



IST-004042
BETSY



BETSY

Being on Time Saves energy

Deliverable 6a

Project Handbook

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This document will be treated strictly confidential within the BETSY Consortium.

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1 Introduction¹

1.1 Purpose of this document

This Project Hand Book (PHB) describes the project organisation and internal procedures of the IST-004042 BETSY project. Its intention is to provide the information or references to the information that is needed to facilitate the management, the monitoring of the overall progress and the communication between project partners and the European Commission.

1.2 Scope of this document

The BETSY Project Hand Book provides information needed to facilitate the day-to-day management of the project.

1.3 Changes of this document

The PHB is a living document. It will be regularly updated throughout the entire duration of the project to reflect the changes in - and evolution of - the project. Therefore always check the internal website if an updated version of this document is available.

➤ ALWAYS CHECK THE INTERNAL PROJECT WEBSITE FOR AN UPDATED VERSION OF THIS DOCUMENT.

1.4 References and Background Material

The preparation of this document is based on a.o. the following project documents :

- BETSY EC Contract and its annexes, specifically the Description of Work being annex 1
- BETSY Specific Targeted Research Project Consortium Agreement (STREPCA)

> Reference materials can be found on the internal website, section *EU Documents*.

1.5 Glossary, Acronyms and Abbreviations

Item	Description
Betsy	BEing on Time Saves energy
D	Deliverable
DOW	Description of Work
GA	General Assembly
STREPCA	Specific Targeted Research Project Consortium Agreement
IST	Information Society Technologies Programme
MM	Man months (or person months)
PCP	Partner Contact Person
PHB	Project Hand Book
PM	Project Manager
PMT	Project Management Team
PO	Project Officer
SA	System Architect

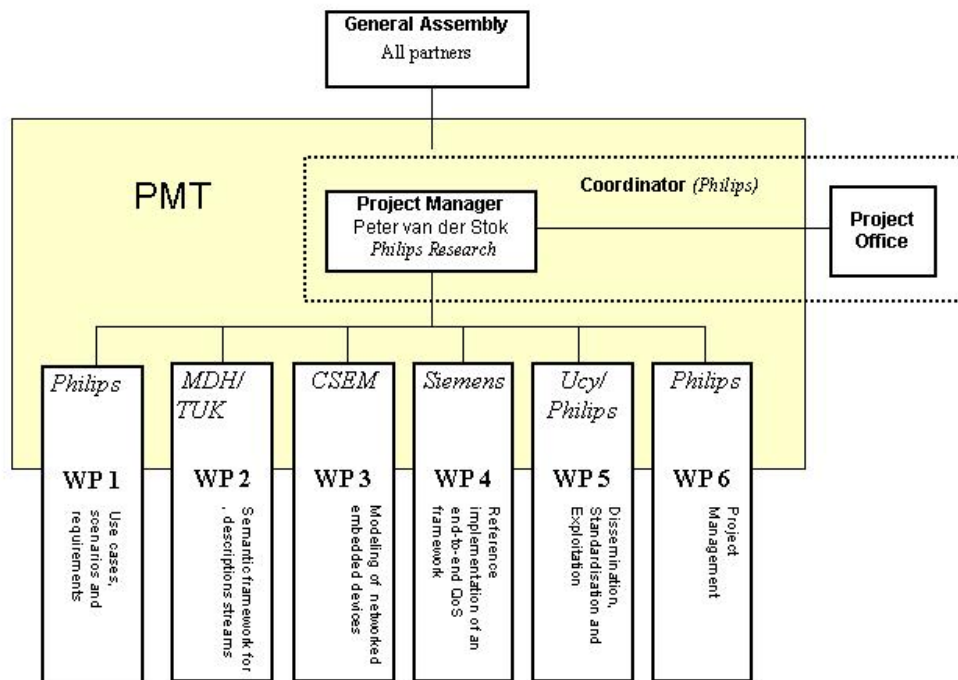
¹ All references in this document to masculine conjugations (e.g. "he" and "his") are applicable to female as well as male persons.

Item	Description
TIP	Technological Implementation Plan
Website	http://www.extra.research.philips.com/euprojects/betsy
WG	Working Group
WP	Work Package
WPL	Work Package Leader

2 Project Management

In this Section the Project structure, the organisation of the Project and the roles and responsibilities of the several entities in the Project are described. Furthermore, the operational aspects of the Project will pass in this Section.

2.1 Project Management Structure



2.1.1 Work Packages

BETSY project defines the following Work Packages:

- WP1 Use cases, scenarios and requirements for an end-to-end holistic design approach
- WP2 Temporal end-to-end stream description and decomposition
- WP3 Modeling of resource-limited, networked embedded devices
- WP4 Reference implementation of an end-to-end QoS framework and model validation
- WP5 Dissemination, standardisation and exploitation
- WP6 Project management

2.2 Project Organisation

The Project organisations consists of:

- GA: General Assembly
- Project Management Team
- Project Coordinator (Philips Research)
- Project Manager
- Work Package Leaders
- Partners
- Partner Contact Persons
- Project Office

2.2.1 General Assembly

The General Assembly is the highest decision making body within the Project. It consists of representatives of all 8 partners and is chaired by the Project Coordinator. Its main task is to supervise the overall direction of the project. It will provide a forum for the discussion of general management issues and the major technical issues and choices. It is the arbitration body of the project; the decisions of the GA are binding for the project. The voting procedure within the GA is described in the STREPCA.

The *General Assembly* shall not deliberate and decide validly unless a majority of two-thirds (2/3) of its members are present or represented ("quorate"). Where decisions are to be taken unanimously, all *Parties* must be represented at the meeting.

In voting each *Party* shall have one (1) vote.

2.2.1.1 In the cases of Section and hereof, decisions shall be taken unanimously by all of the *Parties*. In the case of Section hereof, the decision shall be taken unanimously by all of the non-*Defaulting Parties*.

2.2.1.2 In the cases of Section and decisions shall be taken by a majority of 75% of the votes of *Parties* present or represented by proxy at a quorate meeting, provided always that in the cases of Section, and hereof a *Party* whose scope of work, time for performance, costs or liabilities are changed and whose information is to be published, disclosed or *Disseminated* or whose name is to be included in a press release, may veto such decisions.

2.2.1.3 In the cases of Section and hereof and in other cases not referred to in Section III.2.2.6 or 2.2.1.2 hereof, decisions shall be taken by the majority of the votes of the *Parties* present or represented by proxy at a quorate meeting.

The GA will decide on the work plan and proposals to the Commission. Also, all Annual Review Reports and extensions to the DOW will be discussed and approved before sending to the Commission.

➤ CONTACT DETAILS OF THE GA MEMBERS AND THEIR PROXIES CAN BE FOUND IN APPENDIX A OF THIS HANDBOOK.

2.2.2 Project Management Team

The Project Management Team consists of the Project Manager and the Work Package Leaders. In the PMT general organisational issues and inter-work package related issues are coordinated. The

PMT shall also make proposals to the General Assembly for decision taking and implement the decisions taken by the GA. Each PMT member shall appoint a proxy.

The PMT may invite other project participants and relevant experts to their meetings.

- CONTACT DETAILS OF THE PMT MEMBERS AND THEIR PROXIES CAN BE FOUND IN APPENDIX A OF THIS HANDBOOK.

2.2.3 Project Coordinator

The Project Coordinator (PC) is Philips and is fully responsible for all the project affairs. The PC has appointed a Project Manager (PM) (see 2.2.4). The Project Coordinator is the official link between the BETSY project and the European Commission.

The PC will set up a BETSY Project Office (see also section 2.2.5). On behalf of the Project Coordinator the BETSY Project Office will handle all financial and other operational matters of the project.

2.2.4 Project Manager

The project Coordinator has appointed a Project Manager. The Project Manager manages the BETSY project. The Project Manager will supervise the Work Package Leaders and make sure that communication between the various WP's proceeds as smoothly as possible for a successful integration of the various components of the project.

The Project Coordinator (Project Manager and Project Office) is responsible for the following tasks:

- The overall legal, contractual, ethical, financial and administrative management of the consortium.
- Preparing and updating the consortium agreement between the participants.
- Organisation and chairing of GA meetings.
- Organisation and chairing of PMT meetings.
- Coordination of the work between the work packages.
- Control and refine the objectives of the project.
- Oversee the overall project planning.
- Assurance of timely delivery and quality of project results.
- Assessment and evaluation of project success.
- Overseeing the promotion of gender equality in the project.
- Communication between the project and the Commission.
- Support the objectives of the IST program and coordinating the liaison with relevant projects both inside and outside the IST program.
- Representation of the project in general and towards the outside world
- Manage a repository of project documentation.
- Distribution of all visit reports, task reports, minutes of meetings and relevant publications.
- Set-up and maintenance of a project website and project IT infrastructure to stimulate communication within project.

The contact address of the Project Manager is:

Peter v.d. Stok
Philips Research, HTC 31, room p038
High Tech Campus
5656AA Eindhoven,
The Netherlands
E-mail: <mailto:peter.van.der.stok@philips.com>
Telephone number: +31 40 27 42649

- CONTACT DETAILS OF THE PROJECT MANAGER CAN BE FOUND IN APPENDIX A OF THIS HANDBOOK AND ON THE INTERNAL PROJECT WEBSITE.

2.2.5 Project Office

The Coordinator has installed a Project Office (PO).

The Project Office will handle financial and administrative matters of the project.

The Philips BETSY Project Office consists of 2 departments:

- F&A European Projects, for financial matters;
- EuroPartners, for other operational matters.

2.2.5.1 F&A European Projects department

The main task of the F&A European Projects department is to handle all financial matters.

- CONTACT DETAILS OF THE PROJECT OFFICE – F&A EUROPEAN PROJECTS, FOR FINANCIAL MATTERS, CAN BE FOUND IN APPENDIX A OF THIS HANDBOOK.

2.2.5.2 EuroPartners department

The main tasks of the EuroPartners department are all operational – non-financial – matters of:

- Project consultancy;
- Administrative support;
- Distribution and archiving of technical documents;
- Preparation of technical reports to the Commission;
- Facilitation of the Project communication, e.g. e-mail reflectors, Project Website and Project IT infrastructure.

- CONTACT DETAILS OF THE PROJECT OFFICE – EUROPARTNERS, FOR ALL OPERATIONAL MATTERS, CAN BE FOUND IN APPENDIX A OF THIS HANDBOOK.

2.2.6 Work Package Leader

The responsibilities of the Work Package Leader (WPL) are:

- To realise the planned deliverables and milestones and other contracted documents for the WP
- To mobilise the required resources of all participants within the WP and between the relevant WP's
- To organise the technical discussions for that specific work package
- To communicate and report to the PM and the PMT on behalf of his/her WP

2.2.7 Partner and Partner Contact Person

The responsibilities of the partners are:

- Executing and delivering the agreed work
- Pro-actively reporting any unforeseen deviation to WPL's and PM.

- CONTACT DETAILS OF EACH PARTNER CAN BE FOUND ON THE INTERNAL PROJECT WEBSITE.

This BETSY project has 8 partners of various sizes. In order to control effectively, each partner will nominate one contact person, called the Partner Contact Person (PCP).

The responsibilities of the Partner Contact Person are:

- To co-ordinating the project contributions carried out by the staff of this partner

- To communicate on behalf of that partner to the PMT and vice versa.
 - To keep track of the partner commitments to the consortium
 - To timely report to the pmt and project office any relevant problem
 - To notify the Consortium and the Project Office of possible updates in contact data of the partner.
- CONTACT DETAILS OF THE PCPS AND THEIR PROXIES CAN BE FOUND ON THE INTERNAL PROJECT WEBSITE.

The Project Office – F&A European Projects will contact directly the financial department of the Partner.

2.3 Decision making

The problem handling philosophy of the consortium is in the first place based on prevention. In case a problem arises, it will be tackled as soon as possible and at the lowest possible level, meanwhile bringing it to the immediate attention of the Project Manager.

Decisions are made at work package level (technical) in full consensus, else by WPLs, reporting to the PMT for voting, if requested by one or more of his team members. Preparations for the GA decisions are made by the PMT.

Decisions of the GA are binding for the project.

A consortium agreement (STREPCA) is signed and contains the basic arrangements within the consortium.

2.4 Meetings

The BETSY project has 5 types of meetings:

- GA Meetings
- PMT Meetings
- Working Meetings and Project Workshops
- Review Meetings
- Concertation Meetings

Preferably, meetings will be held in conjunction with other project related meetings, to save travel costs and time. Where possible and appropriate, teleconferences may be used to limit travelling and expenses.

The project partners will host the meetings in turn. That is, the host partner of a meeting is responsible for organising the meeting locations and facilities. Minutes of all meetings will be communicated to the PMT and the Project Manager and all other levels within the project who need this for their work.

2.4.1 Invitations and meeting minutes

The following rules apply for meeting minutes:

For every official project meeting, minutes shall be drawn. By default, minutes shall be drawn by a representative of the hosting Partner, unless otherwise stated in the STREPCA.

The draft meeting minutes shall be sent to the chairperson of the meeting, i.e., to the Project Manager in the PMT case, to the GA chairperson in the GA case, etc, for review and for consolidation purposes. Within 15 days after the meeting, the reviewed version of the minutes will be distributed to the meeting participants. Minutes shall be considered as accepted, if within 15 days from receipt none of the recipients has objected in writing to the chairperson. Minutes will be published on the project web server within 30 days after the meeting.

The minutes contain at least:

- The AGENDA of the meeting;
- The ATTENDANCE list of the meeting;
- DECISIONS taken at the meeting;
- The ACTION LIST;
- A list of NEXT EVENTS;
- A DISTRIBUTION LIST;

➤ A DOCUMENT TEMPLATE IS AVAILABLE ON THE PROJECT WEBSITE, SECTION *TEMPLATES*.

The chairperson shall call all meetings. This will be done with a reasonable notice and a proposed agenda. To allow timely and good preparations, the general approach will be to fix a yearly meeting calendar.

2.4.2 General Assembly Meetings

The General Assembly meets mainly at times, which are related to major project events such as contractual reviews, major milestones/deliverables, modifications to the project having a major impact, etc. The Project Manager of the Project Coordinator chairs the GA Meeting. The GA Meeting dates can be found at the project calendar. Per meeting the main subjects to be discussed will be included in the project calendar (e.g. “*Approval of deliverable 6*”).

2.4.3 PMT Meetings

The PMT meets at least three-monthly to ensure a timely and effective discussion on major issues, like adjustment project plans, the definition of the configuration of the demonstrators or the evaluation of application areas.

The Project Manager coordinates the PMT Meetings and is responsible for the agenda.

The PMT project partners will host the PMT Meetings in turn. The host partner is responsible for organising the meeting locations and facilities. PMT Meetings can also be held by telephone conferences.

2.4.4 Work Package/Task Group Meetings and Project Workshops

Work Package participants will organise their own meetings and workshops. Meeting results will be made available in line with section 2.4.

2.4.5 Review Meetings

The Review Meetings are requested by the European Commission. The EC together with the Project Manager determines date, agenda, duration and location.

2.4.6 Concertation Meetings

Depending on invitations by the Project Officer, the BETSY project will participate actively in the Concertation Meetings organised by the EC. It is the intention that all partners participate actively in these concertation meetings

2.5 Project Calendar

The Project Manager will maintain a Project Calendar, containing all relevant events of project meetings, reviews, reporting deadlines and major deadlines (e.g., availability of deliverables). It is everyone's responsibility to keep this calendar up-to-date and to inform the Project Manager on changes. External or public events will also be put on the public part of the website.

➤ THE PROJECT CALENDAR CAN BE FOUND ON THE INTERNAL PROJECT WEBSITE.

2.6 Deliverables

Original listing of Deliverables, as agreed with the Commission in the DOW for the total period:

Deliverable no.	Deliverable name	Lead partner and responsible person	Nature	Diss. level	Planned date Excl 45 days
6a	Project Handbook	Philips	R	PU	30 Nov. 04 31 Aug. 05 31 Aug. 06
1a	Scenarios and use-cases	Philips	R	PU	31 Okt. 04
5b	WWW site	Philips	O	PU	30 Nov. 04
5d	Market analysis and Business Plan	Philips	R	CO	28 Feb. 05 31 Aug. 06
1b	Description of high-level architecture and definition of components and functional entities	Philips	R	CO	28 Feb. 05
1c	Inventory of competing video codecs and a selection of codecs	Philips	R	PU	28 Feb. 05
1d	Evaluation criteria	Philips	R	PU	28 Feb. 05
5a	Promotional material	Philips	O	PU	28 Feb. 05
5c	Promotion plan	Philips	R	CO	28 Feb. 05
3a	Parameter and resource requirements equivalence classes	CSEM	R	CO	31 May 05
6b	Evaluation plan for the BETSY project	Philips	R	PU	31 May 05
6c	Risk management plan including fallback scenario and technologies	Philips	R	CO	31 May 05
5e	Exploitation Plan	Philips	R	CO	31 Aug. 05 28 Feb. 06 31 Aug. 06
2a	Report on temporal impact of identified entities on end-to-end timing	TUKL	R	PU	31 Aug. 05
4a	Specification of BETSY framework interfaces	C-Lab	R	CO	31 Dec. 05
4b	Design report of the test-bed and the demonstrator	C-Lab	R	CO	31 Dec. 05

Deliverable no.	Deliverable name	Lead partner and responsible person	Nature	Diss. level	Planned date Excl 45 days
2e	Impact of semantic dependencies in MPEG 4 bitstream on timing constraints	TUKL	R	PU	28 Feb. 06
2f	Stream description methods	TUKL	R	PU	28 Feb. 06
3b	Device functional component models	CSEM	R	CO	28 Feb 06
3c	Network functional component models	CSEM	R	CO	28 Feb 06
2b	Report on quality/stream size modelling of MPEG 4	TUKL	R	RE	28 Feb 06
2c	End-to-end timing characterisation and temporal decomposition of stream	TUKL	R	PU	31 Aug. 06
4c	Reference implementation of the BETSY framework	C-Lab	O	CO	31 Oct. 06
D7	Composition law and dependencies in MPEG 4	Philips, TUKL	R	RE	31 Oct. 06
4d	Demonstrator implementation	C-Lab	P	CO	28 Feb. 07
4e	BETSY framework evaluation and model validation report	C-Lab	P	CO	28 Feb. 07
6d	Final evaluation report	Philips	R	PU	28 Feb. 07

Deliverable numbers indicate which work package delivers them.

Please indicate the nature of the deliverable using one of the following codes:

- R** = Report,
- P** = Prototype,
- D** = Demonstrator,
- O** = Other

Please indicate the dissemination level using one of the following codes:

- PU** = Public
- PP** = Restricted to other programme participants (including the Commission Services).
- RE** = Restricted to a group specified by the consortium (including the Commission Services).
- CO** = Confidential, only for members of the consortium (including the Commission Services).

2.7 Reports

II.7 – Periodic reports and deliverables

The following reporting periods are distinguished in the project:

- P1: from month1 to month 6 (1 Sept 2004 -28 Feb 2005)
- P2: from month 7 to month 18 (1 March 2005 -28 Feb 2006)
- P3: from month 19 to month 30 (1 March 2006 – 28 Feb 2007)

The following reports are distinguished in the project:

- 3 Periodic Activity Reports: containing an overview of the activities carried out by the consortium during that period, a description of progress toward 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. An updated plan for using and disseminating the knowledge shall be included as a separate part of this report; (Project Manager)
- 3 Periodic Management Reports
This report is obligatory according to the general conditions of the contract, and has to be submitted to the EC with a reporting frequency of 12 months. The Project Office – F&A European Projects will coordinate the realisation of this report.

All reports and deliverables shall be submitted within 45 days following the end of the respective periods.

And at the end of the project:

- Final Activity Report (Project Manager)
- Final Management Report (Project Office- F&A department)

Templates for all reports can be downloaded from the internal website, section *templates*

A listing of all deliverables can be found in *section 6*.

- In addition to the Periodic Reports, internal progress reports will be asked per partner to give the PMT an early indication whether sufficient progress is being made or problems have arisen, in order to enable them to take timely measures. These internal progress reports must be sent to the Project Manager and the project office every three months and will serve as input for the 3 activity and 3 management reports.
- Deliverables (responsible: all partners) are to be submitted to the Project Office within two weeks after the end of the reporting period; after which the PMT will discuss, approve and send it to the Commission within 45 days after the end of the reporting period.

The deadlines for the Partners contributions will be published on the Project Calendar.

3 Project Planning and Timetable

3.1 Project milestones and expected results overview

The milestones are named after the month they take place, e.g. M6, means the milestone at the end of month 6 after the start of the project.

Milestones	Description	Expected Results
M2	Scenarios discussed and approved by consortium	One detailed main scenario
M4	Technology assessment and use cases done	Five to six use cases available
	Decide what parts of the detailed scenario will be worked out in detail and what this detail level will be	Alignment for the input focus to initiate the start of the work packages 2 and 3
	Common workshop with WP1, W2 and WP3 to initiate the transfer of the results as well as to secure the intended strong relationship between the activities in the work packages 2 and 3	Strong relationship between the activities in the work packages 2 and 3
M6 (Including formal review 1)	Technology choice to be made on the basis of technology assessment and requirements.	High level test bed environment choices made as input to WP4 (selection of platform, operating system, communication stack, codecs and the like)
	Evaluation criteria for BETSY technology	Final criteria for the assessment of the final results of the work packages 2, 3 and 4.
	Concrete BETSY components	Definition of the software components of the BETSY platform based on the detailed scenario
	Relation with BETSY functional components defined.	Completion of the BETSY architecture
M9	Parameter and resource requirements identified and equivalence classes defined	Documented parameter and resource requirements equivalence classes
M12	Temporal stream characterization and entity impact (with WP3)	Report on temporal impact of identified entities on end-to-end timing
	Device and network component models first definition	Report on the definition of the device and network component models
	Common workshop with WP2, WP3 and WP4 to transfer the results of WP2 and WP3 and initiate the implementation activities	Strong relationship between the activities between the work packages 2 and 3 and work package 4
M15	BETSY Framework specification completed	Specification of the BETSY Framework interfaces
	Design of test-bed and demonstrator completed	Design report of the test-bed and the demonstrator
M18 (Including	Timing constraint impact of MPEG-4	Report on the impact of semantic

formal review 2)	semantic dependencies	dependencies in MPEG 4 bitstream on timing constraints
	Stream description methods	Report on the stream description methods
	Quality-bitrate modelling without network (in collaboration with WP3 network modelling activities)	Quality/bitrate model of MPEG-4 without network errors
	Device and network component models finalized	Report on device functional component models
	First version of the BETSY framework implementation (without control policies) completed.	Operational implementation (without control policies) of the BETSY framework
	Common workshop with WP2 and WP3 clarifying the implementation of entity constraints (WP2) and model interaction (WP3)	Strong relationship and interoperability between the activities in the work packages 2 and 3
M24	Stream/flow decomposition methods	Report on the end-to-end timing characterisation and temporal decomposition of streams
M26	Quality-bitrate modelling with network (in collaboration with WP3 network modelling activities)	Quality/bitrate model of MPEG-4 with network errors
M26	Composition laws defined	Report on composition laws
M26	Final version of the BETSY framework reference implementation completed	Operational implementation (including the control policies) of the BETSY framework
M30 (Including formal review 3)	Test-bed implemented and integrated, evaluation according to evaluation criteria from WP1	Demonstrator implemented and integrated Real-live evaluation according to evaluation criteria as defined in WP1 Report on the BETSY framework evaluation and model validation report

Milestones & expected results in the BETSY project

3.2 Original BETSY Gantt chart

The following Gantt chart of the BETSY project with starting date of September 1st 2004 and end date of February 28th 2007. The timetable shows the start and end-point of the work packages and their main milestones. This shows that the milestones are defined in such a way that it helps as input or feedback for the other work packages. This way alignment between the work packages is ensured.

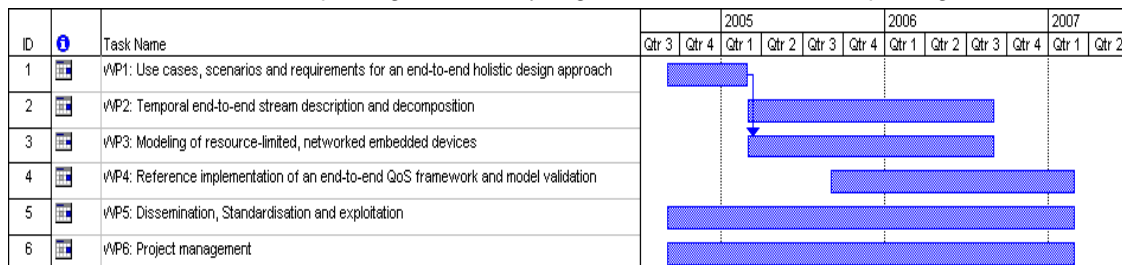


Figure: BETSY project Gantt Chart

Note: update can be available, see internal project website

4 Documents and Publication Procedures

The following description is included to support a fair and transparent procedure for the submission of an abstract, paper or other external publication, within the framework of the Consortium Agreement. Make sure that in each external publication the public funding support of the European Commission is acknowledged explicitly!

4.1 Procedure for publications

Procedure for abstract/full proposal submission for attending a conference:

1. Send the full content of the abstract to all partners ONE week prior to deadline for submission.
2. Partners have 5 days to react on the content of the abstract and have the possibility to block the submission of the abstract or request to revise the abstract.¹
No reaction → no objection!
In case of revision, authors have 2 days to revise the abstract before submission.
3. Send the full conference paper to all partners ONE week prior to submission.
4. Partners have 5 days to react on the content of the full conference paper and have the possibility to request revision of the full conference paper.¹
No reaction → no objection!
5. Authors have 2 days left for changing the full conference paper before deadline of submission. EC-support has to be explicitly acknowledged.
6. Send an accepted copy of the publication to the Project office for the project archive and website.

¹ Accepted reasons for blocking submission of abstracts/full conference papers:

1. A partner wants to patent the content of the **abstract**. This partner should act pro-actively to file a patent within 60 days.

The abstract contains confidential knowledge of another partner who objects to it.

4.2 Procedure for patents

- Send an announcement of filing a patent to your Work Package Leader, who communicates IPR issues to the Project manager and the other Work Package Leaders.
- If no reply of the GA has been received within 30 days, the patent has a fiat.
- Partners, who want to patent foreground knowledge, which is content of a publication, should act pro-actively to protect knowledge adequately within 60 days prior to submission of the publication (see also procedure for publications).
- In addition, IPR will be regularly put on the agenda of the PMT for monitoring possible issues.

4.3 Lifecycle of Documents and Deliverables

Each deliverable and document has a lifecycle of 2 phases: Draft, Accepted. The table below indicates the mandatory dates for each document and deliverable, for which “Due dates” have to be defined, at which the corresponding deliverable is distributed by the main author.

Reports Versioning (x=1,2,...)	Draft (1.x)	Accepted (2.x)
Date	<i>[Draft, date]</i>	<i>[Acceptance, date]</i>

4.3.1 Quality iterations

Quality assurance (QA) measures are applied to all activities of the project. The following QA measures exist in the project:

- Project deliverables have to pass two QA iterations:
 - To achieve status “Proposed for Approval” it needs to be reviewed and approved by project members other than the author(s) of the document;
 - To receive status “Accepted” it needs to be formally approved by the respective management team (i.e. WP team, PMT or GA). It needs to be ensured that the review comments have been taken into account to the satisfaction of the reviewers.
- Internal Results and Deliverables to the EC will be reviewed and approved by the PMT;
- Publications of project results, e.g. as conference papers will be reviewed and approved by the PMT;
- Reviewers have to communicate their review comments in written form to the author(s) of the document; the author(s) have to keep track of the history of the document (incl. processing of the review comments received) in one of its appendices;
- When applicable, electronic annotation should be employed;
- In addition, the PMT may ask for a review team consisting of (external) experts in the field.

4.4 Project Archive

All relevant output of the Project is archived by the Project Office in a Project Archive. The Project Archive will be maintained by the Project Office. The financial output is achieved by F&A European Projects, all other output is archived by EuroPartners. All partners will actively participate in forwarding all relevant information to the Project Office for archiving. Depending on the kind of information, this can vary from original documents, or paper copies to electronic copies. The Project Archive accepts commonly used electronic formats.

4.5 Document exchange

The following document exchange format conventions will be used:

- For distribution, all partners must use E-mail, or any other electronic medium supplied by the Project Office.
- For document processing use MS-office.
- For figures/graphs, preferably no postscript, use TIFF for public documents, otherwise GIF, JPG and BMP.
- Official documents to the EC (e.g. deliverables) will be transferred to PDF format.

4.6 Document file naming

In order to have a consistent way of documentation and archiving, the project will use standardised file naming conventions. The project acronym is always mentioned first.

BETSY_<WP>_<NAME>_<VERSION >_<DATE>_<INITIALS>.<EXT>

where:

<WP>	Workpackage or management identifier, e.g. 'wp1', 'wp2', 'pmt',
<NAME>	Description of the document
<VERSION>	Version identifier (optional), e.g. 'v11', 'v32'

<DATE> Date (ddMMMy), eg 23Sep04
<INITIALS> Person name initials or acronym of the issuing Partner
<EXT> File name extension.

Use only lowercase characters and separate the words with underscores ('_'). Don't use spaces (' '), because they give problems on the website. For example:

betsy_wp3_deliverable1_V2.1_04mar2005_hdg.pdf
betsy_pmt_minutes_V3.0_30jun2005_mvdm.doc

5 Project Communication Mechanisms

All partners will actively and timely inform the project office on changes of their coordinates, contact persons or changes in any other information needed for executing the project. Project Office makes this information available for all partners.

- CONTACT DETAILS CAN BE FOUND IN APPENDIX A OF THIS HANDBOOK AND ON THE INTERNAL PROJECT WEBSITE.

5.1 E-mail reflectors

Technically, the communication is supported by specific e-mail reflector lists.

Work Packages and Task Groups can request a specific e-mail reflector, maintained by the Project Office. For changes, deletions or additions of e-mail reflectors, please contact the Project Office.

To prevent an avalanche of unsolicited messages, senders are obliged to target their messages carefully to the narrowest audience as reasonably possible.

5.2 Project Website

The public website holds a summary, public events calendar, an overview of dissemination activities, and links to the consortium and project management.

The internal website is based on QuickPlace. QuickPlace is a self-service Web tool for team collaboration, which will be used during the BETSY project to facilitate project management and communication as well as the sharing of information. Every BETSY member will be able to read and write documents. The internal website has restricted access and every BETSY member has its own user name and password. Partners can obtain access and password via the project manager.

5.2.1 Public Project Website

The Public Project Website contains a public summary, public presentations, a public events calendar and an overview of dissemination activities, and links to the Consortium and Project management.

The public project website is located at:

- <http://www.hitech-projects.com/euprojects/betsy/index.htm>

5.2.2 Internal Project Website

A logged and monitored, Internal (non-public) Project Website – with restricted access – is set up to facilitate the Project Management and Project communication. To access the Internal Project Website, the Project Office will provide a user id/password combination. These user id/password combinations will be updated regularly. All access holders will be notified on such occasions. Partners can obtain access user id/password combinations via their Partner Contact Person (PCP).

The internal project website is located at:

- <https://www.quick.philips.com/QuickPlace/betsy>

Appendix A Project Contact Details

A.1 Project Manager

Project Manager	
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A.2 EC Project Officer

EC Project Officer ²	
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A.3 General Assembly Members

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² All Project communication to the EC project Officer goes via the Project Coordinator.

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A.4 Project Management Team, Work Package Leaders, Partner Contact Persons

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A.5 Project Office

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	Projects
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A.7 Meeting Calendar

- THE MEETING CALENDAR CAN BE FOUND ON THE INTERNAL PROJECT WEBSITE.