



Feasibility analysis and development of on-road charging solutions  
for future electric vehicles

## Process Handbook

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## LIST OF ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CG	Core Group
CO	Confidential, only for members of the consortium (including the Commission services).
EC	European Commission
GA	General Assembly
IPR	Intellectual Property Rights
PC	Project Coordinator
PS	Project Secretariat
PU	Public
QM	Quality Manager
SP	Sub Project
SPL	Sub Project Leader
TL	Task Leader
WP	Work Package
WPL	Workpackage Leader

## REVISION CHART

Version	Date	Comment
1	25.01.2014	First version created by ICCS
2	29.01.2014	Second version created by ICCS, templates added
3	07.02.2014	Updated according to comments by the PO, introduction and conclusions added
4	19.02.2014	Partners' comments added. Sent for review
5	28.02.2014	Final version, revised according to peer review comments

## EXECUTIVE SUMMARY

This deliverable, entitled “Project Handbook”, presents the bodies and persons that govern the FABRIC project and consolidates their role and responsibilities, as well as their interdependencies and the ways in which they cooperate. It also specifies the procedures to be applied by the partners and the governing bodies, in order to guarantee the high quality of project results and the easy monitoring of the project process.

Initially, the main governing bodies and persons of the FABRIC project and their main roles and responsibilities are presented, in compliance with the project Description of Work and the terms and provisions of the Consortium Agreement.

Then, the processes to be followed for the initialisation/planning of WPs and tasks, the process for WPs and tasks performance, the process for project meetings organisation, the process for reporting and monitoring the project work, all details regarding quarterly technical and financial reports as well as the process for reviewing project deliverables and other project documents are presented. Then, a detailed scheme is defined regarding the internal documents and official deliverables preparation and codification, so that they have a common layout and they are easily traceable. Finally the partners’ communication protocols are being defined, which will be followed by all partners.

Complementary to the specification of processes, templates which correspond to each type of document that is foreseen to be created in terms of the FABRIC project, have been prepared. They cover documents addressing both internal partners’ communication and official documentation towards the EC, such as Quarterly Progress Report Template per Partner and WP, Quarterly Financial Report Template per Partner, Peer review report template, Internal reports template, Deliverables template, Template for meeting minutes, Template for meeting agendas and Template for slides.

## 1. INTRODUCTION

This deliverable, entitled “Project Handbook”, presents the bodies and persons that govern the FABRIC project and consolidates their role and responsibilities, as well as their interdependencies and the ways in which they cooperate. It also specifies the procedures to be applied by the partners and the project governing bodies, in order to guarantee the high quality of project results and the easy monitoring of the project process. Quality planning is an integral part of management planning. Therefore, the quality procedures have been determined for all identified project execution tasks and work flows, so as to ultimately guarantee the high quality of project results and the proper monitoring of project process.

Complementary to the specification of work processes, templates which correspond to each type of document that is foreseen to be created in terms of the FABRIC project, have been prepared.

## 2. ORGANISATIONAL STRUCTURE OF THE PROJECT

### 2.1 FABRIC Management Structure

The FABRIC management structure is presented below.

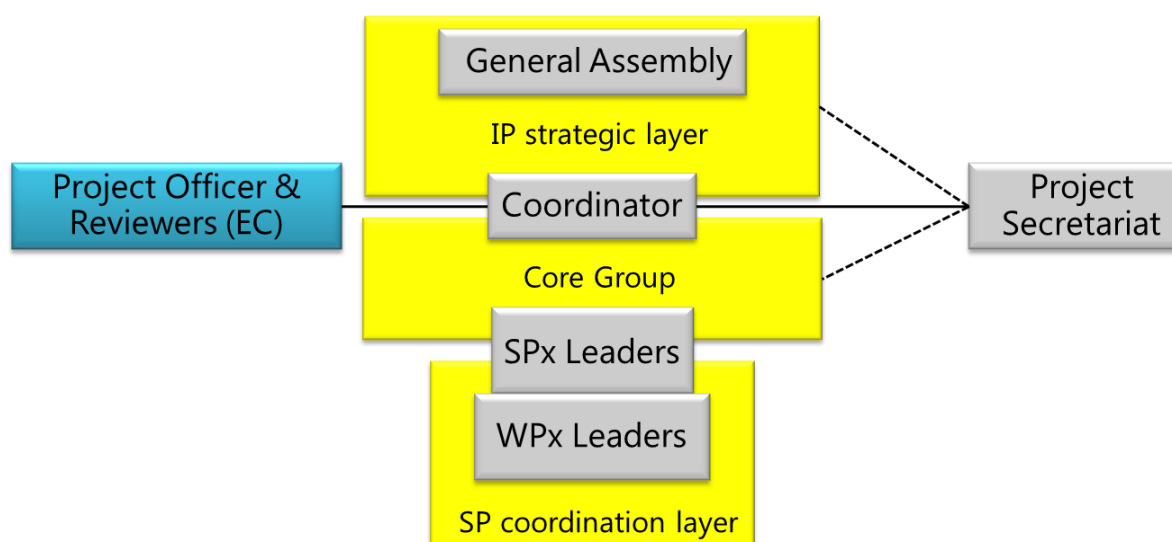


Figure 1: Management Structure.

### 2.2 The General Assembly

The General Assembly (GA) is the supreme governing body of the project. It consists of one representative by each partner and is chaired by the representative of the Co-ordinator. It meets annually but virtual meetings may be also arranged if needed. The role of the General Assembly is to:

- review general project progress with regard to its goals,
- decide on actions in case of major deviations from plan,
- discuss and decide changes in the structure of the consortium,
- decide on re-allocations of the budget,
- approve planned contract amendments to the Grant Agreement,
- approve changes to Consortium Agreement,
- decide on collaborations with other entities, if large strategic impacts are expected by the Coordinator,
- resolve conflicts that cannot be resolved in lower instances.

After a proposal by the Core Group, the GA may take the following final decisions:

- Proposals for changes to the Description of Work;
- Changes to the project budget;
- Accession of a new partner in the project
- Withdrawal of a partner from the project
- Declaration of a partner to be a defaulting partner, remedies to be performed by this



partner and measures relating to the termination of a defaulting partner.

Each member will have one vote. The GA can decide only when at least 2/3 of the members are present or represented. Decisions shall be made by consensus whenever possible. Only in cases where consensus is not feasible, the simple majority of members present or represented will apply with the exception of decisions relevant to changes in DoW, budget, entrance or withdrawal of a beneficiary when unanimous voting is required.

## 2.3 The Core Group

The Core Group is the decision-making body of the consortium and takes decisions regarding the project, particularly decisions of major and strategic relevance. It acts as the main management and consensus-building body on overall project level and establishes a link between SP and WP Leaders and the GA. It meets regularly, so as to recognise problems and delays early and proactively resolve conflicts and deviations from the project plan.

The Core Group:

- convenes virtually with bi-weekly telephone conferences and physically when needed,
- closely monitors progress in the project and Subprojects,
- nominates and instructs task forces as needed,
- prepares meetings of the General Assembly,
- discusses and decides on issues that affect multiple Subprojects or the project as a whole,
- acts as intermediary with the General Assembly in cases of conflicts that cannot be resolved at Subproject level.

The decisions of the Core Group relevant to changes in the DoW, budget and consortium synthesis will be subject to approval by the General Assembly.

The Core Group consists of one representative by the Coordinator and one representative by the SP leaders which are ERTICO, TRL, KTH, and one representative by CRF. It meets physically once every six months and is chaired by the representative of the Coordinator.

Each member will have one vote. The Core Group can decide only when at least 2/3 of the members are present or represented. Decisions shall be made a majority of 2/3 of members present or represented.

## 2.4 The Sub-Project (SP) Leaders

The Subproject Leaders tasks the respective SP, are responsible for the SP quality and professional management and regularly report to the Coordinator on their SP progress and identify risks.

They submit to the Co-ordinator timely and in good quality the deliverables of their SP as well as all reports and information relevant to the progress of their SP.

SP leaders are: ERTICO for SP2, TRL for SP3, ICCS for SP1 and SP4 and KTH for SP5.

## 2.5 The Sub-Project (SP) Committees

Each Sub-Project Committee shall be in charge of managing the respective SP in accordance with the decisions taken by the General Assembly and the Core Group. It consists by one representative by all partners participating in this SP and is chaired by the representative of the SP leader.

Its responsibilities are:

- to supervise and provide day to day management of the activities of the partners in the SP,
- to actively plan and monitor the progress of the SP and its WPs,
- to ensure proper information exchange about each WP between all partners in the SP.

Each member will have one vote. The SP Committee can decide only when at least 2/3 of its members are present or represented. Decisions shall be made a majority of 2/3 of members present or represented.

## 2.6 The Work Package (WP) leaders

Each WP Leader leads the respective WP, being responsible for the WP quality and professional management. The WP Leaders regularly report to the SP leader on their WP progress and identify risks.

They monitor the work and progress in the WP and ensure that resources are consumed according to plan and that Deliverables are delivered in time and are of high quality.

## 2.7 The Co-ordinator

The Coordinator is the executive officer of FABRIC, responsible for monitoring the work, reporting to the EC, conflict resolution, financial accounting, delivery of the project results to the European Commission and for the execution and oversight of FP7 rules.

The Coordinator chairs the General Assembly and Core Group and may convene them as needed.

He liaises with the EC and other bodies outside the Consortium, relevant stakeholders, organisations and for a and interacts with related research projects and initiatives to exchange results, resources, and activities.

The Coordinator:

- manages and supervises overall and technical project coordination,
- is responsible for overall project quality and professional management,
- decides on operational issues affecting more than one Subproject,
- is responsible for all financial transactions concerning the Community's financial contribution,

- has a veto right in proposed re-allocations (between partners) or distributions (within a single partner) of budget,
- supervises the technical quality of all deliverables,
- supervises legal issues, IPR issues and consortium matters,
- fulfils the obligations under the Grant Agreement with the EC,
- represents the project towards the EC and external stakeholders,
- ensures that conflicts are resolved in mutual agreement.

## **2.8 The Tehncical Manager**

The Technical Manager is responsible for:

- Assisting the Co-ordinator in the overall supervision of the project technical progress
- Reassure that the project will reach its technical objectives.

The Technical Manager will report directly to the Project Co-ordinator

## **2.9 The Dissemination Manager**

The Dissemination Manager is responsible for:

- Coordinating the project dissemination activities.
- Reassuring that the project has a clear, concise and meaningful image to the wider public.

The Dissemination Manager will report directly to the Project Co-ordinator.

## **2.10 The Project Secretariat**

The Project Secretariat is responsible for project reporting duties and the administrative activities required to ensure a smooth running of the project, working under the directions of the Coordinator. Assisting the Coordinator, it ensures timely production and delivery of quarterly and progress reports as required in the project plan.

The Project Secretariat tasks are as follows:

- assists the Coordinator in day-to-day work,
- monitors use of resources, deliverable status, and the general project time and resources plan,
- facilitates collaboration among partners and sets rules for collaborative work,
- manages contract-compliant access of project members to mailing lists and document archives,
- operationally organises General Assembly meetings,
- keeps a registry of final deliverables.

## **2.11 The Quality Manager**

The Quality Manager is responsible for:

- Coordinating the deliverables review procedure.
- Reminding the SP and WP leaders about deadlines for milestones and deliverables according to project plan, if needed.

The Quality Manager will report directly to the Project Co-ordinator.

## **2.12 Decisions and conflict resolution**

Decisions are made at the level where they occur and only passed upwards if no solution can be found via communication among the involved partners.

Conflicts at the WP and SP level that cannot be resolved are taken up by the Core Group.

If no solution can be found the Coordinator acts as mediator; ultimately the General Assembly is called up to intermediate and resolve the conflict.

### 3. MAIN PERFORMANCE PROCESSES

This section presents the quality processes to be followed regarding general SP and WP performance and monitoring.

The FABRIC project is divided into Sub-Projects (SPs) and each SP is divided into WorkPackages (WPs). Each SP has an SP leader. Each WP has a WP leader, a planned start and end date and expected Deliverables.

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

#### 3.1 Process for initiate / planning of WPs and tasks

1. SP leaders request WP leaders to initiate tasks in their WP and to coordinate Task leaders work.
2. WP leaders ask Task leaders to initiate tasks and coordinate Task leaders work.
3. WP leaders come back with working document/detailed plans of the work to be performed, including allocation of responsibilities among partners involved in the WP.

#### 3.2 Process for WPs and tasks performance

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

#### 3.3 Process for meetings organisation

The process for meetings organisation is:

1. The first physical meeting of the General Assembly (GA), the Core Group (CG), the Reference Group (RF) and each Sub-Project (SP) is called and hosted by the Coordinator.
2. During the first physical meeting of the GA, CG and each SP, the next physical and virtual meetings and meeting hosts are planned and agreed.
3. Each meeting is convened by the Chairman of each consortium body.

4. Fourteen calendar days before each scheduled physical or virtual meeting, the Chairman invites the members, sending also an agenda including the items to be discussed and the decisions proposed to be made. The first discussion item of the agenda must be the actions status.
5. Recipients should send comments on the agenda within 5 working days.
6. The Chairman updates the agenda and submits final version at least 5 working days before the meeting.
7. During the meeting, the Chairman is responsible for keeping minutes. Minutes shall include decisions and actions list.
8. The Chairman uploads the draft meeting minutes and informs the participants within 15 calendar days after the meeting end.
9. Recipients should send comments on the minutes within 10 calendar days.
10. The Chairman uploads the final accepted meeting minutes in the Redmine and informs the whole Consortium within 2 working days.

### 3.4 Process for quarterly reporting and monitoring

All participants are requested to send a brief technical and financial report for the work performed and resources spent per each active WP to the Project Secretariat and the relevant WP leader, every 3 months. The templates to be used are included in **Annex 1** and **Annex 2**.

The WP leaders may use these forms to produce warning milestones for the SP leader and the particular Partner involved, if for example there is an overspending in resources which does not correspond to concrete outputs of work. Also, when other key issues / problems are found, the reports will be further evaluated and may cause alarm warnings by the WP leader. For any issues / problems may occur on the reporting of the WP activities, WP leaders should always inform the project secretariat

#### 3.4.1 Quarterly Progress Reports

The procedure to be followed for the quarterly progress reports within the FABRIC project is the following:

1. The Project Secretariat initiates the reporting process by sending out a request for quarterly technical report and timeplan.
2. Partners create one Report (see **Annex 1**), with the technical work they performed per each active WP and they send it to the relevant WP leaders.
3. WP leaders review the work presented per Partner and compose one integrated report per WP with the feedback of each participating Partner included (the same form of **Annex 1** is used).
4. The revised integrated report per WP is sent by the WP leader to the relevant SP leader.

5. The SP Leader checks that the reports conform to reality and consolidates them into a Quarterly SP Progress Report and send all files to the Technical Manager.
6. The Technical Manager gathers all reports, integrates them and prepares the consolidated report. It uploads it in the Redmine and informs all Partners.

Filename for the WP progress report shall be “**FABRIC-x-QPRy-WPz-Vt.doc**”, where:

X = FABRIC Partner number

y = FABRIC Quarter number

z = FABRIC WP number

t= version of the document

Filename for Quarterly SP Report shall be “FABRIC-ALL-QPRy-Phj-Vt.doc” where:

j= FABRIC SP number.

### 3.4.2 Quarterly Financial Reports

All partners report estimations of person hours spent for each reporting period. These will be estimations as the exact figures will be provided in the official periodic reports.

The procedure followed for the quarterly financial reports within the FABRIC project is the following:

1. The Project Secretariat initiates the reporting process by sending out a request for quarterly financial report and timeplan.
2. Partners fill in the fields of the tables of an excel sheet for the reporting period, referring in specific to the person hours that have been spent per WP, and they upload it on the Redmine, informing the relevant WP leaders and the Project Secretariat.
3. WP leaders review the reported resources by each Partner and they send their comments if they note any discrepancy between costs and work conducted to the SP leader and the Project Secretariat.
4. The Project Secretariat gathers all reports, integrates them and prepares the financial report. It uploads it in the Redmine and informs all Partners.
5. Partners send any comments on the integrated financial report before its finalisation by the Project Secretariat.

Filename for the WP progress report shall be “**FABRIC-x-QFRy-WPz-Vt.doc**”, where:

x = FABRIC Partner number

y = FABRIC Quarter number

z = FABRIC WP number

t= version of the document

## 4. COMMUNICATION PROTOCOLS

All documents and data files are uploaded in the Redmine repository at the adequate location. After uploading the files, an explanatory e-mail will be sent to all relevant recipients, in which a short description of the file contents should be included.

E-mail headings will be as follows:

- “FABRIC\_GA \_ title of message”: for e-mails to the General Assembly only.
- “FABRIC \_CG \_ title of message”: for e-mails to the Core Group only.
- “FABRIC \_ SP1 \_ title of message”: for e-mails to the SP1 only.
- “FABRIC \_ SP2 \_ title of message”: for e-mails to the SP2 only.
- “FABRIC \_ SP3 \_ title of message”: for e-mails to the SP3 only.
- “FABRIC \_ SP4 \_ title of message”: for e-mails to the SP4 only.
- “FABRIC \_ SP5 \_ title of message”: for e-mails to the SP5 only.

The consortium partners will use a variety of tools for communicating, exchange/store files and taking decision on day to day management issues. The tools and means to be used for internal communication are listed below:

- Virtual meetings to be organised via GoToMeeting or other web meeting tool available to each chairman convening a meeting.
- Doodle to be used for voting and taking decisions.
- FABRIC Redmine to be used as document repository.

The main software standards have been defined as follows:

- Operating System: Windows XP/VISTA/7/8;
- MS Word 2007: textual deliverable for working documents;
- pdf for final deliverables to be delivered and distributed externally
- MS Excel 2007: textual deliverable support, cost statement, etc.;
- MS PowerPoint 2007: transparencies, slides, posters, etc.;
- MS Project for monitoring of work;
- Alternative systems fully compatible with the above mentioned.

Files will not be circulated as attachments to e-mails, but will be uploaded to the Redmine. Afterwards, an informatory e-mail will be sent to all partners concerned, including a short description of file contents and respective Redmine links.



## 5. SUPPORTING PROCESSES

### 5.1 Deliverables review

#### 5.1.1 Content

Each official project deliverable is reviewed regarding content and layout by at least three experts, including at least one member of the Core Group, which will not be involved in the preparation of this deliverable. The reviewers per deliverable are shown in **Annex 9**.

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

#### General comments:

- Deliverable contents thoroughness;
- Correspondence to project objectives as in the Description of Work;
- Correspondence to programme objectives.

#### Specific comments:

- Relevance;
- Response to user needs;
- Methodological framework soundness;
- Quality of achievements;
- Quality of presentation of achievements;
- Deliverable layout (format, language, spelling, etc.).

The final rating of the Deliverable draft will be marked as:

- Fully accepted
- Accepted with reservation
- Rejected unless modified properly
- Rejected

The relevant comments will be included in a Deliverable **Peer Review Report**, as provided in **Annex 3**.

#### 5.1.2 Process

1. One month before the official delivery date of a Deliverable, the Quality Manager (QM) confirms the actual delivery date with the deliverable responsible and informs via email the assigned reviewers about the date.
2. The deliverable responsible uploads the final draft of the deliverable on the Redmine and informs the Quality Manager (QM) and Project Secretariat (PS). This should be not later than 15 working days before the deadline set in the DoW. Filename is according to section 5.3 below.

3. The PS forwards immediately the deliverable to the appointed reviewers.
4. The reviewers within five (5) working days do study and revise the deliverable and prepare the «Peer Review Report» (**Annex 3**), which they send to the QM and PS. Filename of reports is according to section 5.3 below.
5. The PS upon receiving the above reports makes a synthesis of them into the integrated «Peer Review Report». The above integrated «Peer Review Report» is uploaded in the Redmine by the PS within 2 working days, who informs in parallel the Co-ordinator, SP and WP leader and the Deliverable author.
6. The deliverable author revises within 5 working days the deliverable, as required, and sends the final, revised one to the PS and the QM. The author explains the main actions taken and revisions made in the peer review report.
7. The PS registers the final deliverable, properly names it and uploads it to the Redmine under folder “Final Deliverables”. Then, the PS sends an e-mail to all partners, announcing the upload of the final deliverable.
8. The Coordinator submits the final deliverable to the European Commission.

The above procedure should last for 3 weeks at most. It is depicted in the following table.

Step	Duration	Document format	Communication via
Deliverable main author sends deliverable draft to PS and QM	On deliverable deadline	Form in Annex 5	e – mail + Redmine
PS requests reviewers to review the deliverable	On deliverable deadline		e-mail + Redmine / attachment
Reviewers send completed peer review report to PS and QM	5 working days from QM request	Form in Annex 3	e-mail + Redmine / attachment
PS prepares synthesised review report and sends it to deliverable author, Coordinator, SP and WP leader	2 working days from receipt of single peer review reports	Form in Annex 3	e-mail + Redmine
Deliverable main author revises the deliverable and sends final version to PS and QM, together with explanation on actions taken in the review report	5 working days from receipt of synthesised review report	Form in Annex 5 and Annex 3	e – mail + Redmine
PS registers final deliverable, uploads it and informs all partners	2 working days from receipt of final document	Form in Annex 5	e-mail + Redmine
Coordinator sends final version to	Within 2 working	Form in Annex	e – mail

CEC	days	5	
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Table 1: Process for deliverable review.

## 5.2 Review of other documents

### 5.2.1 Content

All other reports, like agendas, minutes, presentations are reviewed by the PS regarding consistency with the templates. Responsible partners should send the respective documents to the PS at least 5 working days before the set up deadlines for internally releasing this material.

### 5.2.2 Process

1. The author of the report uploads it on the Redmine and informs among others involved the PS. Filename is according to section 5.3 below.
2. The PS checks the report for consistency with the templates of FABRIC, as well as checks if the file name is in accordance with section 5.3 below.
3. All relevant comments are sent by the PS to the author, with copy to the QM within 5 working days.

The above procedure is depicted in the following table.

Step	Duration	Document format	Communication via
Report author circulates the report with copy to PS	On report release	Form in Annex 4	e-mail + intranet
PS checks the report naming as well as consistency with the templates and sends comments to author with copy to the Co-ordinator	5 working days from receipt	Plain e-mail	e-mail

Table 2: Process for other documents review.

### 5.3 Document and data control

The PS is responsible for ensuring that all documents are consistent and easily traceable through a unique codification. There are two levels of control by the PS.

**Level 1:** The control of deliverables registration and all documents referencing;

**Level 2:** The control of consistency of documents layout and appropriate storing inside the project repository.

#### 5.3.1 Document referencing

There will be a unique project document coding system for all internal documents, as indicated below. The following do not apply to official project deliverables, and to quarterly reports. The naming of quarterly reports is presented in section 4.4. The naming of deliverables is presented at the end of this section.

The unique document referencing scheme is not applicable however for informal data and views exchange between Partners via simple e-mail. It is only valid for official Consortium documents, falling in one of the above categories of the previous section. Still, if a Participant selects not to classify one of his/her communications, s/he may not raise claims later, if another Participant has not considered it.

Document Code	Document Type	Template to be used
RR	Deliverable Review Report	Peer Review Report Template
IR	Internal Technical Report	Internal Report Template
PR	Workpackages Plans and Progress Reports	Internal Report Template
A	Meeting agendas	Meeting agenda Template
M	Minutes, Action Lists, Decision Lists	Meeting minutes Template
C	Correspondence between Partners	Internal Report Template
L	Legal documents	Internal Report Template
COM	Commercial documents	Internal Report Template
GI	Documents of general interest	Internal Report Template
OTH	Other subjects	Internal Report Template

Table 3: FABRIC project document coding system.

The codification for the names of the project internal documents (except from official

Deliverables and quarterly reports) follows below.

First digits :	<b>"FABRIC"</b>
Underscore	
Next 3-4 digits :	Abbreviated name of the <b>author</b> Partner
Underscore	
Next 2-3 digits :	<b>Type of document</b> as in Table 3. This can be: "IR" for Internal Technical Reports; "RR" for Deliverables Review Reports "A" for meetings Agendas; "M" for meeting Minutes; "OTH" for other subjects.
Underscore	
Next digits :	<b>Level in project hierarchy:</b> "GA" means that the document content focuses on GA issues; "CG" means that the document content focuses on CG issues; "SPz" means that the document content focuses on SPz issues; "WPx" means that the document content focuses on WPx issues; This should not be confused with the dissemination of the document.
Underscore	
Next digits :	"V" and <b>number of revision</b> of this specific report.
Underscore	
Next digits :	The document save date, "yyyy-mm-dd".
Underscore	
Next digits :	Short explanatory <b>title</b> for the document. In case of meetings this can be the location and date of the meeting.

**Table 4: FABRIC internal documents coding system.**

Example:

"FABRIC\_ICCS\_IR\_WP47\_V1\_20140129\_VerificationMethodology.docx" means first version of a report by ICCS in WP47, last saved on 29 January 2014, entitled "Verification Methodology".

As regards project deliverables naming and since they are already coded in the Description of Work, their naming will be as follows:

First digits :	<b>"FABRIC"</b>
Underscore	
Next 3-4 digits :	"D" + deliverable number according to description of work.

Underscore	
Next 2-3 digits :	"V" and <b>number of revision</b> of the deliverable.
Underscore	
Next digits :	The document save date, "yyyy-mm-dd".
Underscore	
Next digits :	Deliverable title as in DoW

Example:

"FABRIC\_D12.2\_V1\_20140129\_Process Handbook.doc", means the first version of D12.2 deliverable, last saved on 29 January 2014, entitled Process Handbook.

### 5.3.2 Documents layout

All official Consortium documents in the previous section follow the relevant template from section 8 according to table 5.

In the same way, official Project Deliverables should have a first page template as in the template of **Annex 5**. They should also use the page layout (headers / footers) suggested in the same Annex. Furthermore, they should abide to the following rules:

- Have a revisions list;
- Have a list of abbreviations used within the Deliverable;
- Start with an up to two pages executive summary; This should be a summary of the deliverable objectives, methodology, outcomes. It should be suitable for a person who is not an expert in the field, namely it should not include acronyms or very technical details. It should also be appropriate for communication outside the consortium, namely it should not include confidential information.
- Have a table of contents;
- Have a list of Figures (including the ones of the Annexes);
- Have a list of Tables (including the ones of the Annexes);
- End the main part with a Conclusions section of around 1 page;
- Include a References section after the Conclusions section;
- Include all detailed technical and other information in Annexes.

Meeting minutes follow the template of **Annex 6**.

Meeting agendas follow the template of **Annex 7**.

All slides developed for presentations relevant to FABRIC should follow the template of **Annex 8**.

## 5.4 List of templates to be used

The templates, which correspond to each type of document that is foreseen to be circulated in terms of the FABRIC project, are provided as Annexes of this document.

The types of documents, addressing both internal communication and official documentation towards the EC, are namely:

- Annex 1: FABRIC Quarterly Progress Report Template per Partner and WP;
- Annex 2: FABRIC Quarterly Financial Contractor Report Template per Partner;
- Annex 3: Peer review report template;
- Annex 4: Internal reports template;
- Annex 5: Deliverables template;
- Annex 6: Template for meeting minutes;
- Annex 7: Template for meeting agendas;
- Annex 8: Template for slides.

## 6. CONCLUSIONS

This deliverable presents the bodies and persons that govern the FABRIC project and consolidates their role and responsibilities, as well as their interdependencies and the ways in which they cooperate. It also specifies the procedures to be applied by the partners and the governing bodies, in order to guarantee the high quality of project results and the easy monitoring of the project process. Templates for quarterly report, deliverables, internal reports, peer review reports, meeting agendas, meeting minutes and slides have been also developed.

The proposed management and quality scheme is flexible and well-defined, thus allowing for robust project monitoring and handling of any problems that may arise. It must be noted that the present handbook is applicable to all the activities, which are related to the project. Hence, compliance with the manual is mandatory for all partners involved.



**ANNEX 9: LIST OF REVIEWERS PER DELIVERABLE**

No	Deliverable name	Responsible	Reviewer 1	Reviewer 2	Reviewer 3 (CG)
D1.2.1	Online collaboration platform	ICCS	FKA	POLITO	ERTICO
D1.2.2	Process handbook	ICCS	QIE	SNF	CRF
D1.3.1	Dissemination plan	ICCS	MECT	UNIGE	ERTICO
D1.3.2	FABRIC project leaflets	ICCS	CIRCE	TECNO	CRF
D1.3.3	FABRIC project web site	ICCS	CIRCE	CEA	CRF
D1.3.4	FABRIC events	ICCS	AMET	SNF	CRF
D1.3.5	FABRIC posters	ICCS	CEA	TECNO	CRF
D1.3.6	Exploitation plan	ICCS	VOL	UNIGE	CRF
D2.2.1	User needs, system concept and requirements for ICT solutions	ERT	IRE	TECNO	ICCS
D2.3.1	Review of existing ICT solutions and technical benchmarking	UNIGE	POLITO	FKA	TRL
D2.4.1	ICT functional architecture and specifications	ICCS	TECNO	SNF	TRL
D2.5.1	Prototype of ICT modules for the on-board driver information strategies	VEDE	TNO	QIE	TRL
D2.5.2	Prototype of ICT modules for the on-board charging system alignment	UNIGE	TNO	POLITO	TRL
D2.5.3	Prototypes of ICT modules for the off-board charge planning system	ICCS	ENG	IRE	TRL
D2.6.1	Verification plan for ICT Solutions	UNIGE	POLITO	QIE	ICCS
D2.6.2	Verification tests and results for ICT solutions	UNIGE	VEDE	TNO	ICCS
D3.2.1	Technical and user requirements	TRL	ATA	ENIDE	KTH
D3.3.1	Review of existing solutions	TRL	SAET	SNF	KTH
D3.3.2	Gap analysis	TRL	TNO	MECT	KTH
D3.3.3	Interoperability considerations	FKA	TNO	SAET	KTH

No	Deliverable name	Responsible	Reviewer 1	Reviewer 2	Reviewer 3 (CG)
D3.4.1	Specifications document	VEDE	IRE	AMET	ICCS
D3.5.1	Architecture definition	AMET	SCA	VOL	KTH
D3.6.1	On-road charging solution 1	VEDE	QIE	UNIGE	ICCS
D3.6.2	Prototype on-road charging solution 2 and 3	POLITO and SAET	IRE	CIRCE	ICCS
D3.6.3	Feasibility assessment for applying prototype solution 4 to other use cases	VOL	CEA	UNIGE	KTH
D3.6.4	Feasibility assessment for applying prototype solution 5 to other use cases	SCA	ENG	MECT	KTH
D3.7.1	Verification methodologies	ICCS	ATA	AMET	KTH
D3.7.2	Analysis of results and recommendation	TRL	SCA	VOL	ERTICO
D4.2.1	Assessment of the technical feasibility of ICT and charging solutions	ENIDE	POLITO	IREN	ERTICO
D4.3.1	FABRIC final use cases	ICCS	AMET	ATA	KTH
D4.3.2	FABRIC test scenarios	TRL	AMET	ATA	KTH
D4.4.1	Analysis of the current grid infrastructure, new needs and requirements for test sites	CIRCE	QIE	SAET	KTH
D4.4.2	Technical specifications, architecture and design of solutions for grid adaptation	CIRCE	FKA	SAET	TRL
D4.4.3	Implemented grid adaptations per test site	TECNO	QIE	POLITO	TRL
D4.5.1	Analysis of the road infrastructure and requirements for test sites	KTH	ENIDE	CEA	ERTICO
D4.5.2	Technical specifications and design of solutions for road adaptation	TRL	ENG	CEA	ERTICO
D4.5.3	Implemented road adaptations per test site	TECNO	MECT	SAET	ERTICO
D4.6.1	Vehicle prototypes	CRF	SCA	VOL	TRL
D4.6.2	Integrated test sites	VEDE	ENG	ENIDE	TRL

No	Deliverable name	Responsible	Reviewer 1	Reviewer 2	Reviewer 3 (CG)
D4.6.3	Results of verification tests of integrated system	CIRCE	FKA	CEA	ICCS
D4.7.1	FABRIC validation methodology	ICCS	MECT	ATA	TRL
D4.7.2	Validation of the FABRIC integrated systems	CEA	VOL	SCA	TRL
D5.2.1	Feasibility study on societal perspectives towards on road charging and set of current data regarding societal dimension	KTH	UNIGE	FKA	ICCS
D5.2.2	Set of current data regarding societal dimensions.	KTH	ATA	AMET	ICCS
D5.3.1	Integrated LCA/LCC system for evaluation of E-roads	KTH	CIRCE	ENIDE	ICCS
D5.3.2	Technical specifications of construction of E-roads	TRL	TNO	SNF	CRF
D5.3.3	Technical specifications of maintenance & operations of E-roads	POLITO	TECNO	SNG	CRF
D5.3.4	Detailed LCA/LCC assessment of environment and cost impact of E-roads	KTH	CIRCE	ENIDE	ICCS
D5.4.1	Report on effect of up scaling to vehicle fleet and energy grids	CIRCE	ENG	VEDE	CRF
D5.4.2	Report on Maturity, reliability, efficiency and stability of the supply chain	CEA	IRE	VEDE	CRF
D5.4.3	Report security for up scaling.	ERT	ENG	VEDE	CRF
D5.5.1	Assessment of traffic operations and management through combining ITS and on-road charging	KTH	UNIGE	SAET	ERTICO

No	Deliverable name	Responsible	Reviewer 1	Reviewer 2	Reviewer 3 (CG)
D5.5.2	Cost-benefit analysis and business models of large-scale deployment of on-road charging	QiE	CIRCE	TECNO	ERTICO
D5.5.3	Environmental life-cycle assessment and scenario analyses for achieving environmental targets	KTH	ENIDE	FKA	ERTICO
D5.5.4	Analysis of deployment scenarios, standardisation and harmonisation	QiE	VEDE	SCA	ERTICO