rapidmix

D1.2. Quality Manual

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Executive Summary

The purpose of this document is to provide all project partners with a summary of the most important project procedures regarding inbound and outbound communication procedures and strategies, document management, production of key documents like deliverables and publications and IPR management.

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 and Innovation Manager. The main goals of the Quality Assurance procedures are:

- the establishment of documentation and communication procedures;
- the production of high quality deliverables on time and to specification;
- to identify technical risks, or deviations at an early stage;
- to take any necessary remedial actions as soon as possible.

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.

This document was produced by the Project Coordination Office within the Music Technology Group at Universitat Pompeu Fabra. It is the second issue reflecting all procedures designed to maximise the quality of project execution and outcomes. 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   BACKGROUND

This document is related to D1.1 Project Hand Book.

2   INTRODUCTION

The Project Information Manual intends to be a useful guide for the project partners during the RAPID-MIX project. This document contains all relevant information for securing the quality of the work performed of the ways and means to be applied during project execution.

3   PROJECT INFORMATION

3.1   Project Language

The working language of the project is English. All communications should be in English except where the material is for purely local distribution (if possible, an English language translation of such material should be available for the project RAPID-MIX repository within Google drive).

Where partners would like to include documents in other languages, this should be encouraged, particularly with regard to the public website of the project. However, in this case partners will be responsible for the accurate translation of the material and the relevant reference document will remain the English version.

3.2   Trademarks and copyrights

The project website will be hosted in London, the technical and organisational responsibility belongs to GS as disseminator coordinators.

There is a generic contact e-mail address for direct contact from visitors: RAPID-MIX@upf.edu.

All partners should send content for the public website regarding their organisational profiles, public demonstrations, attended events, publications of RAPID-MIX related material, relevant digital photographs, presentations and any other relevant partner material of interest to a European and academic research audience to the Project Coordination mailing list (RAPID-MIX-coord@llista.upf.edu) and uploading to the public website (so partners need writing rights of some sections).

There are different types of roles defined depending on the rights associated to that user:
•   Partners: add publications, add news, add events, add documents and folders to the intranet (edit own)
•   Project Coordinator and Innovation Manager: admin rights of the content manager system.

Different version of the website documents are to be kept in records and Content editor can revert to previous versions.

4 COMMUNICATION

This section describes the documentation and communication protocols that are to be used within the project.

4.1 Communication with the Commission

All communications with the European Commission should be carried out through the Project Coordinator through the Project Coordination Office within the Music Technology Group at Universitat Pompeu Fabra. When a partner wants to contact the European Commission, whether confidential or not, this communication is made through the Project Coordinator.

4.2 Internal communication

4.2.1 Mailing lists

During the lifetime of the project several email lists may exist to distribute project related information and messages. They should enable smooth communication between all members or subgroups of the project. All emails sent over the list will be stored in an email archive and will be available there for documentation purposes.

Email lists, however should normally NOT be used to distribute documents as attachments. This will keep the mailboxes of each partner and the data traffic in general as small as possible. If you have to distribute documents, please store the document in website's RAPID-MIX Repository in Google Drive for final versions and send a mail to the list attaching only the link to the document in the document store.

The main RAPID-MIX mailing lists are as follows:

- General mailing list: RAPID-MIX@llista.upf.edu, this email address is used for registration of ALL THE MEMBERS OF RAPID-MIX

- Coordination mailing list: RAPID-MIX-coord@llista.upf.edu, this mailing list is used for deliverables submission, confirmation of dissemination activities and communication with the Coordination team. By this mailing list the Beneficiary is reaching the Project Coordinator and Innovation Manager.

Mailing lists are edited (names added and deleted) by the Project Coordination Office.

4.2.2 Document repositories

Within the project an internal document archive has been set up using the RAPID-MIX Repository in Google Drive. This online repository is used for storing and sharing all project related documents/information via Internet. It allows all project partners to download, archive and exchange project related data during the whole project execution.

All work related documents intended for the project group as a whole, should be uploaded to the document archive as a matter of course. This is necessary for several reasons:
- It ensures that all documents are available to the entire project group

- It will 'track' the historical versions of documents

- In the future when the project is complete, the website archive will be the definitive description of the work of the project.

The project related RAPID-MIX Repository in Google Drive is only accessible to members of this project consortium. Each RAPID-MIX participant needs a partner account.

4.2.3 Internal correspondence – Response by partners

On the different stages of generating a new report (Deliverable) the document is sent for comments among the different partners. Each partner comments on the original document using "Track Changes" and including a suffix stating the partner acronym that has provided the last version of the document with changes. The response document carries the original name with a Suffix indicating the abbreviation of the writer (partner acronym) and the date. After each turn of responses the originator of the document issues a new version where all "Changes" are incorporated. The originator keeps all responses with "Track Changes" for reference till the final version is released.

4.2.4 External information flow

Publications based upon work carried out in the context of RAPID-MIX project can be released by the project partners, unless the publication contains confidential information or covers other Beneficiary's Background or Foreground (please review the Consortium Agreement for further details). In that case, the Project Coordination team will have to be asked in order to decide on the matter.

In all cases the authors must state in the publication their participation in the RAPID-MIX project and describe the projects source of funding as detailed in *Section 6.2*. In addition the partner must inform the Project Coordination team (RAPID-MIX-coord@llista.upf.edu) for any further external communications (such as press releases).

5   Document management

5.1   Type of documents

Within the RAPID-MIX project, a document may be:

·   **Minutes of a meeting** to be produced by the Project Coordinator and Innovation Manager. The draft shall be sent to Partners within 15 calendar days of the meeting.

·   **Agenda of meetings**: The partner hosting the meeting shall send partners a written agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting. The definition of the contents will be decided by the partner hosting the meeting in collaboration with the Project and Scientific Coordinators, and of the WP Leaders if specific WP working sessions are needed.

·   **Deliverable**: to be produced by the Responsible Partner as defined in DoA following the template provided and to be sent to the designated internal reviewer as defined in the Deliverables in Google Drive. For further details about timing for deliverable release and internal review please visit Section 7.1

·   **Review Report** (internal / external): the internal review is done by designated reviewer as defined in the Deliverables in Google Drive following the template provided. External review will be done by the European Commission review committee (involving Project Officer and probably other external reviewers hired for the purpose).

·   **6-month Management Report** has to be produced following the template provided every 6 months. The Project Coordination Office will gather inputs from Partners up to 2 weeks after the 6-month period and consolidate all information. Corrective actions may be requested to Partners depending on the deviations found by the Project Coordination Office.

·   **Periodic Report documents** (including Form Cs) will be produced by the Project Coordination Office in collaboration with the Innovation Manager for the public summaries based on the inputs from all partners (especially WP leaders) to be collected up to 3 weeks after the end of the period. The Partners are responsible to duly fill out their individual information in the Participant Portal (EC tool for online reporting).

5.2   Document reference

In order to standardise the naming of RAPID-MIX documents – all documents have to be assigned a unique identifier.

The identifiers are made up as follows: *RAPID-MIX-X-WPY-P-YYMMDD-Title-v.w*, where:

·   "X" describes the type of document with following options:

D	Deliverable	AR	Periodic Activity Report	WD	Working Document
MN	Minutes	FC	Form C	AG	Agenda
IR	Internal Review	ER	External Review	MR	6-month management report

·   "Y" denotes the respective work package (e.g. WP2) the documents belong to.

- "P" denotes the acronym of originating partner of the document (e.g. UPF).

- "YYMMDD" six digit representation of the date on which the document is released (expressed in year, month and day order).

- "Title" of the document

- "v.w" a sequential number (2 digits) denoting the version of the document. The first digit refers to the review while the second one for the version of draft.

For example if a document is referenced as: "RAPID-MIX-D-WP1-UPF-130315-ProjectHandBook&QualityPlan-0.1", it has not gone through revision yet

If the reference is "RAPID-MIX-D-WP1-UPF-130315-ProjectHandBook&QualityPlan-1.1", that document has pass through internal review and updated including issues stated in the review.

5.3   Proposed document formats

In order to facilitate information flow between the consortium members, the following files standards are suggested:
- Document Readers: Microsoft Word 2003/2007 for Windows / Adobe Acrobat 8.0
- Documents Editor: Microsoft Word 2003/2007 for Windows
- Spread sheet: Microsoft Excel 2003/2007 for Windows
- Compression tool: WinZip or WinRAR for compression
- Figures / Images: GIF / JPEG
- Diagrams: Microsoft Visio 2003/2007 for Windows
- Presentations: Microsoft PowerPoint

The above file formats may be updated, a final decision will be made within the first semester.

5.4   Authors of the document

Original author and **main contributors** (max. 3 people) should be stated in the cover page of the document (fields 'Reply to' for the original author team member of the partner responsible of the document and 'Additional main contributors' for the other **main** contributors).

Full list of contributors should be included as Appendix, with both full names and affiliation.

6   PROJECT DELIVERABLES AND PUBLICATIONS

6.1   Deliverables production

Deliverables are evidence of the project's performance and enable the Project Coordinator, consortium and the European Commission to monitor the project. The Coordinator has administrative responsibility for the transmission of all deliverables to the Commission, while the Innovation Manager is the beneficiary responsible to assure the quality of the work.

With independence of the type of Deliverable (Report, Demonstrator, Website, etc.) the partner in charge of the Deliverable has to produce a report describing the outcome by the deadline defined. The responsible partner compiles the deliverable with the support of the other partners assigned to this specific task.

Please note that a deliverable template is available at the RAPID-MIX repository within Google Drive under 'Templates' folder. This template has to be used for all deliverables created within the project. You can find the template document as Appendix 1 to the RAPID-MIX_D_WP1_UPF_150415-D1.1-ProjectHandBook, and on the project internal document repository in the project website.
The list of deliverables to be submitted to the EC is available in the Grant Agreement and within the RAPID-MIX repository within Google Drive under 'WP' folder.
All deliverables must include an executive summary, following the template structure / tips:
- 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

6.1.1   References to Publications

References to **conference publication** need the acronym, meaning of the acronym, the place of the conference, its 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** need: 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.

6.1.2   Procedure for internal peer review and approval of Project Deliverables

The process for approval and quality control procedures for all project deliverables (except management reporting deliverables) should be as follows:

- Official deliverables are subject to review by all partners. The deliverable will be circulated to all partners before submission to the EC for their feedback. In addition, the deliverables will be peer reviewed internally by one of the RAPID-MIX partners. The partner that is assigned as "lead reviewer" for a deliverable (see the list of deliverables within RAPID-MIX repository in Google Drive) will perform a more thorough review than the other partners.

- The internal peer reviewer will be designated by the Coordination for each key deliverable, in order to improve the quality of each deliverable. The specific person in charge of the internal review ideally should not have contributed to the deliverable to be peer reviewed in order to ensure objectivity, or otherwise for the partner not to have been one of the main contributors. There is a template for Internal Review available in the RAPID-MIX repository in Google docs under the 'Templates' folder and also in RAPID-MIX_D_WP1_UPF_150415-D1.1-ProjectHandBook Appendix 2.

The detailed procedure for internal peer review of deliverables is as follows:

1   Deadline (last day of the month) minus 2 weeks. The responsible partner for a deliverable sends out the deliverable draft to the reviewing partner (Google Drive repository or draft of the document by mail). RAPID-MIX coordinators mailing list (RAPID-MIX-coord@llista.upf.edu).

2   Deadline minus 1 week: the reviewing partner (as well as other partners with comments) sends in his review report to the responsible partner, the template for the internal peer review is available for download at the RAPID-MIX repository in Google Drive under 'Templates' folder (again RAPID-MIX-coord@llista.upf.edu mailing list should be cc'ed). The responsible partner then has three working days to include the reviewer comments in the document, and submits the revised document to the reviewing partner for a final check.

3   As soon as the reviewing partner approves the revised deliverable, the responsible partner uploads the finalized deliverable together with the peer review report to the website's RAPID-MIX Repository in Google Drive (under 'Deliverables' folder) and notifies the Project Coordinator by reaching Alba B. Rosado (alba.rosado@upf.edu) as well as the general list RAPID-MIX@llista.upf.edu. The PC gathers the final version of all deliverables due that month, and submits them together to the EC.

6.1.3   Internal peer review (IR)

The Review of Deliverables is the control process that consists of verifying that a deliverable satisfies the quality goals defined for it.

Depending on the aim of the review and the review criteria, two different types of reviews are considered:

·   **Formal review:** this kind of review ensures that the document is presented in a structured, understandable and consistent way. The aspects to be covered include overall assessment of contents, readability of the document and there is another field for generic remarks regarding format, consistency, accuracy... Each aspect is scored 1-5.

·   **Technical review**: this review guarantees that the document meets (technical and scientific) criteria, defined by the Work Package Leader and Task Leader, focusing in the correctness and completeness of the deliverable. The aspects to be assessed include novelty of the work, significance, technical soundness, references… Each aspect is scored by the reviewer from 1 to 5 and there is an additional assessment showing the overall evaluation stating if the deliverable passes or not the review.

6.1.4   Status of deliverables

A Deliverable may have one of the following statuses:

·   First Draft: the deliverable is still to be peer-reviewed. A draft deliverable remains within the consortium for further improvement and corrections. All draft versions carry a version number and every round evolves the digit at second level "w" (see Section 4.2 for further details).

·   Final Draft (reviewed by [Partner Acr.]): the deliverable has gone through a first review and is pending for final approval. A draft deliverable remains within the consortium for further improvement and corrections. All draft versions carry a version number and every round evolves the digit at first level "v" (see Section 4.2 for further details).

·   Final (reviewed by [Partner Acr.]): the final version of the deliverable. The final deliverable is uploaded to the RAPID-MIX repository in Google Docs into the corresponding WP folder together with its review report and it is sent to the Project Coordinator (without version nr).

6.2   Acknowledging EC support

All publications or any other dissemination activities relating to **foreground** shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the Community:
This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°644862

6.3   Dissemination activities

Any dissemination activity shall be reported in the Plan for the use and dissemination of foreground and notified to the RAPID-MIX coordination mailing list (RAPID-MIX-coord@llista.upf.edu), including sufficient details/references to enable the Project Coordinator and European Commission to trace the activity.

In order to accomplish with EC instructions, please send all details related to your publications to the RAPID-MIX-coord mailing list (RAPID-MIX-coord@llista.upf.edu) so the Project Coordinator can keep them tracked and make sure that PDF versions of publications are made available at the project website/intranet.

The Intellectual Property Rights (especially in connection with planned patents) as included in the Consortium Agreement have to be respected. Each partner should contribute to the list of events/conferences to be attended/have been attended, at which the RAPID-MIX project/partner collaboration was presented/exhibited. These events should be flagged by all partners to the leaders of WP8, and the events list should be part of the project Dissemination Plan. A template for presentations and poster related to the project is available at the website's RAPID-MIX Repository in Google Drive under 'Templates' folder.

There will be two publication streams coming out of the project: Official RAPID-MIX papers and technical papers from individual partners to various conferences/journals.

6.3.1   Official RAPID-MIX scientific papers

Official RAPID-MIX papers fall under the dissemination strategy, as they need to be well coordinated in order to optimally present the project message to the outside world. Initiative for such papers cannot be taken without the approval of the Project Coordinator. Actually, it is the Project Coordinator who either coordinates the writing of such publications or gives mandate to a project partner to do so and to represent the project at a given venue. If any RAPID-MIX partners feel that there is an event coming up where a formal project presentation would bring added value to the consortium, then they should propose the idea first by sending an email to the RAPID-MIX-coord distribution list (RAPID-MIX-coord@llista.upf.edu) and then the dissemination coordinator will check whether it fits into the strategy and does not conflict with other initiatives.

6.3.2   Papers and public demonstrations/presentations related to RAPID-MIX project

Technical papers are in general scientific results of the project. As such, technical papers are free to be submitted by the partners, provided the submission does not violate any confidential project information, any IPR dependence with other partners' technologies have been cleared, and that it contains the reference to the project as the funding source. If the paper refers to a use case or any aspect of the project that appeared in a project deliverable, it has to refer to the corresponding RAPID-MIX project paper (from the dissemination strategy) and cannot use directly the material from the deliverables without prior approval, especially if deliverables are not public. Technical papers are uncoupled from the dissemination strategy, unless the dissemination coordinator makes an exception - for instance, inviting a demo paper presenting and demonstrating (part of) project results - in that case a technical paper has dissemination value.

7 IPR MANAGEMENT AND ACCESS RIGHTS

All details about the legal framework behind IPR and access rights are covered in the RAPID-MIX Consortium Agreement ("Intellectual Property Rights"). The Consortium Agreement signed by all partners is available at the project's RAPID-MIX Repository in Google Drive within "Contractual Docs" folder.

7.1 IPR Management

The RAPID-MIX project is intensive in Technology Transfer activities and thus it requires a proper framework and IPR audit exercises in order to make sure that potential exploitation opportunities are not blocked by any IPR issue.

An action plan has been designed by the Project Coordination Office and agreed by all partners in order to proactively identify and address any potential IPR issue. The strategic plan designed is as follows:
1. IPR audit report certified by external expert
   a. Review of history of development, source code, commits
   b. Identification of authors + authors legal relationship with the partner (reviewing contracts)
   c. Confirm assignment of rights
   d. Third party components and rights
   e. Review of current distributions / exploitation

2. Matchmaking of technologies and products (from legal viewpoint) and RAPID API (end of year 2, at latest due M30)
   a. actual integration of base technologies into products
   b. granting rights for use of technologies after the project duration

3. Collaboration agreements and other legal texts in place (end of year 3)
   a. profit sharing or royalties / fee
   b. RAPID-MIX API terms of service, website legal terms, honour code, etc.

The PC and IM are in charge of implementing the coordinating the execution of the IPR management plan proposed and accepted by partners in collaboration with an external expert Malcolm Bain from ID Law partners, a lawyer specialised in software related IPR and TechTransfer. Those partners with IPR support already available in their entities' facilities need to produce similar reports for the IPR issues proper clearance.

7.2 Requesting Access Rights

Following the statements in the Consortium Agreement signed by all partners, the rule is that access rights have to be requested in writing; being any written request (letter, email) suitable. Please note that such requests can be quite straightforward - for clarity purposes, they should however at least:

- Identify the entity requesting the access rights;

- identify the entity holding the foreground to which access is requested;

- identify precisely the foreground to which access is requested;

- identify the purpose of the request (access rights for implementation of the project, or access rights for use of one's own project foreground) as well as the relevant provisions in the Grant Agreement and Consortium Agreement (e.g. "in accordance with Section 9 of the Consortium Agreement");

- show that the access rights requested are needed / necessary for the purpose mentioned; and

- mention the duration for which these access rights are requested.

On this basis, the foreground owner will usually get back to the requesting party in order to negotiate the grant of access rights in more details, such as economic compensation (not in case of foreground needed for

implementation), confidentiality or feedback. Therefore such matters should not necessarily be included in the request for access rights, as they will be negotiated once the request is received.