



## 1.1-Project Hand Book

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## **Executive Summary**

The Project Handbook intends to be a guide for the project partners during the RAPID-MIX project. This document contains all relevant information for securing a common understanding of the ways and means to be applied during project execution, making smooth the collaborative work performed within the project and complying with the European framework.

The purpose of this document is to provide all project partners with a summary of the most important project procedures (partners information, legal framework, management structure, operational framework, project monitoring, reporting tools, financial management, templates for producing documents in a uniform format).

Quality Assurance procedures will be applied to all activities throughout the project and will be the joint responsibility of all partners and specially the Project Coordinator. Additionally this document comprises partner and contact lists as well as documentation (including templates to be used by all project partners) and communication standards in order to enable quick and efficient communication within the project consortium. Further details about the methodologies adopted for assuring/controlling quality of the RAPID-MIX activities are available in D1.2 Quality Manual.

This document was produced by the Project Coordination Office within the Music Technology Group at Universitat Pompeu Fabra. It is the first issue of the document reflecting partner and project details. In order to fulfil its function as a quick reference to frequently asked questions and problems, if necessary this document will be updated and changed according to the evolvement of procedures and progress during the lifetime of the project. The feedback of all partners to improve this handbook is appreciated by the Coordinator.

# 1 PROJECT PARTNERS

The following tables give an overview regarding partner organisations, responsibilities and project teams.

## 1.1 Coordination

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The coordination of the project (administrative and technical) is responsibility of:

Universitat Pompeu Fabra - UPF  
Communication Campus - Poblenou  
Music Technology Group (MTG)  
[Tanger Building](#)  
Roc Boronat, 138  
08018 Barcelona (Spain)

The following table contains the main contact persons in coordinating affairs. The team members involved in coordination tasks are reachable through the following mailing list: "[rapid-mix-coord@llista.upf.edu](mailto:rapid-mix-coord@llista.upf.edu)".

Partner nr	Partner Organisation Name	Acronym
1	Music Technology Group Universitat Pompeu Fabra	UPF
Contact Person	Email address	Responsibility
Sergi Jordà	<a href="mailto:sergi.jorda@upf.edu">sergi.jorda@upf.edu</a>	Principal Investigator
Alba B. Rosado	<a href="mailto:alba.rosado@upf.edu">alba.rosado@upf.edu</a>	Project Coordination
Sebastián Mealla	<a href="mailto:sebastian.mealla@upf.edu">sebastian.mealla@upf.edu</a>	Research leader

Partner nr	Partner Organisation Name	Acronym
2	Embodied AudioVisual Interaction Group Goldsmiths' College	GS
Contact Person	Email address	Responsibility
Atau Tanaka	<a href="mailto:a.tanaka@gold.ac.uk">a.tanaka@gold.ac.uk</a>	Principal Investigator
Mick Grierson	<a href="mailto:m.grierson@gold.ac.uk">m.grierson@gold.ac.uk</a>	Innovation manager

Partner nr	Partner Organisation Name	Acronym
3	Institut de Recherche et de Coordination Acoustique Musique	IRCAM
Contact Person	Email address	Responsibility
Frédéric Bevilacqua	<a href="mailto:frederic.bevilacqua@ircam.fr">frederic.bevilacqua@ircam.fr</a>	Principal Investigator

## 1.2 Partners

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### 1.2.1 Universitat Pompeu Fabra (UPF)

Partner nr	Partner Organisation Name	Acronym
1	Music Technology Group Universitat Pompeu Fabra	UPF
Contact Person	Email address	Responsibility
Sergi Jordà	<a href="mailto:sergi.jorda@upf.edu">sergi.jorda@upf.edu</a>	Chair of PSC
Alba B. Rosado	<a href="mailto:alba.rosado@upf.edu">alba.rosado@upf.edu</a>	WP1 Treasurer of PSC
Sebastián Mealla C.	<a href="mailto:sebastian.mealla@upf.edu">sebastian.mealla@upf.edu</a>	WP2*
Panos Papiotis	<a href="mailto:panos.papiotis@upf.edu">panos.papiotis@upf.edu</a>	-
Carles F. Julià	<a href="mailto:carles.fernandez@upf.edu">carles.fernandez@upf.edu</a>	-

### 1.2.2 Goldsmiths' College (GS)

Partner nr	Partner Organisation Name	Acronym
2	Embodied AudioVisual Interaction Group Goldsmiths' College	GS
Contact Person	Email address	Responsibility
Atau Tanaka	<a href="mailto:a.tanaka@gold.ac.uk">a.tanaka@gold.ac.uk</a>	Member of PSC
Mick Grierson	<a href="mailto:m.grierson@gold.ac.uk">m.grierson@gold.ac.uk</a>	Innovation manager Secretary of PSC
Rebecca Fiebrink	<a href="mailto:r.fiebrink@gold.ac.uk">r.fiebrink@gold.ac.uk</a>	WP5
Adam Parkinson	<a href="mailto:a.d.parkinson@gmail.com">a.d.parkinson@gmail.com</a>	-
Francisco Bernardo	<a href="mailto:fbern010@gold.ac.uk">fbern010@gold.ac.uk</a>	-
Stephanie Horak	<a href="mailto:s.horak@gold.ac.uk">s.horak@gold.ac.uk</a>	-
Justin Davin-Smith	<a href="mailto:j.davin-smith@gold.ac.uk">j.davin-smith@gold.ac.uk</a>	-

### 1.2.3 Institut de Recherche et de Coordination Acoustique Musique (IRCAM)

Partner nr	Partner Organisation Name	Acronym
3	Institut de Recherche et de Coordination Acoustique Musique	IRCAM
Contact Person	Email address	Responsibility
Frédéric Bevilacqua	<a href="mailto:frederic.bevilacqua@ircam.fr">frederic.bevilacqua@ircam.fr</a>	WP3
Hugues Vinet	<a href="mailto:hugues.vinet@ircam.fr">hugues.vinet@ircam.fr</a>	Member of PSC
Norbert Schnell	<a href="mailto:norbert.schnell@ircam.fr">norbert.schnell@ircam.fr</a>	-

### 1.2.4 PLUX – Wireless Biosignals (PLUX)

Partner nr	Partner Organisation Name	Acronym
4	PLUX – Wireless Biosignals	PLUX
Contact Person	Email address	Responsibility
Hugo Silva	<a href="mailto:hsilva@plux.info">hsilva@plux.info</a>	WP6 Member of PSC
Angela Pimentel	<a href="mailto:apimentel@plux.info">apimentel@plux.info</a>	-
Gregory Stern	<a href="mailto:gstern@plux.info">gstern@plux.info</a>	-
José Lopes	<a href="mailto:jlopes@plux.info">jlopes@plux.info</a>	-

### 1.2.5 Reactable Systems SL (RS)

Partner nr	Partner Organisation Name	Acronym
5	Reactable Systems	RS
Contact Person	Email address	Responsibility
Gunter Geiger	<a href="mailto:gunter@reactable.com">gunter@reactable.com</a>	WP4* PSC member

### 1.2.6 Somethin' Else Sound Directions Limited

Partner nr	Partner Organisation Name	Acronym
6	Somethin' Else Sound Directoins Limited	SElse
Contact Person	Email address	Responsibility
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Stuart Smith	<a href="mailto:stuart.smith@somethinelse.com">stuart.smith@somethinelse.com</a>	-
Paul Bennun	<a href="mailto:paul@somethinelse.com">paul@somethinelse.com</a>	-

### 1.2.7 Roli Ltd

Partner nr	Partner Organisation Name	Acronym
7	Roli	Roli
Contact Person	Email address	Responsibility
Jean-Baptiste Thiebaut	<a href="mailto:jean-baptiste@roli.com">jean-baptiste@roli.com</a>	PSC member
Zain Qazi	<a href="mailto:zain@roli.com">zain@roli.com</a>	-
Charles Cook	<a href="mailto:charles@roli.com">charles@roli.com</a>	-

### 1.2.8 Orbe

Partner nr	Partner Organisation Name	Acronym
8	Orbe	Orbe
Contact Person	Email address	Responsibility
Xavier Boissarie	<a href="mailto:x.boissarie@gmail.com">x.boissarie@gmail.com</a>	PSC member

\* Differences from Description of Action (DoA\*).

## 2 RAPID-MIX LEGAL FRAMEWORK

In terms of funding program, the regulation that establishes the Horizon 2020 – the Framework Programme for Research and Innovation (2014-2010) is the [REGULATION \(EU\) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 and repealing Decision No 1982/2006/EC](#).

The consortium and project activities are regulated by the following legal framework:

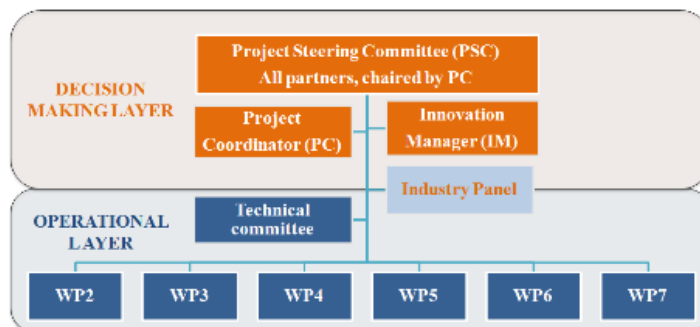
- The [Grant Agreement \(GA\)](#) - contract between the Commission and the Consortium, especially relevant Annex I (also known as Description of Action - DoA)
- The agreement between the Consortium members ([Consortium Agreement- CA](#))

Both documents are available in our Google drive repository within the '[Contractual Docs](#)' folder.



### 3 RAPID-MIX MANAGEMENT STRUCTURE

The following diagram presents RAPID-MIX management structure:



The organisational structure shown below has been agreed among the partners and is adapted to the project size, and already implemented with success in similar projects.

#### 3.1 General structure

This management structure is composed of the **decision-making layer (Board)** which will determine the sound direction of the activities within the work plan, and the **operational layer** in which the actual work is performed. The formal decision making body of the Consortium will be the **Project Coordinator (PC)**, the **Innovation Manager (IM)** and the **Project Steering Committee (PSC)**, in which all partners participate. The operational layer includes the **Technical Committee (TC)** composed of the WP leaders and the **Industry Panel** experts who will work in close collaboration with the IM and the TC.

##### 3.1.1 Project Steering Committee (PSC)

The PSC aims at ensuring that the Consortium fulfils all its contractual obligations. The members of the PSC have sufficient seniority to take binding decisions (also in terms of budget or level of disclosure of the research data and findings) without referring back to a higher authority at their employing organisation. The PSC meets at least once a year, while extra meetings might be convened if required. The PC chairs the PSC meetings. Decisions in the PSC are made on the basis of consensus; however, if this is not possible, they are made on the basis of a majority vote, with the PC having the casting vote.

Each representative of the PSC is responsible for the internal coordination of the project's activities in their institution. They represent the position of their organisation in relation to any issue to be decided. In order to coordinate research tasks, each PSC member has identified a key person who will be in charge of supervising task completion on the ground. The role of key persons inside the PSC is as follows:

Role	Partner nr	Partner short name	Key person
Chair	1	UPF	Prof. Dr. Sergi Jordà
Secretary	2	GS	Dr. Mick Grierson
Treasurer	1	UPF	Alba B. Rosado
Member	2	GS	Prof. Dr. Atau Tanaka
Member	3	IRCAM	Hugues Vinet
Member	4	PLUX	Hugo Silva
Member	5	RS	Gunter Geiger

Member	6	SE	Nicky Birch
Member	7	ROLI	Dr. Jean-Baptiste Thiebaut
Member	8	ORBE	Xavier Boissarie

### 3.1.2 Project Coordinator (PC)

The PC in the RAPID-MIX project is led by Prof, Dr. Sergi Jordà and supported by Alba B. Rosado from the management team at the Music Technology Group (MTG) of UPF. The PC will play a key role in the design and monitoring of the project evolution in accordance with the objectives and risks identified throughout its complete duration, and in the implementation of contingency plans – should any be required.

More specifically, the PC will be responsible for the following tasks:

- Establishing and maintaining efficient communication flow within the Consortium
- Monitoring project progress according to the Work Plan, time schedule and resources budget as established, and reporting to the European Commission
- Identifying time and resource deviations from the original Work Plan and implementing appropriate corrections
- Resolving any potential conflicts within the project following corrective mechanisms for conflict resolution as established in the Handbook and Quality Assurance Plan produced within WP1
- Coordinating and leading the annual meetings of the PSC
- Monitoring risk elements and adjusting manpower assignment, together with the Board
- Facilitating information flow, collaboration and synergy effects amongst partners of the Consortium
- Coordinating and leading cross WP project meetings.

UPF/MTG has extensive experience participating in European projects since the 4th Framework Programme as well as the coordination of collaborative projects at European level (Giant Steps, PHENICX, MIREs, etc.). UPF/ MTG is an internationally recognised group partly because of its track record in Technology Transfer and innovation actions, having established 3 spin-off companies (BMAT, RS and Voctro Labs) and participated in the development of commercially available products such as the Vocaloid singing voice synthesizer (exploited by Yamaha Corp.) or the Loopmash VST3 Instrument integrated into Cubase (exploited by Steinberg).

### 3.1.3 Innovation manager (IM)

The key person that will act as IM is Dr. Mick Grierson from GS. The IM will coordinate the project together with the PC and will act as champion for the exploitation of the RAPID-MIX outcomes and its sustainability beyond the lifetime of the project.

The role of the IM in the RAPID-MIX projects has a twofold goal:

- Board level: To evaluate and improve the consortium's innovation capability by providing the understanding of both market and technical problems, and to implement appropriate creative ideas for the production of the RAPID-MIX products.
- Operational level: To monitor the progress of the project towards expected goals, coordinate promotional activities, facilitate the innovation process in the release of new and enhanced MIX products, define sustainability models that allow the availability of the RAPID-MIX tools beyond the project, mediate in the negotiation of technology transfer agreements and address any IPR-related issues.

The project progress monitoring will be done based on a set of Key Performance Indicators (KPI) tightly related to the success criteria of the project objectives as well as the specific tasks defined in the WP tables.

Goldsmiths Digital (GD) is the consulting arm of Goldsmiths' Department of Computing, and is directed by Dr. Mick Grierson. It has been highly successful in consultancy to the Creative industries SME community in the UK. Since September 2013 GS Digital has won contracts worth over £200,000 from over 25 London-based SMEs and start-ups in areas of audio codec design (AUM Systems), computer vision (WIDEIO), wearable technology (Audiowings), health and well-being (Performance and Wellbeing), interactive media

(Debut Contemporary), data mining (Enternships, Mode Connect, Pick Event), architectural information design (CHIMNI), web and product design (Such & Such, Signeer, Vitrine). They also have undertaken contract research for Microsoft in biosignals and machine learning.

The IM will work closely with the GS Enterprise Office, which offers legal support, guidance on consultancy, contract research, collaborative research funding and IP management. They have extensive experience in working with clients and partners including start-ups, global brands, local authorities, social enterprises, charities, independent galleries, and national museums.

### 3.1.4 Technical Committee (TC)

The TC members correspond with the WP leaders who will be in charge of the coherence of the tasks running within each Work Package, ensuring that they all target their specific goals as well as the main WP-level goals and that all dependencies (intra and inter) in WPs are identified and well coordinated. The WP1 leader (UPF) is not included in this grouping because its role is already covered by the liaison between the PC and the IM.

The main duties of WP leaders are as follows:

- Planning the work of the WP and the different working sessions and preparation of sessions with users (UCD and Evaluation), in coordination with all partners involved in the WP
- Ensuring that the time schedule is maintained, indicating any discrepancies to the PC and IM
- Initiating corrective actions for project deviations (if required)
- Consolidating partner information and preparing the reports for submission to the PC
- Providing the objectives and milestones of the entire WP as well as ensuring that the detailed activities within the WP are achieved in time
- Overseeing the timely submission and quality of deliverables

WP	Partner nr	Partner short name	Key person
2	1	UPF	Sebastián Mealla C.
3	3	IRCAM	Frédéric Bevilacqua
4	5	RS	Gunter Geiger
5	2	GS	Rebecca Fiebrink
6	4	PLUX	Hugo Silva
7	2	GS	Mick Grierson

### 3.1.5 Industry Panel

The RAPID-MIX Industry Panel is a business led expert panel formed primarily to advise on the current trends and needs of the entertainment market and to help the RAPID-MIX consortium consider broader perspectives beyond the specific needs of the SMEs involved. This will inform the definition of the User Centred Design guidelines and the specification of the RAPID-API so that it is directly usable by other creative industries and broader industries. Other expected contributions include: Contribution to definition of specific applications to be built in WP5 in order to showcase RAPID-API potential; Definition of exploitation models that allow the future sustainability of RAPID-MIX products; Provision of feedback as early adopters of our tools; Contribution to planned communication, dissemination, and promotion activities. The expenses associated to the Industry Panel will be covered by partner GS, following initial budget in DoA.

As a matter of consortium policy, the Industry Panel can act at PSC level as advisors, but representing only 1 vote to be decided on a democratic basis. They will participate in ensuring the viability of the exploitation plan and effective management of IPR. A schedule of periodic meetings of the panel will be put in place to provide expertise and guidance, and encourage venture capital investment in project spin off possibilities. In

order to focus our efforts in the execution of our scheme, it is essential to continually bring the market into discussions about our progress at regular cycles throughout our innovation process.

The members of the RAPID-MIX Industry Panel (see their letters of intent) are:

**Dr Suran Goonatilake** OBE is the founder of Bodymetrics, a spin out company from body-scanning research at University College London (UCL). Suran's first company, Searchspace, a financial software company, was acquired in 2005 by Warburg Pincus, one of the world's largest buy-out funds. Suran also co-founded the Centre for Fashion Enterprise (CFE), a non-profit initiative that finances and nurtures high-growth fashion designers based in London based on a tech start-up and film fundraising type model to build luxury fashion companies. Suran was made an officer of the Order of the British Empire (OBE) for his services to Entrepreneurship.

**Yann Le Guyader** Pipeline director in UBISOFT Paris, the 3rd largest game publisher worldwide. Yann has more than 20 years of experience in programming and manager for innovation in the video game industry, and Isabel Ballet UBISOFT's Audio Director, with background in music industry (sound engineer) has been responsible for audio production in the video game industry for 13 years.

**John Kennedy** OBE has spent 35 years in the music industry including being chairman of the largest UK record company Universal Music. He represented a consortium of record companies in their negotiations with governments and the European Commission. He co-produced Live Aid, Live 8 and their corresponding DVDs. He has been awarded an OBE by the Queen and the Chevalier de l'ordre des arts et des lettres by the French government.

**Dr. Jeff Smith**, CEO and Co-Founder of Smule, the premier developer of social music-making mobile apps, famous for the Ocarina. Jeff started his career as a software engineer at IBM's Scientific Research Center in Palo Alto, and later on eventually co-founded a consumer business in electronic publishing that he sold to Novell/WordPerfect. Jeff took his second company public on the Nasdaq ('TMWD'), which he grew from inception to several thousand enterprise customers. Jeff's third company, which he co-founded and where he assumed a non-operating role as a board member, was acquired by Google/Android. Jeff co-founded Smule while pursuing a PhD in Computer Music at Stanford and serves as the CEO and Chairman of the Board.

**Peter Goodliffe** currently works for inMusic brands as the lead developer for the Akai MPC line of products, a legendary series of professional electronic music sequencers and rhythm machines. Peter is an experienced software developer and musician and is author of several books and columnist in CVu magazine.

**Geoff Smith** is a Software Developer for Akai Professional, working on the MPC series. He originally trained as a Music Composer, and has had music in the top ten of the UK Dance Charts. He has composed music for Walt Disney, Microsoft and Iris Advertising. As a Live Sound engineer Geoff worked on the UK leg of the Police Tour, and with artists such as Mr Hudson and Tinchey Strider. As a writer he has written for Europe's leading Music Technology magazine SoundonSound since 2009. His current focus is the development of new software and hardware solutions for commercial music production environments.

**David Cuartielles** is co-founder of arduino.cc, the company behind the massively popular Open Source interactive electronics prototyping platform. David has an MSC. in telecommunications engineering, leads the Prototyping Laboratory at K3/Malmö University where he teaches interactive technologies.

**Ashley Elsdon** from Palmsounds, a leading mobile music blog, provides consultancy in a range of different areas from marketing to mobile music applications. He has worked in IT, Marketing, Financial Services and has board level management experience in the UK National Health Services (NHS). He continues to help both start-ups and established music technology companies in developing and evolving their music applications for iOS and other mobile operating systems.

**Iain Gascioli** is Business and Supply-Chain Manager of ST Microelectronics. He is responsible for the Business Unit demand and supply planning, and drives sales operational processes: S&OP, Automation (EDI, Rosettanet), Indicators (Sales Forecasts, JIT, Inventory levels). He also responds to customers' bids and lead logistics / service contract negotiation.

## **3.2 Change Management**

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Any changes required from the agreed DoA and/or relevant budget should be communicated to the Project Coordinator. The requested change will then be valued to assess whether: (i) it has an effect on the critical path of the project; (ii) and if so, which measures need to be put in place to avoid any risks for the project.

## 4 PROJECT REPORTING

RAPID-MIX is a 36 month project, starting on February, 1<sup>st</sup> 2015 and ending on the 31<sup>st</sup> January, 2018. For detailed tasks and milestones timetable, please refer to the DoA available under '[Contractual Docs](#)' folder within the Google Drive.

### 4.1 6-month internal reporting

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Though not formally required by the Commission for RAPID-MIX, the use of some form of progress reporting during the course of the project will facilitate the successful development of the project, more over taking into account that there is a number of SMEs in the RAPID-MIX consortium who are newcomers to European projects. For this purpose we are proposing half-year progress reporting from each partner to be presented at the working meetings (available template in 'Section 9.3').

The goals of the half-year reports are:

- Update on project progress;
- To discover deviations at an early stage and;
- To start corrective actions (if necessary) as soon as possible.

Templates for this 6-month internal reporting are available at the RAPID-MIX repository within Google Drive under '[Templates](#)' folder.

### 4.2 Annual Periodic reports

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The annual periodic reports for RAPID-MIX Project will be reported up to 60 days after the finalisation of the reporting period (M12, M24 and M36) following the guidelines and templates provided by the European Commission. The Commission might penalise late reporting.

The periodic management report template provided by the European Commission includes a description of achievements of project objectives per WP, review of deliverables and relevant technical/scientific work progress, detailed justification of the costs and resources deployed by every Beneficiary, the financial statements (Form C) from each contractor and a summary financial report consolidating the costs of the partners.

The Project Coordination team will email the official template for the management reports and activity reports and instructions at the end of the last month of the reporting period. Partners must complete and return their individual reports within 3 weeks of the end of the reporting period

### 4.3 EC reviews

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EC reviews will be organised to present the project results at regular intervals (every 12 months) to the European Commission (EC) and their independent experts. This enables the Commission to monitor the project and to ensure that the contractual obligations are fulfilled. Additionally, future project plans are discussed and agreed within such a meeting. The annual payment to the project will be processed if the outcome of the annual EC Review is considered satisfactory. EC Reviews will be called by the EC Project Officer and coordinated by the Project Coordinator in collaboration with the WP leaders.

### 4.4 Time sheets

---

In relation to these matters please refer to: (i) The RAPID-MIX Grant Agreement-644862, and (ii) your institution's rules. The text below only reflects the first mentioned document.

The records for personnel costs depend on whether the person worked exclusively for the action or not. For persons who work exclusively for the action (regardless if they are full-time or part-time employees), the beneficiary may either:

- sign a 'declaration on exclusive work for the action' (one per reporting period), to confirm that the person worked exclusively for the action, either:

- during the whole reporting period or
- during a an uninterrupted time-period, covering at least a full natural month within the reporting period.

Intermittent (i.e. sporadic or random) periods of 'exclusive' dedication can NOT be subject of a declaration.

If a person worked randomly for the action after an uninterrupted time-period covered by a declaration, time records for the period of random work.

**Example:** *the person worked for the action exclusively from 15/02 to 31/05 and then worked again in the action some days in July and October and the full month of November. The declaration will cover the period from 15/02 to 31/05 and time records must be kept for the time the person worked for the action in July, October and November.*

The declaration must be dated and countersigned for acceptance by the person concerned.

**Best practice:** Beneficiaries should take a prudent approach and use this possibility only if it is planned that the person works exclusively on the action during a long and continuous period of time. If there are any doubts, a record of actual hours worked should be kept (e.g. timesheets).

- keep time records.

**Best practice:** If the person works exclusively for the action during a full financial year, it is strongly recommended that the beneficiary signs the 'declaration on exclusive work for the action' (even if it the person keeps time records). This way the declaration can serve as evidence that that the person worked for the action all its annual productive hours.

For persons who do NOT work exclusively for the action, the beneficiaries must:

- o show the actual hours worked, with reliable time records (i.e. time-sheets) either on paper or in a computer-based time recording system.

Time records must be dated and signed at least monthly by the person working for the action and his/her supervisor.

If the time-recording system is computer-based, the signatures may be electronic (i.e. linking the electronic identity data (e.g. a password and user name) to the electronic validation data, with a documented and secure process for managing user rights and an auditable log of all electronic transactions).

Time records should include:

- the title and number of the action, as specified in the GA
- the beneficiary's full name, as specified in the GA
- the full name, date and signature of the person working for the action
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day)
- the supervisor's full name and signature
- a reference to the action tasks or work package described in Annex 1, to easily verify that the work carried out matches the work assigned and the person-months reported to the action
- a brief description of the activities carried out, to understand and show what work was carried out.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

A [template for time-sheets](#) is available on the Participant Portal EC electronic tool. (This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed above.)

If time records are not reliable, the Commission/Agency may exceptionally accept 'alternative evidence' if it proves the number of hours worked on the action with a similar (or at least satisfactory) level of assurance (assessed against generally-accepted audit standards).



## 5 FINANCIAL MANAGEMENT

Detailed guidance on financial issues and management of Horizon 2020 projects can be found in the Grant Agreement (contract signed with EC) available within under '[Contractual docs](#)' folder. This guide is aimed at assisting H2020 project Beneficiaries and includes all details about European projects framework. It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert.

The financial management of the project must conform to these guidelines. The Commission also makes a series of reporting templates available to assist partners and coordinators in making their returns. All this information is handled through the EC online tool '[Participant Portal](#)'.

### 5.1 Payments by the Commission

---

Payments are made to the Project Coordinator on behalf of the consortium. The Project Coordinator is responsible for receiving and ensuring the distribution of the community financial contribution. The allocation of the payments to the partners has to be decided by the consortium (within the [Consortium Agreement](#)) following the amounts listed in the DoA.

At the beginning of the project all partners have to send the bank account information to the Project Coordinator, by using the template provided by the coordinator. This form has to be filled out, stamped and signed by each partner and has to be sent back to the Project Coordinator. Whenever changes regarding this bank account information occur on the partner's side the Project Coordinator has to be informed immediately.

The maximum total EC contribution which appears in the GA and the RAPID-MIX DoA cannot be exceeded. Even if the eligible costs of the project happen to be higher than planned, no additional funding is possible. The EC contribution includes:

- A single pre-financing payment paid at the start of the project as defined in the [Grant Agreement \(GA\)](#)
- Interim payments following each reporting period
- The final payment at the end of the project for the last reporting period plus any adjustment needed.

For the calculation of the final Community contribution, any interest generated by the pre-financing in the account of the coordinator as well as any receipt received by the beneficiary has to be taken into account. The information on maximum rates of contribution according to the activities and the type of beneficiary concerned can be found in GA.

For further explanations concerning payment modalities, the calculation of the pre-financing and the beneficiaries' contribution to the Guarantee Fund (see GA). Please note that the total amount of the pre-financing and interim payments shall not exceed 90% of the maximum Community financial contribution defined in Article 6 of the Grant Agreement.

### 5.2 Financial statements and Certificates

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#### 5.2.1 Financial statements

Financial statements cover each partner's cost claim for the previous reporting period. They will be submitted to the European Commission annually, together with the Certificate of Financial Statements if required. The template for the financial statement (Grant Agreement) can be found as Form C within the EC Contract which needs to be duly filled out and electronically signed at each reporting period.

The forms used to declare costs ("Forms C") are no longer submitted on paper but electronically. This implies that all consortium partners use an electronic signature tool. The persons having the right to sign with

the tool are entered by the LEAR (legal representative) of each consortium partner. The appointment of a LEAR therefore becomes mandatory.

### 5.2.2 Certificate on Financial statements

Only when cumulative requested contribution is EUR 325 000 or more as reimbursement of actual costs and unit costs calculated by the entity on the basis of its usual cost accounting practices. See all details about Certificates on Financial statements [here](#).

Partner No	Partner shortname	Fund. Rate%	PERSONNEL	OTHER COSTS	INDIRECT	TOTAL BUDGET	TOTAL EC FUNDING
1	UPF	100	355.001,00	51.439,00	101.610,00	508.050,00	508.050,00
2	GS	100	419.436,00	60.776,00	120.053,00	600.265,00	600.265,00
3	IRCAM	100	265.200,00	54.000,00	79.800,00	399.000,00	399.000,00
4	PLUX	70	200.000,00	50.000,00	62.500,00	312.500,00	218.750,00
5	RS	70	184.500,00	37.500,00	55.500,00	277.500,00	194.250,00
6	SE	70	151.050,00	35.000,00	46.512,50	232.562,50	162.793,50
7	ROLI	70	105.000,00	37.500,00	35.625,00	178.125,00	124.687,50
8	ORBE	70	104.667,00	35.000,00	34.916,75	174.583,75	122.208,00
<b>TOTAL</b>			<b>1.784.854,00</b>	<b>361.215,00</b>	<b>536.517,25</b>	<b>2.682.586,25</b>	<b>2.330.004,00</b>

The coordinator must submit the final report within 60 days following the end of the last reporting period containing among others a CFS for each beneficiary and for each linked third party that requested the contribution indicated above.

## 6 OPERATIONAL FRAMEWORK

### 6.1 Project meetings

---

Meetings are held to ensure the project progress and to make necessary decisions. Besides meetings of the different project boards work package meetings will be held as required. The organisation of project meetings is under the responsibility of the Project Coordinator and Innovation partners in close collaboration with the Work Package Leaders and of course the hosting partner.

**Agendas** are prepared by the Project Coordinator and Innovation Manager in collaboration with the hosting partner. The meeting agenda needs to be distributed to all participants no later than 2 weeks before a meeting. Work package meetings have to be arranged by the work package leaders. The meeting minutes will include attendees, actions and responsibilities, and written evidence for the project progress. Presentations and minutes of all meetings will be made available on the RAPID-MIX Google Docs repository.

The participant that **hosts** each meeting is responsible for the practical organization and preparation of the meeting. This includes the arrangement of a suitable location and necessary equipment for the meeting and also providing information to the rest of the participating partners with regards to preferred accommodation.

The organising chairman has the following responsibilities:

- Preparation and submission of proposed agenda and meeting objectives.
- Keeping the topics of discussion within reasonable time margins.
- Arranging all practical and local details in terms of food and other Consortium's activities.
- Proposing breaks (scheduled or improvised) as necessary.

The "hosting partner" will pay for the meals of all attendees during the working hours (like coffee breaks and lunches) and declare the cost as hosting costs. Apparent violation of the principle of economy, the reporting of costs not only incurred for project purposes and/or those considered not reasonable might be a reason for the cost rejection by the European Commission.

Hosted partners need to pay only for the 'non-working hours' associated expenses (like hotel, transports from airport to the venue and dinners). The meeting attendees must not perceive the whole per diem rate since the coffees and lunches are part of the meeting expenses covered by the meeting hosting partner and thus would be considered double funding.

### 6.2 Work Package operation

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The Work Package Leader is responsible for the detailed planning, monitoring, quality assurance and coordination of the Work Package operation. In addition, the Work Package Leader is responsible for supervising the production of Deliverables and ensuring that all the Task outputs are provided on time. Moreover, the Work Package Leader is responsible for all the activities in the Work Package. This, together with the quality procedures as described in *D1.2 Quality Manual* entails ensuring that the outputs and Deliverables and their review are produced on time.

The Work Package Leader informs the Project Coordinator about the progress of the Work package operations and about any problems that affect the operation of the Work Package.

### 6.3 Dealing with issues

---

When an issue arises in the context of RAPID-MIX project the following rules are applied:

- Issues that concern only one Task are dealt with directly by the Task Leader together with the partners contributing to this Task.
- Issues involving more than one task within the same deliverable are referred to the Work Package Leader and are dealt with by the Work Package Leader. Short-term corrective actions are taken by the Task Leader in agreement with the Work Package Leader.

- Issues involving tasks across Work Packages are handled by the Project Coordination Committee (including UPF, GS and IRCAM). Short-term corrective actions are taken by the Work Package Leader in accordance with the Project Coordinator.
- Issues, which could affect the success of the project, are reported through the Work Package Leader to the Project Management Board, which establishes together with the Work Package Leader and the affected Task Leader a corrective action plan.

In all cases, the Project Coordinator and all partners are informed about the issue and the resolution.

## **7 APPENDIX**

### **7.1 Deliverable Template**

---

Attached document: "[RAPIDMIX-WD-WP1-UPF-08Apr15-Deliverable\\_Template](#)", also available at the RAPID-MIX google drive repository.

### **7.2 Deliverable Internal peer Review (IR) Template**

---

Attached document: "[RAPIDMIX-WD-WP1-UPF-08Apr15-DeliverableReview\\_Template](#)", also available at the RAPID-MIX google drive repository.

### **7.3 6-month reporting Template**

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Attached document: "[RAPIDMIX-WD-WP1-UPF-08Apr15-\(6month\)Reporting\\_Template.doc](#)", also available at the RAPID-MIX google drive repository.

### **7.4 Working meeting organisation**

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Attached document: "[RAPIDMIX-WD-WP1-UPF-08Apr15-Meetings-Template](#)", also available at the RAPID-MIX google drive repository.

### **7.5 Acknowledgement of European Union contribution**

---

The statement to be included in all project related activities is available in the RAPID-MIX\_D\_WP1\_UPF\_150415-D1.2QualityManual. The logos and how to use them are documented [here](#), also available at the RAPID-MIX google drive repository.



<name of deliverable>

<b>Grant Agreement nr</b>	644862
<b>Project title</b>	Realtime Adaptive Prototyping for Industrial Design of Multimodal Interactive eXpressive technology
<b>Project acronym</b>	RAPID-MIX
<b>Start date of project (dur.)</b>	Feb 1 <sup>st</sup> , 2015 (3 years)
<b>Document reference</b>	RAPIDMIX-WD-WP1-UPF-08Apr15-Deliverable_Template.doc
<b>Report availability</b>	PU - Public
<b>Document due Date</b>	April 30 <sup>th</sup> , 2015
<b>Actual date of delivery</b>	April 8 <sup>th</sup> , 2015
<b>Leader</b>	UPF
<b>Reply to</b>	Alba B. Rosado ( <a href="mailto:alba.rosado@upf.edu">alba.rosado@upf.edu</a> )
<b>Additional main contributors (author's name / partner acr.)</b>	
<b>Document status</b>	Sent for review (reviewed by UPF)



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# Executive Summary

Insert a short, high-level description of the contents of the deliverable, its results and how it relates to the overall RAPID-MIX objectives. There is wide general agreement on the structure of a "typical" executive summary - books and training courses emphasise similar points.

Typically, an executive summary will:

- be possibly 5-10% or so of the length of the main report
- be written in language appropriate for the target audience
- consist of short and concise paragraphs
- start with a summary
- be written in the same order as the main report
- only include material present in the main report
- make recommendations
- provide a justification
- have a conclusion
- be able to be read separately from the main report



# 1 BACKGROUND

This chapter put to Deliverable into context and stating previous work, so it should include following information:

- Background of the Document, related to the WP works and the whole RAPID-MIX Project.
- Definition and main scope of this Deliverable.
- Relation with other documents and other WP of the RAPID-MIX project.

## 2 INTRODUCTION

This chapter introduces the contents of the Deliverable, so it should include the necessary information prior starting with the main contents, with a presentation of the different chapters included in the document with a short summary.

### 2.1 Main objectives and goals

---

Description of the main objectives and goals of the work.

### 2.2 Methodology

---

If needed, description of the methodology used to do the works. This sub-chapter may be structured in a separated chapter of the main contents, if methodology itself is a must of the works done.

### 2.3 Terminology

---

If needed, in this sub-chapter Partners should include all specific terminology used in the Document, like RAPID-MIX Project related terminology that is not normally used outside RAPID-MIX Project.

### 2.4 Convention

---

If needed, in this chapter writers should include all conventions used in the writing of the document, e.g. specific format for specific contents (e.g. *italics* for newly introduced terminology, underlined for cross reference and references to other document, CAPITAL for emphasis, Courier New for software design entities...), trying to use the same terminology at least in all Deliverables of the same WP.

### **3 MAIN CONTENTS OF THE DELIVERABLE, LEVEL1**

Please add as many chapters as needed, following the presentation of chapters made in the introduction. For the structure of sub-chapters, we recommend to use only following levels 2, 3 and 4. Additional sub-level may be includes as:

#### **3.1 Sub-chapter, level 2**

---

Please add as many sub-chapters (level 2) as needed.

##### **3.1.1 Sub-chapter, level 3**

Please add as many sub-chapters (level 3) as needed

##### *3.1.1.1 Sub-chapter, level 4*

Please add as many sub-chapters (level 4) as needed.

## 4 CONCLUSION

This chapter must include the conclusions and main results of the Deliverable, summarizing them.

Add some information related to who will use this Deliverable (other WP), and why.

Add some reference to following steps or works to do after the completion of this Deliverable.

## 5 REFERENCES [OPTIONAL]

### 5.1 Written references

---

References to **conference publication** needs the acronym, meaning of the acronym, the place of the conference, it's year, the page numbers (if possible, i.e. when available)

Example:

Barry Vercoe. The synthetic performer in the context of live performance. In Proc. of ICMC (International Computer Music Conference), pages 199-200, Paris, France, 1984.

References to **journal publication** needs: the name of the journal, the volume, the issue, the page numbers

Example:

Eric Scheirer. Tempo and beat analysis of acoustic musical signals. JASA (Journal of the Acoustical Society of America), 103(1):588-601, 1998.

### 5.2 Web references

---

### 5.3 Trademarks and copyrights

---

### 5.4 Acronyms and abbreviations

---

## **6 APPENDIX [OPTIONAL]**

Please add as many appendix as needed, checking the correct numbering of each in the main contents of the Deliverable.

### **6.1 List of authors**

---

Complete this section with the full list of authors that have contributed to the deliverable, including also their affiliation.

### **6.2 Appendix 2**

---

### **6.3 Appendix 3**

---



**<name of deliverable> Revision**

<b>Deliverable nr. and title</b>
<b>WP nr</b>
<b>Date sent for review</b>
<b>IR due date / Actual date of delivery</b>
<b>Lead organisation</b>
<b>Deliverable's author(s)</b>
<b>Reviewer</b>
<b>Review author(s)</b>



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 644862

# REVIEWER'S COMMENTS

Please comment on each of the issues – what's good, what needs improvement

## 1.1 Formal review

---

- A) CONTENTS:** How well does the deliverable address the goal(s) of the RAPID-MIX work plan? Does it contain a complete executive summary? Is there information about the work already existing and contributions beyond SoA? (2-3 sentences)

Score [1-5]:

- B) Readability:** Is the deliverable well organized and well written? (2-3 sentences)

Score [1-5]:

## C) Other comments





## 6-month reporting

<b>Grant Agreement nr</b>	644862
<b>Project title</b>	Realtime Adaptive Prototyping for Industrial Design of Multimodal Interactive eXpressive technology
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<b>Document status</b>	Sent for review (reviewed by UPF)



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## 1 GENERAL INFORMATION

<b>Partner Nr</b>	
<b>Partner name (acr.)</b>	
<b>Starting Date of the project</b>	Feb 1 <sup>st</sup> , 2015
<b>Duration</b>	3 years
<b>Reporting period</b>	
<b>Total actual effort during period (PMs)</b>	
<b>Total Actual Costs during period (€)</b>	

## 2 WORK PERFORMED BY BENEFICIARY DURING REPORTING PERIOD (RP)

### 2.1 Summary of the Person Months (PMs) expenditure

<b>Work Package No</b>	<b>Total PMs</b>	<b>PMs reported until end of last RP</b>	<b>PMs expenditure current RP</b>	<b>Residual PMs</b>
1				
2				
3				
4				
5				
6				
7				
<b>TOTAL</b>				

### 2.2 Detailed description of the work performed

<b>WP No: WP title</b>	<b>Performed Work / Tasks</b>
<b>WP1: Project coordination</b>	
<b>WP2: UCD</b>	
<b>WP3: Agile prototyping</b>	
<b>WP4: RAPID-API development</b>	
<b>WP5: Integration of technologies in MIX products</b>	
<b>WP6: Evaluation</b>	
<b>WP7: Dissemination and exploitation</b>	

### 3 MAJOR COST ITEMS AND RESOURCES

#### 3.1 Detailed description

---

Work Package	Category of costs	Amount reported (€)	Explanation	Free text

\*\*\* How to fill the 'Use of resources' table \*\*\*

**Work Package(s)** should be identified in Column (1) of the Table (mainly for the personnel costs).

**Item description (Column 2):** The item description is automatically filled in by NEF by clicking in cell in the Form C (Personnel, Subcontracting and Other direct costs).

**Amounts (Column 3):** All amounts should be reported in this column and not in the "Explanation" or "Free text" columns.

**Explanation (Column 4):**

- For Personnel costs: Persons-month per team member including profile of professional and type of activity
- Subcontracting: Description of the subcontract (should be foreseen in Annex I to the Grant Agreement);
- Other direct costs:
  - Travels costs: dates, destination and people attending; the purpose of the travel should be detailed in the column "free text";
  - Travel costs outside Europe should be justified by both the Beneficiary and the Project Coordinator; (project related and description of the role played by the participant(s) in that event);
  - Equipment: list of equipment used or bought; confirmation that only depreciation costs have been charged to the project reported in the column "free text";
  - Consumables: generic description of the type of consumables reported;
  - Remaining Other direct costs: give a small description;

Please make sure that no amounts are included in Column 4.

**Free text (Column 5):** Space to provide further explanations, if necessary; in case the work packages are not displayed in column 1 then they should be reported in this column 5 (Free text).

#### 3.2 Total budget vs. Actual costs (includes both RTD and MGT activities)

---

	<b>Total Budget (whole project)</b>	<b>Budget spent in previous period(s)</b>	<b>Total Actual costs (current period)</b>	<b>Percentage spent in current period (%)</b>	<b>Remaining budget</b>
TOTAL PMs				%	
Personnel costs	€	€	€	%	€
Subcontracting	€	€	€	%	€
Other direct costs (c+d+e+f)	€	€	€	%	€
Indirect Costs	€	€	€	%	€
<b>Total Costs</b>	<b>€</b>	<b>€</b>	<b>€</b>	<b>%</b>	<b>€</b>
<b>Max. EC Contribution</b>	<b>€</b>	<b>€</b>	<b>€</b>	<b>%</b>	<b>€</b>

## 4 MAJOR COST ITEMS AND RESOURCES

### 4.1 Deviations from the project Work Plan

---

Causes and description	Corrective Actions

### 4.2 Summary explanation of the impact of major deviations

---

Explanation of the impact of major deviations from cost budget and person-months, with reference to the Work Package progress, where the reasons for deviation from plan have been explained.



## Workshop / Work meeting

---

**Date**

---

**Organizer**

---

**Location**

---

**Purpose**

---

**Related WP(s)**

---

## Attendees

Name: Partner acronym: Signature:	Name: Partner acronym: Signature:
Name: Partner acronym: Signature:	Name: Partner acronym: Signature:
Name: Institution acronym: Signature:	Name: Institution acronym: Signature:
Name: Institution acronym: Signature:	Name: Institution acronym: Signature:
Name: Institution acronym: Signature:	Name: Institution acronym: Signature:

