



Management handbook and project website

D6.1

The DETERMINISTIC6G project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement no. 101096504.



Management Handbook and Project Website

Grant agreement number:	101096504
Project title:	Deterministic E2E communication with 6G
Project acronym:	DETERMINISTIC6G
Project website:	deterministic6g.eu
Programme:	EU JU SNS Phase 1
Deliverable type:	Public Report
Deliverable reference number:	D23
Contributing workpackages:	WP6
Dissemination level:	Public
Due date:	M01
Actual submission date:	30-01-2023
Responsible organization:	ERI-DE
Editor(s):	Dhruvin Patel
Version number:	V0.3
Status:	Public
Short abstract:	This report outlines the structure, process, and responsibilities of the DETERMINISTIC6G project to ensure the smooth functioning and sufficient quality of the project output.
Keywords:	Management, quality assurance, risk handling, document handling and reporting.

Contributor(s):	James Gross, Gourav Prateek Sharma, Oliver Hoeflberger, Marilet De Andrade Jardim, Joachim Sachs, Jose Costa Requena, Raheeb Muzaffar.
-----------------	--

Disclaimer

This work has been performed in the framework of the Horizon Europe project DETERMINISTIC6G co-funded by the EU. This information reflects the consortium's view, but the consortium is not liable for any use that may be made of any of the information contained therein. This deliverable has been submitted to the EU commission, but it has not been reviewed and it has not been accepted by the EU commission yet.

Contents

Disclaimer.....	1
1 Introduction	3
1.1 Purpose of the document	3
1.2 Outline of the document	3
2 Role and responsibilities	3
2.1 General Assembly (GA)	4
2.2 Executive Board (EB)	4
2.3 Project Management Team (PMT).....	4
2.4 Work Package Leader (WPL)	5
2.5 Project Coordinator (PC).....	5
2.6 Technical Manager (TM).....	5
2.7 Exploitation and Innovation Manager (EIM).....	5
2.8 External Expert Advisory Board (EEAB).....	5
2.9 EU Commission	6
2.10 6G-IA	6
3 Quality assurance and risk management.....	6
3.1 Dissemination quality	6
3.2 Risk handling	6
4 Tools.....	6
4.1 Tools for dissemination and promotion of the project results.....	7
4.2 Social Networks.....	7
5 Document handling.....	8
5.1 Naming of the files and version handling	8
5.1.1 Naming of the files	8
5.1.2 Reference style.....	8
5.2 Review and approval.....	9
5.2.1 Deliverables and internal reports	9
5.2.2 Publication & standards and regulatory contributions.....	11
5.3 Copyright.....	12
6 Reporting.....	12
6.1 Monthly reporting.....	12
6.2 Quarterly reporting.....	12
6.3 Periodical reporting	13

1 Introduction

1.1 Purpose of the document

The main purpose of this report is to give an overview of the project structure and to explain the setup and processes within DETERMINISTIC6G. The setup and processes aim to ensure the quality of the delivered results. Many aspects are covered by the consortium agreement of DETERMINISTIC6G, which is stored in the internal collaboration space.

1.2 Outline of the document

The document consists of six sections: starting with the introduction, section 2 provides details on the roles and responsibilities. Section 3 dives into the quality assurance process and risk handling aspect of the project. Sections 4 and 5 outline details on the tools used and the document handling process within the project, including website details. Section 6 specifies the project reporting.

2 Role and responsibilities

In this section the roles and responsibilities within DETERMINISTIC6G are explained, as well as the interaction of DETERMINISTIC6G with other organizations like the EU commission and 6G-IA.

The organization structure of the DETERMINISTIC6G is illustrated in Figure 1. It consists of the four bodies, which are discussed in more details in the following sections. The four bodies are:

1. The General Assembly (GA)
2. The Executive Board (EB)
3. The Project Management Team (PMT)
4. The External Expert Advisory Board (EEAB)

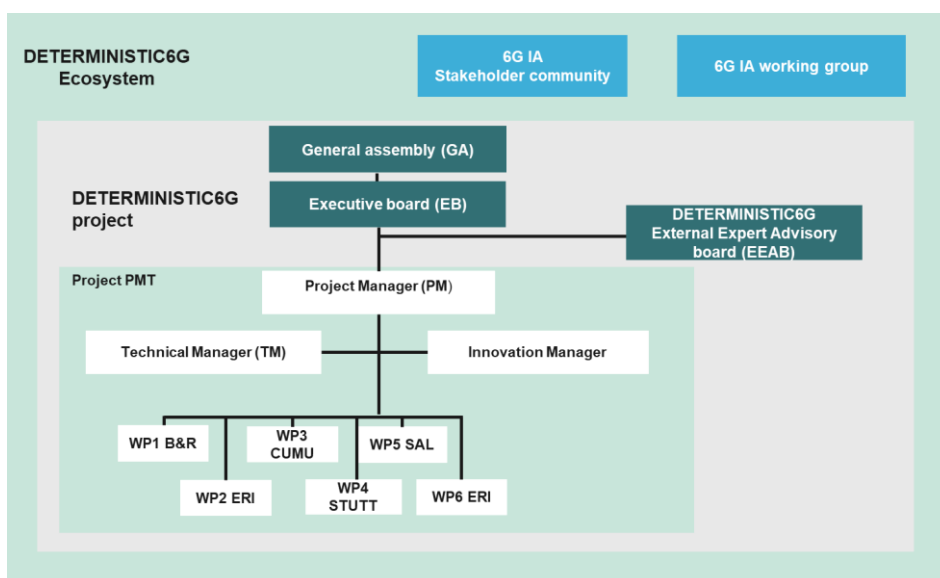


Figure 1 Organization structure

2.1 General Assembly (GA)

The GA is the ultimate decision-making consortium body in the project and meets at least once per year. Decisions in the General Assembly shall be taken by a majority of two-thirds (2/3) of the votes cast. The responsibilities of the GA are outlined in the consortium agreement.

The main responsibilities of the GA are listed below:

1. Deciding on proposals made by the Executive Board.
2. Allocation and reallocation of the budget when necessary.
3. Changes in the consortium, i.e., addition and termination of partners.
4. Deciding on the plan made by the Executive Board for use and dissemination of results.
5. Approval of project publications.
6. Admission of new members to the External Expert Advisory Board.

2.2 Executive Board (EB)

The EB is responsible for managing the project, based on the decision of the GA, and for making the proposals to the GA. Decisions in the Executive Board shall be taken by a majority of two-thirds (2/3) of the votes cast. The responsibilities of the EB are outlined in the consortium agreement.

The main responsibilities of the EB are as follows:

1. Making proposals to the GA.
2. Executing GA decisions.
3. Making proposals on procedures for the project to ensure effective day-to-day operations.
4. Monitoring the technical progress of the project.
5. Supporting the coordinator in preparing meetings with the funding agency.
6. Periodically reviewing the identified risks for the project.
7. Monitoring the resource usage of the project.
8. Quality control of all deliverables.

2.3 Project Management Team (PMT)

The Project Management Team (PMT) consists of the work package leaders, the project coordinator, the technical manager, and the exploitation and innovation manager. The PMT handles the day-to-day management of the project. The PMT is responsible for:

1. Planning of the overall technical activities and ensuring that the work in the Work Packages (WPs) is in line with the project plan.
2. Reviewing the project progress and monitoring achievement of milestones.
3. Reviewing project deliverables.
4. Initiating remedial actions if necessary.
5. Proposing appropriate actions to the EB and the GA if necessary.
6. Implementing overall direction and scope of the project, based on the project objectives and decisions of the GA.
7. Planning and execution of all project meetings where WPs meet and discuss questions related to the WP as well as resolving any cross-WP issues.
8. Planning and execution of meetings and workshops with the EEAB as well as keeping the EEAB informed about major achievements in the project.
9. Quality assurance of all deliverables and dissemination material.

2.4 Work Package Leader (WPL)

The technical work in the project is carried out in the Work Packages (WPs). The Work Package Leader (WPL) is responsible for managing the daily technical and administrative work of his or her WP. In the descriptions of the WPs the work is further divided into tasks as a tool to help structure the work.

The WPL is responsible for:

1. Planning and organizing the work package activities.
2. Coordinating the technical work and monitoring the progress of the WP including planning of regular meetings for the WP.
3. Ensuring that WP objectives and targets are met.
4. Report technical progress to the project coordinator in regular reports.
5. Overseeing the writing, review, and finalization of deliverables.
6. Trigger and coordinate cross WP discussion topics.
7. Contributing to audits and periodic reports.

2.5 Project Coordinator (PC)

The Project Coordinator (PC) is responsible for coordination and the day-to-day management of the project, including control of the overall project plan, as well as financial, legal, and contractual matters.

The PC is responsible for:

1. Monitoring compliance of the partners with their obligations.
2. Providing the funding agency with the reports and deliverables as agreed.
3. Preparing minutes of GA, EB, EEAB and PMT meetings.
4. Handling financial matters of the project.

2.6 Technical Manager (TM)

The Technical Manager (TM) is responsible for directing the daily technical work of the project. The TM works in close collaboration with the PC to secure progress towards the project objectives and targets, as well as to implement the decisions of the GA, EB and PMT, which have an impact on the technical work.

2.7 Exploitation and Innovation Manager (EIM)

The Exploitation and Innovation Manager (EIM) is responsible for monitoring the research results and identifying the exploitable assets generated by the project, leading to the generation of foreground and side-ground, analyzing the impact domains and proposing how to implement and deploy the project achievements in the real world. The EIM works in close cooperation with the PC, TM, while also being WP5 leader.

2.8 External Expert Advisory Board (EEAB)

The External Expert Advisory Board (EEAB) consists of stakeholder representatives who have the qualification and experience to provide valuable insights and advice on the strategic direction of the project. The role of the EEAB is outlined in the Consortium Agreement.

2.9 EU Commission

The EU Commission is represented by the Project Officer. All the communication regarding any project related matters is to be done with the EU Commission via the Project Officer. The communication towards EU commission is taken care by PC.

2.10 6G-IA

Part of the DETERMINISTIC6G dissemination and communication strategy is to cooperate with other 6G-IA research projects and disseminate the project results through the 6G-IA associations.

DETERMINISTIC6G will provide necessary representation in the required board and respective working groups.

3 Quality assurance and risk management

A quality assurance plan (QAP) is used to ensure that the project meets its objective and achieve high quality of the project deliverables. The QAP consists of the content of Sections 3 to 5.

The QAP is planned to be reviewed after one year run time of the project with periodic reporting and on a need basis.

3.1 Dissemination quality

To ensure a high quality of the material disseminated by DETERMINISTIC6G, all the material to be disseminated is reviewed by the PMT. This includes deliverables, as well as external presentations, leaflets, reports, visualization tools, etc. It should be noted that the EB is responsible at the top level for the quality control of all the deliverables.

3.2 Risk handling

To ensure the right interworking between the different project activities and phases, as well as between partners with different backgrounds, the management must be able to address and harmonize different aspects. Therefore, risk management is a high priority activity and the PMT will be the responsible body. The PMT will execute a risk management process according to the following iterative steps:

1. Risk identification
2. Risk analysis
3. Risk response
4. Risk monitoring

The critical risks for the project implementation along with their impact potentials and the relevant mitigation measures are listed in the proposal. PMT will continuously keep track of the potential new risks, thus the risk table will be updated continuously before each project meeting during the project execution time.

4 Tools

To ensure the smooth execution of the project and high standard quality of the deliverables and reports, the following tools are used

1. Templates, and guidelines for writing the deliverables. These facilitate a consistent style and improved readability.

2. Collaboration IT tools.
3. Review process as described in section 5.

4.1 Tools for dissemination and promotion of the project results

To ensure efficient flow of the information within, and from the project towards targeted audience, an external project website will be maintained and presence in the social networks will be ensured.

The project website (snapshot shown below in Figure 2) is used for disseminating and promoting the results and outcomes of DETERMINISTIC6G. It also promotes the events and information with other 6G-IA projects. The website is accessible at www.deterministic6g.eu.

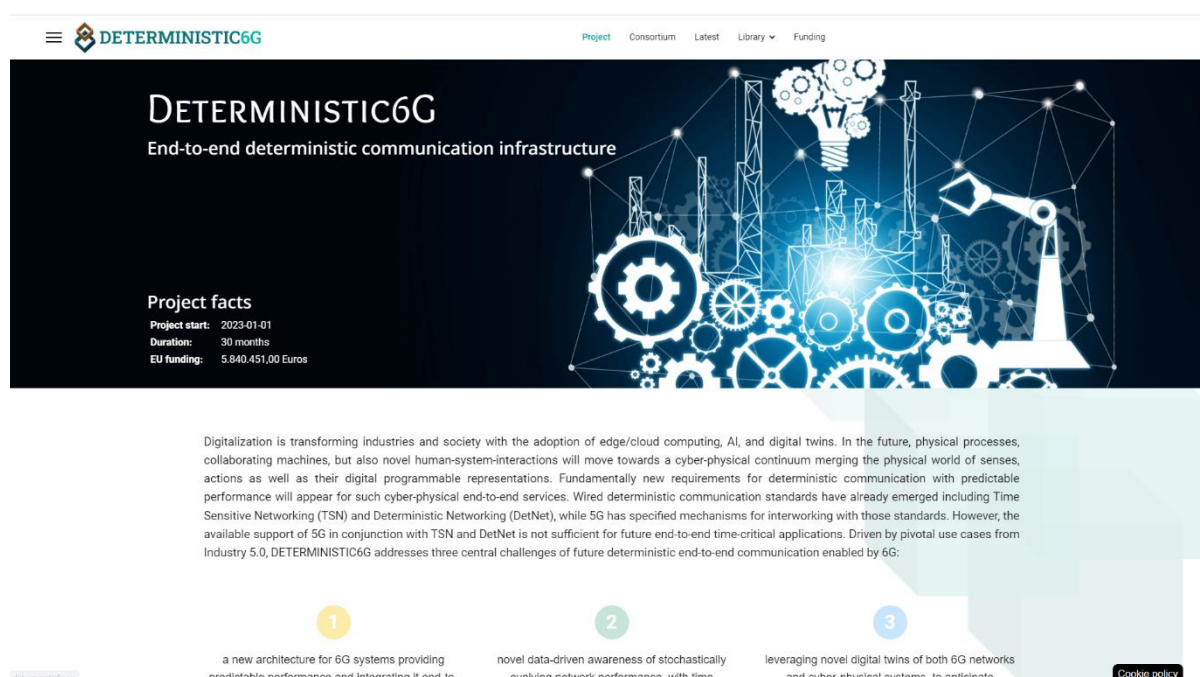


Figure 2 Snapshot of the website

The website is implemented using Joomla. At the end of the project run time, the webpages will be archived, and the entire site will be converted to static HTML. The archived copy will then be available on the web for at least 5 years. The website will be GDPR compliant.

4.2 Social Networks

DETERMINISTIC6G has a twitter channel (@DETERMINISTIC6G), a [LinkedIn webpage](#) and a YouTube channel where videos and other multimedia are shared. These channels are used to announce event as listed below:

1. Release of public deliverables,
2. Publication of press release,
3. F2F meetings,
4. Project workshops.

5 Document handling

To ensure consistency across the project, a common layout of the documents is created, and a set of templates are provided for the following types of documents:

1. Deliverables and internal technical reports
2. Internal documents
3. Presentations
4. Monthly reporting by partners
5. Quarterly reporting
6. Project progress telcos

5.1 Naming of the files and version handling

A unified convention for naming and version handling of files is used in the project.

5.1.1 Naming of the files

For deliverables and internal technical reports, the following naming will be used:

1. Deliverables have names according to the following template “DETERMINISTIC6G-DX.Y-vN.M”, where
 - X.Y is the deliverable number
 - N.M is the version number of the document

For finalized (“camera-ready”) journal articles, conference papers, and standard contributions, the naming is as follows:

<event>_<yyyy>_<aut>_<words>_<N.M>, where,

- <event> - abbreviation of the event name such a magazine, journal, conference e.g. 3GPP, IEEE, etc.
- <yyyy> - year of the publication
- <aut> - first three letters of the last name of the author; in case of several authors to the paper, indicate only the last name of the first author and append the rest with “etal”, e.g. if the author is Tom Smith, the abbreviation would be Smi; in case of several authors, e.g., Tom Smith and Robert Brown, the abbreviation would be Smi_etal
- <words> – use two meaningful words from the title of the publication, indicating what the publication is about, but not longer than twenty letters in total; if it is longer, shorten it to 8 letters, e.g. if the full title of a publication is “System Performance of MIMO in WCDMA”, the meaningful words would be “MIMO_WCDMA”
- <vN.M> for version handling as explained in the following subsection.

5.1.2 Reference style

For deliverables and internal technical reports, the following reference style will be used. Use alpha style for bibliography quotation where we differentiate between the following cases:

- a paper with one author (e.g. a paper from Smith in 1992) should appear in the text using the first three letters of the author's last name and the last two digits of the publication year, keeping only the first letter in capital (e.g. [Smi92]),

- for a paper with two or three authors, only the first letter of each author's last name is used, together with the publication year, so a reference to Smith and Jones (1987) becomes [SJ87],
- for a paper with more than three authors, e.g. (Li, Jones, Nee, and Smith in 1995), then only the first three authors are considered and a "+" is appended, as in [LJN+95],
- cite a project publication, e.g. WINNER documents are labelled as follows: "WINNER I" public deliverables: [WINYY-Dxxx], where "xxx" is a deliverable number without any dots, e.g. [WIN23-D210] is deliverable D2.10 from "WINNER I" published in year YY,
- to cite a standardization or regulatory document, e.g. IEEE, 3GPP or ETSI, standardization documents should be labelled similarly to WINNER documents, e.g. [3GPPYY-36913],
- if the same authors or organizations have more than one publication in the same year, e.g. if Smith and Jones have two publications in 1987 (or there are different Smith and Jones constellations), these may be numbered as [SJ87a] and [SJ87b], respectively.

Do not use Word cross-references for bibliography citations, since they are hard to repair for editors, especially if they get broken and changed to an error message during the merge of different document contributions.

Some reference examples are given below:

[3GPP13-36888] 3GPP TR 36.888, "Study on provision of low-cost Machine-Type Communications (MTC) User Equipments (UEs) based on LTE (Release 12)", June 2013.

[FU98] G. D. Forney and G. Ungerboeck, "Modulation and coding for linear Gaussian channels", IEEE Transactions on Information Theory, vol. 44, no. 6, pp. 2384-2415, October 1998.

[D6G23-D11] DETERMINISTIC6G, Deliverable 1.1 "Project management handbook", January 2023.

[KR+16] K. R. e. al, "A Novel 3D Multilateration Sensor Using Distributed Ultrasonic Beacons for Indoor Navigation," Sensors, 2016.

5.2 Review and approval

In this section the submission, review and approval process are described, that every output of the project should follow.

5.2.1 Deliverables and internal reports

The delivery dates of the deliverables are indicated in the project proposal by "Month N", e.g. M12. This corresponds to the last day of that particular month. Before the last day of the submission, the deliverable or report is submitted to the EU commission. To ensure high quality output of the project a review process is created as shown in Figure 3 below.

Steps will be followed prior to submitting the document to EU commission. This review process starts 60 days before actual submission day (indicated as "D" in the table 1). Note that for the review process to be efficient the deliverable draft submitted for review should be stable. Here stable is understood as a draft of the document, which is sufficiently edited and which documents all the necessary findings as agreed.

All the deliverables and internal reports will be reviewed by the PMT, and two more reviewers. In the case of the deliverables, two reviewers are supposed to be "external", meaning that these persons are not working in the DETERMINISTIC6G project, but at one of the partner organizations.

In the case where a deliverable is not approved by the PMT, the project coordinator will request the European commission for a deadline extension. A new time plan will be formulated between PMT and the deliverable editor(s). This time plan will specify the time frame for updating the deliverable and the following review process.

In the case of the deliverable being a software package, necessary documentation should be provided alongside with the code repository. The documentation should be able to describe the implementation of the functionality and algorithms at sufficient level.

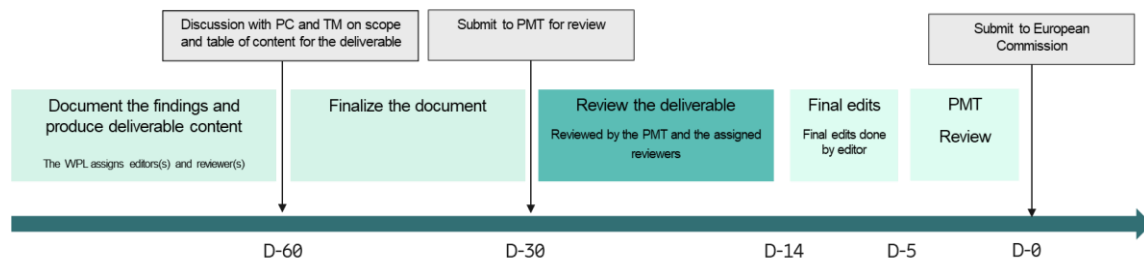


Figure 3: Review process for deliverables and internal report

Table 1 Timeline and responsibilities for submitting deliverables and internal reports.

Time	Action	Responsible
Before D-60	Produce deliverable content	All the WP contributors
	Assign editor(s)	WP lead together with lead participant
	Assign reviewer(s)	WP lead together with lead participant
D-60 (or earlier)	Setup a discussion with PC and TM to discuss the scope of the document and the table of content - The main purpose of this step is to ensure that enough findings are produced w.r.t the scope of the work and the deliverable.	WP lead together with lead participant
D-30 (or earlier)	Make the deliverable available to reviewers, along with the review instructions	WP lead together with lead participant
	Inform the consortium that the deliverable is ready for review	WP lead together with lead participant
	Start the review of the deliverable	Assigned reviewers and the PMT
D-14 (or earlier)	PMT and external reviewers to provide comments to the deliverable editor(s) by uploading them in the internal collaboration space	Assigned reviewers and the PMT

	Start addressing the review comments and update the document	Editor(s)
D-5 (or earlier)	Make the updated deliverable available for the PMT	PMT
D-0	Submit the deliverable to the European Commission if approved by the PMT	Project coordinator
D+7	Make the deliverable available at the DETERMINISTIC6G website (if public)	Project coordinator/or WP5 lead

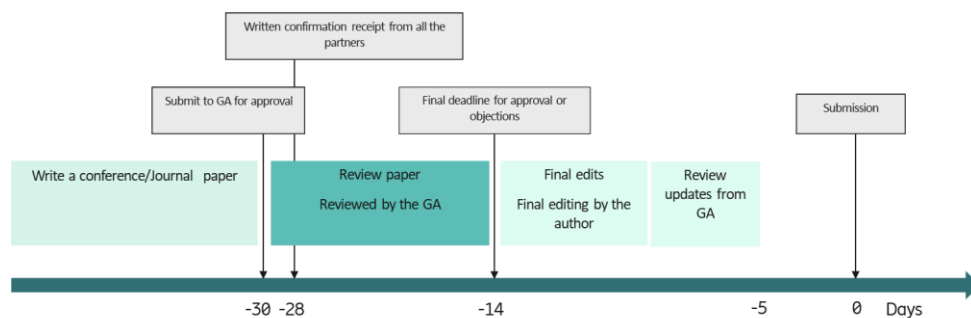
5.2.2 Publication & standards and regulatory contributions

The agreement on the dissemination of the results in the form of scientific papers, as well as standard and regulatory contributions, are covered in the consortium agreement and will be followed accordingly. The relevant description is copied below

“Prior written notice of the final version of any planned publication shall be given to the other Parties at least thirty (30) days before the planned publication submission date. Any objection to the planned publication shall be made in writing to all Parties within fourteen (14) days after the reviewing Party/ies confirmed receipt of the written notice. Such confirmation should be aimed to be provided to the publishing Party within two working days. If no objection is made within the time limit stated above, the publication is approved and permitted.”

Valid reasons for objecting are explained in the consortium agreement. It is responsibility of the author submitting the paper for review to ensure that the confirmation receipts from all the partners are received within 2 days of the submission.

An example of the timing for conference/journal is given in Figure 4 below and further explained in Table 2.



Figur 4 Submission timeline for conference and journal papers

Table 2 Timeline and responsibilities for submitting conference and journal papers

Time	Action	Responsible
Before at least 30 days of	Upload the paper on the collaboration space. Send the paper to the general assembly mailing list	Lead author

submission of paper	Start review of the paper and provide written confirmation of receipt within 2 working days	GA members
D-14 D-30 (or earlier)	Return comments to author(s) and project coordinator	Objective partner (if applicable)
	Start addressing the review comments and update the comments	Authors
D-5	Review updates	GA
D+7	Submit paper if approved by the GA	Authors

5.3 Copyright

To avoid any copyright issues, it is advised to use self-produced figures/illustrations.

For any image or illustrations included in the DETERMINISTIC6G publication (deliverables, reports, scientific papers, presentations, etc.) which has not been self-produced, a permission must be obtained and a copyright notice for each image/illustration must be included in the publications, e.g. “The image is reproduced from the <source> with the permission of the <copyright owners>”.

6 Reporting

The project reporting consists mainly of the project internal reports and deliverables, together with the monthly partner reports, the quarterly management reports, the periodic reports and the project final report. The project internal reports and the deliverables will be distributed to the EU commission according to the agreed deliverable time plan.

6.1 Monthly reporting

Monthly reporting is done at work package level. The input that is being collected is specified in the table below. The work package lead is responsible for providing the input in a corresponding document. The template is provided in the collaboration workspace.

Overall status	<provide the technical status and advances that have been performed within the WP during this month>
Identified issues/risks	<any identified issues or risks>
Publication and presentations	<list down all the presentations and publications and ensure that they are reported to the dissemination document in WP5. Take action if something is missing>
Relation to the other WPs	<Requirement from other WPs>

6.2 Quarterly reporting

Quarterly management reports (QMRs) shall be delivered by the project coordinator to the European Commission no later than 15 working days after the end of each quarter as agreed with the Project Officer. It should cover the following aspects:

- Technical progress and achievements of the work towards the objectives of the project. The progress is reported per WP as well as on the project level.

- Work started in the corresponding reporting period
- Work completed in the corresponding reporting period, describing major achievements
- Work delayed for reasons internal to the project, and remedial actions to be taken
- Status of deliverables
- Resources used, and in particular the number of person-months spent, as well as the amount of investments, and other expenses during the reporting period. This shall include absolute values for the reported period and aggregated values (actual versus planned)

6.3 Periodical reporting

Periodical reporting is done online in the grant management system according to the reporting periods specified in the project proposal. A general template is provided by the EU.

A final report shall be produced by the project and shall be submitted to the EU commission. This report shall contain necessary points according to the guidelines of the European Commission.

Appendix

List of abbreviations

Table 3: List of abbreviations

EB	Executive Board
EEAB	External Expert Advisory Board
EIM	Exploitation and Innovation Manager
GA	General Assembly
PC	Project Coordinator
PMT	Project Management Team