SIMUSAFE
SIMULATOR OF BEHAVIOURAL ASPECTS FOR SAFER TRANSPORT

D1.1: PROJECT MANUAL AND QUALITY PLAN.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N. 723386

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WP1 PROJECT MANAGEMENT AND COORDINATION

TASK 1.2- ADMINISTRATIVE AND QUALITY MANAGEMENT.

DEL. 1.1 PROJECT MANUAL AND QUALITY PLAN.

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1. DOCUMENT REVISION LOG

VERSION	REVISION	DATE	DESCRIPTION	AUTHOR
01	01	14/07/2017	Draft	Maite Cobo
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2. CONTENTS

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3. EXECUTIVE SUMMARY

The purpose of this Quality Assurance Plan (QAP) is to present and describe quality standards and procedures to be applied in the internal management and execution of the **MG 3.5-2016 Behavioural aspects for safer transport** nr: 723386 SIMUSAFE project: **SIMULATOR OF BEHAVIOURAL ASPECTS FOR SAFER TRANSPORT**.

This document is based on the terms and conditions established in the Grant Agreement (GrA)(nº 723386) signed by the European Commission and the project coordinator, and its Annexes as well as other SIMUSAFE specifications and requirements. The agency with whom this contract has been signed is the Innovation and Networks Executive Agency, hereinafter named as INEA.

The main objective of this QAP is to set up an ad hoc set of procedures by which all aspects of the project are managed and measured. Some of the items are strategically important in nature, while others answer to day-to-day complications that could arise during the project's timeframe.

In all cases, however, the use of guidelines can ensure better collaboration among the consortium members, individuals and groups. It can also ensure that the entire consortium is responsible for and engaged in the work that is produced by the project.

The Quality Assurance Plan is a deliverable which is primarily intended to be used by the project management team and work package leaders, as well as people who are directly responsible for producing deliverables, to ensure quality assurance of project processes and outputs and avoid eventual deviations from the project workplan as described in Annex 1 of the GrA.

In this context, quality control mechanisms are defined in order to ease the identification of the important tasks and dependencies that are critical for the success of the project. This document will also serve as a detailed guide to the SIMUSAFE consortium in order to establish effective cooperation within the consortium and ensure the highest level of quality of project documentation. Moreover, the document outlines the success criteria for each deliverable, defines the structure of each deliverable, describes the quality review techniques and also defines the procedures of configuration management and change control. This document should be used as a reference by the project coordinator and all project partners

This QA Plan is designed to be used in conjunction with the following contractual documents:

- The EC Grant Agreement including its Annexes and specially Annex 1 "Description of Action",
- Other SIMUSAFE draft documents such as the DESCA Model Consortium Agreement.

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3.1. OVERVIEW OF THE PROJECT

The SIMUSAFE project aims to overcome the limitations of the Driving Simulators and Traffic Simulation as valid tools for studies in Traffic Safety, and bridge the gap between them and Naturalistic Driving tests. This will be achieved by creating tools for understanding and analysing traffic scenarios at micro and macro scale supported with the capability to incorporate actor behaviour from real environments into simulated ones.
At the individual level, the development of a system able to monitor and evaluate the human cognitive and physical capacities, and still able to replicate said characteristics into a simulated environment will be a powerful tool to enhance the efficacy of interventions in the traffic environment. Moreover this modelling may be also extended to simulate and analyse real-world scenarios with multiple drivers (real or virtual) allowing pinpointing the underlying reasons which may cause indirectly traffic incidents. The outcomes from SIMUSAFE have potential to benefit entities involved in the fields of behavioural analysis, safety devices, autonomous driving, education, road infrastructure, normative and by extension the actors of the road environment themselves, especially vulnerable ones.

The objectives of the SIMUSAFE Project have been split into four different categories, regarding the specific context in which the project will deliver a positive impact. More specifically, the objectives will be divided by their Scientific, Technological, Social and Economic impact.

The goal of **SIMUSAFE** (**SIMU**lator of Behavioural Aspects for **SAFE**r Transport) is to make use of state-of-art Simulation, Artificial Intelligence, Virtual Reality and Data Science methodologies to retrieve accurate actor and behavioural models in a transit environment, reproduce the same into controllable settings of Traffic Simulators and be able to determine cause, consequences on incidents of interest, to understand the underling behaviour and motivations of the involved actors.

Impacting factors causing an event (crash, near-collision, infractions) from the environment and road users will be identified and quantified. This will enable the evaluation of scenarios which are not possible with naturalistic driving. The same principle will be employed to comprehend the impact of Altered Driving Conditions (ADC) caused by substance usage, distractions and psychological factors as well changes in driving behaviour and decision making due safety devices and autonomous assistance driving systems. Moreover, modelling and simulating realistic human behaviour can be a useful tool for research and improvement of autonomous driving systems. Such knowledge will be the base for the development of more effective and pro-active measures for the mitigation of such factors, with subsequent impact in the safety devices market, regulations and driver education.

SIMUSAFE project will have its efforts concentrated in the following topics:

- Model Development and Data Collection - develop an Actor Model for representation and measurement of risk-taking and risk potential at individual state from actor data (biometric, vehicular, and environmental) and underlying infrastructure for data filtering and metric computation.
- Accurate Road User Simulation and integration with Naturalistic Driving - develop a multi-driver Driving Simulator and Multi-Agent Simulator (MAS) providing realistic interactions by a Distributed Artificial Intelligence (DAI) system able to incorporate and reproduce the Actor Model behaviour.
- Social Impact - Use of the aforementioned tools for the creation of effective interventions and identification of behaviour and motivations for unsafe driving and ADCs.

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Objective	Outcome	WP /M	Del.
Model Developement and Data Collection	An Actor Model of each type (car, pedestrian, two-wheeler) integrating neurometrics and aggregated vehicular/environmental data from naturalistic driving and simulators for identification and representation of driving patterns and computation of risk metrics.	WP5-M33	D5.1
	Neurometric indexes of risky attitudes and behaviours based on physiological parameters (HR/HRV, EMG, EEG; EOG, ECG and GSR) jointly with contextual information (e.g., Sleep duration/quality, Activity intensity, Weather, Noise). Will comprise risk perception, awareness, attention and decision-making.	WP5-M33	D5.1
	Integrated Data Collection Module for the filtering of raw data signals and Actor Model descriptor computation with connectivity to cloud-based infrastructure.	WP4-M33, WP5-M33	D4.3, D5.3
	A quantified risk-taking and risk potential metric for biometric/vehicle data based on the multi-agent model and its equivalent for a simulated virtual driver.	WP7-M40	D7.3
	Identification of ADCs (risk-perception, awareness) and quantized risk assessment for each class of actor, accordingly with measured data and possible interactions with others actors/environment and its own conditions. Module for observed data incorporation from biometric/vehicle sensors into the simulated agent parameters, such that the behaviour can be reproduced in simulation environment in large-scale.	WP3-M 33 WP5-M33 WP7-M40	D3.4, D5.2, D7.3
Accurate Road User Simulation and Integration with Naturalistic Driving Tests	Realistic MAS models for driving and traffic simulators able to represent pedestrians, two-wheelers and standard car in traffic context as a dynamic system.	WP3-M32	D3.5
	Modular API for automotive, two-wheelers or pedestrian simulators, and other actor classes integration.	WP3-M33	D3.1
	Distributed server-client infrastructure for multi-driver / multi model simulation and DAI based simulation of the various entities of the traffic environment.	WP3-M33	D3.4
	Modular API for the integration of biometric and vehicle sensors into a simulation module.	WP4/5-M33	D4.2, D5.1
	An in-built automated data analysis module based in Multi-Scale Entropy Analysis (MMSE) to determine relevant descriptors among the data flow produced by the (real/simulated) sensors of the platforms.	WP7-M40	D7.1
	A methodology for raw data correlation between simulators and naturalistic driving tests based on PCA.	WP7-M40	D7.3
	A module for data incorporation of measured Actor Model into the Simulated Agent-Based Model such that the behaviour can be reproduced in the simulation environment in large-scale.	WP3-M33	D3.4
	Analysis and test tool which will reproduce standard test scenarios such as NHTSA pre-crash scenarios and real-world scenarios.	WP3–M33	D3.4
Social Impact	Extraction tool of possible relevant factors from environment, drivers (individual or global factors), and other attributes after a test session.	WP3–33, WP8-M42	D3.4, D8 (all)
	Develop interventions (training, regulation) on identified sources of events of interest (near-collisions, traffic jams, infractions) with data analytics tools and experts (psychologists, instructors, traffic authorities)	WP3-M33, WP7-M40, WP8-M42	D3.4, D7.4, D8 (all)
	Dissemination events in the form of workshops (14), conferences (54) and fairs (21) involving researchers and stakeholders	WP9-M9, 24, 42	D9 (all)

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3.2. STRUCTURE OF THE QUALITY ASSURANCE PLAN.

The Quality Assurance Plan established under the SIMUSAFE project follows the guidelines of the standard UNE 166001: "R&D&i management: R&D&i project requirements".

Some content within this Quality Assurance Plan is derived from the Grant Agreement and its annexes, while other sections have been defined and written specifically for this document.

The document is structured in the following manner:

- Chapter 1: Quality Management. The first chapter outlines the procedures for overall progress monitoring and reporting to ensure the project achieves its objectives on schedule and within the budget. It presents the control methods that will be applied in order to ensure the highest quality of project's outcomes, as well as the responsibilities of project partners related to this topic.
- Chapter 2: Quality Control for Deliverables. The second chapter presents the control methods that will be applied in order to ensure the highest quality of the project's outputs, as well as the responsibilities of project partners in this area. It describes the deliverable development approach.
- Chapter 3: Quality Control for Publications. The third chapter presents the general principles and guidelines for the production of publications about the project: it describes the main procedures for checking that no confidentiality is breeched, so as the general rules for the production and review of the publications.

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4. CHAPTER 1: QUALITY MANAGEMENT

Quality Management is about defining the outputs required by the project, with their respective quality criteria, quality assessment methods and the responsibilities of the involved partners. Quality Assurance provides control to the project direction, ensures that the outputs are of a high quality with respect to the nature of the project and that the project complies with relevant corporate or program management standards and policies from the European Commission.

The purpose of Quality Management is to provide a secure basis for:

- General Assembly agreements on the overall quality expectations, the products required with their associated quality criteria, the means by which quality will be achieved and assessed, and ultimately, the acceptance criteria by which the project's products will be judged.
- Communicating these agreements unambiguously so all project partners have a common understanding of what the project is setting out to achieve.
- Control i.e. establishing an effective baseline for the project's quality controls and a secure means of achieving deliverables that are fit for purpose.

This plan forms:

- A guide for the Project Coordinator (PC) to follow in order to ensure that the quality reviews occur at appropriate points throughout the duration of the project, and
- A reference for all project partners in order to understand their responsibilities in delivering high quality deliverables and outcomes, and thus to help the SIMUSAFE project achieves its goals.

4.1. MANAGEMENT BODIES

4.1.1. Project management structure

The project management structure is focused on:

- Creating the necessary governance structure for an effective project direction and management.
- Performing the financial, legal, administrative and technical coordination.
- Establishing the communication flow and methods for reporting, progress monitoring and quality assurance.
- Monitoring risks contingency plan and providing measures for avoiding risks related to financial, legal, administrative and technical coordination.

The SIMUSAFE consortium will be structured in several bodies at different levels according to the number of partners and the nature of the different work packages, as it is shown in the figure below.

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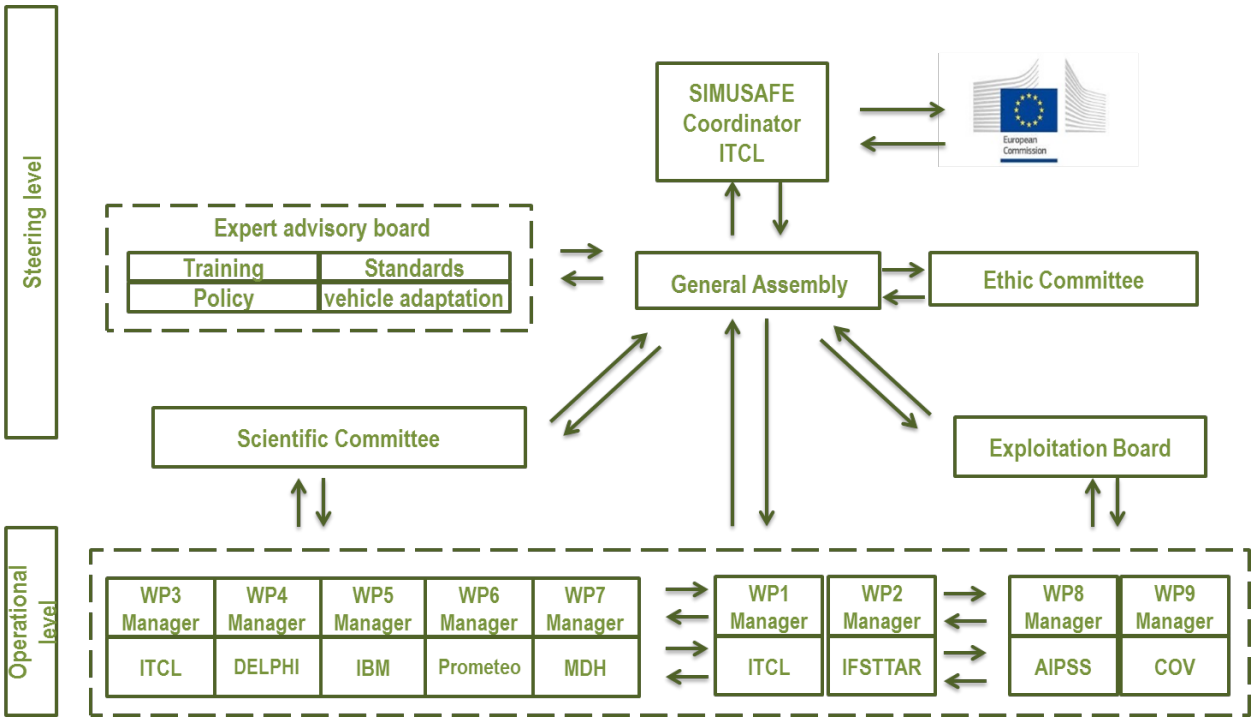

Figure1: Consortium management structure.

Project management and coordination (PC) Maite Cobo (ITCL) & Carlos Catalina will supervise the overall technical and economic progress of the project. The PC will have the ultimate responsibility for the tasks defined on the Description of Work and on checking that the results are provided according to the standards and criteria defined on the Quality Plan. The Coordinator counts with the support of the Administrative Management department to coordinate the administrative and financial management aspects of the proposal.

The PC will be link between the European Commission and the Project Consortium. Her main tasks for the coordination are:

- Coordinating the Management Board and promoting decision-making resolutions to efficiently solve problems and assure a smooth progression of the work plan activities.
- Continuous follow up of project evolution results and outputs, and evaluation of the compliance with the work plan.
- Collection of information and elaboration of periodic reports on deliverables and milestones.
- Analysis of potential problems and deviations, their respective correction and establishment of contingency measures: in coordination with the S/T committee, risk analysis will be performed taking into consideration the project critical path to avoid deviations.

Regarding administrative and financial management, the main tasks will be:

- Communicate to the consortium all relevant information and documents resulting from communication with EC.
- Manage overall legal, budgetary and financial issues according to the EC requirements and H2020 financial regulation.
- Monitoring and solving administrative and financial issues of involved parts (Consortium, individual Partners and EC).
- Supervision and control of the expenditure claims to the EC in agreement with the contractual requirements and with the executed work

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- Elaboration and management of the Consortium Agreement and monitoring Parties compliance with their obligations.
- Communication between PC and Exploitation Board (formed by representatives of both ICT and Health partners) will assure to focus the Project to market as well as to ensure future exploitation.
- Management of the grant provided by the commission in a way that will ensure the smooth development of the project and correct partners commitment to the tasks, in order to do so, the grant will be divided in payments every 4 months related with providing to the coordinator, of on-time and quality assessed deliverables
- Charing the General Assembly meetings, and following up on implementation of GA decisions.

The Consortium Agreement will describe other Project management procedures, such as partner representation, role delegation, meeting quorum, etc.

General Assembly (GA)

A body chaired by the project coordinator and composed of the representatives of each beneficiary. The General Assembly will be responsible for high-level decision making, such as preventing risk situations and, if necessary, implementation of corrective actions, or formalities concerning the departure and addition of a new consortium member. The exact procedures to be followed concerning the addition or withdrawal of a beneficiary are specified in the Consortium Agreement and Grant Agreement.

Other activities of the General Assembly will include:

- Notification and negotiation with the EC of intended amendments to the consortium or Grant Agreement (membership, budget, use of resources); further, their preparation and implementation according to the EC regulations
- Identifying and finding solutions to problems that may have a potential impact on the achievement of project objectives and overall work flow; application of contingency plan within the risk management
- Conflict resolution.

The General Assembly's aim is to react by means of a voting procedure to any decisions or initiatives made and will pay particular attention to the innovation process and will make sure that the complete innovation chain is properly managed in all its stages. We will apply a well-proven set of practices to ensure this.

- Monitoring of project progresses, achievements and costs. Detailed project monitoring procedures will be agreed at the first meeting of the General Assembly.
- Solution of problems that have a potential impact on project strategies, resources and achievement of planned objectives, definition of the necessary contingency plans.
- Proposals for changes to the Work Plan and the related Consortium Budget, to be agreed by the European Commission
- Approval of entries and withdrawals of partners, with the corresponding settlement on the modalities and conditions
- Consultations, in particular among the research partners covering different disciplines and between the research and commercial consortium partners; exchanging ideas and implementing improvements
- Conflict resolution on issues that have an impact on strategies, medium-long term objectives, resources and the project roll-out strategies.
- Declaration of defaulting partners and actions related to such declaration
- Review the declaration of know-how and/or knowledge

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- Prepare the content and timing of press releases and joint publications by the Consortium
- Testing and objective evaluation throughout the whole project; where components are not ready or sufficiently functional in the early phase of the product development cycle, we will use simulations or mock-ups
- Early identification of the potential customers to match their needs to the new product
- Receiving and taking into account results from tests and any feedback in the product development cycle
- Showcasing the fully functional business model (fairs, congresses, conferences, catalogues).

The GA will meet on a 6-monthly base either in person (M1, M9, M16, M22, M29, M35, M41); or via phone conference (every two months) to review progress of the project through the online communication. In each coordination meeting, the Project coordinator will analyse the project implementation, the resources being consumed and its accordance with the planning of resources to be committed and foreseen needs of the project. GA will be the direct responsible of the WP 1 and 2 in which all partners are involved. Additionally, it will also monitor other variables, which, till some extent, might interfere or influence project evolution: current scientific state-of-the-art, unforeseen stakeholders needs, legal and regulatory issues, as well as other scientific, societal and economic needs.

Expert advisory Board (EAB)

In the SIMUSAFE project we expect to obtain results in areas that may affect many actors that have not been actually included in the proposal as partners due to budgetary constraints but the SIMUSAFE project consider their opinions and Knowledge of extremely importance for the proposal development. Considering this the Steering Committee may invite external experts related to the project to assist the decision-making process in cases requiring specific technical expertise. All Advisory Board members and other external experts shall be required to sign an appropriate non-disclosure agreement prior to participating in any project related meeting, decision or activity. The role of the advisory board is to ensure that the consortium appropriately addresses the influence of outside trends on SIMUSAFE. The Advisory Board will be completed during the first months of the project with the inclusion of user stakeholders and other players. The tasks of the advisory board are:

- Provide technical and legal guidance to the project.
- Provide input and feedback to the SIMUSAFE definition of the specifications (WP2).
- Provide additional links with other interest groups
- Propose and encourage the potential interactions with other projects, initiatives or activities by the Consortium.
- Provide input and feedback to the definition of future vehicle modification & training modules - standard creation (WP8)

Ethical Committee (ETC)

The SIMUSAFE project Ethical committee (ETC) is an internal entity that evaluates relevant project actions from an ethical point of view. The Ethical committee will be led by **Rosaldo Rosseti** the **UPORTO**. These relevant actions mainly concern the ethical issues set in the ethical issues table. Any activity involving such actions will be evaluated by the ETC. This evaluation in particular involves ensuring that the partners conducting such actions comply with the legal and international scientific standards that apply. Approval of the ethical committee is required before such actions are conducted. The ETC is not bound to the decisions of the other project boards, including the project coordinator.

Apart from the project ethical committee, the opinion of the relevant local ethics committee will be sought in due time during project execution. Project consortium is bound to this opinion and will conduct research accordingly. ETC will be responsible for:

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- Reviewing all research involving human participants conducted by individuals employed within or by that institution;
- Ensuring that ethics review is independent, competent and timely;
- Protecting the dignity, rights and welfare of research participants;
- Considering the safety of the researcher(s); n considering the legitimate interests of other stakeholders;
- Making informed judgements of the scientific merit of proposals; and
- Making informed recommendations to the researcher if the proposal is found to be wanting in some respect.

Scientific Committee (SC)

The Scientific issues and technical follow up of the project will be the role of the SC. This committee will take of strategic decisions on these matters. This board will be chaired by (**IFSTTAR: Stéphane Espié**) who has ample experience in Scientific management of international projects, and will be formed by the WP 3,4, 5, 6, 7 leaders. The SC main responsibilities, not affecting any of the contractual obligations of the project coordinator, will include:

- Cooperation within the General Assembly.
- Scientific surveillance: monitoring the technical state of the art and update the partners when necessary.
- The verification of the achievement of Scientific objectives, and the control of any deviations, and consequently, in application of contingency measures and/or corrective actions relevant from the technological point of view.
- Track deliverables and provide reminders of project critical points; Collect relevant technical data from the partners for its evaluation by the Management Board.
- Monitoring deliverables' submission, periodic reports and financial statements related with SIMUSAFE Technical aspects.
- Administrative support of the project coordinator in case of any changes within the consortium: preparation of amendment documents, coordination of document flow.
- Organization of the scientific meetings, agenda preparation and minutes recording and their distribution among technical partners in WP 3-7.
- Organization of the teleconference meetings regarding Scientific Aspects.

Exploitation Board (EB)

The Exploitation Board will be in charge of knowledge and intellectual property management. This board will be formed by leaders of WP8 and 9. The Board will be coordinated by the Exploitation Manager (**COVENTRY UNIVERSITY: Cyriel Diels**) who is also leader of the Dissemination WP 9 Assisted by **Carlo Polidori** from **AIPSS** leader of WP8 in charge of the Exploitation strategy. The EB will be in charge of developing a comprehensive Exploitation and Dissemination strategy, where the project outcomes and their potential application will be properly communicated to the public and as a target to the commercial players interested. More details concerning the specific dissemination tasks and knowledge management can be found in this document.

The activities performed by the exploitation coordinator will be supported by the members of the General Assembly. The exploitation coordinator will consult the dissemination and exploitation plan with the General Assembly members, especially if new trends and demands of the market occur and modification of the exploitation strategies is necessary. In particular, the exploitation coordinator will concentrate on the effective cooperation and networking with the parties interested in the use and further development of the SIMUSAFE products, with the parallel control of the intellectual property rights. IPR and exploitation issues shall be discussed on the coordination meetings whenever the EB and the Exploitation Manager deem necessary.

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The main functions of the Exploitation board are:

- Development of the Exploitation Plan for the project results.
- Assist the S Committee on market-orienting the project Innovation activities.
- Consider market and stakeholder needs, EU regulation and requirements, when drawing the exploitation strategy.
- Communicate with relevant market stakeholders and, if required, reassess and modify the exploitation plan accordingly.
- Ensuring that communication channels are established and maintained with other detected as relevant EU projects.
- Managing IPR issues arising from the project
- Ensuring that dissemination activities are adequately recorded and reported.

4.1.2. WP and task leaders:

WP	TITTLE	Organization	Name
WP1	MANAGEMENT	ITCL	Carlos Catalina
T1.1	Project coordination	ITCL	Carlos Catalina
T1.2	Administrative and Quality management	ITCL	Maite Cobo/
T1.3	Scientific management	IFSTTAR	Stéphane Espié
T1.4	Set up of consortium meeting	ITCL	Maite Cobo
T1.5	Financial and IP management	ITCL	Maria Angeles Quintana
WP2	DEFINITION OF SPECIFICATIONS	IFSTTAR	Stéphane Espié
T2.1	Metrics Definition	MDH	Mobyen Uddin Ahmed
T2.2	Data collection definition	IFSTTAR	Stéphane Espié
T2.3	Data management operation definition	IFSTTAR	Stéphane Espié
T2.4	Definition of Processing and Analysing tools	DELPHI	Dariusz Cieslar
T2.5	Definition and Selection process of test participants	PROMETEO	Moises Gonzalez
T2.6	Ethical and legal issues	UPORTO	Rosaldo Rossetti
WP3	SIMULATION	ITCL	Carlos Catalina
T3.1	Specification and implementation of the common simulator soft. Architecture	ITCL	Carlos Catalina
T3.2	Simulation of interactions, toward usable simulators platforms	ITCL	Carlos Catalina
T3.3	Models and tools improvements, toward increased realism and dissemination of the simulators platform	IFSTTAR	Stéphane Espié
WP4	SENSORIZATION	DELPHI	Dariusz Cieslar
T4.1	Biometric sensors development	TMSI	Marzieh Hamdast
T4.2	Measurement sensors development	DELPHI	Dariusz Cieslar
T4.3	Adaptation to vehicle	DELPHI	Dariusz Cieslar
T4.4	Adaptation to simulator	ITCL	Carlos Catalina
T4.5	Intercommunication between measurement devices	IBM	Lior Limonad, PhD
WP5	DATA MODELLING AND INTEGRATION	IBM	Lior Limonad, PhD

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T5.1	Data Collection Infrastructure Specification	IBM	Lior Limonad, PhD
T5.2	Development of measurement models	MDH	Mobyen Uddin Ahmed
T5.3	Logging and data processing implementation	MDH	Mobyen Uddin Ahmed
T5.4	Data persistence	IBM	Lior Limonad, PhD
WP6	TEST PERFORMANCE	PROMETEO	Moises Gonzalez
T6.1	Naturalistic driving test/Simulation tests	PROMETEO	Moises Gonzalez
T6.2	Naturalistic controlled environment test/ Simulation controlled environment test	DELPHI	Dariusz Cieslar
T6.3	Simulation test s for ADC assessment	PROMETEO	Moises Gonzalez
WP7	DATA ANALYSIS	MDH	Mobyen Uddin Ahmed
T7.1	Information fusion and data abstraction.	MDH	Mobyen Uddin Ahmed
T7.2	Data mining and knowledge discovery	MDH	Mobyen Uddin Ahmed
T7.3	Learning, reasoning and model and metrics creation	MDH	Mobyen Uddin Ahmed
T7.4	SORC Model Analysis	PROGRESS 123	Mgr. Hana Tichá
WP8	VEHICLE MODIFICATION & TRAINING MODULES -STANDARD CREATION	AIPSS	Carlo Polidori
T8.1	Analysis of standards at regional level	AIPSS	Carlo Polidori
T8.2	Identification of potential changes in standards	AIPSS	Carlo Polidori
T8.3	Definition of new proactive safety devices	LINK	Miguel Alcalde
T8.4	Road map for Integration into the market	DELPHI	Dariusz Cieslar
T8.5	Analysis of training modules at regional level	EFA	Manuel Picardi
T8.6	Identification of potential changes in training	EFA	Manuel Picardi
WP9	DISSEMINATION	COU	Dr Cyriel Diels
T9.1	Communication and dissemination strategy	COU	Dr Cyriel Diels
T9.2	Web page	COU	Dr Cyriel Diels
T9.3	Corporate identity-Publications	COU	Dr Cyriel Diels
9.4	Participation in trade fairs, conference and workshops	LINK	Gustavo Izquierdo
9.5	Relation with other projects	UPORTO	Rosaldo Rossetti

Work Packages (WP) will be managed by WP leaders who will undertake the day-to-day management of their WP. They will plan the detail work and provide necessary guidance to tasks leaders who will plan and manage the execution of individual tasks within the WP. The WP leaders will also ensure the quality of the performed work and of the deliverables produced. They will follow the quality assurance standards for the results and will implement them to ensure a high quality of deliverables. The efforts of WP leaders are not included in the management WP (WP1).

4.2. MANAGEMENT PROCESSES

4.2.1. Decision making procedure:

The General Assembly (GA) will be the main body during the project execution. Any major decision about project progress has to be approved in the GA. The general orientation of the decision making

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rules will be the following: Decisions will normally be taken by seeking consensus. However, when such a consensus cannot be reached the following majorities will be applied:

KIND OF DECISION	MAJORITY NEEDED
Management structure and project direction	Simple majority
Project work plan, budget, technical reports and financial reports	Two/third majority
Changes on the consortium/grant agreement. Approval of project amendments	Two/third majority
• Internal communication and procedures, risk contingency plan, quality assurance plan and knowledge management plan	Simple majority
Strategic issues and conflict resolution	Two-third majority

All GA members shall have the same voting power. If that decision being taken is not accepted by the latter, the Project Officer may be involved. Since technical, Clinical and dissemination coordinators will be in charge of the operation work decisions will normally be taken by seeking consensus. However, when such a consensus cannot be reached, a two-third majority of beneficiaries can take a decision against one or more beneficiaries.

4.2.2. Conflict Resolution

It is assumed that any conflicts that might arise among the participants will be detected and coped with through the management structure described above. In case minor conflicts fail to be solved, the majority vote amongst the project participants will be binding for all parties. In case any major conflicts fail to be solved, the project coordinator will request the intervention of the project officer or any independent arbitration body to be jointly nominated by the conflicting parties.

4.2.3. Reporting Procedures:

The coordinator must submit to the technical and financial reports to INEA. These reports include the requests for payment and must be drawn up using the forms and templates provided in the electronic exchange system in SYGMA.

Reporting periods:

The action is divided into the following 'reporting periods' (RP):

- First Reporting period (month 18)(1-18) To be delivered during Nov 2018
- Second reporting period (month 36)(19-36) To be delivered during May 2020
- Third reporting period (month 42)(37-42) To be delivered during November 2020

Periodic reports

The coordinator must submit a periodic report within 60 days following the end of each reporting period.

The periodic report must include the following:

- (a) a 'periodic technical report' containing:
  - (i) an explanation of the work carried out by the beneficiaries;
  - (ii) an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1. This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out. The report must detail the exploitation and dissemination of the

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results and — if required in Annex 1 — an updated 'plan for the exploitation and dissemination of the results'. The report must indicate the communication activities;
  - (iii) a summary for publication by the Agency;
  - (iv) the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;
- (b) a 'periodic financial report' containing:
  - (i) an 'individual financial statement' (see Annex 4) from each beneficiary and from each linked third party, for the reporting period concerned. The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs; see Article 6) for each budget category (see Annex 2). The beneficiaries and linked third parties must declare all eligible costs, even if — for actual costs, unit costs and flat-rate costs — they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the Agency. If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period. The individual financial statements of the last reporting period must also detail the receipts of the action (see Article 5.3.3). Each beneficiary and each linked third party must certify that:
    - the information provided is full, reliable and true;
    - the costs declared are eligible (see Article 6);
    - the costs can be substantiated by adequate records and supporting documentation (see Article 18) that will be produced upon request (see Article 17) or in the context of checks, reviews, audits and investigations (see Article 22), and
    - - for the last reporting period: that all the receipts have been declared (see Article 5.3.3);
  - (ii) an explanation of the use of resources and the information on subcontracting (see Article 13) and in-kind contributions provided by third parties (see Articles 11 and 12) from each beneficiary and from each linked third party, for the reporting period concerned;
  - (iii) not applicable;
  - (iv) a 'periodic summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

Final report

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

The final report must include the following:

- (a) a 'final technical report' with a summary for publication containing:
  - (i) an overview of the results and their exploitation and dissemination;
  - (ii) the conclusions on the action, and
  - (iii) the socio-economic impact of the action;
- (b) a 'final financial report' containing:
  - (i) a 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods andincluding the request for payment of the balance and
  - (ii) a 'certificate on the financial statements' (drawn up in accordance with Annex 5) for each beneficiary and for each linked third party, if it requests a total contribution of EUR

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325.000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2, Point A).

4.2.4. Amendment

The Agreement made with INEA may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants. Amendments may be requested by any of the parties.

The party requesting an amendment must submit a request for amendment signed in the electronic exchange system https://ec.europa.eu/research/participants/portal/desktop/en/projects/

The coordinator submits and receives requests for amendment on behalf of the beneficiaries. If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- - the reasons why;
- - the appropriate supporting documents;
- - for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

If the party receiving the request agrees, it must sign the amendment in the electronic exchange system within 45 days of receiving notification (or any additional information the Agency has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date agreed by the parties or, in the absence of such an agreement, on the date on which the amendment enters into force.

5. CHAPTER 2: WORK PACKAGES DEVELOPMENT

5.1. MONITORING PROJECT REPORTING AND ITS QUALITY

Project progress will be easily followed and monitored due to the work program framework, organized into work packages and tasks. As previously stated, close cooperation between Work Package Leaders and Exploitation, technical coordinators will ensure that the deliverables, periodic reports and financial statements will be delivered on time to the Commission.

All participants will be informed in good time about the upcoming deliverables via email notification.

For the development of the different workpackages it will be necessary different types of communications:

- The communication between different partners of the SIMUSAFE project will be done via mail or any other of the communication ways preview, if any conclusion relevant for the development of the project is taken, this should be made available for the rest of the project partners via mail or should be reflected in a meeting minute and uploaded in the repository of the project in the folder Admin\WPX

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- If any transfer of documentation is needed for the development of a WP or a document should be made available for the rest of the partners, this will be uploaded in the repository of the project in the folder of the subsequent *WP* ***"Working Place\WPX".***
- If communication with people that is not a project partner is required for the development of a specific WP, this communication will be made taking into consideration all the rules related with the data protection by the partner who has been involved in the communication. The results of the communication if relevant for the project will be transmitted to the rest of the partners in the deliverable result of the research carried out and will be uploaded in the repository in the folder for WP management or the subsequent WP "Admin/WPX".

The complete communication made with the person so as any confidential document will be held by the partner for at least 5 years after the end of the project.

5.2. PROJECT MEETINGS

The following meetings will be held during the project development:

Related task	Description	Responsible partner	Month
Task 1.3. Consortium Meetings	Kick off meeting	ITCL	1
	1st half-year consortium meeting	IFSTTAR	9
	2nd half-year consortium meeting	DELPHI	16
	3rd half-year consortium meeting	IBM	22
	4th half-year consortium meeting	MDH	29
	5th half-year consortium meeting	COU	35
	Final meeting	AIPSS	41

Apart from the phone conferences, the following meetings are planned during the project lifetime:

- Kick-off meeting at the start of the project
- Technical project meetings organized by requirement of the Technical coordinator and hosted by different partner taking into consideration possible needs of equipment: the aim of these working meetings is to discuss the technical issues related to the current work progress and next steps to achieve the objectives for the given period
- Extraordinary meetings such as Review meeting or General Assembly will be settled on request of the European Commission or members of the consortium, if required by the circumstances.

For the technical review of the project, periodical meetings will be held. These on-line meetings will be done between the WP leaders (ITCL, IFSTTAR, DELPHI, IBM, PROMETEO, MDH, AIPSS, COU) each two months starting on September 2017. Each WP leader has the responsibility to gather the information of the advance of their WP to update this information to the rest of the WP leaders. Those meetings should be oriented to do a reporting in advance of the task and identification of possible problems, they should not be transform to technical meetings.

WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9
IFSTTAR	ITCL	DELPHI	IBM	PROMETEO	MDH	AIPSS	COU

Finally, in order to keep constant information flow at the consortium and Work Package Leaders' level, regular teleconferences will be organized and minutes taken on demand.

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The protocols of these meetings will be made available to all participants, usually within 24 hours.

The minutes of these conferences will be kept under the foldier "Admin/WP" A report with all the meeting minutes will be created as deliverable D1.4 Project meetings report in M42.

5.3. PERIODIC REPORTS

Delivery of the periodic reports, covering financial status and work progress, with any deviations from the work program, is scheduled in M18 and 36, 42.

Apart from that, the project coordinator, together with the different coordinators, will take responsibility for the compilation of yearly progress reports (M12, 24, 36), accompanied by the overall project financial statement. If the content of the delivered documents is of insufficient quality, the project coordinator will consult the General Assembly in order to apply a proper solution.

5.4. REPOSITORY STRUCTURE

In order to store the documents created within the project, a structure has been established in the BOX platform from IBM so all documents are stored in the correct place. The structure established for the folders is as follows:

- Admin (All the administrative information)
  - WP1
  - WP2
  - ...
- Deliverables
  - WP1
  - WP2
  - ...
- Meetings
  - 01-KOM-13-June-Burgos
  - ...
- Papers
  - WP1
  - WP2
  - ...
- Periodic Reports
- Promotional
  - Images and logos
- Working Place (Place for documents sharing between partners)
  - WP1
  - WP2
  - ...

The SIMUSAFE Project Coordinator (PC) controls the structure of folders as stated herein in IBM BOX SYSTEM, so that the proper development of the project can be monitored and followed.

5.4.1. Admin (All the administrative information)

WP1

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In the WP1 folder the following documents will be saved:

- ***Grant Agreement (GrA).***

  The Grant Agreement is the document where the rights and obligations of the participating institutions in the implementation of the project are established. In the case of the SIMUSAFE project, the document is the GRANT AGREEMENT NUMBER — 732420 — SIMUSAFE ".

  The Grant Agreement has the following contents:

  - Terms and Conditions
  - Annex 1 Description of the action
  - Annex 2 Estimated budget for the action
  - Annex 3 Accession Forms
  - Annex 4 Model for the financial statements
  - Annex 5 Model for the certificate on the financial statements
  - Annex 6 Model for the certificate on the methodology

  The Grant Agreement is the priority reference document in the development of the project and must be fulfilled in all its requirements; therefore, the Quality Assurance Plan should ensure implementation of the "work packages" defined, on time and with the expected resources and costs.

- ***Consortium Agreement-DESCA MODEL***

  To enable more efficient administration in setting up the SIMUSAFE project, a consortium agreement has been signed.

  The signature of a Consortium Agreement between the partners of a research project is mandatory for almost every Horizon 2020 project and it has been done in order to avoid future problems in the exploitation of the project results.

  This document has been created using the model of consortium agreement named DESCA model provided by The European Commission, which is a simple and comprehensive model of Consortium Agreement, stripped of all unnecessary complexity in both content and language. The SIMUSAFE project has followed this model in order to design its own CA.

  The modular structure of DESCA, with various options and alternative modules and clauses, provides maximum flexibility.

  This Document as well as the Grant Agreement signed by all partners will be included in the “Admin/WP1” foldier.

- Templates: The templates of the deliverables, Presentations and other templates will be included in this folder.
- Other administrative documents of WP1, like contracts or other Documents.

WP2

Will contain all administrative documents related with the ethical procedures.

WP3

Will contain all administrative documents related with the buying procedures of the simulation cockpits.

WP4

Will contain all administrative documents related with the buying procedures of the sensors.

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WP5

Will contain all administrative documents related with the data management.

WP6

Will contain all administrative documents related with the tests.

WP6

Will contain all administrative documents related with the tests.

WP8

All administrative documents related to the workshops.

5.4.2. Deliverables

In these folders from WP1 to WP7, all documents necessary to perform the project will be stored in order to keep track of all modifications made to the deliverables to be submitted to the INEA in the SYGMA tool. All documents necessary for the work execution, all the deliverables versions and other information such as articles, business models or others will be stored in its relative WP folder.

As it has been stated, a description of all the tasks and responsible of each WP and task can be found in the Grant Agreement , The responsible of each WP is responsible of updating the project place of its WP with all the information that has been produced during the WP performance.

5.4.3. Meetings

Apart from the ongoing coordination work done by the PM, regular meetings involving all partners are held and planned for the formal monitoring of the project.

In these meetings, a detailed analysis of the progress of the project, and of the status of WP and tasks will be made.

All the information necessary for the correct development of the meetings should be stored in these folders with the name and the date of the meeting.

Inside these folders will also be stored the photos of the events, the presentations made by the partners, the Agenda, the meeting minutes and the presence sheet.

5.4.4. Papers

All information that will be used for dissemination will be included in this folder.

5.4.5. Project Report.

All reports that will take place (as established in Chapter 2 of the document) will be stored in this folder with the name of the report and subsequent folders for the report of each of the project partners.

5.4.6. Promotional-Logos.

All promotional information and images of the project will be included in this folder to be used by all project partners.

5.4.7. Working place.

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All information that needs to be used by the partners in order to create the deliverables or perform the work will be included in this folder to be shared by all partners.

6. CHAPTER 3: QUALITY CONTROL FOR DELIVERABLES

As described in the Description of Action (DoA), the project coordinator is ultimately responsible for the quality control of the deliverables to the Commission, coordinating closely on technical quality checks with the Technical Committee.

Every contractual deliverable, prior to its submission to the Commission, will be subject to a review within the respective Work Package.

The project coordinator will make a final check of all deliverables for consistency and readability before submission to the EC. When necessary, the project coordinator could request further work of the partners on a deliverable, to ensure that it complies with the project's contractual requirements.

To ensure that this process is implemented the following time plan has been agreed:

- A complete draft of the deliverable should be made available by the allocated editor at least 3 weeks before the due date.
- During 1 week, the partners involved in producing the deliverable can comment and correct it.
- At least 2 weeks before the due date, a pre-final version should be available for peer review by the Project Coordinator.
- The next week, comments should be integrated and the final version will be made available for a final check a week before it is uploaded in SYGMA and in project place (for the due date).
- It is up to the partner responsible for the deliverable to ensure that this schedule is maintained. Every finished deliverable will be uploaded in IBM box and a communication will be made to all Project members by the responsible of the deliverable, who will also take responsibility for uploading this information into IBM box and in the SYGMA tool in the participant portal. The rest of the partners will have one week to send any comments to the deliverable in case of discrepances.
- Once it has been uploaded in SYGMA the Project manager should be notify by the partner, in order to proceed with the final submission.

6.1. DOCUMENT EDITION

Some basic rules for document edition are summarized in the following table.

	Rule	Exceptions
Editing tool	Documents: Microsoft Word 2010 Presentations: Microsoft PowerPoint 2010 Spreadsheets: Microsoft Excel 2010	Other editing suite tools can be used under the following conditions: - Deliverable editor must agree with contributors in advance, - Deliverable editor must provide the template for the new format (, - If a contributor does not use the selected not-official editing tool/format, the deliverable editor is responsible for integrating these contributions provided in the official editing format/tools

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N. 723386

Language	English (UK)	
Nomenclature	Deliverable number + Deliverable name + version number + Revision number Exp: D.6.1 Internal V.02.Rev.03 D.6.1 Internal V.02.Rev.04_ITCL	For non-deliverable documents these rules might be relaxed. With the deliverables, when reviewing by the different partners after the revision, it should be included the name of the partner making the review. In the name of the doc. Revisions will be use for all the review of the partners on the normal working process of creating a documento. Version number update will be use for final versions, for example of a uploaded deliverable that is improved months later.
Templates	Deliverable template in Word Agenda and Minutes template in Word Presentation template in PowerPoint Deliverable review template in WordReporting templates in Word	Other templates created using other editing tools/format, should be also made available in the Templates folder of the repository.
Repository	IBM box with the structure defined.	

To create the deliverables, and presentations, the templates included in Wp1 templates will be used as starting point of the documents.

For the deliverable review the same document will be used to report on the results of the review process. This will be included in change control stage and comments could be included in the document. All the comments and reviews included will also be included in the Document revision log at the beginning of the doc. The responsible of the deliverable will include these changes in the last version (after the reviews of the different partners and the project coordinator) and change the version of the document.

The initial and last version of the documents will be available in the project repository, in a dedicated folder for templates (see next point). Versions with modifications suggested will be kept by the deliverable responsible.

Very long deliverables can create several problems:

- it takes too much longer to write them,
- their revision requires long time, that will result in more comments that require further revisions,
- they are not readable and prone to lose the focus.

Therefore, we must design deliverables from the beginning to be clear about the objective, and then be very concise about which content to include in the documents. Avoid repeating content from other documents (always use references for that) and synthesize, summarize and always get to the point. It is of utmost importance to have a clear Executive Summary, an Introduction section outlining clearly Purpose and Scope.

The right size for a given deliverable depends largely on the topic, the objective, etc., but we establish that a maximum size of 30 pages for dissemination/exploitation documents and 50 -70 pages for

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technical deliverables is enough. If a deliverable grows larger than that, then it must go an internal revision with the PC, before it can be submitted.

In the deliverable template, there should be include the following two sections whenever possible:

Executive summary (max 1 page), resuming the content of the deliverable, as a first section before the table of contents.

Conclusions (max 1 page), summarizing the main conclusions of the work described in the deliverable, as last section.

Being Simusafe a large project where several partners are involved in only some parts of the workflow, this solution will allow to have a quick look (particularly in draft version) to each deliverable and understand if there is something that should be analysed more in details.

6.2. APPROVAL OF DELIVERABLES

Once a deliverable is generated for revision, the deliverable responsible will proceed as follows and send the deliverable to the rest of the partners for revision and include it in the project repository.

The deliverable will also be uploaded into SYGMA by the responsible of the deliverable in due date and form after it has been ratify by all project members.

The project report contains a Gantt chart that reflects the foreseen execution timeframes and deadlines of the different WP and tasks composing each WP.

This initial project planning is considered as "Revision 0" and must be supervised by the Project Coordinator (PC) on a quarterly basis, updating the state of the project progress from what was expected and keeping copies of these supervisions.

Every finished deliverable will be sent to all Project members via mail by the responsible of the deliverable, who will also take responsibility for uploading this information into the IBM box and in the SIGMA tool in the participant portal.

The rest of the partners will have one week to send any amendment to the deliverable in case of disagreement and the process will start again.

When all partners agree with the deliverable (no comments in the week) the deliverable will be considered definitive an uploaded as explained above. In case of disagreement to the comments of the partners after discussion with the Deliverable responsible the Task leader in first instance, WP leader in second instance and as a last instance the Coordinator should intervene and taking a decision in a relatively short time (1-2 days), in order to find an agreement and avoiding delays.

During the regular meetings of the project partners, a general review of the planning should take place. If, during these meetings, some changes are decided in the timing of the work plans, the schedule will be updated, changing the state of revision.

The Quality Assurance Plan shall contain the various revisions of the work plan and the different supervision that will be made.

Once a deliverable is approved it will be made available for the rest of the project members in the repository of the project in the folder Documents.

If the project is also labelled as public it will be sent to the Communication manager (EUN) in order to upload it in the repository of the web page.

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7. CHAPTER 4 QUALITY CONTROL FOR PUBLICATIONS

Due to the significance of the dissemination and exploitation activities in achieving the ultimate goal of the project –*SIMULATOR OF BEHAVIOURAL ASPECTS FOR SAFER TRANSPORT* – the SIMUSAFE project will manage and coordinate its diverse dissemination activities through a dedicated Work Package (WP9).

Ensuring a coordinated dissemination and exploitation of the project results is a key objective for all partners during all the phases of the SIMUSAFE project. In order to maximize the impact of its results, the project consortium will put in place a set of diverse dissemination and exploitation activities all along and after the duration of the project.

These activities will include knowledge transfer and training activities, as well as scientific publications, public demonstrations, commercial evaluations and others.

Dissemination quality control focuses on the operational techniques and activities used by those involved in the project to:

- Establish publication rules for the duration of the project.
- Fulfill the requirements for quality.
- Fulfill the rules for acknowledging the EC funding.
- Fulfill the rules for Open Access.

For those disseminations activities for which (part of) the costs for the preparation and presentation are claimed under the SIMUSAFE project, the following rules apply during the duration of the project and 3 months afterwards.

Dissemination activities comprise making any project material available to others outside the project, e.g., in the form of presentations, paper submissions or software code). There is further information in the Consortium Agreement.

7.1. RULES FOR PUBLICATION AND PRESENTATION

The following rules have been established for ensuring that publications are of a high quality and do not infringe the IPR held by another partner:

- Prior notice of any planned publication shall be given to the other partners at least 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Partner or Partners proposing the publication within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication will be permitted. Information and demand should be sent by e-mail to the general distribution list. For a publication, submitting the paper into a review process counts as dissemination. Submit as much information as is available, but at least:
  - planned authors
  - title
  - abstract
  - planned dissemination venue before a dissemination event, to the rest of the partners so they are agree.
- The responsible of the dissemination process should include the presentation, paper, or information on the project place “Dissemination events from Project members” in a new folder created for the event, where all relevant information should be included. The folder will be named with the date of the dissemination event and the type of dissemination action.

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- The main author is responsible to keep this issue updated as the dissemination is worked on, e.g., by updating the information in the issue, by uploading draft versions for review, etc.

The partners will review the material in the project place during their evaluation time. Any objections must be raised within 7 days to the project partner responsible of the dissemination event.

Once dissemination even has taken place all material will be uploaded in project place including in case of Events, photos or other visual information. The partner responsible of the dissemination event will complete the Dissemination activity report and will upload it in project place with the rest of the information.

7.1.1. Acknowledgement

Acknowledgement to the EC for its funding must be clearly indicated on every publication and presentation for which project funding will be claimed.

Typical text is as follows:

“This [paper/presentation/...] has received funding from the European Union's Horizon 2020 research and innovation program 2014-2018 under Grant Agreement No. 723386.”

7.1.2. Disclaimer

It is recommended to include a disclaimer on every publication and presentation.

Typical text is as follows:

“This [paper/presentation/...] reflects only the authors' views and the European Commission is not responsible for any use that may be made of the information it contains. “

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