



Grant agreement no.: 224272

Start date: 01/07/2008

<http://www.nearctis.org>

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# Quality Plan for Deliverables and Periodic Reports

## D.1.1 – Document management procedures

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**Confidentiality level: confidential**

Deliverable 1.1 of work package 3

Status: final version

Date: 14/12/09

Edited by: ERT

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## Amendments

Date of Issue	Description
03/09/2009	Insertion of the new set of templates by ERT
14/12/2009	Answers to the queries of the reviewers by ERT

## Applicable Documents

Description
Quality plan document

## Acknowledgements

Description
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## **Executive summary**

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The purpose of this document is to implement a first set of quality assurance documentation for the NEARCTIS Network of Excellence. The Document management procedure is made in order to facilitate the issuing and the exchange of documents and presentations within the Consortium.

The partners shall use this procedure at any time they produce and issue a document or a presentation within the scope of the NEARCTIS Network of Excellence.

The deliverable editor must use the appropriate template, if this template is available.

The first draft of this document had been made in October 2008. Since then, ERT has involved new personnel in this Task and the decision had been taken to do another set of templates that would be more practical than the original version, as well as using the same graphical code as the logo of NEARCTIS.

The new set of templates was available during the summer 2009. Since some of the partners had started the drafting of their deliverable for year 2 on the old set of templates, it was decided that partners could still use the old set until the 01/01/2010

## **1. Documents**

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### ***1.1. Project management documents***

The rules governing the dissemination of those documents are stated in the Consortium Agreement of the Project.

#### ***1.1.1. Agenda of meetings***

The agenda of a meeting sets out the topics which will be discussed during the meeting. It is issued before each meeting by the responsible partner to each partner expected to attend. The time period between the issuing of the agenda and the meeting must be long enough to allow the partners to make any comments or remarks they want.

#### ***1.1.2. Minutes of meetings***

The meeting minutes are the documents that include the summary of the presentations, discussions and decisions which occurred during each meeting. The document must be issued after each meeting by the responsible partner and distributed to those concerned. The responsible partner for R&D meetings will be the Work Package leader; it will be the coordinator for the Steering Committee.

#### ***1.1.3. Technical documents***

The technical documents are documents to be used by partners in the project development.

### ***1.2. Contractual documents***

#### ***1.2.1. Quarterly report***

Quarterly Reports are contractual documents.

The Quarterly report consists of brief information on key project actions. They have a 3 month periodicity: months 3, 6, 9, 15, 18, 21, 27, 30, 33, 39, 42, 45. No Quarterly report is issued at Months 12, 24, 36 and 48, to avoid redundancy with the Periodic Activity Report.

#### ***1.2.2. Periodic report***

Periodic activity reports are contractual documents.

They contain an overview of the activities carried out by the consortium during the reporting period, a description of progress towards the objectives of the project, a description of progress towards the milestones and deliverables foreseen, the identification of the problems encountered and corrective action taken.

They shall include also (i) a justification of the resources deployed by each contractor, linking them to activities implemented and justifying their necessity, (ii) the Form C Financial statement set out in Annex VI of the contract, provided by each partner for that period, and (iii) a summary financial report consolidating the claimed costs of all the partners in aggregate form, based on the information provided in Form C.

They have a 12-months periodicity: 12, 24, 36, and 48.

### ***1.2.3. Final report***

This report is a contractual document.

This report covers all the work, objectives, results and conclusions, and the final plan for using and disseminating the knowledge, including a summary of all these aspects. The final plan for using and disseminating knowledge will describe the participants' actual achievements in dissemination and their plans at that time for the exploitation of their results. It will, where appropriate, refer back to the interim versions of the plan for using and disseminating knowledge, indicating how the foreseen activities actually took place, or were modified in the light of circumstances, or where indeed other actions and measures, initially unplanned, were introduced. It also gives information on the distribution of the EC contribution, societal implications, and communication.

It shall be issued at the end of the Project: Month 48

### ***1.2.4. Deliverables***

Deliverables are contractual documents.

The list of the deliverables is given in Annex 1: Description of Work.

### ***1.3. All documents: Front Page***

The front page must contain the following information:

-The logo of the project, the logo of the EC, the grant agreement number, start date of the project, website on the top of the front page.

- Nature of the document (size 24), description, and level of confidentiality

-On the bottom of the document, one will find: the deliverable and Work Package number, the status of the document (final or draft), the date and the name of the partner issuing the document. There should be also a disclaimer reading: "This document is property of NEARCTIS Consortium.

It shall not be copied or distributed without prior authorization of its Assembly"

Documents should be identified by a title (in font size 24). This can be the nature of the document (Minutes of the Steering Committee, Agenda of the Kick-off Meeting...) and in case it is a Deliverable, this will be the official Deliverable name as stated in the Description of Work (Page 33, 34 and 35 of the Description of Work).

The naming of the documents will be done as follow:

The name of the project will be mentioned, as well as the identification of the deliverable or milestone. In case of agendas or minutes, the term "minutes" or "agenda" will be mentioned, as well as the date of the event. The partner ID will be mentioned in case of circulation of versions.

Final documents will end up with the word: "final" at the end.

Example:

NEARCTIS\_D1.1\_ERT\_Final

NEARCTIS\_agenda\_121109\_ERT

#### ***1.4. Document structure and contents***

The structure of the document is based on the following recommendations, and must follow the templates that are available on the Collaborative Working Environment.

##### ***1.4.1. General recommendations***

The writer of any document must ensure that the document is easily readable. The writer must pay a special attention to the layout of the document. In particular, the tables and figures must clear captions.

Always use TIMES NEW ROMAN font, except for the Newsletter where MAIANDRA GD font is accepted. The specifications below give the basic size and style of the titles and normal text.

## **1. Level 1: Initial Caps, Arial 14, Bold**

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### ***1.1 Level 2 Initial Caps, Times New Roman 12, Bold, Italics***

#### ***1.1.1 Level 3: Initial Caps, Times New Roman 12, Bold, Italics***

Text: Times New Roman 12, single line spacing

Caption, figures : Times New roman 12

#### ***1.4.2. Specification on content of document***

This section specifies the mandatory sections that the documents issued by NEARCTIS Partners must contain.

##### ***1.4.2.1. Project management document***

Agenda:

- Purpose of the event,
- Time
- Venue,
- Place or meeting room

- Attendees
- Distribution list
- Schedule

**Minutes:**

- Purpose of the event
- Place, date, month, year
- Authors
- Amendments
- Applicable documents
- General information
- List of participants
- Agenda
- General remarks
- Decisions and actions to be taken by each partner
- List of distribution
- Background of discussed points
- Discussion
- Decision/ Conclusion
- Action
- A list of actions must be appended to the Minutes

**Scientific/Technical Documents**

(Such as internal technical documents, table of shared resources, Phd results...):

No specification.

***1.4.2.2. Contractual documents***

All contractual documents must be elaborated in accordance with the Project reporting in FP7 guidelines issued by the European Commission. The guidelines can be found at

[http://cordis.europa.eu/fp7/find-doc\\_fr.html](http://cordis.europa.eu/fp7/find-doc_fr.html)

***1.4.3. Tools and languages***

The software for creating and modifying documents are:

- Word processor (MS-Word 2000 compatible or Acrobat)
- Spreadsheet software (MS-EXCEL 2000 compatible)
- Project management software (MS-PROJECT 4 compatible)
- Presentation software (MS-POWERPOINT 2000 compatible)



All documents shall be written in English.

### ***1.5. Reviewing procedures***

#### ***1.5.1. General overview***

The following procedure is for verification and approval of the contractual documents of the project (Deliverables and public reports). A simplified procedure for internal documents is described in 2.5.3.

For contractual documents, the author issues one month before the contractual deadline a final version, which takes into account the remarks and comments of all partners contributing to the document.

This final version is sent to the Co-ordinator, in a Word or Excel format.

The co-ordinator checks whether this document fulfils the requirements of the Quality plan for deliverables and periodical reports, and makes the needed formal revisions.

The document is reviewed by at least two identified reviewers. The names of the reviewers are identified for each deliverable. The list of reviewers is appended to this document (Annex 1). The Co-ordinator sends the document to the Reviewers. The comments of the reviewers are made directly to the author with copy to the Co-ordinator, using the peer review report form that is appended to this deliverable (Annex 2). The author of the document has the final responsibility to collect the comments and suggestions from the Peer Reviewers and decide which changes and actions should be undertaken. A draft version of the document may be sent to the reviewers, through the Co-ordinator, for a first review of the documents. This review of the draft version is not compulsory but is highly recommended for complex document. Indeed some deliverables are issued with delay because revisions are asked by the reviewers. The revision may be done during the elaboration of the document.

The author replies to the comments and performs the requested modifications. Once this phase is finished the peer reviewed document is sent for approval to the Scientific Mediator who will pass on the finalised version to the Coordinator.

In the case of a document rejected or accepted provisionally under certain conditions by the DGInfo, the Peer Reviewers must evaluate if the new version of the document addresses the issues raised by DGInfo.

The Co-ordinator sends the final version to the distribution list.

Once the final version internally reviewed is ready, the document is sent to the Commission by the coordinator. If the document is not accepted by the European Commission and the

reviewers appointed by the European Commission, the following text will be inserted on the cover page of the document “DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION”.

The approved version of the Deliverables will be made available to partners on the private part of the website of NEARCTIS.

#### ***1.5.2. Asking for modifications***

Comments and modifications requested must be made directly by writing on the document itself with the revision option (using ‘track changes’), and the file must be sent back to the author and to the person in charge of the verification and to the co-ordinator.

The author shall archive the original document(s) and the modified documents in order to ensure a good traceability of the requested modifications.

#### ***1.5.3. Simplified procedure for internal documents***

A simplified procedure is applied to internal documents, especially for agenda or minutes of meetings, or for intermediate tasks or WP reports. Only the participants review these documents; the final version of the document will then be sent by the author to the scientific mediator for approval, then transmitted to the co-ordinator for diffusion.

#### ***1.5.4. Quality management by task leader and control of the process***

The leader of the task devoted to Quality management (5.3) will assess the work done by the reviewers and present a short summary of the life of the process at each Steering Committee meetings so that possible deviations from the Quality Plan and difficulties arising from the practical use of this document can be addressed.

The leader of this Task can decide to make amendments to the present document and the coordinator will then inform the Project Officer and provide the new document to the EC.

### ***1.6. Archiving***

Each participant **should** archive all documents issued by its organisation. The project co-ordinator shall also archive all **documents** on ERT’s server. The coordinator will provide on demand partners with any relevant document on the project.

Some of the documents will be available on the website of the project, at [www.nearctis.org](http://www.nearctis.org).

On the public part one will find the public deliverables, on the private part will be accessible the following types of documents:

-Confidential deliverables

- Templates
- Reference documents
- Quarterly reports
- Working documents
- peer review reports

The private part of the website is available through an access code to the partners, the Associate Partners and the Advisory Committee. The level of access to the private part of the Associate Partners and Advisory Committee won't be as extensive as for the "full" partners. The accessibility level will be decided by the Management Committee.

### ***1.7. Referencing system:***

NEARCTIS will use the Harvard referencing system. The system is described on the following website:

[http://www.imperial.ac.uk/Library/pdf/Harvard\\_referencing.pdf](http://www.imperial.ac.uk/Library/pdf/Harvard_referencing.pdf)

As some of the partners were using difference referencing system so far, it will be acceptable, at the beginning of the project to have different referencing system in our documents. The partners will be encouraged to switch to the Harvard referencing system so that in the second part of the project the chosen system will be the norm.

Example of referencing :

#### **Journal article: print**

**Author**

**(Year of publication)**

**Title of journal article**

**Title of journal** (this should be in italics)

**Volume number**

**Issue number**

**Page numbers of the article** (do not use 'p' before the page numbers)

Chhibber, P. K. & Majumdar, S. K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*, 42 (1), 209-238.

## **2. Presentations**

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Templates are available in Annex 3 of this document and also in the private part of the website. These should be used for internal and external presentations

A PowerPoint presentation Template is available in the Collaborative Working environment for each activity. The original layout must be respected.



The old set of templates is presented in the annexes as well. They won't be used for documents produced after the 01/01/2010.




## Annex 1: List of Reviewers for each deliverable




Deliverable Number	Deliverable (short) Title	Work Package	Delivery Date (month)	Editor	Partners to Quality Review
D1.1	Quality Plan Document	3-5	3	UoS	INRETS
D1.2	Info. Package on the project	3-5	3	INRETS	UoS, all
D2	Prelim report on education, training & Dissemination.	3	6	UoS	EPFL, TUC
D3	Website	3	12	INRETS	UoS
D4	First Periodic Report	5	12	INRETS	UoS
D5	List & description of shared resources	4	12	TUD	UoS, ERT
D6	Review of knowledge & capability: Relevant technologies	1	15	UCL	UoS, ERT, ICL
D7	Review of available case studies & related scientific knowledge	2	15	TUC	UoS, TUD
D8	Application possibilities & feasibility studies	2	24	TUC	UoS, ICL
D9	Interim report on E, T & D: Activities, achievements & plans	3	24	UoS	EPFL, TUC
D10	Second Periodic Report	5	24	INRETS	UoS
D11	Report on identified research topics due to shared resources	4	30	TUD	UoS, DLR
D12	Content management system, including shared resources	4	36	TUD	UoS, EPFL
D13	Third Periodic Report	5	36	INRETS	UoS
D14	Specification of harmonised R&D programme	1	42	UCL	UoS, ICL
D15	Specs. and evaluation approaches for possible case studies	2	42	TUC	UoS, UCL
D16	Integration & sustainability plan	5	44	INRETS	UoS, TUD
D17	Final report on E, T & D: Results & recommendations	3	44	UoS	EPFL, ICL
D18	Evaluation of benefits of harmonised research programme	1	48	UCL	UoS, EPFL
D19	FINAL REPORT	5	48	INRETS	UoS, UCL

## Annex 2: Documents' templates




*Old set of templates (not to be used after 01/01/2010)*

 																			
<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Peer Review Report</div> <p>CONFIDENTIALITY LEVEL: CONFIDENTIAL</p>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Document Reference</td> <td style="width: 50%;"></td> </tr> <tr> <td>Document Authors</td> <td></td> </tr> <tr> <td>Workpackage/ task ID</td> <td></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Deliverable                 <input type="checkbox"/> Milestone                 <input type="checkbox"/> Other             </td> <td></td> </tr> <tr> <td> <input checked="" type="checkbox"/> First Internal review                 <input type="checkbox"/> Internal review after D'GInfsoc annual review             </td> <td></td> </tr> <tr> <td>Comments of D'GInfsoc annual review</td> <td></td> </tr> <tr> <td>Reviewer Name</td> <td></td> </tr> <tr> <td>Reviewer Institute</td> <td></td> </tr> <tr> <td>Review Date</td> <td></td> </tr> </table>		Document Reference		Document Authors		Workpackage/ task ID		<input checked="" type="checkbox"/> Deliverable <input type="checkbox"/> Milestone <input type="checkbox"/> Other		<input checked="" type="checkbox"/> First Internal review <input type="checkbox"/> Internal review after D'GInfsoc annual review		Comments of D'GInfsoc annual review		Reviewer Name		Reviewer Institute		Review Date	
Document Reference																			
Document Authors																			
Workpackage/ task ID																			
<input checked="" type="checkbox"/> Deliverable <input type="checkbox"/> Milestone <input type="checkbox"/> Other																			
<input checked="" type="checkbox"/> First Internal review <input type="checkbox"/> Internal review after D'GInfsoc annual review																			
Comments of D'GInfsoc annual review																			
Reviewer Name																			
Reviewer Institute																			
Review Date																			

<p>NEARCTIS</p>   <p>7<sup>th</sup> Framework Programme Theme 3 NEARCTIS, A network of Excellence for Advanced Road cooperative traffic management in the Information Society Contract n° 224272</p>	<p>Milestone n°</p>  <p>Logo of the organization/ main contributor</p> <p>Name of the main contributor</p> <p>Email contact</p> <p>Name of the reviewer and institute:</p>
<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Deliverable name</div>	
<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Deliverable no°</div>	
<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">CONFIDENTIALITY LEVEL: CONFIDENTIAL</div>	
<p style="font-size: 0.8em;">This document is the property of the NEARCTIS Consortium. It shall not be copied or distributed without prior authorisation of the Assembly. Date of sending to the EC: _____</p>	

<p>NEARCTIS</p>   <p>7<sup>th</sup> Framework Programme Theme 3 NEARCTIS, A network of Excellence for Advanced Road cooperative traffic management in the Information Society Contract n° 224272</p>	<p style="text-align: right;"><i>Minutes place daymonthyear</i></p>  <p>Logo of the organisational main contributor Name of the main contributor Email contact Name of the requester and his title:</p>	
<b>Minutes of the Steering Committee</b>		
Place_daymonthyear		
<b>CONFIDENTIALITY LEVEL :</b>		
Name of Meeting:		
Attendees:		
Distribution List:		
		Action (input initial of person and date by if required)
1	Note of Introduction of Attendees	e.g. TRG-1 Oct 2008
2	Note of Presentation on VMP 1	
3		
Example		
This document is property of the NEARCTIS Consortium. It shall not be copied or distributed without prior authorisation of the Assembly.		
Date of sending to the informants:		M*

<p>NEARCTIS</p>   <p>7<sup>th</sup> Framework Programme Theme 3 NEARCTIS, A network of Excellence for Advanced Road cooperative traffic management in the Information Society Contract n° 224272</p>	<p style="text-align: right;"><i>Milestone n°</i></p>  <p>Logo of the organisational main contributor Name of the main contributor Email contact Name of the requester and his title:</p>	
<b>Milestone name</b>		
Milestone no°		
<b>CONFIDENTIALITY LEVEL :</b>		
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Date of sending to the EC:		M*

<p>NEARCTIS</p>   <p>7<sup>th</sup> Framework Programme Theme 3 NEARCTIS, A network of Excellence for Advanced Road cooperative traffic management in the Information Society Contract n° 224272</p>	<p style="text-align: right;">Agenda place daymonth</p>  <p>Information Society Logo of the organisational main contributor Name of the main contributor Email contact Name of the institution in charge:</p>															
<p><b>Agenda</b></p> <p>Place_day month year</p>																
<p><b>CONFIDENTIALITY LEVEL :</b></p>																
<p>Name of Meeting:</p> <p>Attendees:</p> <p>Distribution List:</p>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Time</th> <th style="width: 55%;">Item number and description</th> <th style="width: 30%;">Speaker</th> </tr> </thead> <tbody> <tr> <td>0900</td> <td>1. Introduction of Attendees</td> <td>Chair of Meeting (initials of person)</td> </tr> <tr> <td>0930</td> <td>2. Presentation on WP 1</td> <td>???</td> </tr> <tr> <td>1000</td> <td>Coffee</td> <td></td> </tr> <tr> <td colspan="3">Example</td> </tr> </tbody> </table>		Time	Item number and description	Speaker	0900	1. Introduction of Attendees	Chair of Meeting (initials of person)	0930	2. Presentation on WP 1	???	1000	Coffee		Example		
Time	Item number and description	Speaker														
0900	1. Introduction of Attendees	Chair of Meeting (initials of person)														
0930	2. Presentation on WP 1	???														
1000	Coffee															
Example																
<p><small>THE DOCUMENT IS PROPERTY OF THE NEARCTIS CONSORTIUM. IT SHALL NOT BE COPIED OR DISTRIBUTED WITHOUT THE PERMISSION OF THE ASSEMBLY.</small></p> <p>Code of sending: _____</p>																



Objectives and partners



Project coordinator: [Juliette.Renaud@ert-sas.fr](mailto:Juliette.Renaud@ert-sas.fr)  
 Scientific moderator: [Jean-Baptiste.Lesort@inrets.fr](mailto:Jean-Baptiste.Lesort@inrets.fr)



Date of send to the EC



*Template for peer review report*



 	
Grant agreement no.: 224272 Start date: 01/07/2008 <a href="http://www.nearctis.org">http://www.nearctis.org</a>	
<hr/> <h2>Peer Review Report</h2>	
<b>&lt;Number of the document&gt;</b>	
Confidentiality level: confidential	
Document Reference	
Document Title	
Document Authors	
Workpackage/Task ID	
<input checked="" type="checkbox"/> Deliverable <input type="checkbox"/> Milestone <input type="checkbox"/> Other	
<input checked="" type="checkbox"/> First internal review review	<input type="checkbox"/> Internal review after DGInfo annual review
Comments of DGInfo annual review	
Reviewer Name	
Reviewer Institute	
Review Date	
Peer Review Report Status: <draft version or final version> Date: <DD/MM/YYYY> Edited by: <Partner ID>	
nearctis-peer-review_template.dot/ <date of sending to the EC> <i>DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION</i>	

NEARCTIS	Peer Review D (n). <Title> / <version>		
<b>The Deliverable is:</b>			
<input type="checkbox"/> Fully accepted	<input type="checkbox"/> Accepted with reservation	<input type="checkbox"/> Rejected unless modified as suggested	<input type="checkbox"/> Fully rejected
<b>Suggested actions:</b>			
1. The following changes regarding readability, spelling, layout or format should be implemented			
2. Specify missing chapters / subjects that should be added			
3. Required changes on key findings and contents			
4. Further relevant required or suggested improvements			
nearctis-peer-review_template.dot/ <date of sending to the EC>			
2			
<i>DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION</i>			

NEARCTIS	Peer Review D (n). <Title> / <version>
<b>Comments of peer reviewer:</b>	
<b>General comments</b>	
<i>Reviewer comment</i>	
<i>Author response</i>	
<b>Specific comments</b>	
<b>Topic A: Relevance to the objectives of the task work plan</b>	
<i>Reviewer comment</i>	
<i>Author response</i>	
<b>Topic B: Soundness of the methodological approach retained regarding the objective of the document</b>	
<i>Reviewer comment</i>	
<i>Author response</i>	
<b>Topic C: Scientific or technical quality of achievements</b>	
<i>Reviewer comment</i>	
<i>Author response</i>	
<b>Topic D: Added value for the network and its sustainability</b>	
<i>Reviewer comment</i>	
<i>Author response</i>	
<b>Topic E: Document interest and accessibility for ITS stakeholders</b>	
<i>Reviewer comment</i>	
nearctis-peer-review_template.dot/ <date of sending to the EC>	3
<i>DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION</i>	

NEARCTIS	Peer Review D (n). <Title> / <version>
<i>Author response</i>	
<b>Topic F: Document Layout / Spelling / Format</b>	
<i>Reviewer comment</i>	
<i>Author response</i>	
nearctis-peer-review_template.dot/ <date of sending to the EC>	4
<i>DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION</i>	

*Template for deliverables*



Grant agreement no.: 224272  
Start date: 01/07/2008  
<http://www.nearctis.org>

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**<Deliverable Title>**

**<Number of the document and subtitle if any>**  
Confidentiality level: <public, restrained or confidential>

Deliverable (n) of workpackage (n)  
Status: <draft version or final version>  
Date: <DD/MM/YYYY>  
Edited by: <Partner ID>

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**Authors**

Name	Company
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**Amendments**

Date of Issue	Description
DDMM/YYYY	
DDMM/YYYY	
DDMM/YYYY	

**Applicable Documents**

Description
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**Acknowledgements**

Description
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*DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION*

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*DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION*

NEARCTIS

D (n). <Title> / <version>

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**Executive summary**

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*DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION*



*Template for milestones*

Grant agreement no.: 224272  
Start date: 01/07/2008  
<http://www.nearctis.org>

---

**<Milestone Title>**

**<Number of the document and subtitle if any>**

Confidentiality level: <public, restrained or confidential>

Milestone (n) of work package (n)  
Status: <draft version or final version>  
Date: <DD/MM/YYYY>  
Edited by: <INRETS>

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NEARCTIS	M (n). <Title> / <version>
<b>Authors</b>	
Name	Company
<b>Amendments</b>	
Date of Issue	Description
DDMM/YYYY	
DDMM/YYYY	
DDMM/YYYY	
<b>Applicable Documents</b>	
Description	
<b>Acknowledgements</b>	
Description	
nearctis-milestone_template.dot/ <date of sending to the EC>	2
<i>DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION</i>	

NEARCTIS

M(n). &lt;Title&gt; / &lt;version&gt;

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NEARCTIS

M (n). <Title> / <version>

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**Executive summary**


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nearctis-milestone\_template.dot/ <date of sending to the EC>

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*DRAFT VERSION AWAITING APPROVAL FROM THE EUROPEAN COMMISSION*

*Template for quarterly reports*

NEARCTIS	Quarterly Report
 <p><b>Nearctis</b>  <i>Excellence in co-operative              traffic management</i></p> <p>7<sup>th</sup> Framework Programme              Theme 3</p> <p>NEARCTIS, A network of Excellence for Advanced Road cooperative traffic management in the Information Society              Contract n° 224272</p>	
<b>Quarterly Management Report</b>	
<b>Q0X</b>	
<b>MonthX – Month XX 200X</b>	
<b>Workpackage WP5</b>	
<b>Project Management</b>	
Leading Partner: ERT	
Security Restriction: Confidential	
Date of this version: XX/XX/XX	
Version 0.1	
Version 01 - date	Page 1/6

NEARCTIS	Quarterly Report			
<b>Versioning</b>				
<b>Version</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>	<b>Comments</b>
0.1	First circulating version			
<b>Quality control</b>				
<b>Version</b>	<b>Description</b>	<b>Controller</b>	<b>Date</b>	<b>Comments</b>
0.1	First circulating version	Mr. xxx	xxxx	
<b>Contributors</b>				
<b>Name</b>	<b>Organization</b>	<b>Notes</b>		
Each task leader of the project	All participants			
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/>				
Version 01 - date				Page 2/6

NEARCTIS		Quarterly Report
<b>Table of Contents</b>		
1	Administrative elements.....	4
2	Life of the project.....	4
2.1	Task 1.2:.....	4
2.2	Task 1.3:.....	4
2.3	W/P2:.....	4
2.4	Task 2.1.....	4
2.5	Task 2.2.....	4
2.6	Task 2.4:.....	5
2.7	Task 2.5:.....	5
2.8	Task 3.4:.....	5
2.9	Task 3.5:.....	5
2.10	Task 4.1.....	5
2.11	Other activities.....	5
3	Management:.....	5
4	Deliverables:.....	5
5	Deviation from the plan:.....	6
Version 01 - date		Page 3/6

NEARCTIS	Quarterly Report
<hr/>	
1 Administrative elements	
<hr/>	
<u>Done so far:</u>	
<u>Planned actions:</u>	
2 Life of the project	
<hr/>	
2.1 Task 1.2:	
<hr/>	
<u>Work done so far:</u>	
<u>Planned actions:</u>	
2.2 Task 1.3:	
<hr/>	
<u>Work done so far:</u>	
<u>Planned actions:</u>	
2.3 WP2:	
<hr/>	
<u>Done so far:</u>	
<u>Planned action:</u>	
2.4 Task 2.1	
<hr/>	
<u>Work done so far:</u>	
<u>Planned action:</u>	
2.5 Task 2.2	
<hr/>	
<u>Work done so far:</u>	
<u>Planned actions:</u>	
<hr/>	
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NEARCTIS	Quarterly Report
<hr/>	
2.6 Task 2.4:	.....
<u>Work done so far:</u>	
<u>Planned actions:</u>	
2.7 Task 2.5:	.....
<u>Work done so far:</u>	
<u>Planned work:</u>	
2.8 Task 3.4:	.....
<u>Done so far:</u>	
<u>Planned action:</u>	
2.9 Task 3.5:	.....
<u>Done so far:</u>	
<u>Planned action:</u>	
2.10 Task 4.1	.....
<u>Done so far:</u>	
<u>Planned action:</u>	
2.11 Other activities	.....
3 Management:	.....
<u>Done so far:</u>	
<u>Planned action:</u>	
4 Deliverables:	.....
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NEARCTIS	Quarterly Report
5 Deviation from the plan:	
<hr/>	
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*Template for agenda*

Grant agreement no.: 224272  
 Start date: 01/07/2008  
<http://www.nearctis.org>

Dates:

Venue:

Place or meeting room:

Attendees:

Distribution list:

---

## <Agenda of meeting, workshop>

---

### <Purpose>

---

Time Table	Agenda Item	Speaker	Content
9:00 – 9:15	Welcome	<name>	
9:15 – 9:45			
9:45 – 10:15			
10:15 – 10:45			
10:45 – 11:15			
11:15 – 11:45			
11:45 – 12:15			
12:15 – 13:15	Lunch		
13:15 – 13:45			
13:45 – 14:15			
14:15 – 14:45			
14:45 – 15:15			
15:15 – 15:30	Break		
15:30 – 16:00			
16:00 – 16:30			

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*Template for minutes*

Grant agreement no.: 224272  
Start date: 01/07/2008  
<http://www.nearctis.org>

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**<Minutes of meeting, workshop>**

**<Place\_date month year>**

Confidentiality level: <public, restrained or confidential>

Minutes of the meeting <identification of the meeting>  
Status: draft version<or final version>  
Date: <DD/MM/YYYY>  
Distribution: All partners  
Edited by: <Partner ID>

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NEARCTIS	Consortium Meeting Minutes <Title>	
<b>Authors</b>		
Name	Company	
<b>Amendments</b>		
Date of Issue	Description	
20/04/2009	Template generation (ERT)	
DD/MM/YYYY		
DD/MM/YYYY		
<b>Applicable Documents</b>		
N°	Description	Document name
<b>Acknowledgements</b>		
Description		
nearctis-minutes_template.dot<date of sending to the participants>		2

NEARCTIS	Consortium Meeting Minutes <Title>		
<b>General information</b>			
Description			
Name:			
Location:			
Date:			
Objective:			
<b>List of participants</b>			
Company	Name		
<b>Agenda</b>			
Time table			
<b>General remarks</b>			
Comments			
<b>Decisions and actions to be taken by each partner</b>			
N°	Decision/action description	Partner responsible	Deadline
1			
2			
3			
nearctis-minutes_template.dot<date of sending to the participants>			3

*Template for contribution*

Grant agreement no.: 224272  
Start date: 01/07/2008  
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**<Document Title>**

**<Number of the document and subtitle if any>**

Confidentiality level: <public, restrained or confidential>

Contribution to deliverable (n) of work package (n)  
Status: <draft version or final version>  
Date: <DD/MM/YYYY>  
Edited by: <Partner ID>

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Contribution to D (n) <Title>

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**Executive summary**

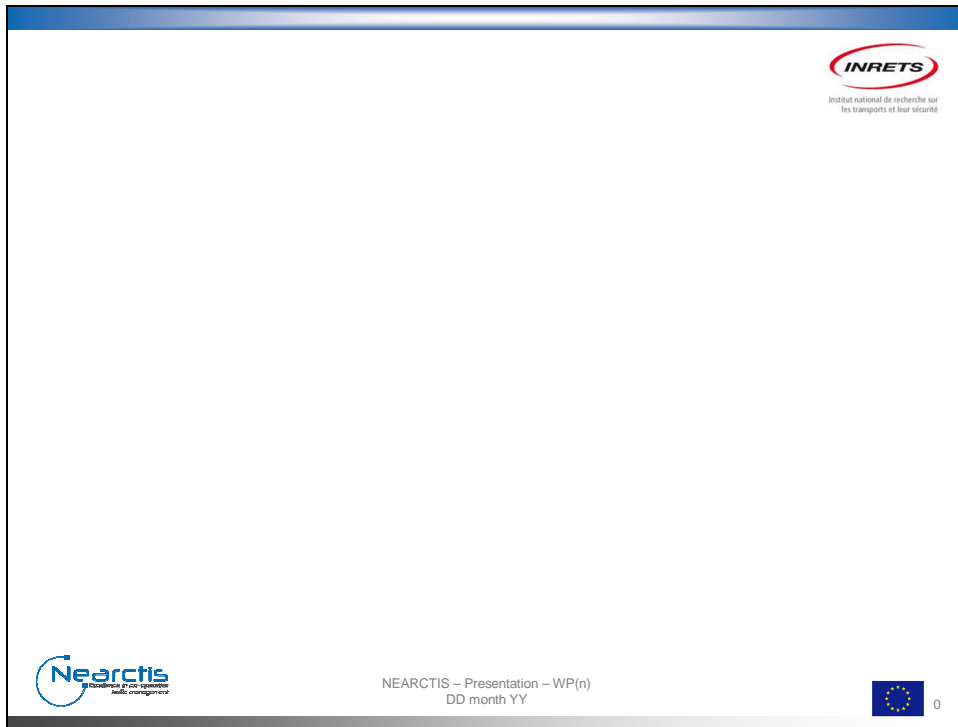
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nearctis-contribution\_template.dot

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*DRAFT VERSION*

*Template for presentation 1*



*Template for presentation 2*



## Lorem ipsum

- < Lertem ventiam et que inam iam, neste pat duciam tum quam ilin tem pristiem pulius tabenius pro iam artu morum is pl. >
- < Lertem ventiam et que inam iam, neste pat duciam tum quam ilin tem pristiem pulius tabenius pro iam artu morum is pl. Gerum ex sicon sidendam ad intem in vatandem mus, nos hoc tebefecii siliam periorum fitia moreoris.>



NEARCTIS – Presentation WPn  
DD.MM.YY



## Conclusion

- < Lertem ventiam et que inam iam, neste pat duciam tum quam ilin tem pristiem pulius tabenius pro iam artu morum is pl.>
- <Lorem ipsum sit amet>
  - [contact@partner.org](mailto:contact@partner.org)



[Partner logo]

Thank you for you attention.



NEARCTIS – Presentation WPn  
DD.MM.YY

