report for all SPs using template in **Annex 4.1**. If there are problems using the embedded Excel sheets, the separate Excel file attached to the reporting initiation mail can be used. They should act as follows:

    a. Starting from what was reported in the last periodic report.
    b. Reporting Costs in € per SP.
    c. Reporting Personmonths per WP.
    d. All budget numbers shall be full project budgets.
    e. This report should be a synthesis of the previous periodic management report and of the interim reports covering this period, but the total amounts should be in accordance with the financial statements for the periods concerned.

3. Partners send the files to the SP leaders concerned and to the IP coordinator. The filenames for the Periodic management report per contractor shall be "AIDE- Periodic-Management-Report-QX-PY.doc" (and "AIDE- Periodic-Management-Report-QX-PY.xls" if the Excel sheets are used), where X = Aide Period number and Y = Aide Partner number.

4. The Sub Project Leader checks that costs are correct and in accordance with SP planning, prepares the integrated Periodic management report per SP, using template in **Annex 4.2** and sends it to the coordinator. Like for the individual partner reports, if there are problems using the embedded Excel sheets, the separate excel file attached to the reporting initiation mail can be used.

5. The filenames for integrated Periodic management report per SP shall be "AIDE-Periodic-Management-Report-QX-SPZ.doc" (and "AIDE- Periodic-Management-Report-Qx-SPz.xls" if the Excel sheets are used), where X = Aide Period number and Z = Aide SP number.

6. The Coordinator calculates the Periodic management report for the whole IP and prepares reports for the Core Group and for EC. The filename shall be "AIDE- Periodic-Management-Report-QX.doc" where X = Aide Quarter number.

5.6. Internal Communication Strategies

The table shown in **Annex 5** includes all the main internal communication strategies between Partners regarding the documents circulation. These documents are:

- Interim progress and management reports;
- Deliverables;
- Prototypes;
- Financial statements;
- Periodic progress and management reports.

5.7. Data Communication protocols

All documents and computer data files sent either on floppy disk or CD or by Internet. Files are to be VIRUS checked before issue and to be screened on receipt. If a VIRUS is found then action is to be implemented to purge both the system infected and to notify the sender to prevent a re-occurrence.

If acknowledgement is requested, an explicit request will be included by the sender at the end of the message (E-mail, fax, etc.), stating "PLEASE ACKNOWLEDGE". Then, the recipient is required to send a message acknowledgement within the next two (2) working days.

E-mail headings will be as follows:

"AIDE - Core Group – title of message": for e-mails to the Core Group only
"AIDE – SPx – Steering Committee – title of message": for e-mails to the Steering Committee of SPx
"AIDE – SPx – WPx.0 – title of message": for SPx management issue
"AIDE – SPx – WPx – title of message": for mail regarding issue of SPx / WPx

5.8. Dissemination Event scheduling and reporting

All guidelines and details for all dissemination activities are described to the internal document: AIDE_ICCS_WP4_2_R1_v1_Dissemination_procedures.doc

6. Supporting processes

6.1. Deliverables review

6.1.1. Content

Each deliverable is reviewed by 3 reviewers as follows:
- The Quality Assurance Manager (QAM).
- The member in the PQCB nominated by 2 Consortium Members, not involved in production of the deliverable under review, acting as internal inspectors.

All reviewers after having studied the Deliverable under consideration, must evaluate it with respect to the following matters, as stated below and must conclude whether the deliverable is accepted or not.

General comments
- Deliverable contents thoroughness
- Innovation level
- Correspondence to project and programme objectives

Specific comments
- Relevance
- Response to user needs
- Methodological framework soundness
- Quality of achievements
- Quality of presentation of achievements
- Deliverable layout, format, spelling, etc.

The final rating of the Deliverable draft will be marked as:
- Fully accepted
- Accepted with reservation
- Rejected unless modified properly
- Rejected

The relevant comments will be included in a Deliverable **Peer Review Report**, as indicated in **Annex 6.** Reviewers should pay attention to express their opinion in a mild way, as these reviews will be transmitted to the authors and to the European Commission.

6.1.2. Process

1. The deliverable responsible informs the PC and the QAM about the expected delivery date of the deliverable for review, 15 days before the expected delivery date.
2. Immediately after that, the QAM informs the reviewers about the expected delivery date, so that they can plan their time. Until the delivery of the deliverable, the QAM checks that the reviewers have responded and accepted the timing.
3. The deliverable responsible submits the final draft of the deliverable to the WP leader, SP leader, PC and the QAM three (3) weeks before its official publication. Filename is according to section 6.2.1 below.
4. The QAM forwards immediately the deliverable to the responsible peer reviewers. The QAM puts in copy to this mail, a technical contact person per partner, whose

responsibility is to follow up the issue and reassure that there is an active reviewer in each partner, who is going to submit a review report.

5. The reviewers within five (5) working days do study and revise the deliverable and prepare the «Peer Review Report» (**Annex 6**), which they send to the QAM. Filename is according to section 6.2.1 below. If the reviewers are delayed in sending the report, the QAM sends them weekly reminders. If after three weeks time, there is only one review report received, then the QAM process in step 6, with only this one report.
6. The QAM upon receiving the above reports, makes a synthesis of them and integrates his own comments into the integrated «Peer Review Report». In this integrated report, the QAM also reports the results of control of the deliverable regarding, naming, numbering, version, forma, layout, fonts, readability. The above integrated «Peer Review Report» is sent by the QAM to the Coordinator, the Core Group, the corresponding WP leader and the Deliverable author.
7. The deliverable author revises the deliverable, as required, and submits the final one in word and acrobat format to the WP leader, the Core Group, the QAM and the Coordinator. The deliverable author has to send back a document entitled "Summary of main feedback and actions taken". In this, proper explanation should be given about each action taken as a result of the comments in the Integrated Peer Review Report. The relevant form is to be found in **Annex 7.**
8. The Coordinator submits the final deliverable in word and acrobat format and the integrated «Peer Review Report» and the "Summary of main feedback and actions taken" to the European Commission.
9. In case the Commission requests a revision of the submitted deliverable, the internal review will be only repeated if the changes to the deliverable are significant. The Coordinator and the Core Group will decide if the revised deliverable has to be reviewed again.

The above procedure should last for 3 weeks at most.

6.2. Document and data control

The Quality Assurance Manager is responsible for ensuring that all documents are controlled effectively. The system contains two levels of documentation under the control of the Quality Assurance Manager in association with the members of the PQCB.

Level 1: The control of document referencing
Level 2: The control of formal deliverables overall quality

6.2.1. File names for Deliverables

The file names for deliverables will be:

AIDE Da.b.c vx.doc

where:
a.b.c: the deliverable number used in the AIDE Description of WORK
x: file version number

6.2.2. Other documents referencing

For project documents, other than deliverables there will be a unique project document coding system, as indicated below:

Document Code	Document Type	Template to be used
RR	Deliverable Review Report	Peer Review Report Template
IR	Internal Technical Report	Internal Report Template
PR	Workpackages Plans and Progress Reports	Internal Report Template
A	Meeting agendas	Meeting agenda Template
M	Minutes, Action Lists, Decision Lists	Meeting minutes Template
C	Correspondence between Partners	Internal Report Template
L	Legal documents	Internal Report Template
COM	Commercial documents	Internal Report Template
GI	Documents of general interest	Internal Report Template
CA	Corrective Action request	Corrective Actions Request
DCA	Decision on Corrective Action request	Decision on Corrective Actions Request
QA	Quality Assurance, Audits, Inspections, Internal Audits	Internal Audit Report
OTH	Other subjects	Internal Report Template

There is a unique document referencing scheme. This is not applicable however for informal data and views exchange between Partners. It is only valid for official Consortium documents, falling in one of the above categories of the previous section.

Still, if a Participant selects not to classify one of his communications, he may not raise claims later, if another Participant has not considered it.

The project internal documents template and referencing scheme follows below.

First digits :	"AIDE"
Dash	
First 3-4 digits :	Abbreviated name of the author Partner
Dash	
Next 2-3 digits :	Type of document as in 6.2.1. This can be: "IR" for Internal Technical Reports “A” for meetings Agendas “M” for meeting Minutes “CA” for Corrective Actions requests “DCA” for Decision on Corrective Actions requests
Dash	
Next digits :	Level in project hierarchy: "CG" means that the document focuses on CG issues "GA" means that the document focuses on GA issues "SPz" means that the document focuses on SPz issues

	"WPz_x" means that the document focuses on WPz.x issues This should not be confused with the dissemination of the document.
Dash	
Next digits :	"R" and number of document the partner has compiled within AIDE (unique identifier per partner)
Dash	
Next digits :	"V" and number of revision of this specific report
Dash	
Next digits :	Short explanatory title for the document. In case of meetings this can be the location and date of the meeting.

Example:

"AIDE-HIT-IR-WP4_1-R1-V1-Quality Plan.DOC" means first version of the first report of HIT, entitled Quality Plan, in WP4_1.

"AIDE-ICCS-M-SP3-R1-V1-Athens June 2004.DOC" means a document written by ICCS, which is minutes of SP3 meeting. It is the first report of ICCS in AIDE, version 1. Meeting was held in Athens on June 2004.

6.2.3. Documents layout

All official Consortium documents in the previous section, except from the Deliverables, are cumulatively characterised hereafter as Project **Internal Reports (IR)** and follow the template of **Annex 8.** The standard font to be used is Times New Roman 11, justified left.

Official Project Deliverables should have a first page template as in **Annex 9**. They should also use the page layout (headers / footers) suggested in the same Annex. The standard font to be used is Times New Roman 11, justified left.

Furthermore, they should abide to the following rules:

- Have a list of abbreviations used within the Deliverable
- Have a table of contents
- Have a list of Figures (including the ones of the Annexes)
- Have a list of Tables (including the ones of the Annexes)
- Start with an one-page Executive Summary
- End the main part with a Conclusions section of around 1 page
- Include a References section after the Conclusions section
- Include all detailed technical and other information in Annexes
- Headers/footers should be in accordance to the template of annex 8 or 9, depending on their being a report or a deliverable
- Language should be English(UK)
- Same fonts should be used all over the text
- The document should have been spell-checked.

Meeting agendas follow the template of **Annex 14**.

Meeting minutes follow the template of **Annex 13**.

All slides developed for presentations relevant to AIDE should follow the template of **Annex 15**. Minimum font size should be 18, so that they are readable.

6.3. Corrective and preventive actions

1. SP leader identifies needs for corrective actions (e.g. by proposals from partners).
2. SP leader notifies WP leader.
3. WP leader discusses the issue with the task leader and comes up with the proposed solution. The relevant request is documented on the appropriate form of **Annex 12**. There, also a proposal on corrective action is being done.
4. The solution is forwarded to the Core Group via the SP leader.
5. The Core Group decides on the matter. The decision shall be documented according to the template of **Annex 13**. The Coordinator sends this to all involved and checks that the actions are implemented.

The standard font to be used in all relevant documents is Times New Roman 11, justified left.

6.4. Internal quality audits

In special cases, when a problem of paramount importance comes up, the Core Group may decide that an Internal Audit Procedure will be carried out.

This will be done on the corresponding site, where the problem has appeared. All personnel listed below will have to travel to the corresponding site:

- The Project Coordinator
- At least two members of Core Group appointed by the Core Group; the Core Group has the right to appoint consortium members instead of Core Group members
- The Quality Assurance Manager as external advisor without right of vote

All the findings of the Internal Audit will be documented in the Internal Audit Report (included in **Annex 12**) by the QAM. The standard font to be used in all relevant documents is Times New Roman 11, justified left.

The QAM will issue corrective actions, which again will be documented by him in the corresponding form, in order to make all the discrepancies obsolete, within the appropriate time period. Follow up actions will be arranged, so as to ensure the effectiveness of the corrective actions.

The results of the Internal Quality Audits will be distributed to all WP partners, the Core Group and the Coordinator.

The QAM will be responsible for the implementation of this procedure. In all other cases, the progress of the project will be monitored by him through contacts (mainly by E-mail) with all the partners involved. All day to day and trivial barriers of the project have to be dealt with in this way.

7. Common software and tools

The main software standards have been defined as follows:

- Operative System: Windows 98/2000/XP
- MS Word 2000/2003: textual deliverable;
- MS Excel 2000/2003: textual deliverable support, cost statement, …
- MS PowerPoint 2000/2003: transparencies, slides, posters, ...

Annex 1: PQCB members list

Partner	Quality Peer Reviewer	Position in the Company	Postal Address	Telephone Number	Fax Number	E-mail Address
Quality Assurance Manager Centre for Research and Technology – Hellas	Dr. Evangelos Bekiaris	Principal Researcher	6th km. Charilaou – Thermi Road, 57001 Thermi, Greece	+30-2310-498265	+30-2310-498269	abek@certh.gr
Volvo Technology Corporation	Mr. Magnus Rilbe					Magnus.rilbe@volvo.com
BMW Group Forschung und Technik GmbH	Dr. Manfred Schweigert Dr. Matthias Kopf					Manfred.Schweigert@bmw.de Matthias.Kopf@bmw.de
DaimlerChrysler AG	Mr. Uli Foehl	Researcher	DaimlerChrysler AG HBC G202 70546 Stuttgart Germany	+49 (0)711 17 51139	+49 (0)711 17 58009	uli.foehl@daimlerchrysler.com
Ford-Werke AG	*					
Adam Opel AG	*					
Peugeot Citroën Automobiles	*					
Renault Recherche Innovation	D1.2.2: Thèrése Villame		Technocentre RENAULT – Service 64270, TCR AVA 1 20 – 1 avenue du golf, 78288 GUYANCOURT Cedex, France	+33 01 34 95 27 93		Therese.villame@renault.com
	D1.3.3: Jean-Marc Celerier		Technocentre RENAULT – Service 64270, TCR RUC T 56 – 1 avenue du golf, 78288 GUYANCOURT Cedex, France	+33 01 34 95 47 25		jean-marc.celerier@renault.com
	D2.1.3, D2.1.5, D3.2.1: Jean-François FORZY		Technocentre RENAULT - Service 64270 TCR AVA 1 20 -1 avenue du golf 78 288 GUYANCOURT Cedex, France	+ 33 01 34 95 27 89		jean-francois.forzy@renault.com
Centro Ricerche Fiat – Società Consortile per Azioni	Antonella Toffetti for deliverables of SP1 and SP2			+39 011 9083 013		antonella.toffetti@crf.it

Partner	Quality Peer Reviewer	Position in the Company	Postal Address	Telephone Number	Fax Number	E-mail Address
	Enrica Deregibus for deliverables of SP3 and SP4			+39 011 9083 139		enrica.deregibus@crf.it
Seat Centro Técnico	*					
Robert Bosch GmbH	Mr. Arnd Engeln for D2.1.2 and D2.1.4		Robert-Bosch-Strasse 2 71701 Schwieberdingen	+49(711)811-8526		arnd.engeln@de.bosch.com
	Dr. Lars Placke for D3.1.2		Robert Bosch Straße 200 31139 Hildesheim	+49(5121)49-2544		lars.placke@de.bosch.com
Johnson Controls GmbH	Jean-Paul Rouet					Jean-paul.rouet@jci.com
Siemens VDO Automotive SAS	Jean Marc Heller					Jean-marc.heller@siemens.com
European Commission Joint Research Centre	E. De Grandis	Staff	EC-JRC, V. E. Fermi 1, TP 361, 21020 Ispra (VA), Italy	+39 0332 789869	+39 0332 785813	elisa.de-grandis@jrc.it
Institut National de Recherche sur les Transports et leur Sécurité	*					
Netherlands Organisation for Applied Scientific Research (TNO)	Dr. Richard van der Horst	Principal Scientist	TNO Human Factors, Kampweg 5, 3768 DE soesterberg	+31 346 356 451	+31 346 353 977	vanderHorst@tm.tno.nl
Institute of Communications and Computer Systems	Prof. N. Uzunoglu	Professor	9, Iroon Politechniou str., DECE, Micr. & Fiber Optics lab. 15773, Athens, Greece	+30 210 7723556	+30 210 7723557	nuzu@cc.ntua.gr
Federal Highway Institute	Dr. Anne Bauer					bauera@bast.de
Centre for Automotive Research and Development	Pedro Garayo					
University of Stuttgart	Mr. Harald Widlroither		Fraunhofer/IAP, Nobelstrasse 12, D-70569 Stuttgart, Germany	+49-711-9702105	+49-711-9702213	Herald.Widlroither@iao.fhg.de
Swedish National Road and Transport Research Institute	Hans Erik Pettersson Liisa Hakamies-Blomqvist					Hans.erik.pettersson@vti.se Liisa.hakamies-

Partner	Quality Peer Reviewer	Position in the Company	Postal Address	Telephone Number	Fax Number	E-mail Address
	Arne Carlsson					blomqvist@vti.se Arne.carlsson@vti.se
VTT Technical Research Centre of Finland	Tapani Mäkinen	Senior Research Scientist	VTT INDUSTRIAL SYSTEMS P.O.Box 1302 FIN-33101 TAMPERE, Finland	+358 3 316 3611 Mobile phone: +358 40 511 6187	+358 3 316 3494	Tapani.Makinen@vtt.fi
Centre for Research and Technology – Hellas	Prof. George Giannopoulos	Director of Research	6th km. Charilaou – Thermi Road, 57001 Thermi, Greece	+30-2310-498263	+30-2310-498269	ggian@certh.gr
University of Leeds	Samantha Jamson Oliver Carsten Hamish Jamson Natasha Merat Frank Lai Tri Tjahjono					
Linköping University	Åsa Hedenskog Björn Johansson	IDA/CSELAB IDA/CSELAB				asagr@ida.liu.se bjojo@ida.liu.se
Università degli Studi di Genova – Dipartimento di Ingegneria Biofisica ed Elettronica	Roberto Lauletta					Roberto.lauletta@unige.it
European Road Transport Telematics Implementation Co-ordination Organisation S.C.R.L	Vincent Blervaque Edwin Bastiaensen			+32 2 400 0724 +32 2 400 0731		v.blervaque@mail.ertico.com e.bastiaensen@mail.ertico.com
Motorola Limited	Naunton Judge			+44 1506 473318		Naunton.Judge@motorola.com
KITE Solutions	C. Mauri for SP2 N. Cacciabue for SP1 & SP3	Manager Manager	KITE Solutions, Via Labiena, 93 21014 Laveno Mombello (VA), Italy	+39 0332 626910	+39 0332 660413	carlo.mauri@kitesolutions.it; nadia.cacciabue@kitesolutions.it;

*** Will be defined on a case-per-case basis.**

Annex 2: Deliverables reviewers list

Sub-project 1: Behavioural effects and Driver-vehicle-environment modelling

Del. no.	Deliverable name	Issued by	Delivery date	1st Reviewer	2nd Reviewer
D1.1.1	D1.1.1a Synthesis of models for Joint Driver-Vehicle interaction design. D1.1.1b Requirements for HMI design and driver modelling	CRF	8	JRC	LIU
D1.1.2	Preliminary model application to existing ADAS and IVIS and guidelines for implementation in design process	CRF	11	KITE	ICCS
D1.1.3	Parameters and indicators of behavioural adaptation to ADAS/IVIS for inclusion in DVE model for preliminary design of AIDE system	CRF	18	CIDAUT	UNIVLEEDS
D1.1.4	Results of preliminary model application to existing ADAS and IVIS	CRF	26	KITE	LIU
D1.1.5	Final DVE model structure	CRF	30	VTI	UNIVLEEDS
D1.2.1	Behavioural effects of driver assistance systems and road situations.	INRETS	6	VTI	PSA
D1.2.2	General Experimental Plan for long term behavioural assessment	INRETS	12	CERTH/HIT	REGIENOV
D1.2.3	Learning and Appropriation phase test and results	INRETS	18	CRF	TNO
D1.2.4	Long-term phase test and results	INRETS	30	CERTH/HIT	CRF
D1.3.1	Preliminary adapted Driver Model and guidelines for interface design	KITE	18	CIDAUT	TNO
D1.3.2	Learning phase simulations: data preparation and data analysis	KITE	35	ICCS	INRETS
D1.3.3	Adapted Driver Model – final release	KITE	40	PSA	REGIENOV
D1.3.4	Final software and database with package installation and user manual	KITE	46	JRC	INRETS
D1.3.5	DVE validation tests: data analysis and results	KITE	48	JRC	ICCS

Total number of reviews per SP1 partner:

CIDAUT: 2
CRF: 2
JRC: 3
LIU: 2
INRETS: 2
UNIVLEEDS: 2
ICCS: 3
CERTH/HIT: 2
PSA: 2
REGIENOV: 2
TNO: 2
VTI: 2
KITE: 2

Sub-project 2: Evaluation and assessment methodology

Del. no.	Deliverable name	Issued by	Delivery date	1st Reviewer	2nd Reviewer
D 2.1.1	Review of existing tools and methods	CRF	6	BMW	CIDAUT
D 2.1.2	Review and of IVIS/ADA taxonomy applications	CRF	6	BOSCH	ICCS
D 2.1.3	Scenario Descriptions	CRF	18	REGIENOV	CERTH/HIT
D 2.1.4	Report on implementation of scenarios and experimental trials evaluating them	CRF	22	BOSCH	CIDAUT
D2.1.5	Final assessment of methods	BMW	36	CRF	REGIENOV
D 2.2.1	Review of existing Techniques	VTEC	8	CRF	BASt
D2.2.2	Prototype version of VDM tool	VTEC	18	PSA	TNO
D2.2.3	Development of advanced secondary task methodology	UNIVLEEDS	22	BASt	DC
D2.2.4	Development of potential of workload look-up tables	TNO	22	USTUTT	KITE
D2.2.5	Performance indicators as workload measurement tool	VTI	22	VTEC	INRETS
D2.2.6	Subjective assessment methods for workload	INRETS	22	VTEC	VTI
D2.2.7	Empirical comparison of methods for off-line workload measurement	DC	24	TNO	KITE
D 2.3.1	Relations between behavioural parameters and risk	UNIVLEEDS	18	LIU	CERTH/HIT
D 2.3.2	Describing the trade-offs between behaviour and workload	TNO	18	VTI	LIU
D2.3.3	Combining workload and behavioural effects into overall risk reduction estimate	CERTH/HIT	24	ICCS	UNIVLEEDS
D2.4.1	Report on prototype evaluation	VTI	44	PSA	DC

Total number of reviews per SP2 partner:

VTEC: 2
BMW: 1
DC: 2
CRF: 2
REGIENOV: 2
USTUTT: 1
PSA: 2
VTI: 2
BOSCH: 2
INRETS: 1
CIDAUT: 2
JRC: 2
BASt: 2
TNO: 2
CERTH/HIT: 2
ICCS: 2
LIU: 2
UNIVLEEDS: 1

Sub-project 3: Design and development of an Adaptive Integrated Driver-vehicle Interface

Del. no.	Deliverable name	Issued by	Delivery date	1st Reviewer	2nd Reviewer
D3.1.1	Workshop on nomad devices minutes	ERTICO	12	ICCS	SEAT
D3.1.2	AIDE scenarios and use cases definition	SEAT	12	OPEL	BOSCH
D3.2.1	Requirements and specifications for HMI and safety functions	BOSCH	12	MOT	REGIENOV
D3.2.2	System Architecture, data flow protocol definition and design	BOSCH	18	SV	PSA
D3.2.3	AIDE System Architecture	BOSCH	24	BMW	VTEC
D3.3.1	DVE monitoring modules design and development	SV	18	INRETS	VTT
D3.3.2	Final and verified DVE Monitoring Modules	ICCS	30	CERTH/HIT	INRETS
D3.4.1	Plan for driver-vehicle interaction and communication management	CRF	18	FORD	BMW
D3.4.2	HMI Components	CRF	28	DIBE	JCI
D3.4.3	Technical verified Adaptive HMI	CRF	34	USTUTT	OPEL
D3.4.4	*Guidelines for safe Integration of NOMAD devices within the vehicle environment*	MOT	36	ICCS	VTT
D3.4.5	Final AIDE prototypes	CRF	48	DIBE	SV
D3.5.1	Prototype vehicles	VTEC	40	CRF	JCI
D3.5.2	Technical verification results and evaluation	VTEC	46	PSA	SEAT

Total number of reviews per SP3 partner:

CRF: 1
CERTH/HIT: 1
BOSCH: 1
ICCS: 2
USTUTT: 1
REGIENOV: 1
MOTOROLA: 1
FORD: 1
TNO: 0
INRETS: 2
SEAT: 2
DIBE: 2
BMW: 2
OPEL: 2
VTEC: 1
JCI: 2
SV: 2
KITE: 0
PSA: 2
ERTICO: 0
VTT: 2

Sub-project 4 Horizontal activities

Del. no.	Deliverable name	Issued by	Delivery date	1st Reviewer	2nd Reviewer
D4.1.1	Financial management plan	VTEC	3	BMW	PSA
D4.1.2	Quality Management Plan	CERTH/HIT	3	ICCS	JRC
D4.1.3	Gender Equality Plan	VTEC	3	CERTH/HIT	TNO
D4.1.4	Annual Project Management and Technical Report	VTEC	12, 24, 36	CERTH/HIT	ICCS
D4.1.6	Final Report	VTEC	48	CERTH/HIT	ICCS
D4.2.1	Report on results of First User Forum	ICCS	12	ERTICO	VTT
D4.2.2	Dissemination materials including web site	ICCS	12	CRF	USTUTT
D4.2.3	Report on results of Second User Forum	VTEC	36	ERTICO	VTT
D4.2.3a	Initial exploitation plan: Public part	BMW	12	ERTICO	PSA
D4.2.3b	Initial exploitation plan: Confidential part	BMW	12	CRF	CRF
D4.2.4a	Final Exploitation plan: Public part	BMW	45	ERTICO	VTEC
D4.2.4b	Final Exploitation plan: Confidential part	BMW	45	CRF	VTEC
D4.3.1	Report on the review of the available guidelines and standards	BASt	6	BMW	JRC
D4.3.2	Report on design guidelines and standards recommendations	BASt	46	JCI	INRETS
D4.4.1	Review and assessment report of AIDE as IP	ICCS	18	CERTH/HIT	VTEC

Total number of reviews per SP4 partner:

BMW: 2
PSA: 2
ICCS: 3
JRC: 2
CERTH/HIT: 4
ERTICO: 4
VTT: 2
TNO: 1
CRF: 4
USTUTT: 1
JCI: 1
INRETS: 1
VTEC: 3

Annex 3: Templates for Interim or Periodic Activity Reports per WP

1. Template WP level

AIDE Interim / Periodic Activity Report per WP *(delete as appropriate)*

To be completed quarterly/annually by each WP leader, if needed in communication with relevant partners.
WP leader sends the report to the SP leader.

WP: y.z
Period:
Date:

Section 1 – Workpackage progress of the period.

Instructions:
Report progress towards WP objectives, tasks worked on and achievements made with reference to planned objectives. Identify contractors involved.

For Deliverables produced by the WP in the reporting period, explain their status and critically assess any delay. Use the following table.

Del. No.	Deliverable name	WP no.	Date due	Actual / Forecast delivery date	Lead Contractor	Status / Comments

For Milestones in the WP during the reporting period, explain their status and critically assess any delay. Use the following table.

Milestone No.	Milestone name	WP no.	Date due	Actual / Forecast delivery date	Lead Contractor	Status / Comments

Deviations from project workprogramme and corrective actions taken/suggested: identify nature and reason for the problem. Use the following table.

Causes and Description	Possible Impact	Corrective actions

- Planned activities for the next reporting period.

Annex – Use and dissemination.

Instructions: Explain any activities undertaken in relation to the use or dissemination of project results, including publications made, press releases, brochures etc. or any other dissemination activities carried out, such as presentations at conferences etc. This could include the identification of any results which are to published, made freely available, patented etc.

2. Template SP level

AIDE Interim / Periodic Activity Report per SP *(delete as appropriate)*

(To be completed by the SP leaders based on input from the WP leaders)

SP nbr:
Period:
Date:

Section 1: General progress of the sub-project: Major achievements during the reporting period per WP.

Instructions:
Based on inputs from WP leader:

- *Describe progress towards SP objectives – WPs worked on and achievements made with reference to planned objectives. Identify contractors involved*
- *Identify deviations from the project workprogramme, and corrective actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved*

Section 2 – Workpackage progress of the period.

Instructions: *Compile input from WP leaders*

2.1 WPX.1

2.2 WPX.2

Section 3 – Management issues.

- Changes in responsibilities / activity leaders, etc.

Section 4 – Other issues.

Annex – Use and dissemination.
Instructions: *Based on the input from WP leaders, explain any activities undertaken in relation to the use or dissemination of project results, including publications made, press releases, brochures etc. or any other dissemination activities carried out, such as presentations at conferences etc. This could include the identification of any results which are to published, made freely available, patented etc.*

3. Template IP level

INFORMATION SOCIETY TECHNOLOGIES (IST) PROGRAMME

AIDE

IST-1-507674-IP

Template 3: Interim / Periodic Activity Report, IP level

Deliverable No.			
SubProject No.		SubProject Title	
Workpackage No.		Workpackage Title	
Task No.		Task Title	
Authors			
Status (F: final; D: draft; RD: revised draft):			
File Name:			
Project start date and duration			

Section 1: Major achievements during the reporting period per SP/WP

Section 2: Sub-project progress of the period

Instructions: Provide an overview of the actions carried out in each sub-project, based on input from SP leaders.

Sub-project 1: Behavioural effects and DVE modelling

Sub-project 2: Evaluation and Assessment Methods

Sub-project 3: Design and development of an Adaptive Integrated Driver-vehicle Interface

Sub-project 4: Horizontal activities

Section 3: Consortium management

Instructions: *This section should summarise the status of the project and its management activity, including information on:*

- *Consortium management tasks and their achievement; problems which have occurred and how they were solved*
- *Contractors: Comments regarding contributions, changes in responsibilities and changes to consortium itself[1], if any*
- *Short comments and information on co-ordination activities in the period, such as communication between partners, project meetings, possible co-operation with other projects/programmes etc.*

Section 4: Other issues

Annex – Use and dissemination.

Instructions: Explain any activities undertaken in relation to the use or dissemination of project results, including publications made, press releases, brochures etc. or any other dissemination activities carried out, such as presentations at conferences etc. This could include the identification of any results which are to published, made freely available, patented etc.

Annex 4: Template for Interim or Periodic Management Report per Contractor and SP

AIDE Interim / Periodic Management Report per Contractor

(To be completed quarterly/annualy by each partner and sent to the IP coordinator and SP leaders.)

Partner: xxx
Period:
Date:

1. Brief description of work per WP you participated.

A brief description of the work performed by each contractor during the period. This should be addressed at the workpackage level, and the work specification should be detailed enough to justify the resources employed - "Contributing to workpackage X" or "Contributing YY% to workpackage X" is too unspecific. Rather e.g. "Developed the ... module for…in workpackage X".

1.1 WPx.x

1.2 WPx.y

1.3 WPx.z

……..

2. Explanatory notes on major costs items.

Explanatory note on any major cost items such as important equipment purchases, major travel costs, large consumable items etc., justifying their necessity to the project.

3. Overview of budgeted and actual costs.

A tabular overview of budgeted costs and actual costs, by contractor and by major cost item including personnel. For AC contractors, a tabular overview of all resources employed on the project and a global estimate of all costs.

Note: The figures in this section are only provisional in case of interim reports. Final figures are only available after auditing of the financial statements covering the reporting period and are presented in the periodic report.

In the following table, the column:
"BUDGET" means budgeted costs for the whole project duration
"Current period" means costs incurred during the reporting period
"Cumulative since start" means costs incurred from project start until the end of the reporting period
"Pct. Spent Total" means the division Cumulative / Budget
"Remaining budget" means the difference Budget - Cumulative

3.1 SP1

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

Only for Periodic (annual reports) and only for Additional Cost partners: please fill the following tables regarding ALL RESOURCES used in the project (the figures should be higher than In the previous table, so as to cover own resources too).

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

3.2 SP2

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

Only for Periodic (annual reports) and only for Additional Cost partners: please fill the following tables regarding ALL RESOURCES used in the project (the figures should be higher than In the previous table, so as to cover own resources too).

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

3.3 SP3

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

Only for Periodic (annual reports) and only for Additional Cost partners: please fill the following tables regarding ALL RESOURCES used in the project (the figures should be higher than In the previous table, so as to cover own resources too).

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

3.4 SP4

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

Only for Periodic (annual reports) and only for Additional Cost partners: please fill the following tables regarding ALL RESOURCES used in the project (the figures should be higher than In the previous table, so as to cover own resources too).

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

4. Overview of budgeted and actual person-months.

A tabular overview of budgeted person-months and actual person-months spent until the end of the reporting period, by contractor and by workpackage.
The budgeted person-months should normally be taken from Annex I to the contract.
Actual personmonths include those spent in this reporting period as well as in all previous reporting periods.

For AC contractors, in addition estimate the number of person-months of permanent staff working on the project

In the following table, the row:
"Actual WP total" means total personmonths spent in the WP from project start until the end of the reporting period
"Planned WP total" means total personmonths planned in the WP for the whole project duration

Person-Month Status Table						
CONTRACT N°: 507674						
ACRONYM: AIDE						
PERIOD:						
			TOTALS Partner NN		**AC TOTALS Partner**	
WP1.0	Tech coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.1	DVE modelling	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.2	Behaioural effects	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.3	DVE simulation	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP1		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP2.0	Tech Coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.1	Evaluation methodology	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.2	Driver workload	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.3	Estimatig the risk	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.4	Prototype Evaluation	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP2		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP3.0	Tech coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.1	Tech bench and use cases	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.2	Spec and system arch	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.3	DVE Monotoring	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.4	Adaptive interface design	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.5	System Integration	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP3		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP4.0	Tech Coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.1	Consortium Mgmt	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.2	Dissemination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.3	Guidelines and Standards	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.4	Review and Assessment	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP4		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
		Actual total:	**0**	**0**	**0**	**0**
Total Project Person-month		**Planned total:**	**0**	**0**	**0**	**0**

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Only for Periodic (annual reports) and only for Additional Cost partners: please fill the following table regarding permanent staff working on the project (not funded by the project).

Person-Month Status Table						
CONTRACT N°: 507674						
ACRONYM: AIDE						
PERIOD:			TOTALS Partner NN		AC TOTALS Partner I	
WP1.0	Tech coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.1	DVE modelling	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.2	Behaioural effects	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.3	DVE simulation	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP1		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP2.0	Tech Coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.1	Evaluation methodology	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.2	Driver workload	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.3	Estimatig the risk	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.4	Prototype Evaluation	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP2		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP3.0	Tech coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.1	Tech bench and use cases	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.2	Spec and system arch	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.3	DVE Monotoring	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.4	Adaptive interface design	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.5	System Integration	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP3		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP4.0	Tech Coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.1	Consortium Mgmt	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.2	Dissemination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.3	Guidelines and Standards	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.4	Review and Assessment	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP4		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
		Actual total:	**0**	**0**	**0**	**0**
Total Project Person-month		**Planned total:**	**0**	**0**	**0**	**0**

5. Explanation on major deviations from budgets.

A summary explanation of the impact of major deviations from cost budget and from person-month budget, with reference to Section 2 “Workpackage progress” of the accompanying Periodic activity report where the reasons for deviation from plan have been explained.

AIDE Interim / Periodic Management Report per SP

(Each SP leader sends a synthesis report for the total SP to the IP coordinator according to the reports sent by each partner.)

SP:
Period:
Date:

3. Overview of budgeted and actual costs.

A tabular overview of budgeted costs and actual costs, by contractor and by major cost item including personnel. For AC contractors, a tabular overview of all resources employed on the project and a global estimate of all costs.

Note: The figures in this section are only provisional in case of interim reports. Final figures are only available after auditing of the financial statements covering the reporting period and are presented in the periodic report.

In the following table, the column:
"BUDGET" means budgeted costs for the whole project duration
"Current period" means costs incurred during the reporting period
"Cumulative since start" means costs incurred from project start until the end of the reporting period
"Pct. Spent Total" means the division Cumulative / Budget
"Remaining budget" means the difference Budget - Cumulative

3.1 SP__

Cost Budget Follow-up Table

Contract N°:		Acronym:				
PARTI-CIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)		Pct. spent	Remaining Budget (EUR)
			Current period	Cumulative since start	Total	
		e	a1	b1		e-e1
Part. 1	Total Person-month				0%	0
	Personnel costs				0%	0
	Durable equipment				0%	0
	Consumables				0%	0
	Travel and subsistance				0%	0
	Subcontracting				0%	0
	Overhead				0%	0
	Other costs				0%	0
	Total Costs	0	0	0	0%	0

4. Overview of budgeted and actual person-months.

A tabular overview of budgeted person-months and actual person-months spent until the end of the reporting period, by contractor and by workpackage.
The budgeted person-months should normally be taken from Annex I to the contract.
Actual personmonths include those spent in this reporting period as well as in all previous reporting periods.

For AC contractors, in addition estimate the number of person-months of permanent staff working on the project

In the following table, the row:
"Actual WP total" means total personmonths spent in the WP from project start until the end of the reporting period
"Planned WP total" means total personmonths planned in the WP for the whole project duration

Person-Month Status Table						
CONTRACT N°: 507674						
ACRONYM: AIDE						
PERIOD:			**TOTALS Partner NN**		**AC TOTALS Partner**	
WP1.0	Tech coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.1	DVE modelling	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.2	Behaioural effects	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP1.3	DVE simulation	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP1		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP2.0	Tech Coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.1	Evaluation methodology	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.2	Driver workload	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.3	Estimatig the risk	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP2.4	Prototype Evaluation	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP2		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP3.0	Tech coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.1	Tech bench and use cases	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.2	Spec and system arch	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.3	DVE Monotoring	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.4	Adaptive interface design	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP3.5	System Integration	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP3		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
WP4.0	Tech Coordination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.1	Consortium Mgmt	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.2	Dissemination	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.3	Guidelines and Standards	Actual WP total:	0		0	
		Planned WP total:	0		0	
WP4.4	Review and Assessment	Actual WP total:	0		0	
		Planned WP total:	0		0	
SUM SP4		**Actual SP total:**	**0**		**0**	
		Planned SP total:	**0**		**0**	
		Actual total:	**0**	**0**	**0**	**0**
Total Project Person-month		**Planned total:**	**0**	**0**	**0**	**0**

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5. Explanation on major deviations from budgets.

A summary explanation of the impact of major deviations from cost budget and from person-month budget, with reference to Section 2 “Workpackage progress” of the accompanying Periodic activity report where the reasons for deviation from plan have been explained.

Annex 5: Planned project communications

	Start Time	Steps	Timing per step	Way	Format	Content	Length
Interim Progress Reports	Once every 3 months (1 week after the start of next month)	WP to SP leader	5 days	e - mail	Annex 3.1	Technical overview, management and coordination aspects	• As required
		SP leader to PC	5 days		Annex 3.2		
		PC to EC	½ week		Annex 3.3		
Interim Management Reports	Once every 3 months (1 week after the start of next month)	PAR to SP leader and PC	5 days	e - mail	Annex 4.1	Work performed per WP, PMs spent per WP and costs spent per SP in the reporting period, justification of costs	• As required
		SP leader to PC	5 days		Annex 4.2		
		PC to EC	½ week		Annex 4.1		
Technical Deliverables	2 weeks before expected delivery	Deliverable responsible informs QAM and PC about expected delivery date of the deliverable		e-mail	Informal text		
	3 weeks before deliverable deadline	Deliverable responsible to WP leader, SP leader, Core Group, PC and QAM (draft version)		e - mail	Informal text + Technical Deliverables file included	1. Executive summary	• ½ or 1 page
						2. Content	• As required
						3. Conclusions	• ½ or 1 page
		QAM to reviewers				4. Annexes	• As required
		Reviewers to QAM (peer review reports)	5 working days				
		QAM to PC, Core Group and deliverable responsible (synthesised peer review report)	5 working days				
		Deliverable responsible to PC and QAM (final version)	5 working days	e-mail	Informal text + Technical Deliverables file included		
		PC to CEC (if required) and PAR (final version)		e-mail /courier (final version)			
Prototypes	3 weeks before Deliverable deadline	WPL/TL to PC (Communication of prototype status)	1 week	e - mail (communication)	informal text		As required
		WPL/TL to integration place (if required)	1 week	by hand (prototype)	delivered prototype		
		PC to CEC Communication (if required) and to PAR					
Periodic Progress Reports	Every 30 March	WP to SP leader	5 days	e - mail	Annex 3.1	Technical overview, management and coordination aspects	• As required
		SP leader to PC	5 days		Annex 3.2		
		PC to EC	½ week		Annex 3.3		
Periodic Management Reports	Every 30 March	PAR to SP leader and PC	5 days	e - mail	Annex 4.1	Work performed per WP, PMs spent per WP and costs spent per SP in the reporting period, justification of costs	• As required
		SP leader to PC	5 days		Annex 4.2		
		PC to EC	½ week		Annex 4.1		

	Start Time	Steps	Timing per step	Way	Format	Content	Length
Financial statements and audit certificates	Every 30 March	PAR to PC (draft)	1 week	E-mail (draft)	Form C (Annex of Contract) + Audit certificate	Summary of PAR Cost Statement (express cost in national currency and in EURO)	As indicated by CEC rules
		PC to PAR (draft reviewed)		E-mail			
		PAR to PC		By courier (final)			
		PC to CEC		Courier / post			
		QAM to PAR and PC		E-mail		Comments on spent resources and warnings, if appropriate	

PAP: Partner **PC: Project Coordinator** **QAM: Quality Assurance Manager**

Annex 6: Peer Review Report template

INFORMATION SOCIETY TECHNOLOGIES (IST) PROGRAMME

AIDE
IST-1-507674-IP

Peer Review Report

Deliverable No.	**Dx.y.z**	Deliverable Title	
Deliverable Authors			
Quality Manager Name and Company			
SubProject No.	**SPx**	SubProject Title	
Workpackage No.	**WPy**	Workpackage Title	
Activity No.	**Aw**	Activity Title	
Date of Review Document			
File Name:		**AIDE-xxx-RR-SPx-Ri-Vj-Dx_y_z Review Report.doc**	

PROCEDURES USED FOR PEER REVIEW

The **AIDE** Consortium uses the **Peer Review** process for its internal quality assurance for deliverables to assure consistency and high standard for documented project results.
The Peer Review is processed individually by selected reviewers. The allocated time for the review is about two weeks. The author of the document has the final responsibility to collect the comments and suggestions from the Peer Reviewers and decide what changes to the document and actions are to be undertaken.

Reviewers:

Dr. Evangelos Bekiaris (Quality Assurance Manager) - HIT
Mr/Ms Y (Quality expert) – Company name
Mr/Ms Y (Quality expert) – Company name

Overall Peer Review Result:

Deliverable is:

☐ Fully accepted	☐ Accepted with reservation	☐ Rejected unless modified as suggested	☐ Fully rejected

Please provide an overall rating of this deliverable in a scale from 1 (very poor) to 10 (excellent) : _____

Suggested actions to the authors:

(Please note that they will be transmitted to the author and the European Commission)

1. The following changes should be implemented ……

2. Specify missing chapters / subjects ……..

3. Required changes on deliverable essence and contents ……..

4. Further relevant required improvements …….

COMMENTS OF PEER REVIEWERS

(Please note that they will be transmitted to the author and the European Commission)

Comments of Mr/Ms X

General comment

These refer to any issue not covered by the particular topics below.

Specific comments

Topic A: Relevance.
Please answer the question: "Is this deliverable relevant to AIDE and to the particular activities / WP it covers?"

Reviewer comment

Author response

Topic B: Response to user needs
Please examine the correlation of this deliverable with the relevant user needs identified in AIDE, if relevant. "Does the deliverable cover the prioritised User Needs or is it technology-driven?"

Reviewer comment

Author response

Topic C: Methodological framework soundness
Please comment on the soundness of the methodology followed and how it is explained. "Are the results arbitrary or based upon a clear methodology, involving users tests, expert opinions, etc.?"

Reviewer comment

Author response

Topic D: Quality of achievements
Please comment on the essence of the results. "Are they of high value? Are they what one should expect?"

Reviewer comment

Author response

Topic E: Quality of presentation of achievements
Please comment on the results presentation. "Are the results adequately explained and commented or just mentioned? Is there a link between methodology and results?"

Reviewer comment

Author response

Topic F: Deliverable Layout / Spelling / Format
Please comment on the deliverables layout. "Does it include all necessary chapters, is it readable, in comprehensive language, etc.?"

Reviewer comment

Author response

Annex 7: Summary of Main Feedback and Actions taken on Deliverable Peer Review Report

AIDE
SUMMARY OF MAIN FEEDBACK AND ACTIONS TAKEN ON DELIVERABLE PEER REVIEW REPORT

Topic (General, A, B, C D, E or F, according to Peer Review Report)	Particular comment	Actions to meet the comment	Reason of non-conformity (if valid)

Annex 8: Internal Reports Template

INFORMATION SOCIETY TECHNOLOGIES (IST)

PROGRAMME

AIDE

IST-1-507674-IP

Title	**(no more than 2 lines)**
Authors	**(per company, if more than one companies provide it together)**
Summary	**(no more than 5 lines)**
Status:	**(F: final, D: draft, RD: revised draft)**
Distribution:	**(GA: General Assembly, Specific Partners' names if only to some, C: Co-ordinator only, CG: Core Group)**
Document ID	**(see section 6.2.1)**
Issue date:	**mm/dd/yyy**

Annex 9: Deliverables Template

INFORMATION SOCIETY TECHNOLOGIES (IST)

PROGRAMME

AIDE
IST-1-507674-IP

Deliverable Title

Deliverable No. (use the number indicated on technical annex)		**Dx.y.z**	
SubProject No.	**SPx**	SubProject Title	
Workpackage No.	**WPy**	Workpackage Title	
Activity No.	**Aw**	Activity Title	
Authors (per company, if more than one company provide it together)			
Status (D: draft, in progress, S: Submitted to EC, F: Final accepted by EC):			
File Name:		**AIDE Dx.y.z vi.doc**	
Project start date and duration		**01 March 2004, 48 Months**	

List of abbreviations

Table of contents

List of Figures

List of Tables

EXECUTIVE SUMMARY

(Text, no more than 1 page)

Introduction

Chapters

Conclusions

References

Annexe/s

Annex 10: Request for corrective action

AIDE
Request for Corrective Action

SP	WP	Task
Requesting Participant		
Number of request		

No	ISSUE	Reasoning	Proposal for remedy	Deadline for remedy implementation

Annex 11: Decision on Corrective Action Request

AIDE
Decision for Corrective Action

CORRECTIVE ACTION DECISION	**Number:**
Title:	**Date:**
SECTION 1 Description of issue Relevant WP / Task:	
SECTION 2 Reasoning / Cause	
SECTION 3 Immediate corrective action to be taken To be implemented by ..... Date	
SECTION 4 Follow Up Action and Effectiveness Monitor List Changes to be made: 1. 2. 3. 4. 5. 8. The Corrective/Preventive Action has been completed and has/has not effectively cured the problem. Further action has been requested on Corrective Action Request No.....	

Annex 12: Internal Audit Report

AIDE

INTERNAL AUDIT DEFICIENCY REPORT. No. _____

AUDITED PARTNER		**REF.: NO:**
REFERENCE:	**QUALITY/ STANDARD**	**DATE:**

PART 1 **Deficiency Details**	**Inspected by:** **Cat:** **Partner Representative:** **Date:**
TO:	**FOR ACTION TO COMPLETE PARTS 2 AND 3**
PART 2 **CAUSE**	
PART 3 **CORRECTIVE ACTION**	**Name:** **Implementation Date:** **Date:**
PART 4 **FOLLOW UP AND CLOSE OUT**	**Name:** **Date:**

Annex 13: Template for meeting minutes

INFORMATION SOCIETY TECHNOLOGIES (IST) PROGRAMME

AIDE
IST-1-507674-IP

Title	Minutes of AIDE SPx meeting
Authors:	
Summary:	<Minutes of the kick-off meeting of AIDE SP3 held in Gothenburg at 16/03/2004>
Status:	<D or Final>
Distribution:	<All Partners, SP limited, Core Group>
Document ID:	AIDE-xxx-M-SPz-Ri-Vj-Minutes of kkkkk meeting.doc
Issue date:	dd/mm/yyy

Revision chart and history log

Version	Date	Reason
1		

Participants

No	Partner	Name	Initials	Role	Status of participation in the meeting

Additional People to which these minutes are distributed

No	Partner	Name	Initials	Role	Status of participation in the meeting

Contents

Final Agenda

Summary

(purpose of the meeting, summary of decisions and conclusions and action list)

Minutes

Action List

No	Who	Action	To Whom	When	Status
			(If applicable)		

Annexes

Annex 14: Template for meeting agendas

INFORMATION SOCIETY TECHNOLOGIES (IST) PROGRAMME

AIDE
IST-1-507674-IP

Title	Agenda of AIDE SPx meeting
Authors:	
Summary:	<Agenda of the kick-off meeting of AIDE SP3 to be organised in Gothenburg at 16/03/2004>
Organising partner:	
Contact point:	
Status:	<D or Final>
Distribution:	<All Partners, SP limited, Core Group>
Document ID:	AIDE-xxx-A-SPz-Ri-Vj-Agenda of kkkk meeting.doc
Issue date:	dd/mm/yyy

Revision chart and history log

Version	Date	Reason
1		

Expected Participants

No	Partner	Name	Initials	Role

Additional People to which this agenda is distributed

No	Partner	Name	Initials	Role

Meeting location

Complete address of venue:

Contact person on the venue (in case of need):

Name:

Telephone:

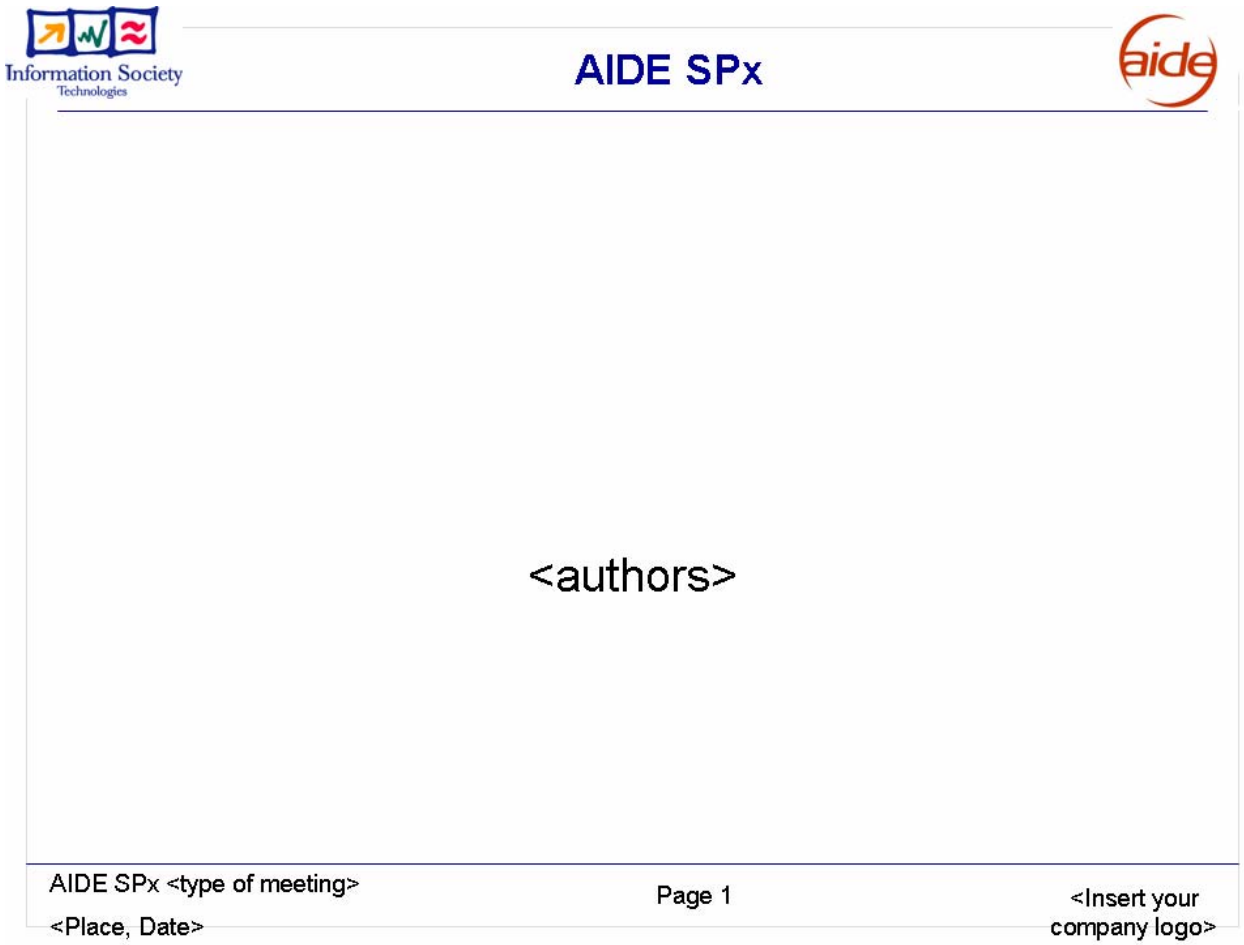
E-mail:

Mobile phone:

Agenda

Date		
Time	**Topic**	**Presenter**

Annex 15: Template for slides


Information Society
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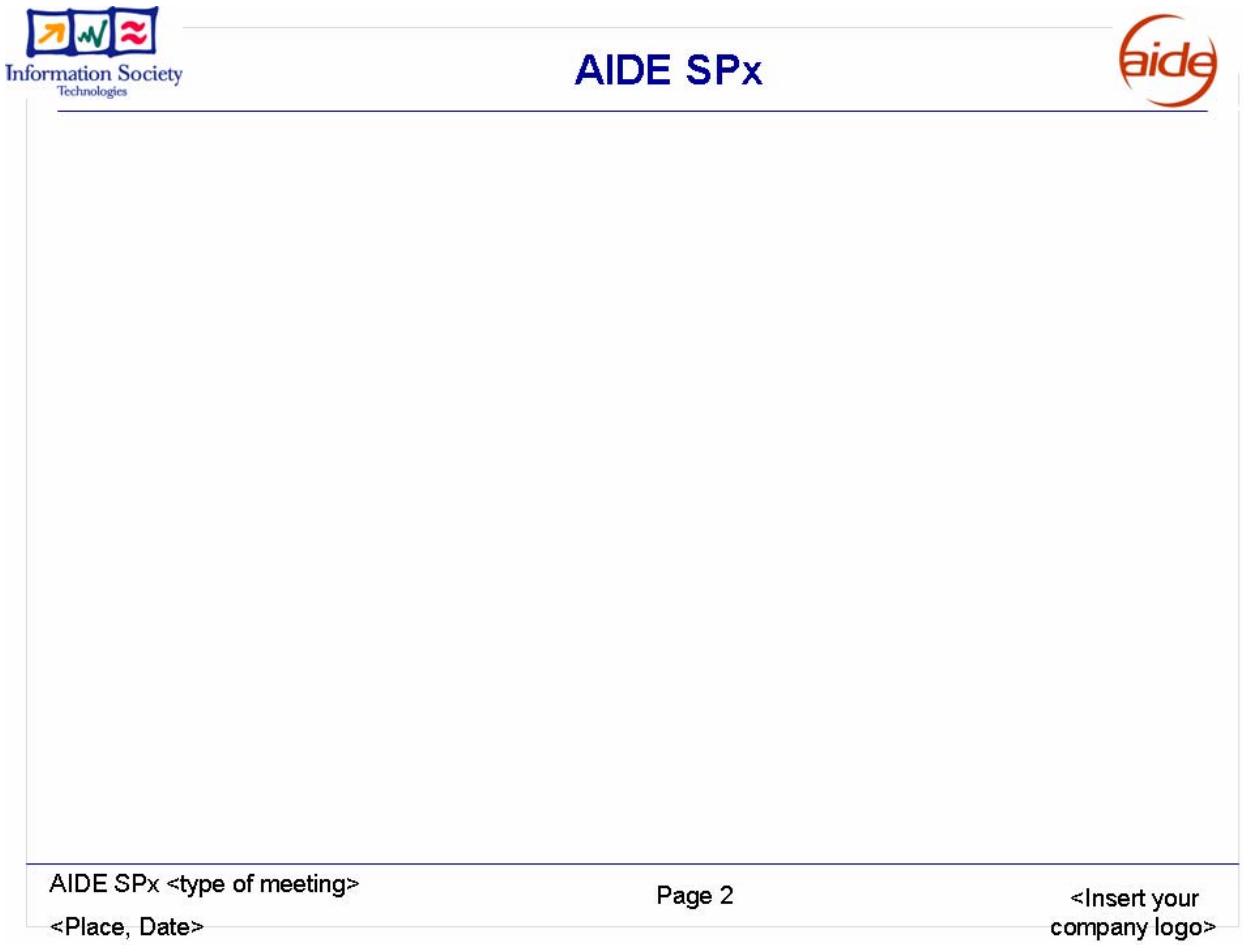
Page 1
<Insert your
company logo>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