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Quality & Risk Manager Revision

Name	Institution	Date
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Acronyms

Acronym	Explanation
AB	Advisory Board
AI	Artificial Intelligence
CA	Consortium Agreement
CM	Communication Manager
DM	Dissemination Manager
EC	European Commission
EIM	Exploitation & Innovation Manager
EU	European Union
FO	Financial Officer
GA	Grant Agreement
IoT	Internet of Things
LEAR	Legal Entity Appointed Representative
PC	Project Coordinator
PM	Participant Managers
PMO	Project Management Office
QRM	Quality and Risk Manager
SB	Sustainability Board
SC	Scientific Coordinator
SDN	Software Defined Networking
STC	Scientific & Technical Committee
TC	Technical Coordinator
TTA-IFGL	TERMINET NGI Group Liaison
URL	Uniform Resource Locator
vMEC	Virtual Mobile Edge Computing
WP	Work Package
WPL	Work Package Leaders

Executive Summary

The present document is a guide to the structures, procedures, and available tools to be utilised towards the management and implementation of the TERMINET project. Its purpose is to offer a brief yet thorough overview of the management and collaboration guidelines of the project towards its successful execution. It aims at complementing the Grant Agreement (GA) and the Consortium Agreement (CA) provisions.

The project management structures and bodies are named and identified, namely the Project Coordination Committee (PCC), the Project Coordinator (PC), the Scientific Coordinator (SC), the Technical Coordinator (TC), the Participant Managers (PM), the Quality and Risk Manager (QRM), the Dissemination Manager (DM), the Communication Manager (CM), the Exploitation & Innovation Manager (EIM), the TERMINET NGI Group Liaison (TTA-IFGL), the Financial Officer (FO), the Scientific and Technical Committee (STC), the Project Management Office (PMO), the Financial Officer (FO), the Advisory Board (AB) and the Sustainability Board (SB).

Moreover, this document highlights the documents that should be taken into account during the project's lifecycle, namely (a) GA, (b) CA and (c) this deliverable (i.e., Deliverable 1.1 (D1.1) – Project Management Handbook). Next, it introduces the project collaboration procedures and tools, such as (a) meetings, (b) internal review procedure, (c) TERMINET templates, (d) collaboration management platform, (e) teleconference tool and (f) version control repository.

The TERMINET consortium will utilise this document to maintain a common understanding of the procedures and rules to be followed for the day-to-day project management and execution.

1. Introduction

1.1 Purposed of the Deliverable

This deliverable aims to present the basic guidelines regarding the management and coordination of the TERMINET project. All the according services, processes and tools are defined towards monitoring and controlling the progress in this project. UOWM as the coordinator organization will be responsible of the project management as defined in Work Package 1 (WP1).

In particular, project management processes include the design and implementation of a detailed monitoring plan regarding the execution of the various during the entire project lifecycle. This monitoring and controlling plan includes processes of tracking, reviewing and orchestrating the progress and performance of the TERMINET project.

More specifically, the following activities are defined:

- **Partner engagement and communication:** Managing the inter-partner cooperation, attend to conflict resolution and ensuring that the communication needs between partners are met throughout the project.
- **Financial management and reporting:** Involving the interfacing with the funding authorities, liaison with all partners, subcontractors, and third parties, establishing and maintaining financial records, following up of European Commission (EC) payments, and distributing partner shares according to consortium agreement agreed rules.
- **Technical and scientific progress monitoring:** Involving tracking, reviewing and reporting the progress of all technical work packages. According to the findings, amendment requests may arise.
- **Innovation and quality progress monitoring:** Ensuring the high-level quality requirements of the deliverables defined in the proposal.
- **Risk control:** Involving the identification of new risks and the documentation of current ones in the risk register. According to the findings, amendment requests may arise.

1.2 Relations with the other Deliverables

This deliverable is related to all following deliverables, especially those of WP1. In particular, it defines the management structures that need to be considered for the preparation and the quality assessment of each TERMINET deliverable. Moreover, it specifies the internal reviewers for each deliverable as well as the necessary templates that will be used during the project. Furthermore, it includes the project management and collaboration tools that are available for the partners during the TERMINET lifecycle.

1.3 Structure of the Deliverable

The deliverable is organized as follows:

- **Section 2 – Project Management Structure:** It specifies the project management structure based on the Grant Agreement (GA) and the Consortium Agreement (CA).
- **Section 3 - Documents of Reference:** This section enumerates the documents that should be taken into account from the TERMINET partners during the TERMINET lifecycle.
- **Section 4 - Project management Tools and Procedures:** This section describes those management and collaboration tools that will be available during the project for its proper management and the efficient cooperation among the various partners.
- **Section 5 – Documentation and Dissemination:** This section introduces the TERMINET templates that will be utilized during the project.
- **Section 6 – Conclusions:** This section concludes this report.

2. Project Management Structure

This section provides a comprehensive description of the project management structure as defined in section 3.2 Management Structures and Procedures” of the GA.

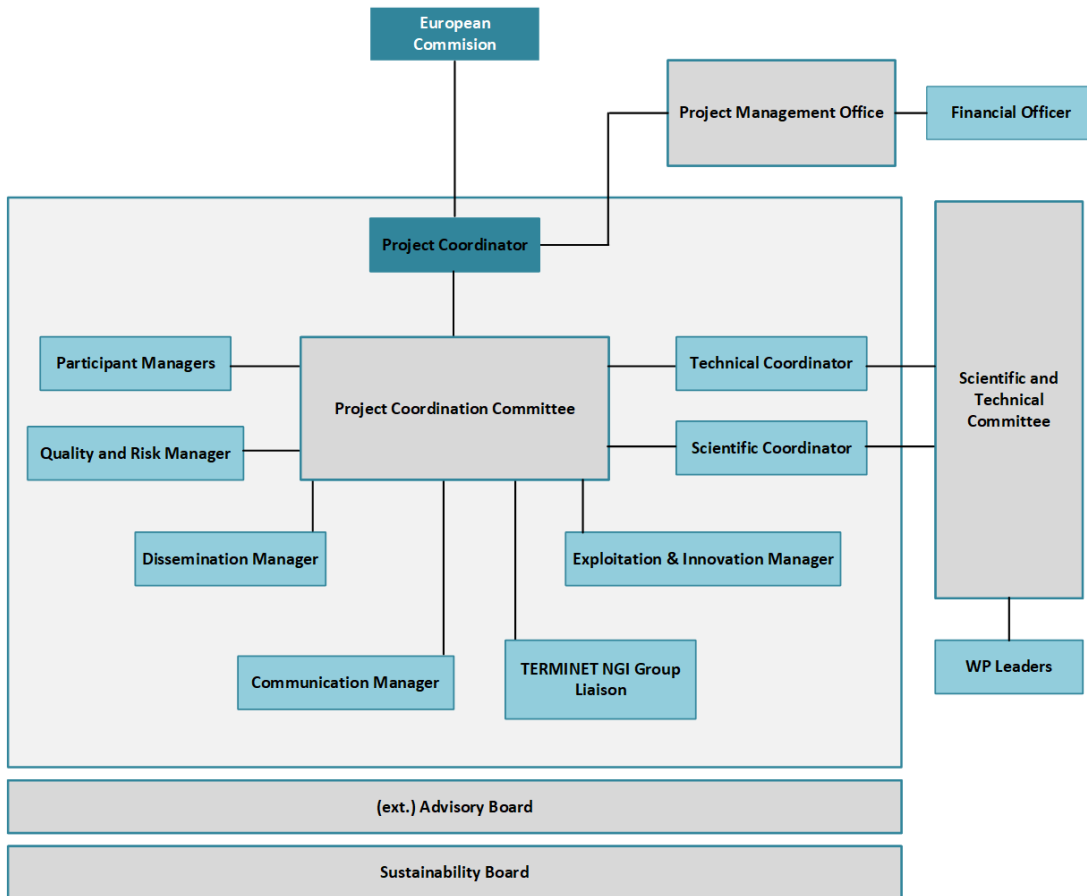


Figure 1: The Project Management Structure

2.1. Project Coordination Committee (PCC)

The Project Coordination Committee (PCC) consists of representatives of each partner organisation and undertakes the project governance. It constitutes the highest decision board and has the overall responsibility of all technical, financial, legal, administrative, ethical and impact issues of the project. Furthermore, the PCC monitors and assesses the project’s progress and make amendments where necessary. Particular roles are provisioned within the context of the PCC, which are presented below.

The members of the PCC are listed in Table 1 and are analysed in the following subsections.

Table 1: The members of PCC

Project Coordination Committee
Mailing List: terminet-pcc@lists.uowm.gr

Partner	Representative	Email
UOWM	Panagiotis Sarigiannidis (Charman and PC)	psarigiannidis@uowm.gr
CERTH	Georgios Stavropoulos	stavrop@iti.gr
KI	Sabine Koch	sabine.koch@ki.se
PPC	Marios Valsamakis	M.Valsamakis@dei.com.gr
AUTH	George Karagiannidis	geokarag@auth.gr
SCHN	Amelia Alvarez	amelia.alvarez@se.com
FINT	Nikos Zotos	nzotos@f-in.eu
TEI	Cosimo Zotti	cosimo.zotti@ericsson.com
ISPRINT	Sofoklis Kyriazakos	skyriazakos@innovationsprint.eu
AFS	Vicky Krystallidou	ekryst@afs.edu.gr
INTRASOFT	Spyros Evangelatos	Spyros.EVANGELATOS@intrasoft-intl.com
WTG	Jose Antonio Morales (SC)	jamorales@wellnesstg.com
SID	Maria Poveda	mpoveda@sidroco.com
UBITECH	Dimitris Klonidis	dklonidis@ubitech.eu
INC	Ioannis Neokosmidis (DM)	i.neokosmidis@incites.eu
8BL	Manolis Kafetzakis	mkafetz@8bellsresearch.com
MEVGAL	Kostas Georgakidis	kgeorgakidis@mevgal.gr
UNIBO	Paolo Bellavista	paolo.bellavista@unibo.it
LOGOS	Marco Rufino	marco.v.rufino@logos-ri.eu
TECN	Conchi Cortés	concepcion.cortes@tecnalia.com
ERCIM	Dave Raggett	dsr@w3.org
NEC	Felix Klaedtke	felix.klaedtke@neclab.eu
MARTEL	Jean-Baptiste Milon	jean-baptiste.milon@martel-innovate.com
OPTINVENT	Khaled Sarayedine	khaled.sarayedine@optinvent.com
I2CAT	Eduard Grasa Gras	eduard.grasa@i2cat.net
FPG	Prof. Vincenzo Valentini	vincenzo.valentini@policlinicogemelli.it
ALT	Dag Eklund	Dag.eklund@alteruna.com

2.1.1. Project Coordinator (PC)

The Project Coordinator (PC) is responsible for the overall management, communication, and coordination of the entire project.

The PC deals with the overall management of the project. In particular, the PC manages the inter-partner cooperation, the communication with subcontractors, as well as the interfacing with the funding authorities. Furthermore, the PC provides recommendations and directives to the Quality and Risk

Manager (QRM), monitoring and evaluating also the progress of the reports and deliverables. The PC is the chair of the project meetings, relations and dissemination.

The PC is obliged to report to the PCC and ensure that all payments are timely conducted, based on accurate amounts after communicating with the partners. The PC is the interface between the TERMINET consortium and the financial department of each participating partner, taking any measures necessary to correct any possible contingency.

The PC works closely with the Work Package Leaders (WPLs). This collaboration involves managing all kinds of dependencies between various tasks, as well as reviewing and approving of the project reports and deliverables.

The PC of TERMINET is Prof. Panagiotis Sarigiannidis (UOWM).

2.1.2. Scientific Coordinator (SC)

The Scientific Coordinator (SC) has the responsibility to drive and coordinate all scientific decisions, addressing and solving any research issues that might arise, as well as the management of the delivery of high-quality scientific results.

The SC of TERMINET is Dr. Jose Antonio Morales (WTG).

2.1.3. Technical Coordinator (TC)

The Technical Coordinator (TC) has the responsibility to coordinate and manage the integration and coherence of all technical results and industrial implementations. This person will also ensure that the technical objectives of the project are met with quality and in time. The TC is expected to lead the technical activities undertaken within the project and will be responsible for resolving any issues of technical nature that might occur.

The TC of TERMINET is Dr. Dimosthenis Ioannidis (CERTH).

2.1.4. Participant Manager (PM)

Each consortium partner designates a Participant Manager (PM), which represent the respective organisation in the PPC and participates in any voting procedures as regards administrative or technical issues of the project, on behalf of the represented organisation.

2.1.5. Quality and Risk Manager (QRM)

The Quality and Risk Manager (QRM) is responsible for the implementation of quality procedures and quality assurance of deliverables. This person is also in charge of the early identification, assessment, and – along with the support of the PC – the management of administrative and technical risks,

The QRM of TERMINET is Dr. Dimosthenis Ioannidis (CERTH).

2.1.6. Dissemination Manager (DM)

The Dissemination Manager (DM) is responsible for leading and organising the dissemination activities as well as the clustering and standardization actions.

The DM of TERMINET is Dr. Ioannis Neokosmidis (INC).

2.1.7. Communication Manager (CM)

The Communication Manager (CM) is responsible for raising public awareness of the project and ensure wide communication of the project results as well as to engage stakeholders.

The CM of TERMINET is Mrs. Christina Petaloti (UOWM).

2.1.8. Exploitation and Innovation Manager (EIM)

The Exploitation and Innovation Manager (EIM) has the responsibility to manage actions concerning exploitation and marketing of results originating from TERMINET. This person will also be responsible for the innovation management, defining the innovation process to be followed in the project, ensuring that it is being fulfilled, aligning the technical development of tools and services with the business exploitation, to ensure a proper uptake of project results by the market, as well as for Intellectual Property Right (IPR) handling, market analysis and joint exploitation models and plan creation and for supporting the partners in setting up their individual business and commercialisation plans.

The EIM of TERMINET is Dr. Theodoros Rokkas (INC).

2.1.9. TERMINET NGI Group Liaison (TTA-IFGL)

The TERMINET NGI Group Liaison (TTA-IFGL) administers all activities related to engaging and clustering with the distributed Artificial Intelligence (AI), tactile Internet of Things (IoT), Software Defined Networking (SDN)-enabled virtual Mobile Edge Computing (vMEC), predictive analytics, IoT Platform as a Service, and intelligent IoT devices stakeholders and adopters, focusing mainly on industrial partnerships.

The TTA-IFGL of TERMINET is Dr. Miguel Alarcon (MARTEL).

2.2. Scientific and Technical Committee (STC)

The Scientific and Technical Committee (STC) is responsible for the technical planning, execution and controlling of the project, as regards issues of both scientific & technical natures. STC oversees the project progress and decides upon all relevant technical and administrative issues, such as: redirection of the work in a WP, major transfer of resources across WPs or partners, technological choices, time plans changes, new partner inclusion, substitution or exclusion of an existing partner, conflict resolution between WPs. It also administers calls of tenders or central equipment provision or specifications and new partners inclusion. The STC is under the control of and in compliance with the decisions of the PCC.

STC is chaired by the SC, while the TC is the vice-chair of the committee. Members of STC are also the WPLs who are responsible for managing their WP as a self-contained entity. Their tasks include among

others coordinating, monitoring, and assessing the progress of the WP to ensure that the output performance, costs, and timelines are met.

The TERMINET WPLs and members of the STC are listed in Table 2:

Table 2: The members of STC

Scientific and Technical Committee		
Partner	Representative	Email
WTG	Dr. Jose Antonio Morales (Chairman, SC, WP6 and WP8 leader)	jamorales@wellnesstg.com
CERTH	Georgios Stavropoulos (WP2 leader)	stavrop@iti.gr
CERTH	Dimosthenis Ioannidis (TC)	djoannid@iti.gr
UOWM	Panagiotis Sarigiannidis (WP1 and WP11 leader)	psarigiannidis@uowm.gr
UBITECH	Dimitris Klonidis	dklonidis@ubitech.eu
TECN	Esther Villar (WP4 leader)	esther.villar@tecnalia.com
NEC	Felix Klaedtke (WP5 leader)	felix.klaedtke@neclab.eu
INTRASOFT	Spyros Evangelatos (WP7 leader)	Spyros.EVANGELATOS@intrasoft-intl.com
MARTEL	Jean-Baptiste Milon (WP9 leader)	jean-baptiste.milon@martel-innovate.com
INC	Ioannis Neokosmidis (WP10 leader)	i.neokosmidis@incites.eu

2.3. Project Management Office (PMO)

The Project Management Office (PMO) is responsible for the administrative and financial management of the project, including the day-to-day micro-management of all project's activities, under the guidelines and in tight coordination with the PC, the SC and the TC. The PMO encompasses the following roles:

2.3.1 Role of Project Coordinator (PC)

The PC is responsible for all project management issues. These include ensuring the timely and in-budget achievement of project results, the timely submission of deliverables, the preparation of cost and progress reports, the preparation of the Project Handbook (D1.1), and in general the adherence to agreed processes and procedures within the project. The PC leads the PMO, therefore is responsible for the implementation of all administrative tasks that are carried out by the PMO. The roles described in this section do not override those provided in section 2.1.1.

2.3.2 Role of Financial Officer (FO)

The Financial Officer (FO) is engaged for the financial project management and supervision.

The FO of TERMINET is Mrs. Christina Petaloti (UOWM).

2.4. Advisory Board (AB)

The Advisory Board (AB) will consist of three well-known external, independent experts and it will be defined in 3 months, covering mainly the distributed AI, tactile IoT, SDN-enabled vMEC, predictive analytics, IoT Platform as a Service, and intelligent IoT devices domains. The aim of AB is to closely monitor and directly provide consultation to the innovation and technological development activities performed by the consortium participants throughout the project's lifecycle. The AB will offer high-end consultation services to the consortium to ensure that the project's results will match the aforementioned technical domains and the corresponding stakeholders needs.

Dr. Erkuden Rio (TECN) will be responsible for the AB liaison.

2.5. Sustainability Board (SB)

The Sustainability Board (SB) goals include monitoring market evolution and steering the general dissemination and exploitation actions within TERMINET accordingly, to maximise the exploitation potentials and sustainability of project results. During the project's kick-off meeting, all beneficiaries will nominate a Market Evolution and Sustainability Representative who will participate in the project SB and represent their organisation in sustainability matters. The Representatives can also be invited to attend the GA meetings.

The Head of SB is Dr. Ioannis Neokosmidis (INC).

3. Documents of Reference

There are three documents that define the rights and obligations that apply to the entities involved in the project, namely (a) the GA, which defines the contractual obligations with the European Commission (EC), (b) the CA which is an internal agreement between the TERMINET consortium members and Deliverable 1.1 (D1.1): Project Management Handbook, which aims to complete the aforementioned documents, providing (a) the project management structure, (b) the management and collaboration tools and (c) the necessary templates.

3.1 Grant Agreement (GA)

The GA defines the rights, the obligations, the conditions and the terms that are applicable to the grant awarded to the beneficiaries for implementing the action. It has been signed by the EC and the beneficiaries of the action.

It is composed of seven parts:

1. Terms and Conditions
2. Annex 1: Description of the action
3. Annex 2: Estimated budget for the action & Additional information on the estimated budget
4. Annex 3: Accession Forms
5. Annex 4: Model for the financial statements
6. Annex 5: Model for the Certificate on the financial statements
7. Annex 6: Model for the certificate on the methodology

3.2 Consortium Agreement (CA)

The CA is a document that has been jointly accepted and signed by all partners and shall continue in force and effect until complete fulfilment of all obligations undertaken by the parties under the GA.

The purpose of the CA is to specify with respect to the project the relationship among the parties, in particular concerning the organization of the work between the parties, the management of the project and the rights and obligations of the parties concerning inter alia liability, access rights and dispute resolution supplementing where appropriate the provisions of the GA concerning access rights and to set out rights and obligations of the parties supplementing but not conflicting with those of the GA.

It consists of fifteen sections:

1. Definitions
2. Purpose
3. Entry into force, duration & termination
4. Responsibilities of Parties



5. Liability towards each other
6. Governance structure
7. Financial provisions
8. Results
9. Access rights
10. Non-disclosure of information
11. Miscellaneous
12. Signatures
13. Attachment 1: Background included
14. Attachment 2: Accession document
15. Attachment 3: List of Third Parties for simplified transfer according to section 8.3.2.

3.3 D1.1 – Project Management Handbook

D1.1 – Project Management Handbook refers to this document.

4 Project Management Tools and Procedures

4.1 Reporting Periods and Periodic Reports

In the TERMINET project, the following reporting periods are defined:

- Reporting Period 1: from month 1 to month 18
- Reporting Period 2: from month 18 to month 36

At the end of the project, a Final Report must be submitted within 60 days following the end of the last reporting period.

A technical & financial periodic report must be submitted within 60 days following the end of each reporting period.

Internal reporting processes concern administrative issues, as well as matters of technical & scientific nature.

Regarding administrative issues, the STC is responsible for reporting and keeping the PCC up to date.

Regarding the reporting of scientific & technical nature issues, it follows the basic principles of the decision-making process. The task leaders are responsible for reporting to the work package leaders, who in turn are responsible for reporting to the SC. The SC is responsible for reporting to the STC, which in turn reports to the PCC.

4.2 Meetings

Meetings at WP level will be held on demand according to the progress and needs of the respective work package.

Regarding face-to-face meetings, they will be held every 4-6 months, taking into account possible travel recommendations and solutions due to the COVID-19 pandemic. Meetings related to the different TERMINET activities will be organised during the same set of days to minimise the travel expenses, but in clearly separated sessions. The meeting locations will rotate through the partners' sites. In addition to the meetings, the TERMINET consortium will make use of a web interface, integrating the teleconference facility that enables sharing screens.

4.2.1 Project Coordination Committee Meetings

The TERMINET PCC will convene at least twice a year and at any time upon written request of the PC or of one third 1/3 of the Members of the PCC.

The meeting may also be held by teleconference or other telecommunication means.

4.2.2 Scientific and Technical Committee Meetings

The TERMINET STC will convene at least bi-monthly and at any time upon written request of any member of the STC.

The meeting may also be held by teleconference or other telecommunication means.

4.2.3 Hosting Face to Face Meetings

The face-to-face meetings should follow the following rules:

- The appointed location should be reachable in order to avoid extra costs. The host is obliged to inform the participants regarding any logistic information involved on how to reach the venue of the meeting.
- The costs of hosting the meeting will be covered by the hosting partner and the travel costs will be covered by each participant.
- The host is obliged to provide a suitable meeting room with audio-visual equipment in order to present the material to be discussed, as well as the according network connectivity.
- It is also recommended (general practice although not obligatory) to provide water, coffee breaks and lunch and to organise one social event (e.g., invite partners for one evening meal).

4.2.4 Meeting Minutes

The chairperson shall produce written minutes of each meeting which shall be the formal record of all decisions made. He/she shall send the draft minutes to all members within 15 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The chairperson shall send the accepted minutes to all the members of PCC and to the PC, who shall safeguard them. If requested, the Coordinator shall provide authenticated duplicates to Parties.

Minutes are kept for all meetings (face-to-face and remote/telco) in a compact and easy-to-read form.

4.3 Deliverables Review and Submission Procedure

Each deliverable should be reviewed by two internal reviewers, the QRM and the PC, before the final submission to EC. In special cases, an external expert may be invited instead.

If shortcomings in quality are found, the responsible deliverable leader will be informed within a pre-defined period, at two weeks maximum, in order to be able to proceed to the necessary amendments.

4.3.1 Deliverable Peer Review Procedure

The peer-review procedure of the TERMINET deliverables is summarised in the following steps:

1. The lead beneficiary of the deliverable should forward the draft deliverable to all internal reviewers, 20 days before its official due date.
2. The reviewers, within 5 working days, should prepare a draft peer review document, by using the provisioned template, and forward it to the QRM and the PC
3. The QRM and the PC should make the synthesized report with all comments within 5 working days and forward it to the lead beneficiary.
4. Within 3 days, the corrections should be incorporated immediately within the specific deliverable by the lead beneficiary, who should also complete the peer review report by filling the “Response to Reviewers’ Comments” fields.

4.3.2 Deliverable Editing and Review Assignments

Each deliverable has been assigned a partner responsible for editing it. It has also been assigned two partners for reviewing it, as shown in Table 3.

Table 3: Deliverable editing and review assignments

Deliverable Number	Deliverable Title	WP Number	Lead Beneficiary	Type	Dissemination Level	Reviewer 1	Reviewer 2
D1.1	Project Management Handbook	WP1	UOWM	Report	Public	Dimitrios Klonidis (UBITECH)	Francisco Ramos (SCHN)
D1.2	Risk Management Manual	WP1	CERTH	Report	Public	Ioannis Neokosmidis (INC)	Emmanuel Kafetzakis (8BELLS)
D1.3	Project Scientific / Technical Plan	WP1	CERTH	ORDP: Open Research Data Pilot	Public	Panagiotis Radoglou-Grammatikis (UOWM)	Vicky Krystallidou (AFS)
D1.4	Data Management Plan	WP1	INC	Report	Public	Jean Baptiste (MARTEL)	Anna Triantafyllou (UOWM)
D1.5	First Periodic Report	WP1	UOWM	Report	Confidential	Esther Villar Rodríguez (TECN)	Aristodemos Pnevmatikakis (iSPRINT)
D1.6	Second Periodic Report	WP1	UOWM	Report	Confidential	Marco V. Rufino (LOGOS)	Dag Eklund (ALT)
D2.1	TERMINET Stakeholders Requirements Analysis	WP2	CERTH	Report	Public	Antonios Sarigiannidis (SID)	Philippos Papadopoulos (AFS)
D2.2	Reference Architecture	WP2	CERTH	Report	Public	Paolo Bellavista (UNIBO)	Themistoklis Anagnostopoulos (INTRASOFT)

D2.3	Use Cases Descriptions	WP2	WTG	Report	Confidential	Khaled Sarayeddine (OPTINVENT)	Georgios Stavropoulos (CERTH)
D3.1	Early Version of the TERMINET SDN-enabled vMEC Scheme	WP3	UBITECH	Report	Confidential	Eduard Grasa Gras (I2CAT)	Marcello Morchio (TEI)
D3.2	Final Version of the TERMINET SDN-enabled vMEC Scheme	WP3	UBITECH	Report	Confidential	Felix Klaedtke (NEC)	Marios Valsamakis (PPC)
D3.3	Public Version of the TERMINET SDN-enabled vMEC Scheme	WP3	UBITECH	Report	Public	Panagiotis Diamantoulakis (AUTH)	Marisa Catalan (i2CAT)
D4.1	Federated Learning Accelerating Infrastructure	WP4	FINT	Report	Public	Jose Maria Suazo (WTG)	Stefanos Tsantilas (8BL)
D4.2	FLF-DMLC System Specifications	WP4	TECN	Other	Public	Marco V. Rufino (LOGOS)	Georgios Stauroopoulos (CERTH)
D4.3	FLF-DMOS System Specifications	WP4	TECN	Other	Public	Dag Eklund (ALT)	Paolo Bellavista (UNIBO)
D4.4	FLF-DMP System Specifications	WP4	UOWM	Other	Public	Andrea Damiani (FPG)	Marco V. Rufino (LOGOS)
D4.5	TERMINET European Certification Guidelines	WP4	SID	Report	Public	Georgios Katsikas (UBITECH)	Jose Maria Suazo (WTG)
D5.1	TERMINET Attestation Model and Specification	WP5	TEI	Report	Public	Andrea Damiani (FPG)	George Alexiou (FINT)
D5.2	TERMINET Collective Attestation Policy Enablers Design	WP5	NEC	Report	Public	Panagiotis Diamantoulakis (AUTH)	Vicky Krystallidou (AFS)

D5.3	TERMINET Distributed and Decentralised Blockchain Framework	WP5	CERTH	Report	Public	Ivan Gutierrez (TECN)	Dave Raggett (ERCIM)
D5.4	TERMINET Secure Vertical IoT Network	WP5	LOGOS	Report	Confidential	Themistoklis Anagnostopoulos (INTRASOFT)	Raffaele De Santis (TEI)
D5.5	Public Version of the TERMINET Secure Vertical IoT Network	WP5	LOGOS	Report	Public	Themistoklis Anagnostopoulos (INTRASOFT)	Raffaele De Santis (TEI)
D6.1	5G Schemes for Supporting Tactile Internet Solutions	WP6	I2CAT	Other	Public	Marios Valsamakis (PPC)	Paolo Bellavista (UNIBO)
D6.2	VR System and Haptic Interface	WP6	I2CAT	Other	Public	Andrea Damiani (FPG)	Khaled Sarayeddine (OPTINVENT)
D6.3	AR System and Haptic Interface	WP6	8BL	Other	Public	Marios Valsamakis (PPC)	Aristodemos Pnevmatikakis (iSPRINT)
D6.4	IoT Digital Twin Environment and Prediction Models	WP6	UNIBO	Other	Public	Marcello Morchio (TEI)	Antonios Sarigiannidis (SID)
D6.5	Inventory for Intelligent IoT Devices	WP6	WTG	Other	Public	Francisco Ramos (SCHN)	Sokratis Nifakos (KI)
D6.6	User Panel Components	WP6	WTG	Other	Public	Sokratis Nifakos (KI)	Antonios Sarigiannidis (SID)
D7.1	Development environment and CI/CD workflows	WP7	INTRASOFT	Demonstrator	Confidential	Jose Maria Suazo (WTG)	Marco V. Rufino (LOGOS)
D7.2	TERMINET Integrated System – Initial version	WP7	INTRASOFT	Demonstrator	Confidential	Dimitrios Klonidis (UBITECH)	Felix Klaedtke (NEC)

D7.3	TERMINET Integrated System - Final version	WP7	INTRASOFT	Demonstrator	Confidential	Felix Klaedtke (NEC)	Dimitrios Klonidis (UBITECH)
D8.1	Initial Pilot Planning, Methodology and Guidelines	WP8	WTG	Report	Public	Marios Valsamakis (PPC)	Georgios Stavropoulos (CERTH)
D8.2	Final Pilot Planning, Methodology and Guidelines	WP8	WTG	Report	Public	Francisco Ramos (SCHN)	Vicky Krystallidou (AFS)
D8.3	Database of Pilots	WP8	WTG	Report	Confidential	Marios Valsamakis (PPC)	Aristodemos Pnevmatikakis (ISPRINT)
D8.4	Validation, Evaluation and Lessons Learned	WP8	WTG	Report	Public	Marisa Catalan (i2CAT)	Andrea Damiani (FPG)
D8.5	Validation, Evaluation and Lessons Learned of 3rd Parties	WP8	WTG	Report	Public	Anna Triantafyllou (UOWM)	Dave Raggett (ERCIM)
D9.1	Open call documents toolkit	WP9	MARTEL	Report	Public	Konstantinos Georgakidis (MEVGAL)	Vangelis Logothetis (INC)
D9.2	Open Call report	WP9	MARTEL	Report	Confidential	Vangelis Logothetis (INC)	George Alexiou (FINT)
D9.3	Final Open Call report	WP9	MARTEL	Report	Public	Aristodemos Pnevmatikakis (ISPRINT)	Stefanos Tsantilas (8BL)
D10.1	TERMINET web site, social network pages and open access server	WP10	INC	Websites, patents filling, etc	Public	Konstantinos Georgakidis (MEVGAL)	Panagiotis Radoglou-Grammatikis (UOWM)
D10.2	Plans for Publicity, Dissemination and Exploitation	WP10	INC	Report	Public	Konstantinos Georgakidis (MEVGAL)	Marisa Catalan (i2CAT)
D10.3	Initial Impact Creation Report	WP10	INC	Report	Public	George Alexiou (FINT)	Panagiotis Diamantoulakis (AUTH)

D10.4	Interim Impact Creation Report	WP10	INC	Report	Public	Khaled Sarayeddine (OPTINVENT)	Sokratis Nifakos (KI)
D10.5	Final Impact Creation Report	WP10	INC	Report	Public	Stefanos Tsantilas (8BL)	Dave Raggett (ERCIM)
D10.6	Market Analysis, Roadmap and Business Modelling Report	WP10	INC	Report	Public	Stefanos Tsantilas (8BL)	Konstantinos Georgakidis (MEVGAL)
D10.7	Techno-economic Analysis and Commercialization Plans	WP10	INC	Report	Public	Themistoklis Anagnostopoulos (INTRASOFT)	Ivan Gutierrez (TECN)
D10.8	Initial Standardisation Activities Report	WP10	ERCIM	Report	Public	Lamprini Kolovou (MARTEL)	Sokratis Nifakos (KI)
D10.9	Final Standardisation Activities Report	WP10	ERCIM	Report	Public	Antonios Sarigiannidis (SID)	Francisco Ramos (SCHN)
D11.1	H – Requirement No. 1	WP11	UOWM	Ethics	Confidential	Georgios Stavropoulos (CERTH)	George Alexiou (FINT)
D11.2	POPD – Requirement No. 2	WP11	UOWM	Ethics	Confidential	Vangelis Logothetis (INC)	Paolo Bellavista (UNIBO)
D11.3	A – Requirement No. 3	WP11	UOWM	Ethics	Confidential	Felix Klaedtke (NEC)	Dave Raggett (ERCIM)
D11.4	EPQ – Requirement No.4	WP11	UOWM	Ethics	Confidential	Panagiotis Diamantoulakis (AUTH)	Lamprini Kolovou (MARTEL)
D11.5	M – Requirement No. 5	WP11	UOWM	Ethics	Confidential	Khaled Sarayeddine (OPTINVENT)	Dag Eklund (ALT)

4.4 Events that must be immediately reported

Regarding any events that might significantly affect or delay the implementation of appointed tasks or the EU's financial interests, there must be an immediate report forwarded to the PC, who will later on inform the Project Officer and the TERMINET consortium.

- Altering the Legal Entity Appointed Representative (LEAR).

- Altering legal, financial, technical, organizational or ownership situation or those of those referred to linked third parties.
- Altering the name, address, legal form, organization type of its linked third parties.
- Any kind of action or circumstance that may affect awarding the grant or be kept in line with the requirements under the agreement.

Furthermore, the Portal Beneficiary Register should be kept up to date by all beneficiaries and more specifically regarding personal information concerning their names, addresses, legal representatives, legal forms and organization types.

4.5 Project Management and Communication Tools

4.5.1 Mailing list

The TERMINET project uses mailing lists per WP and for administrative and financial issues. The mailing lists are listed below:

- WP1: terminet-wp1@lists.uowm.gr
- WP2: terminet-wp2@lists.uowm.gr
- WP3: terminet-wp3@lists.uowm.gr
- WP4: terminet-wp4@lists.uowm.gr
- WP5: terminet-wp5@lists.uowm.gr
- WP6: terminet-wp6@lists.uowm.gr
- WP7: terminet-wp7@lists.uowm.gr
- WP8: terminet-wp8@lists.uowm.gr
- WP9: terminet-wp9@lists.uowm.gr
- WP10: terminet-wp10@lists.uowm.gr
- PCC: terminet-pcc@lists.uowm.gr
- STC: terminet-stc@lists.uowm.gr
- Administrative and Financial: terminet-admin@lists.uowm.gr
- All members: terminet-all@lists.uowm.gr (includes the members of all lists mentioned above)

4.5.2 Collaboration Management Platform

A common reference space is available for the TERMINET partners to share documents and get all available information, both public and confidential, using the Confluence software. This web-based

workspace allows users to upload documents, share files and organise the information in sections for easy collaborative editing.

The Confluence working space for TERMINET includes the following sections:

- A contact list, including a list of every person involved in TERMINET, their affiliation and the contact details.
- A page for each WP, that includes the deliverables organised per task. The working and under-submission deliverables should be shared amongst the consortium partners by uploading them to the corresponding pages of these sections.
- The budget, the Person Months (PMs) effort and the Gantt chart.
- The official documents, including the GA, the CA and the GA amendments.
- The TERMINET templates that should be used for preparing presentations, deliverables, and internal reports.
- The TERMINET logo.
- The page “Photos” should be used by partners to upload photos that can be utilised to boost the dissemination activities (e.g., photos from the pilots, dissemination events, etc.).
- The Plenary Meeting page accumulates agendas, minutes, and presentations from each biannual meeting.

The structure of the Confluence workspace might change during the project lifetime to assure an effective way of working between the members of the TERMINET consortium.

Considering that the collaboration platform stores confidential documents (i.e., documents that must be accessible only by members of the TERMINET consortium and EC), access to this workspace is granted only to project members, in order to prevent the leak of sensitive data.

The collaboration management platform is hosted and maintained by UOWM.

Figure 2 is a screenshot of the Confluence workspace that used for the TERMINET project.

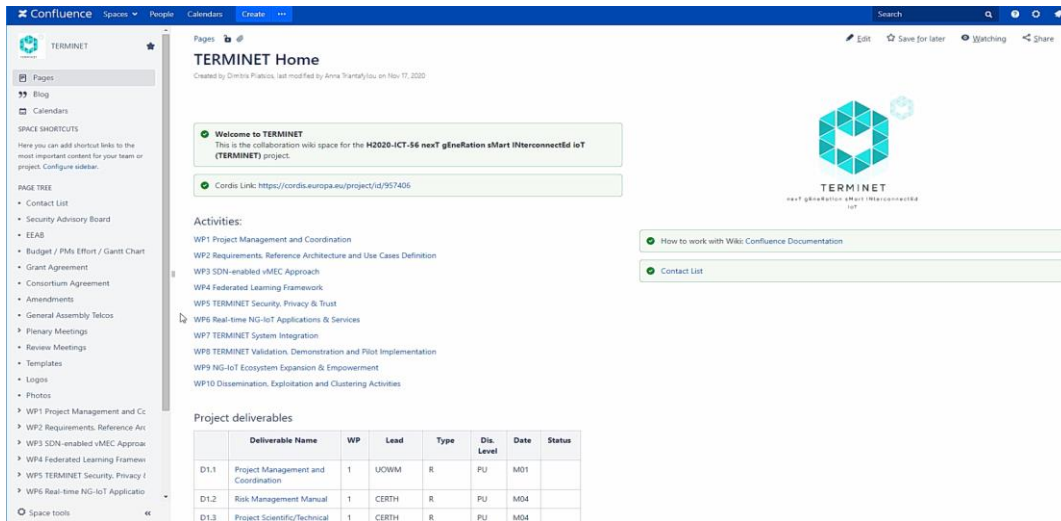


Figure 2: The TERMINET page on Confluence

4.5.3 Teleconference Platform

Zoom Video Communications is a company operating from San Jose, California that provides remote conferencing services using cloud computing. Zoom offers communications software that combines video conferencing, online meetings, and mobile collaboration.

The participants can join a meeting by opening the corresponding Uniform Resource Locator (URL) of the meeting, provided by email or other means. To join the meeting, a Zoom client is required that is being downloaded automatically and is supported by all major operating systems (Windows, Mac, Linux, Android, and iOS).

Alternatively, the participants are also able to join by audio, by dialling in from regular phones. Each scheduled meeting has a unique 9, 10, or 11-digit number called Meeting ID and generated by the host, that will be required for participants to join the meeting.

All partners wishing to initiate a teleconference should contact the PC to schedule the telco. In any case, the telco organizer sends out an e-mail with the meeting Uniform Resource Locator (URL) to all intended attendees well in advance, through the provisioned mailing lists.

Prof. Panagiotis Sarigiannidis is the contact point for any telco arrangements.

Figure 3 depicts the usage of the Zoom software.

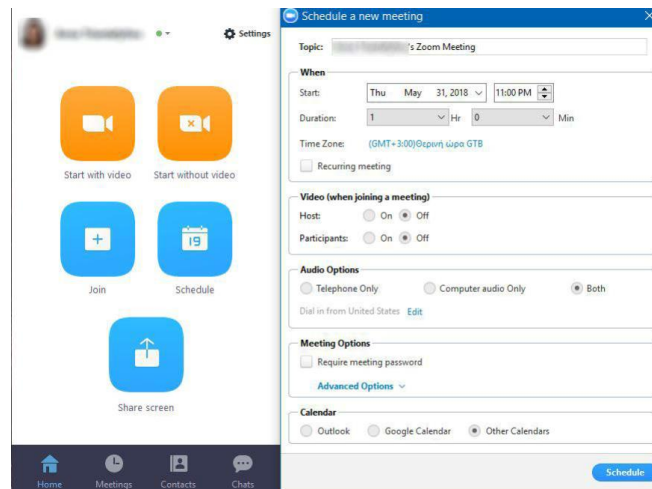


Figure 3: Usage of the Zoom software

4.5.4 Version Control Repository

The Bitbucket software aims to assist the code development and collaboration within the technical activities of the TERMINET consortium. Bitbucket allows users to create an unlimited number of projects, both private and public. The technical partners can pull requests to edit code, publish reviews and discuss about specific projects or pulls.

Bitbucket is a self-hosted service maintained and provided by UOWM.

Figure 4 is a screenshot from the landing page of the Bitbucket platform.

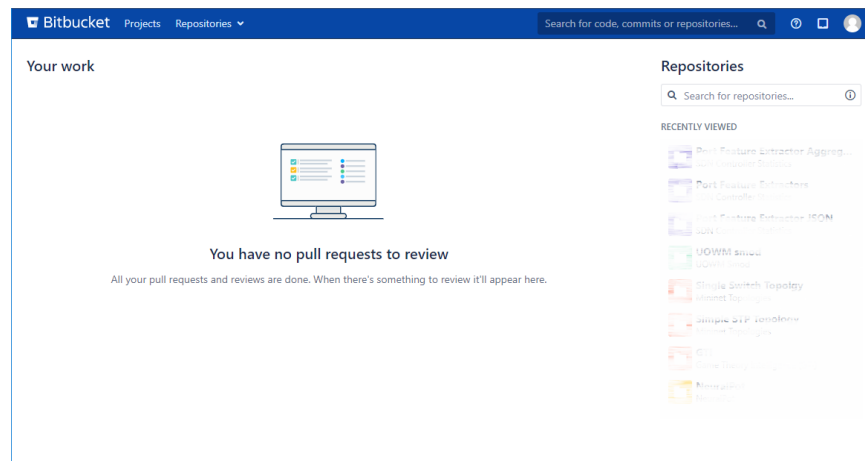


Figure 4: The landing page of Bitbucket

5. Documentation and Dissemination

This section provides the necessary information needed by the consortium partners to prepare documents related to the project as well as to participate in dissemination events.

5.1 Documentation Templates

The documents and presentations to be produced within the project will be created and edited using Microsoft Office Word and PowerPoint, version 2007 or newer, or compatible.

Documents will be edited in docx format, while presentations will be produced in pptx format. Specific templates are provisioned for each kind of document (presentation, deliverable, or internal report), ensuring common visual identity and consistency in the consortium.

The project's templates are accessible through the following link:
<https://space.uowm.gr/confluence/display/termineth2020/Templates>

Calibri is the main font that applies to all templates.

5.1.1 Presentation Template

Figure 5 presents the TERMINET presentation template.

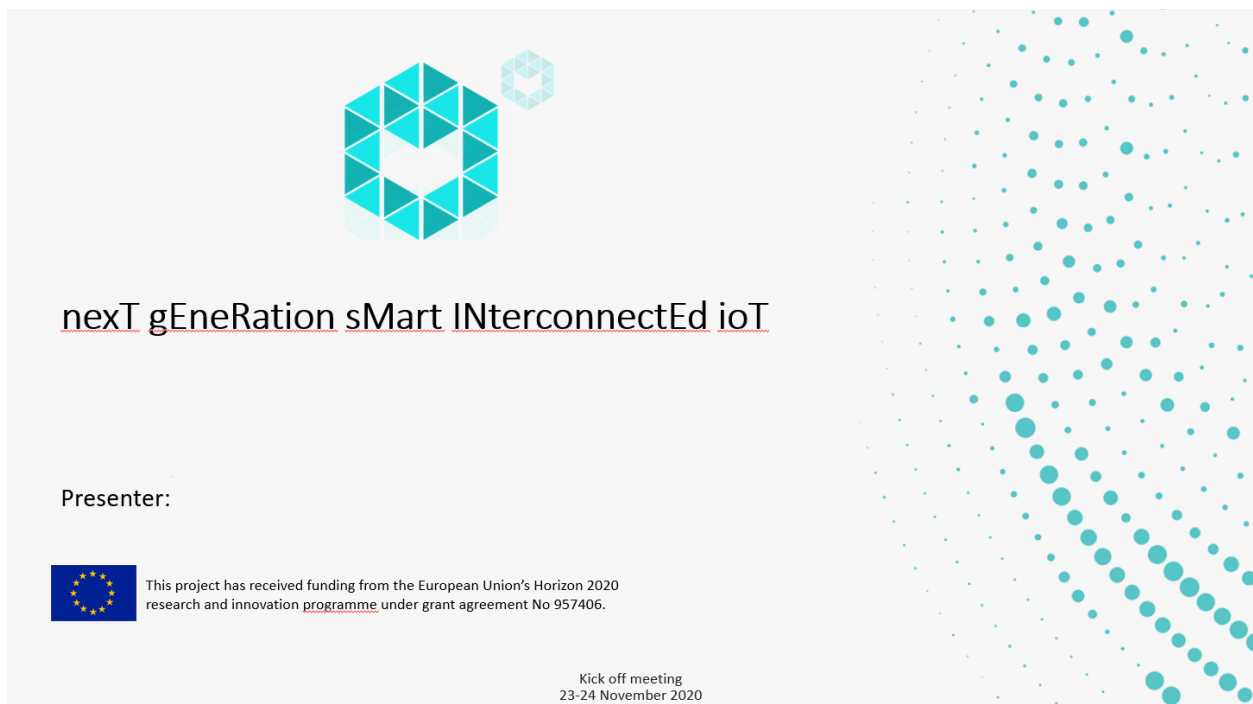


Figure 5: The TERMINET presentation template

5.1.2 Deliverable Template

Figure 6 presents the TERMINET deliverable template.



Figure 6: The TERMINET deliverable template

5.1.3 Internal Report Template

Figure 7 presents the TERMINET internal report template. It is used for documenting and exchanging internal technical report in the context of the project.



Figure 7: Internal Report Template

5.1.4 Review Template

Figure 8 shows the internal review template. It used for the review procedures of each deliverable.



The image shows a vertical document template for a peer review report. At the top left is the TERMINET logo. The text is centered and includes: Project No. 957406, Project acronym: TERMINET, Project title: nexT gEnEration sMart INterconnectEd IoT. Below this is a horizontal line, followed by the title 'Peer Review Report' and a placeholder 'Deliverable D_x.x - Deliverable Title'. The reviewer information is highlighted in yellow: Reviewer: First Name, Last Name, (xxx) and Review Date: XX Month 20YY (MM). Project details include Programme: H2020-KIT-2020-1, Start date of project: 01.11.2020, Duration: 36 months, and Edition: 001. At the bottom, there is a small text block: 'This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 957406' and the European Union flag.

Figure 8: The TERMINET review template

5.2 File Naming Conventions and Versioning

The file name of the documents shared within the consortium are advised to follow specific conventions in order to achieve efficient ordering, processing and mitigate human errors. The file name of the document will contain:

- First letters: TERMINET
- Next 3-4 digits: “WP/<T>/<D>”, where <T> is the number of task and <D> is the number of the deliverable.
- Next digits: Document’s short title
- Next 2-3 digits: “v” and number of revisions.
- Next 3-6 digits: Short name of the partner publishing the revision, within brackets.
- Spaces should be replaced with underscore “_” to ensure compatibility in non-desktop environments

For example: “TERMINET_D1.1_Project_Management_Handbook_v1_[UOWM].docx” refers to the first version of D1.1 prepared by UOWM.

Unless a deliverable is submitted, the versioning should be less than 1. For example, the partner that first contributes to a deliverable should assign the version v0.1. The succeeding partners editing the document should increment the version by 0.1, e.g., v0.2, v0.3 etc. Only the version that will be delivered to the PC

for submission to EC should have the v1.0 version. If a deliverable is rejected and resubmitted, then revision tags like v1.1 or v2.0 should be used, depending on the grade of revision.

5.3 Dissemination Policy (GA Article 38)

Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

(a) display the EU emblem and

(b) include the following text:

For communication activities:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 957406”.

For infrastructure, equipment, and major results:

“This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 957406”.

When displayed together with another logo, the EU emblem must have appropriate prominence.

Furthermore, any communication activity related to the action must indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

The TERMINET partners are strongly advised to study Article 38 of GA to ensure compliance of their dissemination activities with the requirements described in the GA. Deviations and breaches of those obligations might lead to grant reduction and other measures as described in Chapter 6 of the GA.

5.4 Consortium Logo

Figure 9 illustrates the logo that will be utilized by the TERMINET consortium as visual identification of the project. This logo as well as other variations of that logo can be found under the following link: <https://space.uowm.gr/confluence/display/termineth2020/Logos>



Figure 9: The TERMINET logo

6. Conclusions

This document provides a set of guidelines regarding the management of the TERMINET project. It intends to complement both GA and CA. In particular, after the introduction part, it introduces the project management structure, taking into account GA and CA. Next, it highlights the document that should be re-checked and considered during the TERMINET lifecycle, including (a) GA, (b) CA and (c) this deliverable. Subsequently, the project collaboration tools and procedures are specified, including (a) meetings, (b) TERMINET templates, (c) internal review process, (d) collaboration management platform (i.e., Confluence), e) teleconference tool (Zoom) and (f) version control repository (i.e., Bitbucket).

The project team will utilise this deliverable to adopt a common understanding of the procedures and the rules to be fulfilled for the day-to-day project management and execution.