PROJECT DELIVERABLE
D2 – EIRAC II QUALITY PLAN

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1. INTRODUCTION

1.1 PROJECT SUMMARY

At a high-level round table meeting held on May 3rd, 2005, more than 50 CEOs and Managing Directors with decision-making capability from large Intermodal businesses launched the European Intermodal Research Advisory Council (EIRAC). EIRAC determined that a Strategic Intermodal Research Agenda 2020 (SIRA) (see Ref. [1]) for Intermodal Transport and its Implementation Plan (see Ref. [2]) were needed, being the instruments to direct European and national resources to targeted research, as they together could cover an important step towards the creation of a co-ordinated Intermodal research strategy. The SIRA has been published on December 14th, 2005, whilst the Implementation Plan has been published on December 12th, 2006.

EIRAC has been very successful in its first two years and a half of activities. It has been acknowledged by the European Commission as a major source of expertise and a reliable entity to deal with. The value of the EIRAC SIRA (see Ref. [1]) and Implementation Plan (see Ref. [2]) has been recognised by different Directorates General of the European Commission, and it is considered as a primary source of valuable input to the workprogrammes of FP7.

The EIRAC work, whose secretariat activities have been provided through the CAESAR Coordination Action funded by the European Commission in the scope of FP6, will be continued in the next years, aiming at the **following objectives**:

- Stimulate the main public stakeholders and market players in the Intermodal and Logistics domain to invest into research;

- Strengthen the potential of research results to be endorsed and used by the market;

- Provide the assessment of these results, both before and after the execution of research, including the financial conditions needed to ensure the full exploitation of the innovation;

- Ensure that its work is communicated in a professional way to the "outsiders" (i.e., non-EIRAC members, or International Parties), so that they also can benefit from the work and improve their level of information;

- Foster the participation of industrial SMEs in innovating and changing their mindset, eventually participating in research projects;

- Stimulate the implementation of indications contained in the Implementation Plan into national programmes of research, including the identification of needs for breakthrough technologies;

- Enhance the opportunities to participate to or observe EIRAC works;

- Stimulate the creation of Intermodal Advisory Councils or Technology Platforms at national level.

1.2 BASIS OF THE PROJECT

All relevant information regarding the contractual and legal basis of EIRAC II is settled in the following documents:

- the European Commission Contract n° FP7 - 218693

- the Annex 1 – Description of Work

- the Consortium Agreement – EIRAC II CA

2. SUBJECT AND REFERENCES

2.1 SCOPE AND GENERAL FIELD OF APPLICATION

This Quality Plan (QP) defines the general organisational and management aspects, the operating procedures, resources and criteria adopted for monitoring the services provided for under the Grant - and relative annexes - entered into with the European Commission, and the "Consortium Agreement" (see Ref. [7], [8], [9], [11]).

The Agreement has been entered into by and between the partners listed in Table 1.

PARTICIPANT NAME	PARTICIPANT SHORT NAME	COUNTRY
Consorzio per la Ricerca e lo Sviluppo di Tecnologie per il Trasporto Innovativo – Consorzio TRAIN	TRAIN	I
Connekt	CONNEKT	NL
Mettle Groupe	METTLE	F
European Intermodal Association	EIA	B

Table 1: EIRAC Partners

In particular, the QP defines the operating procedures to be adopted and the documents to be used and issued, as part of the project activities, throughout the period of 30 months, from the beginning of the project.

2.2 PARTNER'S REFERENCE

The partners references are given in the Annex 1 of this document (see Ref. [8]).

3. COORDINATION AND SUPPORT ACTION BREAKDOWN

In order to ensure a complete coverage of the proposed topics and an effective cooperation between the Partners, which will help in switching the EIRAC work on a higher gear, the EIRAC II CSA work plan has been organised in 5 different WorkPackages, each of them split in different tasks, as detailed in the following sections.

Table 2 details the Work Packages list and the partner leader for each of them, including the deliverables that each Work Package shall generate.

Workpackage Number	Workpackage title	Lead contractor	Deliverable Number
WP1	EIRAC Coordination	Consorzio TRAIN	D1,D2,D3,D4,D5, D6,D7,D8,D9,D10, D11
WP2	Service-kit to the EIRAC	METTLE	D12,D13,D14
WP3	Networking with Member States	CONNEKT	D15,D16,D17,D18
WP4	Progress of SIRA and Implementation Plan	EIA	D19,D20,D21,D22
WP5	EIRAC Transition	Consorzio TRAIN	D23,D24,D25

Table 2: EIRAC II WPs and Deliverables

The Coordination and Support Action is planned to last 30 months. WorkPackage WP1 (EIRAC Coordination) will provide the proper coordination of the EIRAC II CSA, as well as guaranteeing the necessary secretariat support to all EIRAC bodies, in cooperation with WP2 (Service-kit to the EIRAC).

Networking with Member States (WP3), aims at facilitating the implementation of Implementation Plan topics into national research programs, enhance the potential for market up-take of EIRAC results, stimulating the creation of national Intermodal Advisory Councils, and maintaining close relationships with both National and European technology platforms. Starting form month 13 until the end of the CSA, WP4 will assess the topics contained in the current Implementation Plan (released in December 2006) on the basis of the characteristics of Intermodal Transport defined in the SIRA 2020, and support the progress of the Strategic Intermodal Research Agenda and of the Implementation Plan, in order to extend their vision beyond 2020.

Finally, WP5 will define the strategy and options to ensure the migration of the EIRAC to its next phase, independent from EC funding.

4.   PROJECT STRUCTURE

The purpose of EIRAC II Coordination and Support Action is to provide support to the EIRAC in continuing its network activities, and in achieving the goals foreseen for the next thirty months. The structure of the EIRAC will be updated during the project life in order to create a tighter link with the National Technology Platforms on Transport and Logistics, to facilitate the subscription of new memberships and include the participation of observers, and to improve the role of the Support Group.

4.1 EIRAC STRUCTURE

The EIRAC will be then composed by the following entities (see Figure 1):

- The Plenary;
- The Support Group (the Task Force);
- The Mirror Group;
- The Group of National Technology Platforms Representatives;
- The Secretariat;
- The Innovation Manager.

Each of the mentioned entities is described more in detail in the following sections.
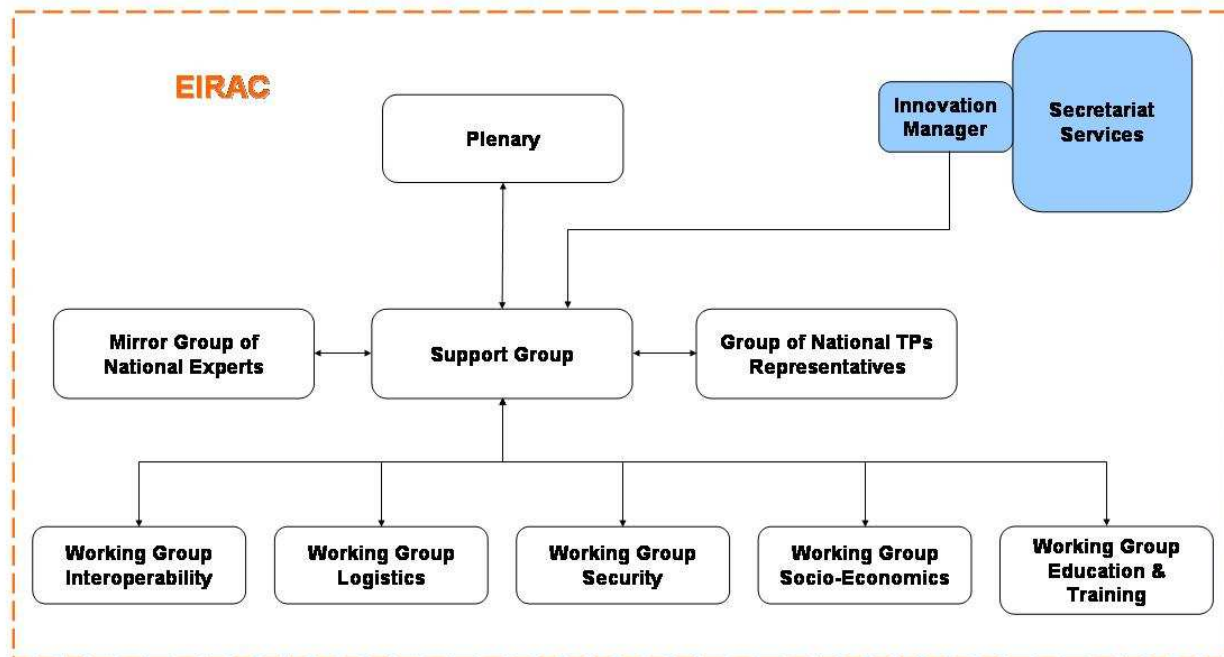
Figure 1: EIRAC 2008-2010 Structure

4.1.1   EIRAC Plenary

The EIRAC Plenary is an assembly bringing together around 50 authoritative representatives of the main stakeholders (i.e. manufacturers, shippers, carriers) in the Intermodal market, who contributed to the definition of the Strategic Intermodal Research Agenda and of its Implementation Plan, in order to influence the European and National research programmes, and who will contribute to the update and extension of the mentioned documents.

Meetings of the EIRAC Plenary will be organized on a 6-monthly basis; the Plenary will be headed by one Chairman assisted by one Vice-Chairman, which are appointed for a 2-years period and may be re-appointed. Each member of the Plenary is appointed on a personal basis, therefore the appointment of substitutes will not be allowed.

Plenary members will be organized into the following 5 Working Groups (WG), each of them led by two Chairpersons and supported by one of EIRAC II CSA partners:

- Logistics (CONNEKT);
- Interoperability between modes (METTLE);
- Security (TRAIN);
- Socio-Economics (EIA);

- Training & Education (EIA).

In order to facilitate the dissemination of EIRAC activities, observers will be invited to Plenary meetings, both upon their request or following a specific indication of EIRAC members.

4.1.2   Support Group (Task Force)

The Support Group is formed by the Chairpersons of each Working Group, led by one Chairperson and one Vice-Chairperson. The Support Group provides the executive function to the EIRAC; its composition reflects the multilateral principle appropriate to draw intermodal industry needs.

In the second phase of EIRAC works, the Support Group will change its role in order to become a sort of "Task Force" able to react as quickly as possible to specific requests coming from the EU, Members States or any other interested stakeholder, as appropriate. To achieve this goal, the Chair-Persons will be directly supported by the Innovation Manager, i.e. a person with knowledgeable experience appointed by the Secretariat Service to support and stimulate all EIRAC bodies. External experts might be involved on ad hoc basis, in case of enquiries necessitating specific expertise.

The support group will meet as required by the specific tasks considered, under the coordination of the Chairman or Vice-Chairman supported by the Innovation Manager.

4.1.3   Mirror Group

The Mirror Group is ideally composed by one expert representing each Member and Accession State, appointed through their Embassies. The role of the Mirror Group members is to support and promote the endorsement of the SIRA and the Implementation Plan into Member and Accession states, and in particular:

- to debate the Strategic Research Agenda in the light of their national RTD and investment programmes;
- to ensure the coordination of actions throughout the EU;
- to ensure that the promotion activities EIRAC are promulgated in each of the Member States;
- to receive national feedback on the SIRA.

The Chair of the Mirror Group turns with the Presidency of the European Union; in case of defect, the Chairperson will be elected by simple majority.

The Mirror Group will support the preparation ad execution of the Road-Show, collaborating with the Secretariat, the Support Group and the Group of National Technology Platforms Representatives in preparing the Member State

Relation Plan, and organizing the meetings with National Ministries and relevant industries representatives.

The Mirror Group will operate in direct cooperation with the EIRAC Plenary; therefore, its meetings will be organized in the same days of the Plenary meetings, in Brussels.

4.1.4   Group of National Technology Platform Representatives

The Group will be composed of Representatives of National Technology Platforms (TP) for Intermodality and Logistics. The purpose of this Group is to ensure a permanent and effective link between the EIRAC and the National TPs, with the goal of:

- Enhance the coherence between the main research topics identified at European and national level;
- Facilitate the implementation of research topics identified by the EIRAC at national level (also cooperating to the organization of the Road-Show);
- Stimulate the creation of National Technology Platforms for Intermodality where not yet present.

The Group will operate in direct cooperation with the EIRAC Plenary; therefore, its meetings will be organized in the same days of the Plenary meetings, in Brussels.

4.1.5   Secretariat

The partners of EIRAC II CSA will provide the secretariat support to all EIRAC bodies. Particular attention will be paid to the communication of EIRAC positions to policy makers (e.g., EU Institutions) on non-research subjects. This sensitive task will be fulfilled respecting the roles of both EIA and EIRAC; to do so, the communication procedure will involve the EIA as the first intermodal liaison point, while EIA will involve other partners like Connekt and others aiming to:

- transferring EIRAC statements together and with the relevant EIRAC member in dedicated meeting with the institutions;
- forwarding EIRAC positions, providing clear visibility of the source to the receiver.

The project leader decides, after consulting all consortium partners, who will respond to the EC, depending on the research and non research topic at hand and the strengths of the partners' towards DG RTD (EIRAC), but vis-à-vis DG TREN etc. it will be organised via EIA.

4.1.6   The Innovation Manager

The Innovation Manager is intended to be a person with a high and knowledgeable experience in lobbying and networking activities at international level, with particular reference to the transport, research and innovation domain. He will be appointed by the EIRAC Members at the beginning of the project lifetime, which whom he will collaborate for the activities dedicated to the support of all EIRAC Bodies. The general role of the Innovation Manager will be to stimulate and foster the discussion between the EIRAC members, helping them in identifying the topics with the highest potential for change, encouraging the market-uptake of innovations, while searching for synergies between EIRAC and EIA.

In particular, the Innovation Manager will co-operate with the Chair-Persons of the Working Groups, in order to stimulate the activities of the Support Group; with this respect, the Support Group will be strengthened and transformed into a "task force", able to ensure on behalf of EIRAC a prompt reaction to inputs and requests addressed by the European Commission, Member States, or any other interested party. The fact that the Innovation Manager will be part-time detached at EIA premises in Brussels will ease communications between EIRAC and EU authorities, or any other Brussels-located entity, as needed. In concrete terms, the Innovation Manager can brief any EIRAC results promptly and swiftly to the EU authorities, supported and accompanied by the EIA.

Furthermore, the Innovation Manager will assist the Chair-Persons of the Support Group for monitoring the potential implementation and market up-take of solutions and innovations proposed by the EIRAC through the Strategic Intermodal Research Agenda and its Implementation Plan.

The Innovation Manager will also strictly co-operate with the EIRAC Champions in safeguarding and developing selected topics from the Implementation Plan, in order to push forward the proposed innovation and stimulate private investments, ensuring the possibility to turn the EIRAC ideas into reality. Together with the Champions, the Innovation Manager will contribute to the dissemination of EIRAC results and activities, presenting them during selected high-level conferences and events as defined in the EIRAC Plan for external communication.

In cooperation with the members of the Mirror Group and of the Group of National Technology Platform Representatives, the Innovation Manager will monitor the results generated by the contact between EIRAC representatives and Member or Associated States - as detailed in the plan defined by the Road-Show activities – and stimulate a continuative and fruitful cooperation with Intermodal key-players at national level.

The EIRAC members will be requested to propose potential candidates for the role of Innovation Manager. In case no suitable candidates are selected by the EIRAC members, the Secretariat will proceed with a further request for candidates outside the EIRAC. The person covering the role of the Innovation Manager should meet the following criteria:

- Proven expertise in the Intermodal & logistics chain (knowledge of the industry);

- Persuasive attitude to convince potential users to change by integrating innovations in business processes;

- Proven expertise on international politics (knowledge & contacts with the European authorities / Brussels).

The innovation manager will have a part-time function while he will be facilitated via the EIRAC budget allocated to the EIA, whilst his/her location will be provided by the EIA office in Brussels.

4.2   THE PROJECT CO-ORDINATION AND RELEVANT PROCEDURES

The general procedures that will be implemented are described in the following sections.

4.2.1   Planning

The Project Coordinator will plan an initial schedule and maintain the continuous analysis of the project activities using a Project Management Tool. He will also be aware of all project resources, including:

- Production & consolidation of periodic progress reports and co-ordination of the project final report;

- Surveillance of resource and work-content deviations;

- Cost statements consolidation;

- Evaluation of the Coordinated Action;

- Internal communication strategy.

4.2.2   Meetings

The EIRAC meetings will be called and organised by the relevant Chairpersons, with the support of the Innovation Manager and the Secretariat, according to the needs of the different bodies, and will require a pre-agenda and a post-report including the meeting minutes in a pre-normalised form, for comments and approval of the attendants.

Concerning the Management and Organization of EIRAC Plenary meetings, the consortium will make sure that the high-level group of key industrial figures who formed the plenary in the EIRAC I will be re-established. The consortium will further ensure that the composition of this is adapted to the new market situation and therefore incorporate new industry captains towards the goal of an even more representative body of the Intermodal transport sector, in close cooperation with existing Intermodal bodies. The role of the Plenary will be to prepare the updated Strategic Intermodal Research Agenda (SIRA) and the new version of the Implementation Plan and approve them. Furthermore, the Plenary members will be asked to define the future structure of EIRAC after 2010, as detailed in the scope of WP5. The consortium will support the re-establishment of the Plenary by:

- Inviting captains of industry from EIRAC I as well as identifying and inviting new ones (subject to Commission pre-consultation) to participate in the initiative;
- Stimulating and supporting discussion;
- Structuring the Plenary in working groups, one for each pillar of (non-)research.

In addition, two top-level conferences that shall gather a wide range of the target groups mentioned above shall be organized to ensure a wider market take-up of EIRAC results among the private transport sector and beyond the EIRAC members.

4.2.3   Internal Communication Strategy – Quality Assurance

All partners will be informed about the project status, the planning and any other issue relevant to the partners in order to obtain maximum transparency and awareness. All the information will be communicated to the Project Coordinator, who will be responsible for the distribution to the partnership, where appropriate.

A normalised deliverable form and structure will be defined and issued along with this Quality Plan. The Deliverables will be issued after being reviewed by the Work Package leaders.

4.3   PROJECT COORDINATOR

Consorzio TRAIN as Project Co-ordinator of the project assumes the responsibility of the coordination. Consorzio TRAIN is the official interface between the Consortium and the European Commission.

The Coordinator is responsible for:

- Coordinating the activities of EIRAC II CSA participants in the different WorkPackages;

- Providing the administrative and financial coordination, and in particular:

  - Collecting, checking and transmitting all the financial information requested by the EC;

  - Monitoring the consumption of resources during the CSA lifetime;

  - Distributing to Partners the funding transferred by the EC, in accordance with the provision of the Grant, including its Annexes, and with the principles agreed by Partners in the Consortium Agreement;

  - Detailing the guidelines and establishing the procedures ensuring that the project will be developed in accordance with a unique quality system. To this aim, this Quality Plan has been preprared and distributed to all Partners at the very beginning of the CSA, focusing on:

    - Project Procedures;

    - Preparation of documents according to common templates;

    - Codification, distribution and permanent storage of documents produced.

5. DOCUMENT REPOSITORY

5.1 GENERAL CONCEPTS

5.1.1 Scope

The Document Repository represents a professional and easy to use instrument made available to both the EIRAC Members and the Partners of EIRAC II Consortium, with the purpose of :

- Providing the Members of all EIRAC Bodies with the relevant documents, both produced within the EIRAC or provided by an external source;

- Ensuring a smooth and complete communication flow between the EIRAC Bodies and the Secretariat;

- Guarantee the availability to all Consortium Members of all administrative and contractual documents produced during the project lifetime.

The Document Repository is an important instrument to contribute to achieve the requested quality level in the project work.

The project's communication strategy is to be as transparent as possible and to increase operational synergies.

Special attention will be given to keeping both the EIRAC members and the Consortium partners informed on the activities carried out in the project, planning of events and other important issues.

5.1.2 Basic functionality

The Document Repository offers the following basic functionality:

- List of EIRAC Members and Consortium Partners;

- Personal details (My profile);

- Contact list (with details);

- E-mail generation (for a specific entity or person);

- List of own documents (My documents);

- Documents updating;

- Actions (pending actions decided in the past);

- Meetings (future meetings and possibility to see past meetings);

- Events (future events and possibility to see past events);

- Protocol of documents in uploading order (recently uploaded documents);

- Catalogue of documents (according to document type);

- Search documents (by protocol or by keyword);

- Upload documents;

- Tracking of deliverables (including contributing documents and documents based on them);

- Automatic notification of uploaded documents;

- Management of mail-lists;

- Linking documents to WP's, meetings, deliverables;

- Structure of the project, to browse in the project levels and identify WP's, deliverables and related documents;

- Distributed administration capability and rights;

- Complete domain management;

- New technology for improved performances and security.

More items can be included, as a result of experience and of suggestions coming from the participants.

5.1.3   Domain concept

To better manage the quickly rising amount of information, the Document Repository includes a Domain concept, which allows to limit the view to a limited part of the project.

Table 3 shows the domains identified up to now.

Domain code	Meaning
EIR	All EIRAC II members + Secretariat + Task Force + Mirror Group + Group of National TPs
SEC	Secretariat
PLE	EIRAC Plenary
TAF	Task Force (Support Group)
MIR	Mirror Group
NTP	Group of National Technology Platform Representatives

Domain code	Meaning
SOE	Socio-Economics
EDU	Education and Training
SCT	Security
INO	Interoperability
LOG	Logistics

Table 3: EIRAC II Domains in the website

Domain selection also influences the results of searches: however, in this case, a checkbox enables the user to skip the domain filter (without changing the domain choice).

5.1.4   EIRAC II image

A graphic version of the acronym and logo are available as electronic files. They will be incorporated in document templates, as needed (see, for example, the header of this page).

All participants should make an effort to follow a co-ordinated and uniform image style in all activities related to the project: documents, messages, presentations, publications. Templates should be used whenever they are available and applicable; moreover they are mandatory in case of public or official documents.

5.1.5   Managed objects

The Document Repository is presently able to manage the following project objects:

1. entities (see 5.2)
2. persons (see 5.3)
3. contact lists (see 5.4)
4. documents (see 5.5)
5. deliverables (see 5.6)
6. meetings (see 5.7)
7. events (see 5.8)
8. actions (see 5.9)

Each type of object is handled according to the description given in the following chapters.

5.2   ENTITIES

Entities are the EIRAC II members and the Consortium partners.

Each entity is identified as explained in Table 4.

Name	The name of the participating organisation (short name) Clicking here enables the display of further details. See below.
Code	The entity unique code (to be included in the documents code: see also 5.5.1)
Country	The country of the entity
Web site	The Web site address of the entities
Persons	The list of persons participating in the project from such entity.

Table 4: Entity Identification

Clicking on Name, further details are shown on the right (Table 5).

Name	Full name of the entity
Domain	The domain in which the entity is active
Contact persons	The persons which have the role of contact persons for such entity
Logo	The logo of the entity

Table 5: Additional person details

Selecting a Domain in the Web site will automatically filter the view only to participants which are active in such domain.

5.3   PERSONS

Persons are people working in the project on behalves of their entity.

The Web site lists all registered persons, who have received a password to have access to it.

Persons no more active in the project can be disabled.

Surname	The family name of the person Clicking here enables the display of further details. See below.
Name	The first name of the person
Entity	The entity unique code of the person (sender code - to be included in the documents code: see also 5.5.1)
Country	The country of the person (for organisation operating in different countries, this can be different from the entity country)
Mail	Mail address of the person
Active	If the person is currently active, this flag is checked
Contact	If the person is a contact person for the entity, this flag is checked

Table 6: Person identification

Clicking on Surname, further details are shown on the right (Table 7).

Name	Full name of the person (surname + first name)
Company	Short name of the entity which the person belongs to
Address	Street and number of the person company address
City	City of the person company address
Postcode	Postcode of the City (person company address)
Phone 1	Main phone number of the person
Phone 2	Secondary phone number or mobile phone number of the person
Domains	Domains in which the person is registered
Roles	Role of the person in the project

Table 7: Additional person details

Selecting a Domain in the Web site will automatically filter the view only to persons who are registered in such domain.

If you want to see the persons of a certain entity, go to the entity view and select Persons (see 5.2).

You can update your data, as they appear into the Persons List, using the functionality My Profile.

5.4   CONTACT LISTS

Contact lists are set of persons active in a domain.

Selecting a domain, the list of such persons is shown, related to the chosen domain.

It includes surname, name, entity and e-mail address of each person.

Additionally, two flags allow to include the e-mail address in the contact list either as TO: or CC: , resulting to appear in the corresponding field of sent e-mails.

When a person is deactivated, it is automatically removed from all contact lists where he/she was included into.

The following COMMANDS are available for contact lists.

First of all, choose your CURRENT DOMAIN as the domain related to the contact list you want to address your message.

Subscriptions	allows to subscribe to a specific domain, so being included into the related mailing list
Send message via Web	allows to send a message to a mailing list using the Document Repository itself (via Web). It can be useful if you are on a computer which is not your own one (e.g. when travelling)
Send message with your default mailer	allows to send a message to the chosen mailing list, creating it into your usual (default) mailer (e.g. Outlook, Eudora, etc…)

Domain managers have the possibility to **update** the mailing list related to their own domain.

5.5   DOCUMENTS HANDLING

5.5.1   Documents coding

All official documents exchanged between partners must be coded (short informal messages with very limited expected life can be an exception).

This will make easier to track the documents, to maintain a protocol and to reference documents (or document versions).

The code is defined as follows:

EIR-t-xxx-www-vv

where:

- EIR stays for EIRAC II project and will never change (project identification);
- t is the type of document, according to the legend provided in Table 8.

Code	Type	Notes
A	Administrative	Type A is for documents generated by the project, which deal with administrative contents (not technical), e.g. a letter to inform about personnel changes in a participant organisation.
C	Contractual document	Type C refers to contractual documents and can be used for proposals of changes to the Technical Annex (DoW) (see Ref. [8]).
D	Deliverable	Type D is only for official Deliverables, as listed in the Deliverable List. Preliminary or draft versions of Deliverables will use type D. Contribution to deliverables should use type T. They have a specific mandatory template, as defined in Section 6.4.2.
E	EC document	Type E is for documents coming from the European Commission (e.g. FP7 guidelines).
I	Internal	Type I is for Internal documents, mainly technical, which have normally a limited life and do not represent a contribution to deliverables. This documents are built on the basis of a simplified specific model (see Section 6.4.2).
P	Periodic Report	Type P is for Periodic Reports as listed in Section 6.2.
S	6-month Report	Type S is for 6-monthly interim management reports (see Section 6.2.1).
X	External Reference	Type X (eXternal documents) is for documents coming from outside the project (but not from the EC, see type E).

Table 8: EIRAC II – Type of documents

- xxx is the sender code (see below), associated to project participants

- www is the document sequential code number (<u>independently</u> of document type), starting from 001 (unique code for each sender code, for all produced documents)
- vv is the document sequential version number (for this www document), starting from 01 (version 00 is used to reserve a document code for a document to be uploaded later on).

It is recommended that you use the parameter settings as suggested by the Document Repository.

This unique identifier must be generated by the sending partner. The Protocol Code will be automatically assigned when uploading a document, using information provided by the sender in a specific form.

It is recommended that codes are used as file names as well. The EIRAC II code must be at the beginning of the file name and can be followed by a short sentence (title), to better define the document contents: e.g.   EIR-I-TRA-003-01 Guidelines.doc

To ensure compatibility, such document title should not include special characters (like . / \ < > % ! ? @ * -). Character underscore (_) is allowed.

The sender code is assigned to each EIRAC II entity.

Other codes can be added on request. Specific codes will be used for documents generated outside the project: EXT (external document).

Participant codes are for document code generation only. For all other purposes, the official Short Name shall be used.

5.5.2   Documents uploading

All documents produced in the project shall be uploaded to the web site, so as to create a complete and consistent on-line document database. *Documents which are not in the web site database will not be considered*.

When uploading the document to the project web site, rules about filenames are automatically applied. This implies that the filename is generated by the system, independently by the original filename of the uploaded document.

Note that this procedure only applies to new documents. For new versions of existing documents, a specific function is available, which allows to upload the new version of a document starting from the previous one (see section My documents in the Web site).

The first part of the new filename includes the document protocol, as specified in the previous paragraph. It includes the following fields:

Project ID (system default)	For EIRAC it is always EIR. You cannot change it.
Doc Type:	Choose the correct Type for your document, selecting it from the drop-down menu
Document sender:	Code of the entity who generated the document. This is normally automatically included by the system.
Document sequential number (system default):	Sequential document number for the entity above. The system automatically defines the first number after the higher one already used in the database.
Document version:	Version number of the document. As the document is supposed to be a new document, suggested version number is always 01 (first version and first issue).
Document domain:	Code of the domain, which the document refers to. Selecting the domain when browsing the Web site will later limit the view to documents within the same domain

All these fields are mandatory, as they are required to build the complete protocol code.

Table 9: Documents protocol

For each document, a proper domain is to be selected when uploading it. Default domain is EIR (project level), but this is to be avoided whenever possible, as it will become harder to find the document later for people interested in it.

When uploading a document, a few more fields must be filled in, in order to allow proper identification and retrieving of the document from the quickly increasing document database.

Such fields are here described in detail:

Related to meeting (if applicable):	Code of the meeting, which the document refers to. this allows to retrieve the document from the meeting list (clicking on the icon Meeting Docs)

Related to event (if applicable):	Code of the event, which the document refers to.
	this allows to retrieve the document from the meeting list (clicking on the icon Meeting Docs)
Deliverable (if applicable):	Title of the Deliverable, which the document:
	represents, contributes to or refers to.
	If a document represents a deliverable, it must be of type D. This allows to retrieve the document from the "project STRUCTURE" view, when reaching a deliverable.
Document title:	Short title of the document. It will become part of the document filename, therefore special characters are not accepted (like #,/, \, %, @, !). Blank spaces and underscore _ are allowed. It must not include WP no. and Del. No., as they can be included using the specific fields (domain and deliverable).
Document description:	Complete description of the document. It should allow to completely identify the document. Therefore it can be even a few lines.
Document creation date:	Date when the document was produced. If not included, the current date will be used. In any case, the upload date is recorded automatically by the system.
Document keywords (to be used for document search):	A number of keywords, which can be useful to complete the document identification, especially when using the search functionality. However, as the search function extends to the "Document title" and "Document description" as well, it is not useful to include here words already appearing in such fields. The same applies to WP and Deliverable numbers (use the related fields above). Try to categorise documents as much as possible, using synonyms. E.g. a document can be a guideline (description) but also a manual (keyword).
Document language	Language of the document (English is the default).

Status	The current status of the document (draft, under review, issued, published).
Accessibility	Specifies if the document can be available to all project members (project) or be limited to persons registered in the same domain as specified for the document (domain). Default is "project".
Public document (attention!)	If "YES" is chosen, the document will be visible in the restricted area of the Web site, open to registered visitors. This should be the case only for specific documents, when publication has been approved. Default is "NO"

Note - Fields in **bold** are mandatory.

Table 10: Additional Fields to describe documents

It is mandatory to use the document protocol code created by the Document Repository, as this will ensure consistency.

Making changes at a later stage (e.g. document type) can affect the protocol code, so causing difficulties in retrieving the document, if someone has the old code.

Members can **upload** documents only in the domain they have been registered in.

Domain managers have the possibility to **update** the description of documents previously uploaded.

5.5.3 External documents

Documents coming from other project can be accessed through this functionality. It is simply necessary to choose a project and the document list will appear.

Documents can be downloaded as usual.

5.6 DELIVERABLES HANDLING

For each WP and each Deliverable, clicking on it, its properties appear on the right side of the screen. You can edit the related properties: normally such information can be taken from (and should consistent with) the latest version of the DoW (description of work or technical annex).

Deliverables so defined can be referenced to when uploading a new document (see 5.5.2). The document being uploaded can be the deliverable itself (represents), a document contributing to it (which will later be incorporated in

or quoted by the deliverable) or a document which assumes the deliverable as a major input (referring to it).

This allows to quickly find the list of documents, representing, contributing to or depending on a deliverable, selecting the correspondent list of documents to be displayed.

The functionality "deliverables overview" allows to create an overview of all deliverables, giving a basic information about their status and progress.

The complete table can be downloaded in Excel format, for further processing (filtering, ordering, graphical presentation, etc.).

5.7 MEETINGS HANDLING

The Document Repository includes a calendar of all project meetings.

This list of events shall include all project meetings at all levels (management, project, workpackage and so on).

Meetings which are not in this list will not be officially recognised and the related travel expenses will not be accepted as an eligible cost.

Meetings are reported according to the information in Table 11.

Attend	Check box to allow a member to inform that he/she will attend the meeting
Title	Description of the meeting
Code	The meeting unique code
From	Date when the meeting will start
To	Date when the meeting will end
Place	Venue where the meeting will be held
Who	Who should or will participate
Notes	Any useful additional information, e.g. hosting participant
Attendant's list	List of people who informed about their participation in the meeting (checking the box "Attend").
Meeting docs	List of documents related to the meeting. This should include invitation, agenda, minutes and specific meeting presentations.

Table 11: Meetings handling

Meetings can be assigned to a specific domain. In this case, choosing a specific domain in the Web site will show only meetings related to such domain.

The meeting code is defined as the meeting domain plus a sequential number:

e.g.: EIR-02 (plenary project meeting 02),

SEC-03 (Secretariat – meeting 03)

Meetings are listed in ascending order of date. When the meeting date is before the current date, meetings are automatically included in the list of "past meetings" (ordered in descending date order).

At the meeting or after it, the domain manager can confirm the participation of members who announced it. This will create a final list of meeting attendants.

Domain managers have also the possibility to define new meetings and/or update the description of meetings previously defined.

Public meetings will also be available in the restricted area of the Web site.

5.8   EVENTS HANDLING

Events include workshops, conferences or congresses which are interesting for the project or which participants are involved in, e.g. to present project results.

This list of events should include at least all conferences and workshops where at least one participant will speak on behalves of the project.

Events are reported according to the information in Table 12.

Title	Description of the event
From	Starting date of the event
To	Ending date of the event
Place	Venue where the event will be held
Notes	Any useful additional information, e.g. hosting organisation
Web site	Link to the event Web site

Table 12: Events handling

Events are listed in ascending order of date. When the event date is before the current date, events are automatically included in the list of "past events" (ordered in descending order of date).

5.9 ACTIONS HANDLING

Actions are specific activities which are required for the progress of the project work.

Actions are the consequence of decisions normally taken during meetings.

The Document Repository currently describes actions in the way in Table 13.

Code	Action unique code
Title	Description of the action
When	Deadline to fulfil the action
Who	Who is responsible for the action
Notes	Any useful additional information, e.g. reference to the meeting where the action has been decided

Table 13 – Actions handling

Actions can be assigned to a specific domain. In this case, choosing a specific domain in the Web site will show only actions related to such domain.

The action code is defined as the action domain plus a sequential number, e.g.: SEC-015 (Secretariat – action 15).

Actions are listed in ascending order of their deadlines.

They remain in the list, until deactivated by the system manager, upon notification that the action has been fulfilled.

5.10 FORUM

A Forum facility is available in the Web site as part of the Document Repository. Its direct address is: www.eirac.info/forum.

All persons are automatically registered in the Forum Tool. To login, please use:

- UserName: your e-mail address before the @ (lower case)
- Password: your EIRAC password (as you received it: case sensitive)

Some Forums have been already pre-defined, including one Forum for each EIRAC Body, which is moderated by the Secretariat.

All members can open topics and post answers in any Forum and especially in the Forum(s) of WP's they are involved in.

Compared to e-mail exchange, a Forum allows better tracking of the discussion through all related messages, allowing a sort of non-real-time conference. This

can be better suited for topics which require exchange of opinions and consensus building between many people.

6. REPORTING REQUIREMENTS

6.1 DELIVERABLES

During the course of the project, the deliverables identified in Annex 1 of the Grant Agreements should be submitted, according to the timetable specified in the Deliverable list.

The consortium, shall transmit the reports and the other deliverables through the coordinator to the Commission by electronic means (Article II.4.5 of the Grant Agreement). In addition, Form C (see Ref. [10]) must be signed by the authorised person(s) within the beneficiary's organisation and the certificates on the financial statements and on the methodology must be signed by an authorised person of the auditing entity, and the originals shall be sent to the Commission.

6.2 PERIODIC REPORTS

Periodic reports for each period, shall regroup in one single report both the technical report and financial reporting.

The reporting periods, as defined in Annex 1 to the Grant Agreement (see Ref. [8]) lasts 18 months and 12 months respectively.

Table 14 presents the plan for issuing periodic reports, due to the rules described above.

Covered period		Document	Delivery date
From	*To*		
01/06/2008	31/11/2008	6MR1	31/12/2008
01/12/2008	31/05/2009	6MR2	15/06/2009
01/06/2008	31/11/2009	PR1	15/12/2009
01/12/2009	31/05/2010	6MR3	15/07/2010
01/12/2009	31/11/2010	PR2	15/07/2010

Table 14: Plan for periodic reports

The second period report is the final report, to be prepared according to the rules described in the next paragraph.

Each periodic report shall be in the form of one single report in electronic format, preferably in PDF format and include, where applicable, a copy (properly scanned) of the signed pages, the originals being sent in parallel by post. The signed pages concerned are the Forms C, the self declaration of the coordinator and the audit certificates or certificates on the methodology.

At the end of each reporting period (18 months and 12 months) the Coordinator will produce the following periodic report that comprises:

- An overview, including a publishable summary, of the progress of the work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex 1 (see Ref.[8]). The report should include the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out;

- An explanation of the use of the resources, and

- A Financial Statement (Form C- Annex VI of the Grant Agreement, see Ref. [10]) from each beneficiary and each third party, if applicable, together with a summary financial report consolidating the claimed Community contribution of all the Beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary;

- Financial statements should be accompanied by certificates, when this is appropriate (see Article II.4.4 of the Grant Agreement) .

The periodic report shall consist of sections described as follows:
1) Front page
2) Self declaration (scanned copy of the self declaration duly filled in and signed by the project coordinator, the original being sent separately by post)
3) Table of content with pagination
4) Following sections:
    - Publishable summary
    - Project objectives for the period
    - Work progress and achievements during the period
    - Deliverables and milestone tables
    - Project Management
    - Explanation of the use of the resources
    - Financial statement – Forms C and Summary financial report (signed originals sent in parallel by post)

- Certificates (signed originals sent in parallel by post

6.2.1   Six-month reports - 6MR

Every 6 months, the Administrative Team will prepare a report on hours spent in the project (effort) and other expenses starting from data provided by each beneficiary by filling in a suitable tool (Excel file) provided to each participant. All participants have to fill in the forms, for each WP they are involved in, and send it to the Administrative Support people designated by the Coordinator.

6.3 FINAL REPORT

Within 60 days after the end of the project, a final report should be submitted.

The final report shall comprise three separate parts as described hereafter. The front page shall be adapted to each of these three parts:

1) A final publishable summary report covering results, conclusions and socio-economic impact of the project. It shall be prepared according to the guidance notes from the EC (see Ref. [5] and shall be delivered to the Commission in electronic format, preferably in PDF format. It should be a self standing document carefully prepared.

2) A plan for use and dissemination of foreground. The content of this report is described in the guidance notes from the EC (see Ref. [5]. This document is separate from the publishable report. The requested data shall be input online. In the meantime, this report shall be sent in electronic format (to be agreed with the Project Officer).

3) A report covering the wider societal implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors and to spread awareness. This document is also separate from the publishable report. The requested data shall be input online. In the meantime, this report shall be sent in electronic format (to be agreed with the Project Officer).

With 30 days after the receipt of the final payment of the Community financial contribution, the final report on the distribution of the community financial contribution shall be submitted.

6.4 PROJECT DOCUMENTS

6.4.1   Document production

Document production shall follow some common guidelines, in order to have an homogeneous process within the whole project:

1) identify the type of document you are going to start producing (see Table 8)

2) identify the correct template to start from (see Table 15)

3) be sure to define correctly the document structure and contents

4) when required, collect contributions from participants as needed, asking for them in a way that they will fit the document structure

5) finalise the document and upload it to the Web site (see Section 5.5.2)

Document production is normally an iterative process. You will have several versions of the same document, starting from an empty structure, up to the final version. Upgraded versions can be possible even after the document official issue (e.g. for Deliverables).

6.4.2   Document templates

All project documents should follow a suitable template, in order to ensure an homogeneous presentation of all documents of the same type.

Specific templates are available or will be provided for all main project documents, e.g.:

a. project deliverables (deliverable.dot);

b. internal messages or short documents, minutes of meetings or agenda (general.dot);

c. project presentations (presentation.pot).

The first template is for official project documents while the second one is for internal documents such as communication, minutes of meeting or agenda. A PowerPoint template is available for presentations (slides) for meetings, conferences and other events.

The template to prepare the project deliverable (deliverable.dot) is protected in order to avoid changes in the styles and formatting of the documents. It is suggested to use the other template (general.dot) to work on the deliverable and than to copy the final version of the deliverable in the ad-hoc template (deliverable.dot).

Table 15 summarizes template to be used for each type of document.

Document	Type	Template
Agenda, quick information, comments	I	general.dot
Agenda of meetings	I	general.dot
Minutes of meetings	I	general.dot
Presentations	I	presentation.pot

Document	Type	Template
Deliverables	D	deliverable.dot
Technical contributions	T	deliverable.dot

Table 15: Documents template

Notes

- Templates can be updated when needed. Please, ensure to have the latest version when starting a new document (version number is not specified in the table above).
- People in each participating organisation, who are responsible for a document, should get familiar with the process and the expected contribution required for such document.
- Always check the deadline for documents you are responsible for.

Periodic reports and final report will be prepared according to the template provided by EC.

6.4.3   Document Style and Language

Style	Font	Paragraph
HEADING 1	Verdana 12 points Bold character Effect: All caps	Indentation Left: 0 cm Indentation Right: 0 cm Special: Hanging by 1,2 cm Spacing before: 12 pt Spacing after: 6 pt Alignment: Right Border: Bottom, Single solid line, 0,5 pt Tabs: 1,2 cm Numbering: Outlined numbered, level 1
HEADING 2	Verdana 12 points Bold character Effect: Small caps	Indentation Left: 4,13 cm Indentation Right: 0 cm Special: None Spacing before: 12 pt Spacing after: 6 pt Alignment: Right Tabs: 0 cm Border: Bottom, Single solid line, 0,5 pt Tabs: 1,2 cm Numbering: Outlined num, level 2

Style	Font	Paragraph
Heading 3	Verdana 12 points Bold Character Effect: None	Indentation Left: 0 cm Indentation Right: 0 cm Special: None Spacing before: 12 pt Spacing after: 6 pt Alignment: Justified Tabs: 0 cm Numbering: Outlined num, level 3
Running Text	Verdana 12 points Effect: None	Indentation Left: 0,63 cm Indentation Right : 0 cm Special: Hanging by 0,63 cm Spacing before: 0 pt Spacing after: 6 pt Alignment: Justified

Table 16: Document style and languages

The margin used are the followings: top and bottom 3 cm, left and right 2 cm; header and footer: edge 0.8 cm, gutter 0.5 cm.

The official language for all documents is UK English.

A template file will be distributed to all partners.

6.4.4   Drawing up the Deliverables

The cover page of each deliverable shall contain the following informations:

Author:	(1)
Partner	(2)
Checker	(3)
Project Code	(4)
Partner Code	(5)
Date of issue	(6)
Level	(7)
Status	(8)

(1)   Name of the author of the document (required column);

(2)   Full Partner name (required column);

(3)   Name and signature of the checker of the document; if there are several checkers their name and signatures can be specified in the revision description on second page (in that case the column shall be filled with a "see second page" reference);

(4)   Document code, according to Section 5.5.1 of this Quality Plan;

(5)   Document code, according to the Quality System of the Partner (optional, used for internal Partners purpose only);

(6)   Date of issue: please do not insert dates using the automatic dating macro function of Microsoft Word, in order to avoid misdating of documents;

(7)   Level of spread, indicated as follows:

- PU: public document
- CO: confidential, only for members of the Consortium (including the Commission Services)

Level of spread applies only to deliverables.

(8)   Revision status

Signatures of Author, Checker and Project Coordinator are required for each deliverable (see Cover page template in Annex II of this document).

6.4.5   Drawing up other Documents

All other documents should present the following form at their beginning, (see Annex III):

Title
Author
Partner
Project Code
Partner Code
Date of issue
Status

6.5.1   Foreword

The contractual basis that rules the EIRAC II project includes a small number of documents as listed in paragraph 8.3:

- the Grant Agreement, including its annexes
- the Grant Preparation Forms (GPF), including financial figures
- the Consortium Agreement

6.5.2   The Grant Agreement

The Grant Agreement is the legal document which establishes the EIRAC II project and is prepared starting from the core text (see Ref. [7]. It includes a main part (model contract) and several Annexes. The Annexes that will be used for the EIRAC II project, as for any CSA, are the following:

- Annex 1: it includes the complete description and scope of work of the project (see Ref. [8]);

- Annex II – General conditions (see Ref.[9]);

- Annex VI - Form A - Accession of beneficiaries to the Grant Agreement;

- Annex V – Form B – Request for Accession of a new beneficiary to the Grant Agreement;

- Annex VI for CSA – Summary Financial Report and Form C for CSA (see Ref. [10];

- Annex VII – Form D – Terms of reference for the certificate of financial statements;

- Annex VII – Form E - Terms of reference for the certificate of the methodology;

- List of all special clauses applicable to the FP7 model grant agreement for the implementation of the seventh framework programmes of the European Communities.

6.5.3   Technical Annex

Annex 1 to the Contract (see Ref. [8]) includes the "Description of Work", also knows as "Technical Annex". This is the only part of the Contract prepared by the Consortium and it aims at describing, with sufficient details, the way how the project will be implemented.

6.5.4   Grant Preparation Forms

Grant Preparation Forms (GPF) collect the information that the Commission needs to prepare the administrative and budgetary parts of the contract, to check the financial and legal viability of the consortium and the participants, and to gather certain programme-wide statistical information.

6.5.5   Consortium Agreement

The Consortium Agreement provides the legal basis for the relationship and responsibilities between the contractors for the duration of the work that go beyond those established by the EC contract. It is particularly important to settle matters such as the technical management of the project, the sharing of intellectual property rights, set out the procedures for distribution of the budget, for settling of disputes etc. Consortium Members must be aware that such agreements do not affect the rights of the Commission arising from the EC contract and the corresponding individual and/or collective obligations of the contractors vis-à-vis the Commission.

The Consortium Agreement must be prepared according to the checklist provided by the EC (see Ref. [6]).

6.6 RESIDUAL OBLIGATIONS

Contractors have a number of obligations which remain in force after the end of the project and the delivery of the final reports.

They are required by Article II.29-30 of the contract to use or cause to be used the knowledge which has arisen from the project, normally within two years after the end of the project. This may involve a Commission review of their actual implementation of the plans described in the final report*.*

Contractors are required by Article II.10.1 of the contract to provide, at any time up to five years after the end of the project, any data necessary for:

- The continuous and systematic review of the specific programme and the Seventh Framework Programme;
- The evaluation and impact assessment of Community activities, including the use and dissemination of foreground.

Such data may also be used by the Commission in its own evaluations but will not be published other than on an anonymous basis.

The Commission may also, according to Article II.22 of the contract, at any time during the implementation of the project, arrange for financial audits to be carried out, by external auditors, or by the Commission services thenselves

including OLAF[1]. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement: They shall be carried out on a confidential basis.

For these reasons, contractors are required by Article II.22.3 of the contract to keep all documentation relating to the contract for **up to five years** from the end of the project.

Contractors also remain bound to certain undertakings of confidentiality, as described in Article II.9 of the contract, and requirements concerning access rights (licences and user rights), as described in Article II.31-35 of the grant agreement.

---

[1] Office européen de Lutte Anti-Fraude / European Anti-Fraud Office

7.   ANNEX I: PARTENER REFERENCES

	Address	Name	Phone/Fax	Fax	E-mail
Consorzio TRAIN	c/o Centro Ricerche ENEA della Trisaia S.S. 106 Km 419+500 75026 Rotondella (Matera), Italy	Valerio Recagno	+39 335 1094432	+39 0835 974536	valerio.recagno@dappolonia.it
METTLE Group	Le Carat – 200, rue du Vallon Valbonne Sophia-Antipolis, France	Marielle Labrosse	+33 4 93000339	+33 493 001 570	m.labrosse@mettle.org
CONNEKT	Kluyverweg 6 2600AA Delft, Netherlands	Danielle de Bruin	+31 15 251 6592	+31 15 251 6599	debruin@connekt.nl
EIA	Ravenstein 60 B-1000 Brussels, Belgium	Peter Wolters	+32 2 514 56 54	+32 2 514 67 60	Peter.Wolters@Eia-Ngo.Com

8.   ANNEX II: DOCUMENT REFERENCES

[1] Strategic Intermodal Research Agenda 2020, December 2005, CAESAR Project – FP6-012457

[2] EIRAC IMPLEMENTATION PLAN 2020, Realisation of Improvements, December 2006, CAESAR Project FP6-012457

[3] Guide to Financial issues relating to FP7 Indirect actions   – Version 24/07/2007

[4] Negotiation Guidance Notes – Version 10/02/2008

[5] Guidance notes on Project reporting – Version 07/03/2008

[6] Checklist for a Consortium Agreement for FP7 projects – Version 28/06/2007

[7] Grant Agreement - Core text

[8] EIRAC 2008-2010 - Description of Work_20080527.doc - Annex 1 "Description of work" or "Technical Annex", Version 27/04/2008

[9] Grant Agreement Annex II - General Conditions

[10]   Grant Agreement - Annex VI – Form C for CSA

[11]   EIRAC II - Consortium Agreement - Consortium Agreement

9.   ANNEX III: FORM OF DELIVERABLES

See next page

PROJECT DELIVERABLE

<DELIVERABLE NUMBER> – <NAME>

Author:

Partner

Checker

Project Code

Partner Code

Date of issue

Level

Status

Signatures

Author:

Checker:

Project Coordinator:

REVISIONS *(Deliverables only)*

< Revision version>: *<Changes made to previous release>*

TABLE OF CONTENTS *(Deliverables only)*

<Use Table Content generator macro of Word>

10. ANNEX IV: GENERAL FORM OF DOCUMENTS

Title

Author

Partner

Project Code

Partner Code

Date of issue

Status

Text of document