

SAFESPOT INTEGRATED PROJECT - IST- 4 - 026963 - IP

DELIVERABLE



SP8 – HOLA – HORIZONTAL ACTIVITIES

Quality Plan

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7.0	21/07/2006	Alignment to contract amendment 1 of deliverables dates and change of some deliverables responsible in Annex 1. Version submitted to European Commission.	Roberto Brignolo (CRF)

Abbreviation List

CG	Core Group
D	Demonstrator
GA	General Assembly (all SAFESPOT partners)
PC	Project Coordinator
P	Prototype
PQCB	Project Quality Control Board.
QAM	Quality Assurance Moderator
SP	Sub Project
WP	Work Package

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EXECUTIVE SUMMARY

The Quality Plan is the document that is setting out the quality assurance procedures for the SAFESPOT Integrated Project. Its aim is to ensure 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 9001 guidelines.

The Quality Plan includes a description of the necessary quality procedures that will be implemented throughout the SAFESPOT project duration. All critical processes of reporting, communicating and administrating the project research activities are described in details, while reference templates are provided for the project reporting. This document is approved by the SAFESPOT Core Group to be then followed by all partners under the supervision of the Quality Assurance Moderator who is responsible for all quality-related issues.

1. Introduction

1.1. General

The SAFESPOT Quality Plan has been developed following the example of similar running e-safety integrated projects such as AIDE and PReVENT. The methodology has been the basis for a high level of quality of the projects' processes and achieved results. The Quality Plan is also proven to facilitate the communication between the members of the consortium while it is intended to be used as a reference for all necessary project procedures.

A glossary of relevant terms is included hereafter:

Abbreviation	Definition
Prototype	The result of project activities or processes. It may include service, hardware, processed materials, software or a combination thereof.
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.
Process	The method of operation in any particular stage of development of the material part, component or assembly involved.
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.

Table 1 Glossary

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.

1.2. Contribution to the SAFESPOT Objectives

The Quality Plan will facilitate the communication between the members of the consortium to allow the more efficient cooperation of project's partners. Therefore the achievement of the SAFESPOT's objectives will be made easier and valuable, project's resources will be preserved, while conflicts will be avoided.

1.3. Methodology

The SAFESPOT Quality Plan methodology relied to similar quality plans that were put into practice for active or finished EC research projects. Despite this, the plan has been customized for SAFESPOT special needs as a large IP with specific communication requirements and quality standards.

The Quality planning is an integral part of the management planning. As a pre-requisite to its preparation, the Quality Assurance Moderator 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 Moderator should conduct quality reviews, throughout the duration of the contract, and when contractual changes occur. The Quality Assurance Moderator shall ensure that the quality plan is available to all concerned and that its requirements are met.

1.4. Deliverable structure

The deliverable describes all main processes that are necessary for the SAFESPOT research activities to be carried out. It includes details on various issues such as Document naming and layout, Periodic reports processes etc. This deliverable is escorted by a set of templates for use during all planned project's communications. In addition to Annex 1 all project deliverables can be found with the respective reviewing company.

All SAFESPOT project document templates can be found on the Online Collaboration Tool named SSCA (SAFESPOT Collaboration Area).

2. Quality policy and activities within the Project

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.

This section specifies the activities to be implemented, including their sequence, in order to ensure that the Consortium quality policy is followed.

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:

1. Definition of the responsibilities of the Quality Assurance Moderator,
2. Quality system review,
3. Document name and layout control
4. Project Quality Control Board,
5. Internal Communication Strategies,
6. Communication Procedures
7. Deliverables Peer Review and Control of Non-Conforming Deliverables,
8. Main Performance processes
9. Project Reporting and Monitoring.
10. Dissemination Event Scheduling and Reporting
11. Corrective And Preventive Actions,
12. Internal Quality Audits,
13. Common software and tools definition

Additional activities that may be required in the framework of the Quality management of the SAFESPOT project are:

- Prototypes identification and traceability,
- Inspection and testing of project prototypes and their parts,
- Control of quality records,

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.

3. Definition of the Responsibilities of the Quality Assurance Moderator

The Quality Assurance Moderator (ICCS) 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, for initiating actions, resulting in complete solutions to them. All problems are raised and discussed 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 duly tackled. All involved in providing the Consortium with services are to be qualified (i.e. have relevant academic studies, relevant professional experience) in the area in which they work, inspect or verify.

The Quality Assurance Moderator (Dr. A. Amditis of ICCS) is the person who has the obligation to manage and perform all quality related activities. This is documented in the present document and it is meant to encompass the following aspects:

- a. Monitor and control the quality of all projects' deliverables and its conformity with the contract.
- b. Recommend action to prevent the occurrence of any non-conformity.
- c. Identify and record any relevant problem.
- d. Initiate, recommend and/or provide solutions through the reporting system.
- e. Verify the implementation of solutions.
- f. 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 will be exercised under the authority and in agreement with the Project Coordinator and the Core Group.

This Quality Plan 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.

4. Quality System Review

The Quality system is to be reviewed in the Core Group meetings. In subsequent reviews the following issues 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 undertaken tasks,
- 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 reported 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 meetings 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. Gender issues
14. Date of next meeting

Records to be kept are the minutes of the meetings which are the summary of the points raised/resolved. The records are to be produced by the Core Group and the Project Coordinator and archived by the Quality Assurance Moderator. The follow-up of any actions identified by the Core Group is the responsibility of the Quality Assurance Moderator under the authority of the Core Group and Project Coordinator.

5. Document Naming and Layout Control

The Quality Assurance Moderator is responsible for ensuring that all documents are controlled effectively. The initial check is on the documents' name and layout so that each document follows the format specified to this Quality Plan. The system contains two initial levels of control under the supervision of the Quality Assurance Moderator in association with the members of the PQCB.

Level 1: The control of document referencing

Level 2: The control of document layout

All documents' name circulated within the SAFESPOT project should follow a pre-defined template so that their content and purpose are easily recognised and they are easily referenced since each document name will be unique.

The SAFESPOT deliverable and document templates are all available on the On Line Collaboration Tool; each new document should be initiated from these templates. Please consult the Quality Assurance Moderator or the Project Coordinator in case you do not find them.

5.1 Document Naming

All SAFESPOT documents should follow the defined templates. The layout and the naming of the SAFESPOT documents are presented in details in Table 2.

Code	Document Type		
D	Deliverable	Template to be used	SF_Dx.y.z_DeliverableTitle_vx.y_template
		Document Name	SF_Dx.y.z_DeliverableTitle_vx.y.doc
		Naming pattern	where: x.y.z = SP no, WP no, Del No DeliverableTitle = Deliverable Title vx.y = version number
IR	Internal Report	Template to be used	SF_HL_InternalReport_Title_vx.y_template.doc
		Document Name	SF_HL_InternalReport_Title_vx.y.doc
		Naming pattern	where: HL= Hierocracy level* (IP, SP etc) InternalReport_Title= Internal report title vx.y = version number
RR	Deliverable Review Report	Template to be used	SF_Dx.y.z_PeerReview_ReviewingCompany_vx.y_template.doc
		Document Name	SF_Dx.y.z_PeerReview_ReviewingCompany_vx.y.doc
		Naming pattern	where: x.y.z = SP no, WP no, Del No ReviewingCompany = Acronym of the company of the reviewer For reviewers external to the consortium ad hoc acronyms will be defined by the Quality Assurance Moderator and deliverable responsible x.y = version number
Agenda	Meeting agendas	Template to be used	SF_HL_Agenda_place_ddmmyy_vx.y_template.doc
		Document Name	SF_HL_Agenda_place_ddmmyy_vx.y.doc
		Naming pattern	where: HL= Hierocracy level* (IP, SP etc) place=meeting place ddmmyy=DateMonthYear vx.y = version number
Minutes	Minutes, Action Lists, Decision Lists	Template to be used	SF_HL_Minutes_place_ddmmyy_vx.y_template.doc
		Document Name	SF_HL_Minutes_place_ddmmyy_vx.y.doc
		Naming pattern	where: HL= Hierocracy level* (IP, SP etc) place=meeting place ddmmyy=DateMonthYear vx.y = version number

Code	Document Type		
CA	Corrective Action request	Template to be used	SF_Request_for_Corrective_Actions_SPx_date_vx.y_template.doc
		Document Name	SF_Request_for_Corrective_Actions_SPx_date_vx.y.doc
		Naming pattern	Where: x= SP Number
DCA	Decision on Corrective Action request	Template to be used	SF_HL_Decision_for_Corrective_Actions_date_vx.y_template.doc
		Document Name	SF_HL_Decision_for_Corrective_Actions_date_vx.y.doc
		Naming pattern	where: HL= Hierocracy level* (IP, SP etc) vx.y = version number
PP	Power Point Presentations for meetings	Template to be used	SF_HL_PP_Title(place_ddmmyy)_vx.y_template.ppt
		Document Name	SF_HL_PP_Title(place_ddmmyy)_vx.y.ppt
		Naming pattern	where: HL= Hierocracy level* (IP, SP etc) Title=presentation Title place = meeting place ddmmyy=DateMonthYear
D	Dissemination Form	Template to be used	SF_DisseminationFrom_MainAuthor_Date_vx.y_template.doc
		Document Name	SF_DisseminationFrom_MainAuthor_Date_vx.y.doc
		Naming pattern	where: MainAuthor: the name of the proposer of the dissemination event and main author in case of paper Date: Date of proposal vx,y: version number
Interim, Activity Report	Interim Activity Report per partner	Template to be used	SF_InterimActivityReport_PartnerName_Qz_vx.y_template.doc
		Document Name	SF_InterimActivityReport_PartnerName_Qz_vx.y.doc
		Naming pattern	where: PartnerName= Partner short name z= quarter number vx.y = version number

Code	Document Type		
Interim, Activity Report	Interim Activity Report per SP	Template to be used	SF_SPx_InterimActivityReport_Qz_vx.y_template.doc
		Document Name	SF_SPx_InterimActivityReport_Qz_vx.y.doc
		Naming pattern	where: x= SP number z= quarter number vx.y = version number
Interim, Activity Report	Interim Activity Report IP level	Template to be used	SF_IP_InterimActivityReport_Qz_vx.y_template.doc
		Document Name	SF_IP_InterimActivityReport_Qz_vx.y.doc
		Naming pattern	where: z= quarter number vx.y = version number
Periodic Activity Report	Periodic Activity Report SP level	Template to be used	SF_PeriodicActivityReport_SPx_Yz_vx.y_template.doc
		Document Name	SF_PeriodicActivityReport_SPx_Yz_vx.y.doc
		Naming pattern	where: z= year number vx.y = version number
Periodic Activity Report	Periodic Activity Report IP level	Template to be used	SF_PeriodicActivityReport_IP_Yz_vx.y_template.doc
		Document Name	SF_PeriodicActivityReport_IP_Yz_vx.y.doc
		Naming pattern	where: z= year number vx.y = version number
Interim Management Report	Interim Management Report per Partner	Template to be used	SF_InterimManagementReport_PartnerName_Qz_vx.y_template.xls
		Document Name	SF_InterimManagementReport_PartnerName_Qz_vx.y.xls
		Naming pattern	where: PartnerName=Partner short name z= quarter number vx.y = version number
Interim Management Report	Interim Management Report at IP level	Template to be used	SF_IP_InterimManagementReport_Qz_vx.y_template.xls
		Document Name	SF_IP_InterimManagementReport_Qz_vx.y.xls
		Naming pattern	where: z= quarter number vx.y = version number

Code	Document Type		
Periodic Management Report	Periodic Management Report at IP level	Template to be used	SF_PeriodicManagementReport_IP_Yz_vx.y_template.xls
		Document Name	SF_PeriodicManagementReport_IP_Yz_vx.y.xls
		Naming pattern	where: z= year number vx.y = version number
DP	Dissemination presentation document (scientific paper, logos, press release all material related to project's dissemination)	Depending on the event	Depending on the event (Always start document name with SF)

Table 2 Document Naming and templates

*Hierarchy level (HL): Level in project hierarchy:

- “**CG**” documents focus on Core Group issues
- “**GA or IP**” documents focus on General Assembly issues - GA is referred to specific events (meetings or consultations) IP is more pertinent for general documents (e.g. Interim reports)
- “**SPI**” documents focus on Subproject SPi issues (where i=1 to 8)
- “**WPI.j**” documents focus on WorkPackage i.j issues (where i= SP number and j=WP number)

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

Still, if a project partner selects not to classify one of his/her communications, he/she may not raise claims later, if another project partner has not considered it.

Note:

It is recommended to avoid inserting the “final” expression to the end of the Document name since a lot of times this version is proven not to be final. The final version number is determined by a revision log table that is made available inside each document.

Example:

"SF_D8.1.2_Quality_Plan_v1.0.doc"

This means the first version of the SAFESPOT Deliverable D8.1.2 entitled “Quality Plan”.

"SF_GA_Agenda_Rome_160206_v1.0.doc"

means the agenda for the Kick Off meeting of SAFESPOT that took place at Rome starting 16 February 2006 addressed to the General Assembly, version 1.

"SF_SP1_Minutes_Rome_170206_v1.0.doc"

Means the minutes of SP1 meeting held at Rome on 17 February 2006, version 1.

"SF_GA_PP_SP2presentation(Rome_170206)_v1.0.doc"

Means the power point presentation of SP2 at the meeting held at Rome on 17/02/06, version 1.

5.2 Documents' Layout scheme

As mentioned above, the Deliverables produced for SAFESPOT should follow a unified layout and 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 Executive Summary of one page
- 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 relevant information in the Annexes
- Headers/footers should be in accordance to the templates

Specifically as seen from the templates the Headers and Footers should include:

- The Project's Copyright Note and Contract Number (Copyright SAFESPOT / Contract N. IST-4-026963-IP)
- The Document Title

- The Document Dissemination Level which is:
 - Public (PU)
 - Confidential (CO)
 - Restricted Partners (RP)
- The File Name
- The Subproject Name
- The pages of the document
- Language should be English (UK)
- Same fonts should be used all over the text (with the exception of pictures which may derive from pre-existing images whose font cannot be changed)
- The document should have been spell-checked.

6. 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 SAFESPOT 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 submitted deliverables
- 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 Moderator, 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 (highly technical qualified personnel) from each Consortium Member, not involved in production of the deliverable under review, acting as internal inspector of the deliverable under consideration / examination.

7. Communication procedures

All documents and computer data files should be exchanged as much as possible via the Online Collaboration Tool by notifying via e-mail the availability of each specific document to interested partners. The Online Collaboration Tool is available at the following link:

<http://bscw.safespot-eu.org/bscw/bscw.cg>

Each project partner has been assigned a dedicated username and password that is unique per partner.

Documents can also be sent either on CD or via e-mail. It is strictly recommended not to send via e-mail files whose dimension is bigger than 3 Mbyte. It is also recommended not to send via e-mail zipped files as many company servers in Europe delete those files for security. Files are to be VIRUS checked before issuing and to be screened on receipt. If a VIRUS is found then the action is to be implemented to purge both the system infected and to notify the sender to prevent a re-occurrence.

If an 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:

"SF - CG - title of message": for e-mails to the Core Group only

"SF - SPx - Steering Committee - title of message": for e-mails to the Steering Committee of SPx

"SF - SPx - title of message": for SPx management issues

"SF - WPx.y - title of message": for mail regarding issues of SPx / WPy

"SF - IP - title of message": for IP management issues

8. Deliverables Peer Review and Control of Non-Conforming Deliverables

Each deliverable is reviewed by 3 reviewers as follows:

- 2 members of the PQCB working for the consortium companies as specified to Annex 1, not involved in production of the deliverable under review, acting as internal inspectors.
- 1 member of the Core Group

All reviewers are selected by the SAFESPOT technical reference and contact person per each company assigned to each deliverable review, the reference person should be one who guarantees that the review is properly performed and is performed in time.

The reviewer person should evaluate the deliverable in respect to the items indicated hereafter and must conclude whether the deliverable is accepted or not. The reviewers of each deliverable are listed to Annex II. This list is subjected to change under decision of the Coordinator and of the Core Group.

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

Also a mark at the scale of 1-10 will be appointed.

The relevant comments will be included in a Deliverable **Peer Review Report**, as indicated in **SF_Dx.y.z_PeerReview_ReviewerNumber_vx.y_template.doc**.

Deliverable Review Process

1. 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 table 2.
2. The QAM forwards immediately the deliverable to the responsible peer reviewers.
3. The reviewers within ten (10) working days do study and revise the deliverable and prepare the «Peer Review Report» (**SF_Dx.y.z_PeerReview_ReviewerNumber_vx.y_template.doc**), which they send to the QAM. Filename is according to Table 2.
4. The QAM upon receiving the above reports makes a synthesis of them and integrates his own comments into the integrated «Peer Review Report». The above integrated «Peer Review Report» is sent by the QAM to the Coordinator, the Core Group, the corresponding SP leader and the Deliverable author within 5 working days.
5. The deliverable author revises the deliverable, as required, and submits the final one to the SP leader, the Core Group, the QAM and the Coordinator within 5 working days. The deliverable author has to send back also the Integrated Peer Review form with the respective responses to all comments received. In this, proper explanation should be given about each action taken as a result of the comments.
6. The Coordinator submits the final deliverable and the integrated «Peer Review Report» with the author response to the European Commission and informs the consortium about the submission and the location of the final deliverable.
7. 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 4 weeks at most. The consolidated peer review report is able to be finalized if at least 2 of the three reviewers have submitted their peer review report.

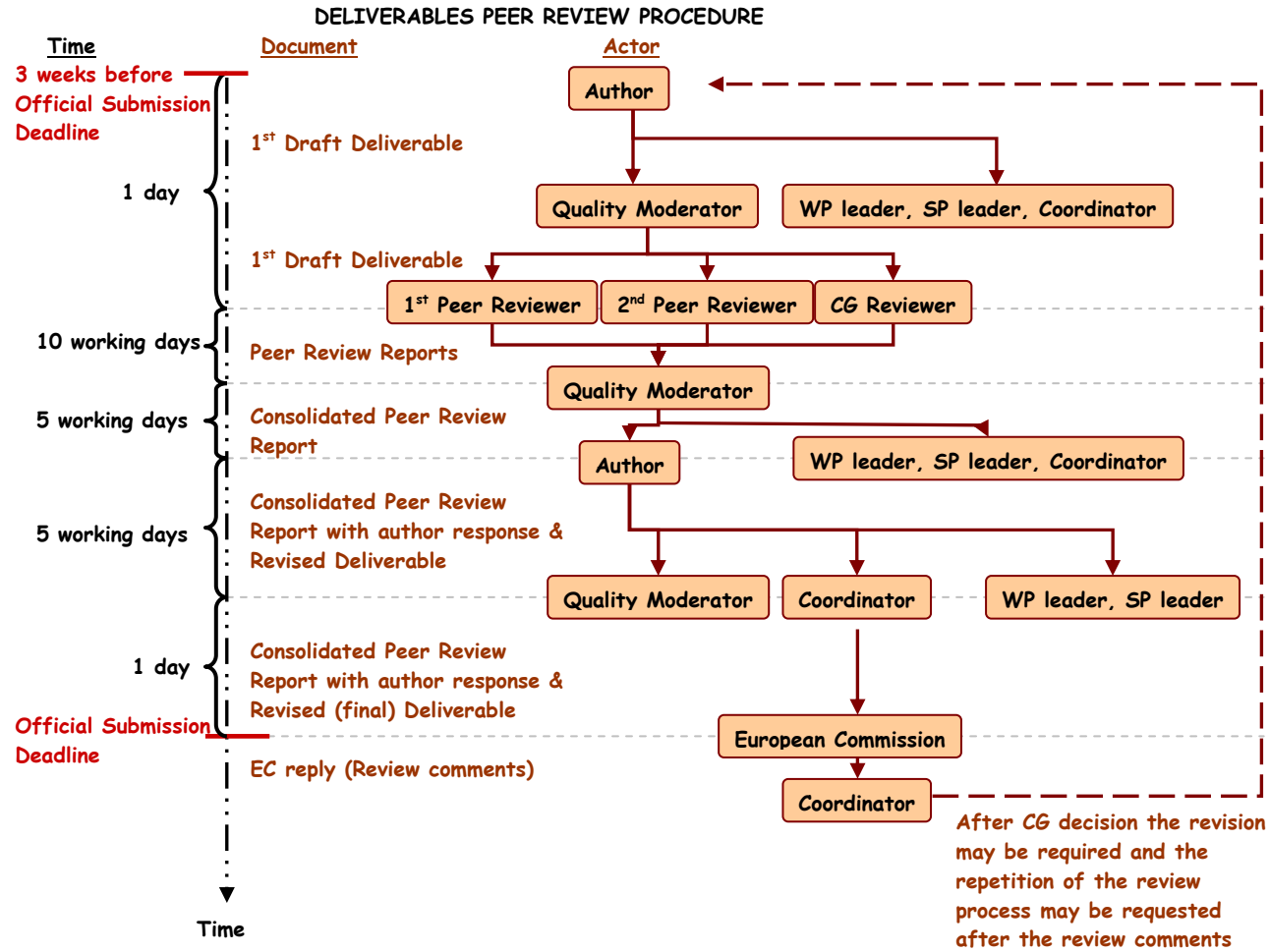


Figure 1 Peer review procedure Flow Diagram

9. Main performance processes

The SAFESPOT integrated project is divided in 8 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 SAFESPOT "Description of Work". In this paragraph the main processes related to the project performance are described.

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.

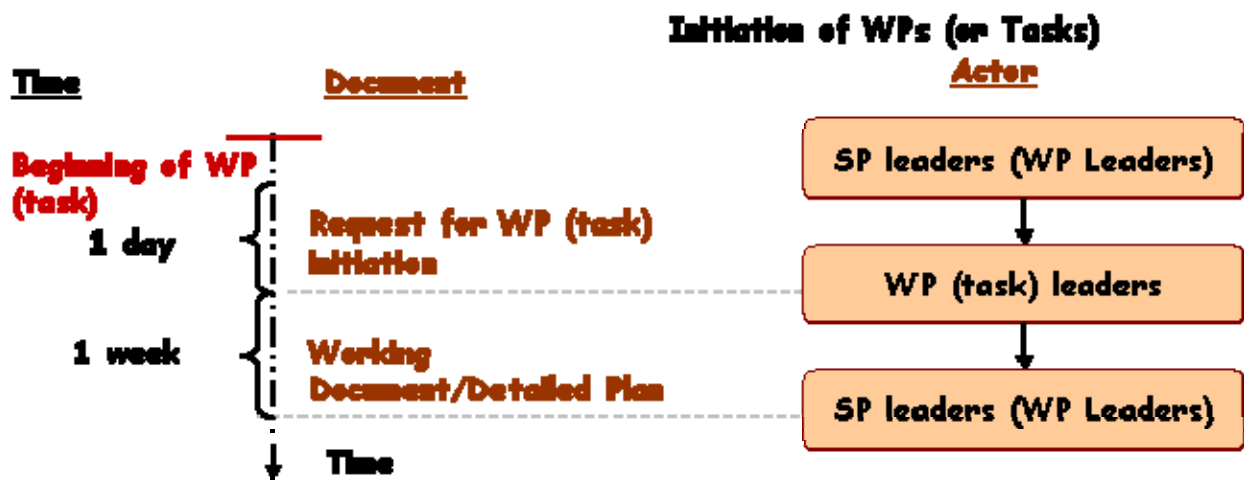


Figure 2 Initiation of WPs (or tasks) process

Process for WPs and tasks performance

1. 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.
2. 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.
3. If one or more tasks result into a deliverable, the deliverable main author synthesises the tasks internal reports into the expected deliverable.
4. The deliverable main author submits the deliverable for peer review.
5. 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.
6. In case that the European Commission requires changes to the deliverables or reported then the WP is reactivated so that the required changes are implemented.

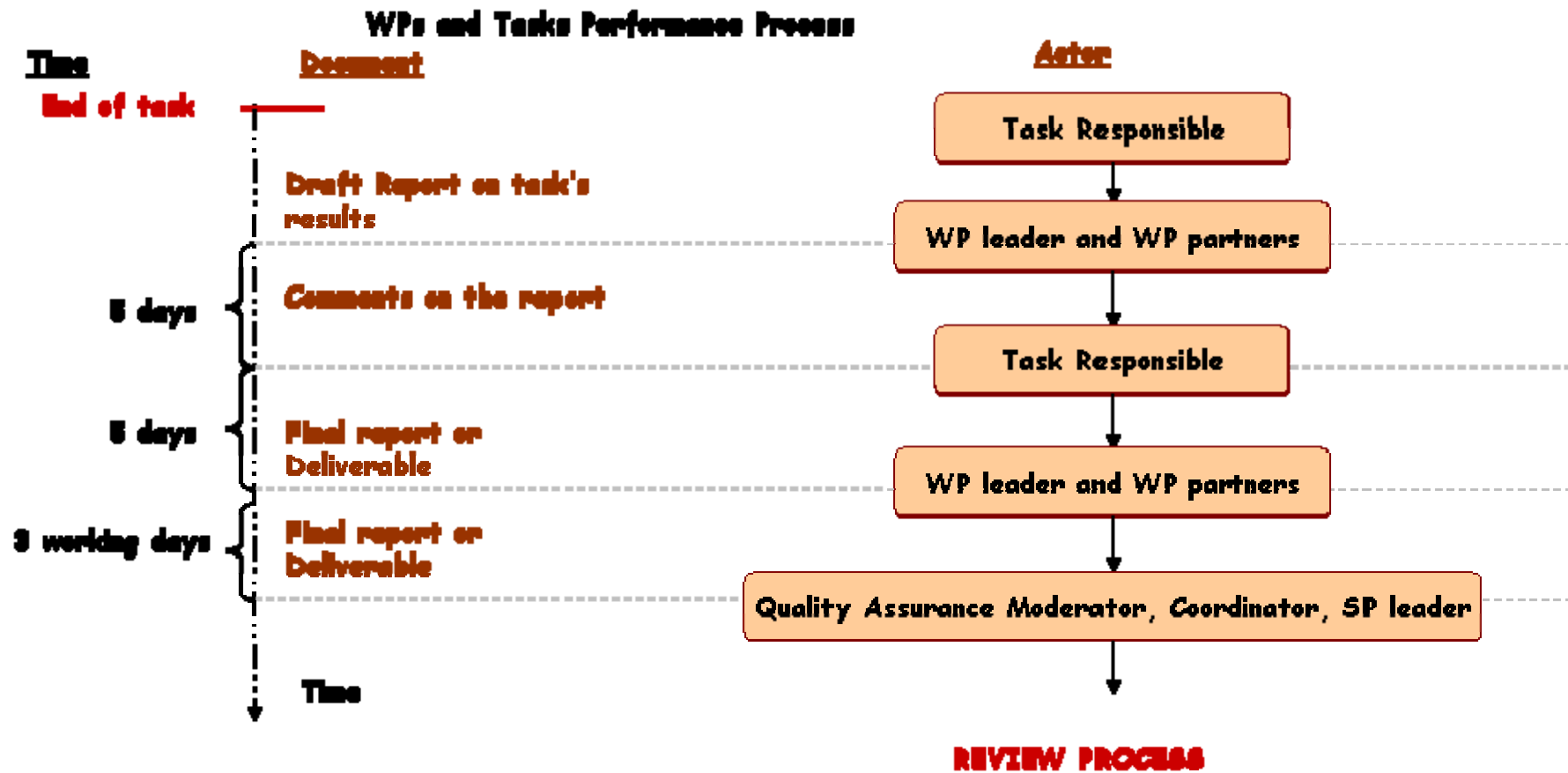


Figure 3 WPs and Tasks Performance Process

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 SF_HL_Agenda_place_ddmmyy_vx.y_template.doc) 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 SF_HL_Minutes_place_ddmmyy_vx.y_template.doc
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 7 working days.
9. The Coordinator or SP leader sends the final revised meeting minutes to the whole Consortium within another 5 working days.

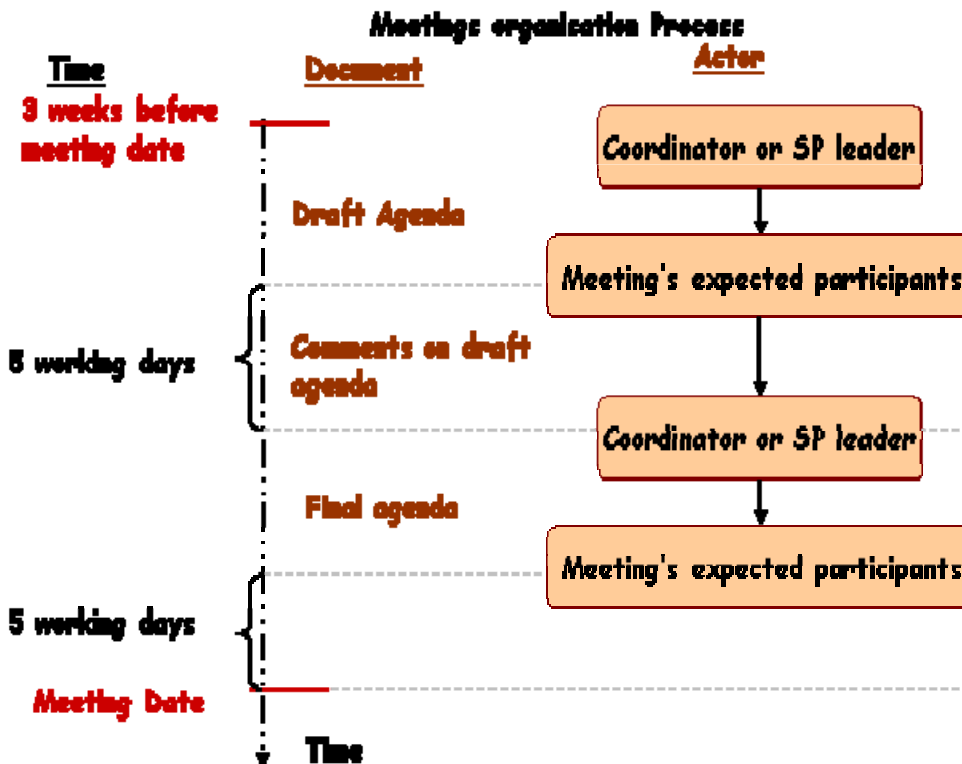


Figure 4 Meetings organisation process

10. Project Reporting and Monitoring

All participants are requested to send, in addition to all formal work 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).

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

Warning alarms 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 3 weeks before its issue date no draft is available, or if 1 week before the issue date no deliverable to the peer review process is provided. This is valid for each deliverable.

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

In accordance with the EC reporting guidelines all partners need to submit every three months the Interim Activity Report and the Interim Management Report. 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 level.

Every 3 months:

Two Files should be prepared for the EC

- a. SF_InterimActivityReport_**PartnerName**_Qz_vx.y.doc
- b. SF_InterimManagementReport_**PartnerName**_Qz_vx.y.xls

1. Wk1 (two weeks before end of reporting period)

The coordinator initiate the reporting process by sending out a request for periodic activity report and timeplan

In the proper repository folder there will be two updated files for each partner to be filled in:

- a. Word file: SF_InterimActivityReport_PartnerName_Qz_v1.0.doc
- b. Excel file: SF_InterimManagementReport_PartnerName_Qz_v1.0.xls

2. Wk1 to Wk3

Partner will fill these files not later than WK3 (one week after the end of reporting period).

The partner will communicate the fill-in with an e-mail to all the SP leaders of SPs in which he is involved and to co-ordinator.

3. Wk 4

SP leaders will integrate/validate the Periodic Activity Report in an SP report in one week and give communication to co-ordinator

→ **SF_SPx_InterimActivityReport_Qz_vx.y.doc**

Co-ordinator in one week will integrate Periodic Management Report in a single file in which it will be easy to verify data referred to a single SP or to a single Partner

→ **SF_IP_InterimManagementReport_Qz_vx.y.xls**

4. Wk5

The coordinator will prepare the complete IP report integrating all the contributions of different SPs

5. Wk6

The final IP reports

- a. **SF_IP_InterimActivityReport_Qz_vx.y.doc**
- b. **SF_IP_InterimManagementReport_Qz_vx.y.xls**

will be available on the repository for check.

At the end of the week the files will be delivered to the Project Officer (four weeks after the end of the reporting period). If, in the meantime, some change has occurred the version number will be changed consequently.

WK1	WK2	WK3	WK4	WK5	WK6
Partner reports					
			SP reports		
			IP reports		
					check
Start of process		reporting period end		delivery to EC	

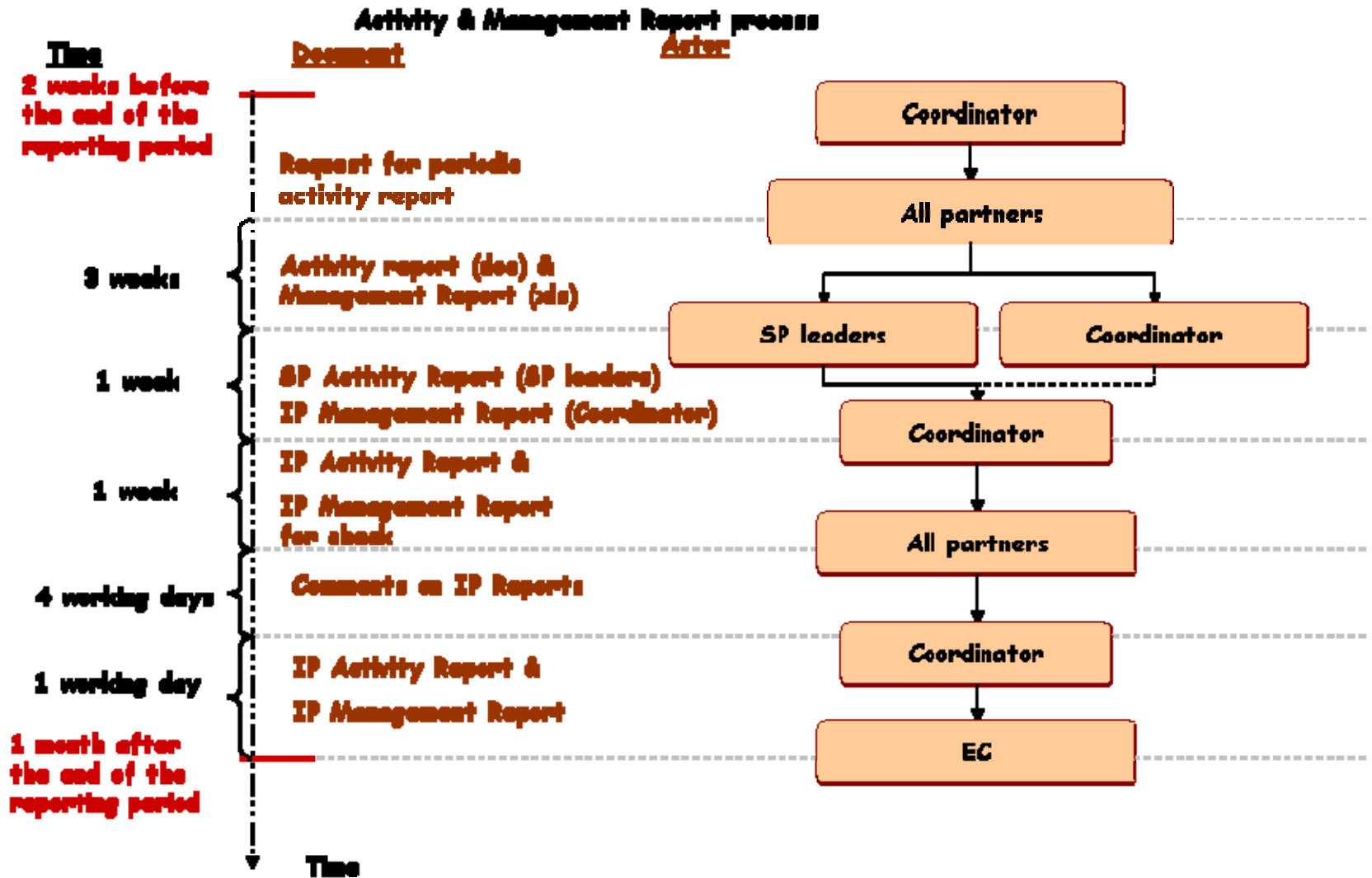


Figure 5 Activity and Management report process

Every year:

Two Files should be prepared for the EC

- a. **SF_PeriodicActivityReport_IP_Yz_vx.y.doc**
- b. **SF_PeriodicManagementReport_IP_Yz_vx.y.xls**

The same procedure as for interim reports (specifically interim reports Q4, Q8, Q12 and Q16) is applied using the same templates.

Additionally: SP leaders will send the Periodic Activity Report for the SP by Wk4.

Template: **SF_PeriodicActivityReport_SPx_Yz_vx.y_template.doc**

Wk7

The coordinator will send the consolidated Periodic Activity Report and Periodic Management report to all partners for comments.

11. Dissemination Event Scheduling and Reporting

The following are considered dissemination events:

- Exhibition stands and demos
- Realization of project's workshops
- Press releases
- Public project presentation
- Publications in relevant Journals
- Presentations in Conferences
- Participation in non-project workshops, forums and/or events
- Production of SP newsletters, leaflets, posters etc
- Special session organisation

The participation of any Partner in such an event should be approved beforehand in by the SAFESPOT Project Coordinator and by the Core Group.

The SAFESPOT Quality Assurance Moderator is Angelos Amditis of ICCS who supports the Project Coordinator, the Core Group and the project Consortium in planning the dissemination activities.

The process for submitting a dissemination activity is the following:

1. Submission of the proposal for presentation or publication to the Project Coordinator and the Quality Assurance Moderator before the submission to an outside actor allowing sufficient time for review, that is more than 1 week.
 2. Completion of the form found at **SF_DisseminationFrom_MainAuthor_Date_vx.y_template.doc** and submission of it to the Quality Assurance Moderator.
 3. For all relevant exchange of information with the Quality Assurance Moderator, the project coordinator and the relevant SP leaders should also be informed (eg by cc)
 4. The Quality Assurance Moderator distributes the material to the Core Group for its approval which must be given within 5 working dates. Then the QM informs the relevant partner/s for the decision. If approval is given then the partners proceed to the submission/participation.
 - ii. If a conflict is created or further material is needed then the Quality Assurance Moderator informs the partner and requires modifications or additions. Then the material is proposed again to the Quality Assurance Moderator and the previous procedure is followed.
 - iii. If a partner/s wish to present or release a standard, already approved and public presentation/material then no approval is required, however all the other steps of this procedure are followed always (on informative basis).
 5. The Project Coordinator, Core Group or relevant SP leader can reject the proposed presentations if they feel that the acceptance criteria as mentioned above are not met. In case of conflict it is the responsibility of the Project Coordinator to find consensus.
 6. After participation/presentation acceptance, the revised relevant Form from **SF_DisseminationFrom_MainAuthor_Date_vx.y_template.doc** will be sent to the Quality Assurance Moderator together with a copy of the final presented material.
 7. After the dissemination event takes place, a final version of the relevant Form from will be sent again to the Quality Assurance Moderator for SAFESPOT's archives.
- The history log of the dissemination template will record the status of the above described procedure.

12. Corrective and preventive actions

Whenever there is a need for a change on the workplan of a specific partner or/and of its specific resources within the current Detailed Implementation Plan, a Corrective Action report has to be filled in and has to be sent to the relevant SP leader. The procedure is as follows:

1. A partner identifies a need for a corrective action and is sending the relevant template **SF_Request_for_Corrective_Actions_SPx_date_vx.y.doc**
2. SP leader and WP leaders discuss the issue and negotiate with the partner in case additional justifications or clarifications are needed
3. The discussion leads to a proposal which is communicated to the Core group by the relevant SP leader.
4. The Core Group decides on the matter. The decision shall be documented according to the template of **SF_HL_Decision_for_Corrective_Actions_date_vx.y_template.doc**. The Coordinator sends this to all involved partners.
5. The SP leader checks that the actions are implemented.

The above procedure can also be initiated by a WP or SP leader in case a need for changes is identified and is pictured to Figure 6.

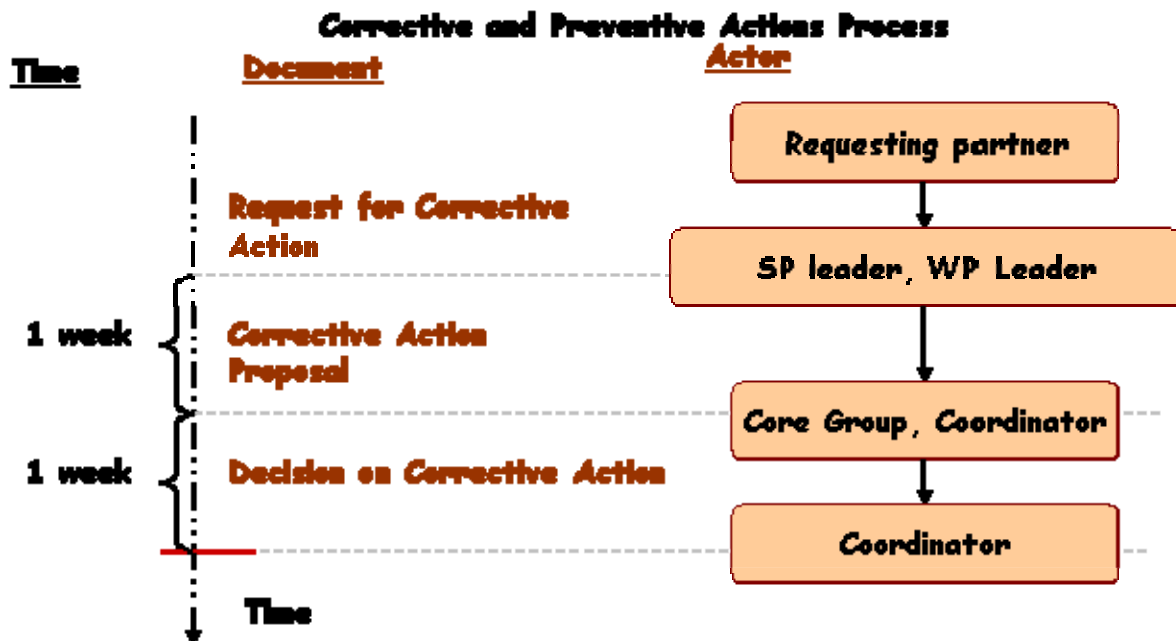


Figure 6 Corrective and preventive actions process

13. Assessment Plan and procedure

An internal assessment of the different SPs progress of work will be performed. For this a set of excel files will be created in order to be filled in by the respective SP leaders who will set appropriate values to each of the specified assessment criteria. An Assessment report will be produced every semester and relevant indications for workplan deviations will emerge out of these reports. The respective compensating measures will be a subject of discussion to core group meetings while the tendencies of the most important assessment indicators will be closely monitored.

The process for the Assessment report is:

1. At the end of the semester the Quality Moderator sends the excel file to be filled to all SP leaders and to the coordinator.
2. Each SP leader sets an appropriate value for the assessment criteria specified for each SP. In addition the coordinator sets the values for the assessment criteria of the project as a whole.
3. The SP leaders and the Project Coordinator send the excel files back to the Quality Assurance Moderator within 1 week.
4. The Quality Assurance Moderator composes the Assessment report and requests clarifications from the SP leaders if necessary.
5. The Assessment report is submitted to the coordinator and to the EC.

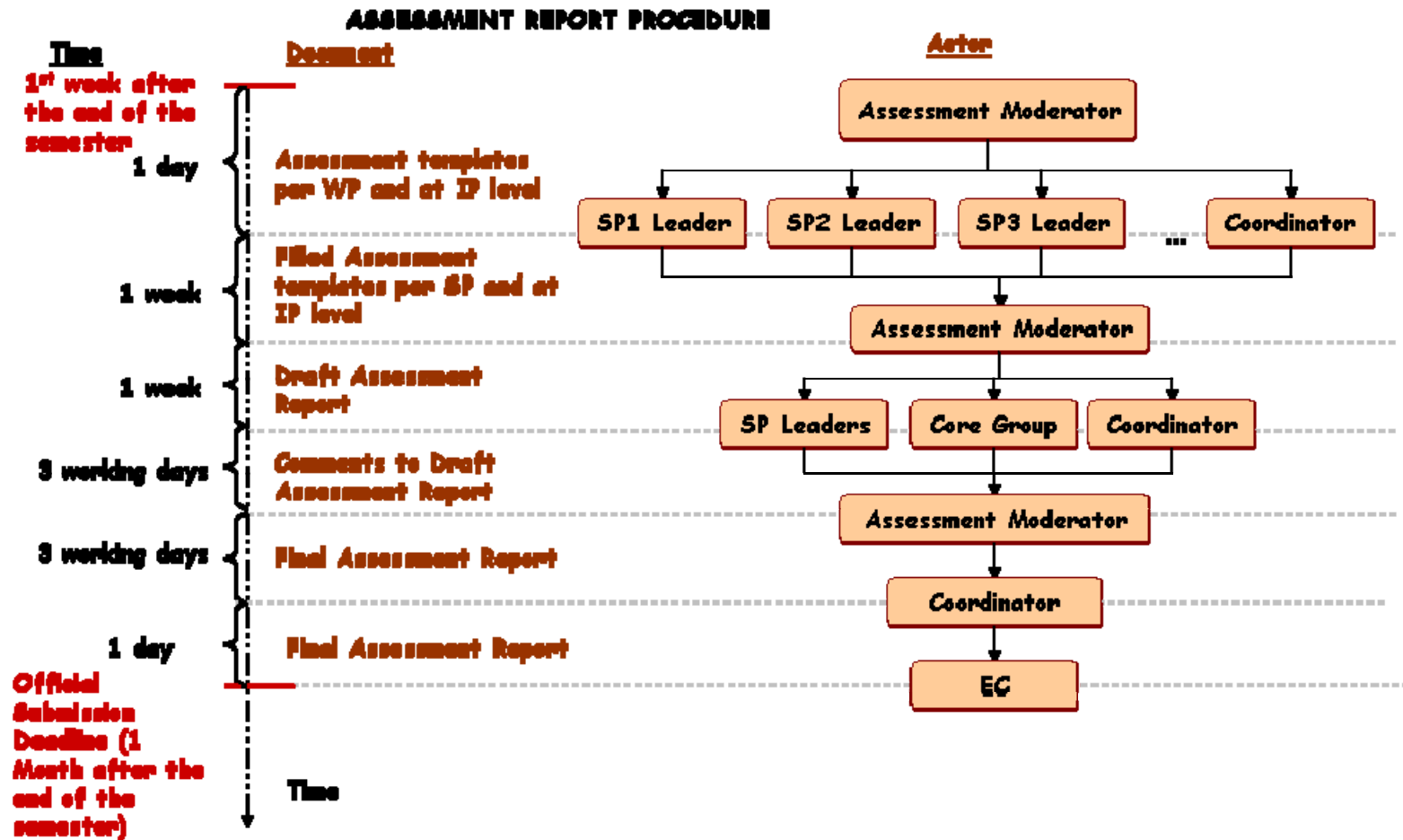


Figure 7 Assessment report process

14. Common software and tools definition

The main software standards have been defined as follows:

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

15. Conclusions

This report is a detailed description of the quality procedures to be followed within the SAFESPOT Integrated Project. For maximizing the efficiency of a research project's work it is necessary to specify all communication protocols and quality standards, something that is expected to be achieved with the support of the present Quality Plan.

The Quality Plan has been approved by the Core Group and has to be put into practice by the project consortium under the supervision of the Project Coordinator supported by the Quality Assurance Moderator. As the project's work is advancing, new or modified needs for quality procedures may arise therefore the Quality Assurance Moderator will be ready to modify, in agreement with the Project Coordinator and of the Core Group, the Quality Plan accordingly and then make sure that it is properly communicated to all consortium members.

16. Annex 1: Deliverables reviewers list

Notes:

- Where more than one author is mentioned the first one is considered as the deliverable's responsible
- Where no author is inserted the author is to be defined at the second 18 Months detailed Work Programme.

SAFEPROBE

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D1.1.1	Sub-project technical and financial progress report to the IP management	CRF, BOSCH	every 3 months	R	CO			
D1.2.1	Vehicle probe use cases and test scenarios	MIRA	M6	R	PU	MMSE	VTT	CRF
D1.2.2	System Analysis	BOSCH	M7	R	RE	MIRA	TNO	VOLVO
D1.2.3	Requirements for the vehicle probe platform	VOLVO	M11	R	RE	CRF	PIAGGIO	DC
D1.3.1	Data fusion specifications	CRF	M15	R	RE	MIRA	DC	TNO
D1.3.2	HW and SW Platform specifications	BOSCH	M18	R	CO	MMSE	IBEO	ANAS
D1.3.3	Data fusion public specification	CRF, BOSCH	M19	R	PU	IBEO	SVDO	DC
D1.3.4	HW and SW platform public specification	CRF	M19	R	PU	MMSE	MIRA	VOLVO
D1.4.1	Platform prototype and test bed architecture details	BOSCH	M27	R	RE	REGIENOV	SVDO	TNO
D1.4.2	HW and SW specifications of prototype and test bed components	BOSCH, ICCS	M27	R	CO	PIAGGIO	IBEO	MMSE
D1.4.3	Algorithms and SW Prototypes	BOSCH, ICCS	M27	P	RE			
D1.4.4	In-vehicle SAFEPROBE platform	BOSCH, ICCS	M27	P	RE			

D1.4.5	Probe vehicles prototypes	CRF, VOLVO, PIAGGIO	M30	D	RE			
D1.5.1	Test Plan Design	CRF, ICCS	M27	R	RE	MIRA	REGIENOV	BOSCH
D1.5.2	In-vehicle platform test results	CRF, BOSCH	M34	R	PU	PIAGGIO	BOSCH	SIE
D1.5.3	Performance analysis	VOLVO	M36	R	RE	CRF	MIRA	DC

INFRASENS

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D2.1.1	Sub-project technical and financial progress reports	MIZAR	Every 3 months	R	CO			
D2.2.1	Interim Report: Needs and requirements for infrastructure-based sensing	CERTH	M6	R	PP	MIZAR	CID	CRF
D2.2.2	Final Report: Needs and requirements for infrastructure-based sensing	CERTH	M8	R	PU	MIZAR	CID	CRF
D2.3.1	Interim Report: Specifications for infrastructure-based components	MIZAR	M12	R	PP	LCPC	CSST	DC
D2.3.2	Final Report: Specifications for infrastructure based components	MIZAR	M18	R	PU	LCPC	CSST	DC
D2.4.1	Interim Report: Implementation and prototypes for infrastructure-based components		M24	R	PP	IBEO	CRF	MMSE
D2.4.2	Final Report: Implementation and prototypes for infrastructure-based components	MIZAR	M30	R	PU	IBEO	CRF	MMSE
D2.4.3	Prototypes: sensing networks and systems	MIZAR	M30	P	PP			

D2.4.4	Prototypes: algorithms for detection of safetyrelated events	CSST	M30	P	PP			
D2.4.5	Prototypes: data fusion methods		M30	P	PP			
D2.4.6	Prototypes: distributed actuation systems		M30	P	PP			
D2.4.7	Prototypes: integration of SAFESPOT with traffic management systems		M30	P	PP			
D2.5.1	Plan for testing and validation activities		M27	R	PP	CERTH	VTT	TNO
D2.5.2	Final Report: Guidelines and best practice for infrastructure sensing		M36	R	PU	SIE	NAVTEQ	COFIROUTE

SINTECH

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D3.1.1	Sub-project technical and financial progress report to the IP management	DC	Every 3months	R	CO			
D3.2.1	Technical Scenario Description for Positioning, Local Dynamic Maps and Vehicle Ad Hoc Networks	DC	M4	R	RE	ICCS	NAVTEQ	ANAS
D3.2.2	User Needs and Requirements for Positioning, Local Dynamic Maps and Vehicle Ad Hoc Networks	DC, TA, TUC	M7	R	RE	ANAS	CRF	MMSE
D3.2.3	Consolidation Report of User Needs and Requirements	DC, TA, TUC	M9	R	RE	MIRA	QFREE	VOLVO
D3.3.1	Mapping of known Technologies for Positioning, Local Dynamic Maps and Vehicle Ad Hoc Networks	MIRA	M12	R	RE	DLR	TUC	TNO
D3.3.2	Positioning Specifications	TUC	M18	R	RE	TNO	IBEO	COFIROUTE
D3.3.3	Local Dynamic Maps Specifications	TA	M18	R	RE	NAVTEQ	TNO	CRF

D3.3.4	Vehicle Ad Hoc Networks Specifications	DC	M18	R	RE	TUC	CREATENET	REGIENOV VOLVO
D3.4.1	Algorithmic and simulation results	TNO, TUC	M18	R	RE	BOSCH	IRE PW	ANAS
D3.4.2	Implementation Plan	TNO, TUC	M20	R	RE	DC	MIRA	CRF
D3.4.3	Prototypical Implementation	TNO, TUC	M30	R	RE	MMSE	CNRS	SIE
D3.5.1	Validation Report for Positioning	TUC	M36	R	RE	REGIENOV	SIE	VOLVO
D3.5.2	Validation Report for Local Dynamic Maps	TA	M36	R	RE	TNO	MMSE	BOSCH
D3.5.3	Validation Report for Vehicular Ad-Hoc Networks	DC	M36	R	RE	SIE	CRF	TNO
D3.5.4	Test and Evaluation Report for Vehicular Ad-Hoc Networks	TUC, TA, DC	M36	R	RE	REGIENOV	IBEO	CRF

SCOVA

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D4.1.1	Sub-project technical and financial progress report to the IP management	CRF	Every 3 months	R	CO			
D4.2.1	Actual safety application V2V based	VOLVO	M4	R	PU	CRF	REGIENOV	TNO
D4.2.2	Safety Margin concept	CRF	M12	R	RE	VOLVO	TNO	ANAS
D4.2.3	Use case and typical accident situation	CRF	M6	R	PU	VTT	CAS	COFIROUTE
D4.2.4	Needs and Requirements	CRF	M10	R	RE	SVDO	REGIENOV	DC
D4.2.5	Open Web technology observatory	VTT	M48	P	PU			
D4.3.1	Safety Margin Application Parameters: Analysis and Characterisation	CAS	M15	R	RE	MMSE	BOSCH	COFIROUTE
D4.3.2	Driving Safety Margin Functional specification	CAS	M15	R	RE	USTUTT	CRF	REGIENOV
D4.3.3	Shared data from co-operative vehicles and infrastructure	CAS	M15	R	RE	REGIENOV	VOLVO	TNO

D4.3.4	Conceptualisation of on-board information system and extended HMI	USTUTT	M18	R	RE	TNO	CRF	VOLVO
D4.3.5	Vehicle control strategies specification	CRF	M24	R	CO	CAS	SVDO	BOSCH
D4.4.1	Safety Margin algorithms	CRF, VOLVO	M24	P	CO	USTUTT	REGIENOV	ANAS
D4.4.2	Equipped cars integrating the Safety Margin applications	CRF, TNO	M36	D	PU			
D4.4.3	Equipped trucks integrating the Safety Margin applications	VOLVO	M36	D	PU			
D4.4.4	Equipped motorcycles integrating the Safety Margin applications	PIAGGIO	M36	D	PU			
D4.4.5	Driving simulator integrating the Safety Margin applications	TNO	M36	P	RE			
D4.5.1	Technical and functional test		M32	R	RE	BOSCH	TNO	MMSE
D4.5.2	Validation of the Safety Margin	CRF, VOLVO	M39	R	RE	PIAGGIO	BOSCH	SIE
D4.6.1	Pilot Plan	CRF	M36	R	PU	VTT	MMSE	BOSCH
D4.6.2	Pilot Plan assessment	CRF	M45	R	RE	USTUTT	BOSCH	DC
D4.6.3	Results Evaluation	CRF, VOLVO, TNO	M48	R	RE	SVDO	CAS	MMSE

D4.6.4	Impact Assessment	CRF	M48	R	PU	TNO	VTT	DC
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COSSIB

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1st Reviewer	2nd Reviewer	CG Reviewer
D5.1.1	Sub-project technical and financial progress report to the IP management	COFIROUTE	Every 3 months	R	CO			
D5.1.2	Results dissemination to the overall SAFESPOT project	COFIROUTE	M48	R	PU	SIE	CRF	TNO
D5.1.3	Final report of the subproject	CRF	M48	R	PU	COFIROUTE	REGIENOV	SIE
D5.2.1	Definition of use case and user requirements	SIE	M6	R	RE	ANAS	TNO	CRF
D5.2.2	Common architecture and communication network	CRF	M9	R	RE	MIZAR	LAC	REGIENOV
D5.2.3	Area specific needs and requirements and Application Scenarios	TUM	M12	R	RE	SVDO	CG22	DC
D5.2.4	Accident data review and potential impact of each function	COFIROUTE	M12	R	RE	LCPC	SODIT	ANAS
D5.3.1	Specifications for Smart signalling for safety enhancement		M21	R	RE	TUM	CRF	COFIROUTE

D5.3.2	Specifications for Hazard and incident signalling		M21	R	RE	DIBE	DC	REGIENOV
D5.3.3	Specifications for Safe urban intersection	TUM	M21	R	RE	SIE	TUM	VOLVO
D5.3.4	Specifications for Speed alert and road departure prevention		M21	R	RE	COFIROUTE	MIZAR	DC
D5.3.5	Specifications for Safety margin for assistance and emergency vehicles		M21	R	RE	SVDO	CG22	SIE
D5.4.1	Application algorithms	TUM	M36	P	CO			
D5.4.2	Application prototypes	PEEK, SIEMENS	M36	P	CO			
D5.5.1	Test and validation plan		M31	R	PU	ANAS	MIZAR	COFIROUTE
D5.5.2	Test and Validation results	CRF, VOLVO	M40	R	PU	COFIROUTE	LCPC	MMSE
D5.6.1	Evaluation Plan	TUM	M29	R	PU	SODIT	TNO	SIE
D5.6.2	Evaluation on Urban Roads	TUM, MIZAR, PEEK	M45	O	PP	CRF	TNO	BOSCH
D5.6.3	Evaluation on Highways, Expressways and Tunnels	TUM, COFIROUTE	M45	O	PP	CRF	TNO	VOLVO
D5.6.4	Evaluation on Rural and Secondary Roads	TUM	M45	O	PP	CRF	TNO	COFIROUTE

D5.6.5	Evaluation Final Report	TUM	M48	R	PU	SIE	DIBE	TNO
D5.6.6	Specification readjustment on the base of the validation results	TUM	M48	R	PP	SVDO	COFIROUTE	ANAS

BLADE

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D6.1.1	Sub-project technical and financial progress report to the IP management	TNO	Every 3 months	R	CO			
D6.2.1	Report on preliminary analysis and initial deployment programme	CRF	M6	R	PU	CSST	TNO	REGIENOV
D6.3.1	Preliminary Organisational Architecture	CSST	M18	R	PU	CRG	RWS	SIE
D6.3.2	The Organisational Architecture - final	CSST	M48	R	PU	TNO	RWS	MMSE
D6.4.1	Constraint analysis: identification of risks	TNO	M12	R	PP	BAST	MILLER	VOLVO
D6.4.2	Analysis of legal aspects	MILLER	M12	R	PP	BAST	MMSE	COFIROUTE
D6.4.3	Mitigation of risks	TNO	M18	R	PP	CRF	CSST	COFIROUTE
D6.4.4	Stakeholder consultation report	TNO	M20	R	PU	CSST	MILLER	REGIENOV
D6.4.5	Preliminary recommendations dealing with risks and legal aspects	TNO	M22	R	PU	MMSE	CRF	BOSCH
D6.4.6	Consolidated recommendations dealing with risks and legal aspects	TNO	M48	R	PU	MMSE	CRF	SIE
D6.5.1	Report on socio-economic, market and financial assessment	BAST	M42	R	PU	TNO	RWS	ANAS

D6.6.1	Service and business models definition	CRF	M24	R	PU	BAST	RWS	VOLVO
D6.6.2	Preliminary ranking of alternative business models	CRF	M36	R	PU	MILLER	CSST	MMSE
D6.6.3	Final ranking and selection of service and business model	CRF	M42	R	PU	MILLER	CSST	MMSE
D6.7.1	The SAFESPOT deployment programme	CRF, TNO	M45	R	PU	BAST	RWS	DC
D6.7.2	Report of the workshop on the SAFESPOT deployment programme	TNO	M48	R	PU	MMSE	CRF	COFIROUTE

SCORE

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D7.1.1	Technical and financial progress report	TNO	Every 3 months	R	CO			
D7.2.1	Core architecture requirements	CRF	M7	R	PU	TNO	DC	VOLVO
D7.3.1	Global System Reference Architecture specification	MIZAR	M18	R	RE	REGIENOV	VOLVO	BOSCH
D7.3.2	Global System Reference Architecture building guide	CETECOM	M18	R	RE	SIE	COFIROUTE	ANAS
D7.4.1	SCORE subproject contribution to the C2C and C2I exploitation plan convergence	REGIENOV	M48	R	CO	MIZAR	TNO	SIE
D7.4.2	MOU signed with the C2C Communication consortium	REGIENOV	M12	R	CO	PTV	QFREE	TNO
D7.4.3	SAFESPOT Certification Reference Framework	CETECOM	M18	R	PU	SVDO	ERTICO	MMSE
D7.4.4	Conformance & Interoperability test system mock-up ready		M30	P	PU	COFIROUTE	MMSE	CRF
D7.4.5	C2C & C2I Certification report	CETECOM	M48	R	PU	CRF	SIE	DC

HOLA

Del. no.	Deliverable name	Issued by	Delivery date	Nature	Dissemination Level	1 st Reviewer	2 nd Reviewer	CG Reviewer
D8.1.1	Annual Project Management and Technical Report	CRF	Every year	R	CO	DC	VOLVO	BOSCH
D8.1.2	Quality Plan	ICCS	5	R	PU	CRF	BOSCH	REGIENOV
D8.2.1	Training and Gender Equality Plan	CRF, ICCS	12	R	PU	CRF	MMSE	DC
D8.2.2	Report on results of User Forum	ICCS	24		PU	COFIROUTE	TNO	TNO
D8.2.3	Dissemination materials including web site and plans	ICCS	12	O+R	PU	CRF	DC	MMSE
D8.2.4	Technological Implementation Plan	BOSCH	48	R	PU+CO	BOSCH	CRF	SIE
D8.3.1	Assessment and Review Methodology	ICCS	5	R	PU	BOSCH	MIZAR	CRF
D8.3.2	Assessment Reports	ICCS	Every year	R	CO			
D8.4.1	SAFESPOT Interaction Plan	ICCS	9	R	PU	CRF	DC	COFIROUTE
D8.4.2	Specifications of the integrated platform	CRF	18	R	PU	MIZAR	VOLVO	CRF
D8.4.3	Test beds hardware and software description	CRF	30	R	CO	VOLVO	MMSE	REGIENOV

D8.4.4	Definition of use cases and functional specifications for safety margin applications	CRF	15	R	PU	COFIROUTE	MIZAR	REGIENOV
D8.4.5	Safety margin applications description	CRF	24	R	CO	VOLVO	REGIENOV	DC