



Harnessing the power of Digital Social Platforms to shake up makers and manufacturing entrepreneurs towards a European Open Manufacturing ecosystem

Deliverable Number D5.1

Deliverable Title Project Quality Plan

Work Package Leader YF



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EXECUTIVE SUMMARY

This deliverable is intended to describe the rules and procedures that will be used throughout the OpenMaker project in order to produce high-quality deliverables and internal reports of the project, so as to guarantee that outcomes of the project meet their objectives and are of high quality.

GLOSSARY OF TERMS

BS	Board Secretary
CA	Consortium Agreement
DL	Dissemination Lead
EC	European Commission
GA	Grant Agreement
IL	Innovation Lead
IPR	Intellectual Property Rights
LES	Local Enabling Spaces
OL	Operational Lead
PB	Project Board
PC	Project Coordinator
PM	Project Manager
SL	Scientific Lead
WP	Work Package

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1. Introduction

This document summarises what has to be achieved by the project regarding procedures related to management and quality control. This Plan will serve as a guide for the Project Coordinator, in order to ensure that quality reviews will occur at appropriate points in the project, and as a reference for all project partners, in order to understand their responsibilities, regarding the project deliverables and outcomes.

2. Structure

Some content within this Plan is derived from the Grant Agreement and its annexes, while other sections have been defined and written specifically for this document, which is structured in four sections:

- 1) *Quality management* outlines the project governance, including roles responsibilities of the project partners and the boards in order to ensure high quality outcomes of the project.
- 2) *Deliverables: Quality control* presents the control methods and procedures that will be applied in order to ensure high quality review of the reports and other documents produced by the consortium.
- 3) *Publications: Quality control* presents the general principles and guidelines of creating publications from the project. It describes the main procedures for checking that no confidentiality is breached.
- 4) *Intellectual Property Rights (IPR) and Open source code* presents the way that IPR and more particularly Open source code are handled in the project.

3. Quality management

Quality management in EU-funded project is based on two pillars: 1) quality related to the results of the project (the so-called deliverables); and, 2) quality related to the efficiency and performance of the management of the EU project itself¹.

The aim of the quality management is to provide a basis for: 1) the Project Board decisions on the overall quality expectations, the products required with their associated quality criteria, the means by which quality will be achieved and assessed, and ultimately, the acceptance criteria by which the project's products will be judged; 2) communicating these decisions unambiguously so all project partners have a common understanding of what the project is setting out to achieve; and 3) control, i.e. establishing an effective baseline for the project's quality controls and a secure means of achieving deliverables that are fit for purpose. This plan forms therefore 1) a guide for the Project Coordinator and Project Manager to follow in order to ensure that the quality reviews occur at appropriate points in the project; and 2) a reference for all project partners in order to understand their responsibilities, thus delivering high quality deliverables and outcomes to help the project achieves his goals.

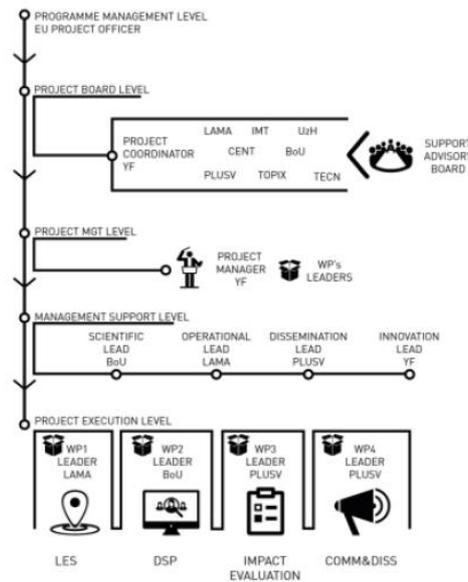
3.1. Management Bodies

The work plan and objectives of the project will be tackled at two distinct levels:

- *Overall project management* is led by Project Board, chaired by the Project Coordinator, and in charge of strategic decision-making, quality and risk management for the consortium as a whole. This is supported by an 'ad hoc' administrative team, ensuring proper and timely fulfilment of all contractual requirements with the European Commission.
- *Work Package Management*. The various and technical activities of individual WPs, carried out by a corresponding number of WP teams, flexibly composed according to the partners' roles and purposes, each under the guidance of the Work Package Leader.

¹ *Assuring the Success of EU Projects*,
http://www.ecqa.org/uploads/media/Assuring_the_Success_of_EU_Projects_Fenz_Skills-International.pdf

Figure 1. Project management structure



The roles are described below.

3.1.1. Project Board (PB)

The PB includes a senior representative from each beneficiary and has overall responsibility of successful delivery of the project. The PB is chaired by the Project Coordinator. The PB is the main decision-making body and it:

- works with the Project Coordinator in fulfilling its obligations towards the EC;
- works with the Project Coordinator on decision to be taken to solve conflicts within the Project, proposing amendments to the contractual documents of the Project and adding or excluding partners;
- is responsible for the strategic direction of the Project, endorsement of Project plans, monitoring of progress against plans, Project decisions, monitoring IPR generated, ethical, financial and contractual matters;
- seeks to ensure the scientific and technical progress of the work and proficient collaborations and exchanges amongst WPs;
- takes in consideration recommendations from WP Leaders or the Innovation Lead to modify the scientific and technical direction of their WP for their scientific and technical outcomes;
- seeks consensus on any scientific and technical-related decisions on the Project;

- approves risk management procedures proposed by the WP Leaders prior to submission to the EC;
- seeks consensus among the relevant Parties regarding ownership of Foreground, Access Rights to Background, Foreground, bilateral side agreements or IPR negotiations amongst the relevant Parties before escalation;
- supports the dissemination and IPR strategy and plan proposed as defined in the WP;
- resolves any dispute arising from the WPs;
- decides the appropriate action to be taken in the event of a Defaulting Party;
- ensures appropriate access to Background when required for the goals of the Project; and
- has the power to appoint new managers to management roles (Leads and Project Manager), should this become necessary.

The PB meets (vis-à-vis or remotely) at least once every 6 months.

3.1.2. Project Coordinator (PC)

The PC is the authorised representatives of the Project Board and responsible for the successful delivery of the project. The Project Coordinator appointed by OpenMaker consortium is Filippo Addarii of PlusValue. The PC shall be the intermediary between the partner organisations and the funder and shall perform all tasks assigned to it as described in the Grant Agreement. In particular the PC shall be responsible for:

- ensuring that this Consortium Agreement is signed;
- chairing the Project Board;
- monitoring compliance by the Parties with their obligations;
- transmitting documents and information connected with the Project to any other Parties concerned;
- ensuring that the designated organisation (YF) administers the financial contribution of the Funding Authority and fulfils the financial tasks

described in Section 7.3, with the support of Deputy Chairs and Project manager;

- providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.

The PC meets the Project Manager (PM) whenever needed.

Deputy Chairs are Luisa De Amicis and Glenys Thornton, who will be supporting the Project Coordinator in all his tasks.

3.1.3. Board Secretary

The Board Secretary (BS) provides the administrative support to the Project Coordinator in the management of the Project Board. The Project Manager will act as Board Secretary.

3.1.4. Work Package Leaders

The WP Leaders shall be responsible for the proper execution and implementation of the decisions of the PB. WP Leaders are also responsible for the quality control of the deliverables produced within their WP and for the submission to the PM, who will then submit the deliverables to the EC. Furthermore, the WP Leaders will:

- review the progress of the Project against plans and budget, manage the risk mitigation plans and prepare materials for presentation to the Project Board for endorsement;
- recommend/suggest changes to the Project plans, budget allocation, risk management plans for approval by the Project Board;
- prepare reports to be submitted to the Project Manager prior to submission to the EC; and
- list on a regular basis the Foreground generated by the Project and include details of the periodic activity report (M12 and 24) and the protection actions that have been taken to ensure future exploitation.

In addition, the WP Leaders shall collect information at least every 6 months on the progress of the project, examine that information to assess the

compliance of the project with the work plan and, if necessary, propose modifications of the CA to the PB.

3.1.5. Project Manager (PM)

The PM will be responsible for the day-to-day running of the project and for ensuring that it is completed on time, on budget and to the required quality standards. It is also responsible for ensuring that any result meets the specified aims of the project as delegated by the PC. In addition, the PM:

- organises the timetable of Project Board meetings; preparing and distributing the agenda and minutes;
- collects and distributes internal reports, results and deliverables;
- prepares the internal periodic management reports with WP Leaders;
- collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority, with the support of Deputy Chairs;
- submits the deliverables to the EC, once each WP leader has reviewed and approved the deliverables of his/her competency
- gives overall administrative support to the Parties.

The PM supports the Dissemination Lead to manage publication of preliminary and final results.

3.1.6. Leads

Due to the scale of the Project, the Project Manager is supported by Leads who provide expertise in specific areas and can be delegated specific tasks.

3.1.6.1. Scientific Lead (SL)

The SL advises the Project Board on scientific matters in the project. The SL appointed by OpenMaker consortium is Hamza Zeytinoglu of BOGAZICI. The SL supports the Project Manager on technical matters in the project as part of project support. The SL ensures technical issues raised by WP Leaders do not adversely impact the project. Hence, the SL has a clear grasp of WP interactions and the technical

consequences of any issues. The SL is delegated the task of performing technical risk management for the Project. Where relevant, the SL may choose to bring issues to the attention of Project Coordinator/Project Board via the Project Manager.

3.1.6.2. Operational Lead (OL)

The OL advises the PB regarding the implementation of the activities within WP1 and WP2. The OL appointed by OpenMaker consortium is Dario Marmo of LAMA. The OL provides support to the Project Manager regarding the implementation of the activities within WP1 and 2. The OL ensures that the methods used by all partners are consistent internally and with the requirements of ethics approval. The OL is the focal point of data collection, facilitating efficient transfer of data between LES activities and analysts of the data. The OL works closely with the Dissemination Lead to manage publication of preliminary and final results, ensuring maximum impact without sacrificing the integrity of data.

3.1.6.3. Dissemination Lead (DL)

The Dissemination Lead (DL) advises the Project Board on dissemination activities appropriately. The OL appointed by OpenMaker consortium is Luisa De Amicis of PlusValue. The DL supports the Project Manager in carrying out dissemination activities appropriately and in a timely fashion to ensure maximum dissemination of the project without exposing commercially valuable knowledge. They will ensure potential end users; solution developers and interest groups are identified and targeted. They will initiate all the activities involved in informing the relevant technical and commercial communities about the progress the project is making and the results achieved.

3.1.6.4. Innovation Lead (IL)

The IL advises the Project Board on innovation potential and exploitation. The IL appointed by OpenMaker consortium is Indy Johar of The Young Foundation. The IL is responsible for: 1) Promoting

knowledge exchange and reciprocal learning in the OpenMaker ecosystem; 2) Liaising with state of the art on innovation management and value creation; 3) Dealing with open data and knowledge management related issues; and 4) Ensuring that sound exploitation paths are applied to OpenMaker outcomes.

3.1.7. Advisory Board (AB)

The AB will set up to provide advice on the goals of the project to increase its impact and outreach. An open call will be launched to select 8 members, considering a fair representation of different industries, European regions and gender. The call is disseminated through professional associations such as Business Europe and CRS Europe². As agreed on the PB meeting held on 15 – 16 December 2016, each partner organisation shall suggest at least two names.

The PB members shall agree on the criteria to consider before selecting the members of the Advisory Board. The PB members agreed on including a member appointed by and representing the maker “community” itself.

3.2. Project Meetings

The following categories of meetings are envisaged to be organised during the project:

Project Board

- Ordinary** - Every 6 months (vis-à-vis or remotely)
- Extraordinary** - At any time upon written requests of either the PC or the PM.
 - Additional contact will be via internet, email, videoconferences, etc.

WP Leaders

- Ordinary** - Once every two weeks over skype
 - Rapid decisions will be made electronically (email, videoconferences)
- Extraordinary** - Not applicable

² *The European Business Network for Corporate Social Responsibility*

3.3. Project Review Meetings

As established in the Grant Agreement, there are two review meetings where the EC representative will evaluate the project execution and progress towards the objectives set up in the project. The first review has been scheduled to be taken place in month 17 of the project (Preliminary date – TBC: October 2017). The PC, with the support of the PM, the WP Leaders and all consortium members, will organise and prepare the review meeting in advance.

3.4. Reporting Procedures

The overall project quality management is facilitated through a process of internal reporting and continuous reporting by all partners.

The internal reporting consists of a 3-monthly task report and a 6-monthly WP report.

The continuous reporting consists of the deliverables, including the periodic and final project reports. The periodic and final project reports will summarize the quarterly technical reports (D5.4, D5.7, D5.9, D5.11, D5.13), including accurate costs for personnel, travel, equipment, etc. The periodic report must be produced within 60 days after the end of the corresponding reporting period. The final project report must be produced within 60 days after the end of the corresponding reporting period.

4. Deliverables: Quality control

4.1. Nomenclature

The templates for both internal and continuous reporting will ensure homogenous structure and visual aspect for all deliverables.

The interim version(s) of each deliverable will be available in the project repository. They will be available in their corresponding WP folder. The nomenclature to be used for the interim version(s) of each deliverable will be as follows: “DA.B VC”, where:

A means the WP concerned for the deliverable

B means the number of the deliverable concerned

C: the number of the version of the deliverables

As example: D3.2 V0.2 means:

- *the version 0.2 of the drafted document*
- *of the deliverable number 2*
- *which belongs to the work package 3*

The last version of each deliverable (the approved one) will be available in the project repository. The nomenclature to be used for the last version of each deliverable will be as follows: “DA.B V.C”, where:

A means the WP concerned for the deliverable

B means the number of the deliverable concerned

As example: D3.2 V1 means:

- *the first version of the accepted document*
- *of the deliverable number 3*
- *which belongs to the WP3*

4.2. Deliverables policy

Long deliverables generate several problems: 1) it takes longer to prepare them; 2) their revision requires long time; and 3) they are not readable. Deliverables shall be designed from the beginning to be clear about their objective and be concise about which content to include in the documents. Deliverables should include an executive summary, an introduction outlining the purpose and scope, and, when appropriate, a conclusion section.

4.3. Deliverables production

In addition to the internal reporting, which is composed of a 3-monthly task and a 6-monthly WP documents, the consortium is obligated to deliver continuous reporting to the Commission (the so-called deliverables).

4.3.1. Internal reporting

The table below lists the internal task and WP reports and shows the indicative deadlines for the revision and submission of these reports.

INTERNAL REPORTING					
	Month	Amended	Deadline Submission	Deadline Revision	Connection to deliverable
Task report M1 - 3	3	9	20-Feb-17	19-Mar-17	D5.3 / 5.4 (M10)
Task report M4 - 6	6	9	20-Feb-17	19-Mar-17	D5.3 / 5.4 (M10)
WP report M1 - 6	6	9	20-Feb-17	19-Mar-17	D5.3 / 5.4 (M10)
Task report M7 - 9	9	12	20-May-17	19-Jun-17	D5.6 / 5.7 (M12)
Task report M10 - 12	12	15	20-Aug-17	19-Sep-17	D5.8 / 5.9 (M16)
WP report M7 - 12	12	15	20-Aug-17	19-Sep-17	D5.8 / 5.9 (M16)
Task report M13 - 15	15	18	20-Nov-17	19-Dec-17	D5.10 / 5.11 (M20)
Task report M16 - 18	18	21	20-Feb-18	19-Mar-18	D5.10 / 5.11 (M20)
WP report M13 - 18	18	21	20-Feb-18	19-Mar-18	D5.10 / 5.11 (M20)
Task report M19 - 21	21	24	20-May-18	19-Jun-18	D5.12 / 5.13 (M24)
Task report M22 - 24	24	27	20-Aug-18	19-Sep-18	D5.14 (M29)
WP report M19 - 24	24	27	20-Aug-18	19-Sep-18	D5.14 (M29)
Task report M25 - 27	27	29	20-Oct-18	19-Nov-18	D5.14 (M29)
Task report M28 - 29 (N/A)	N/A	N/A	N/A	N/A	
WP report M25 - 29	29	29	20-Oct-18	19-Nov-18	D5.14 (M29)

The following are the participating roles in the production of these documents:

a) For the 3-monthly task reports:

- *Task leader* is the main editor, leads the document production process, being the responsible for the submission of a high quality document in due time.
- *Task contributor* participates in the production of the document by contributing with content and supporting the leader in producing a high quality document, addressing reviewers' comments and requests.

The table below shows the tasks and their respective leader and contributors.

Task	Task leader	Task contributor
1.1	BOUN	Accord, Centire, LAMA, Tecnalia, TOP-IX, PV, YF
1.2	LAMA	All partners
1.3	LAMA	All partners
1.4	LAMA	Accord, Centire, Tecnalia, TOP-IX, PV, YF
2.1	BOUN	All partners
2.2	BOUN	All partners
2.3	TOP-IX	All partners
2.4	IMT LUCCA	BOUN, PV, TOP-IX, UZH
2.5	BOUN	IMT LUCCA, PV, TOP-IX, UZH
3.1	PV	All partners
3.2	PV	All partners
3.3	PV	All partners
3.4	PV	All partners
4.1	PV	All partners, Top-IX (project website)
4.2	PV	All partners
4.3	Tecnalia	LAMA, PV
5.1	YF	All partners
5.2	YF	All partners
5.3	YF	All partners
5.4	YF	All partners
6	YF	BOUN

- *Task peer reviewer* is responsible for reviewing the content of the document, ensuring the objectives, covered by the reporting period, are met from a scientific/technical point of view. Whenever the task is delivered by another consortium member, which is not the WP leader, than the task peer reviewer will be the Leader of the WP concerned.
- *Task approval reviewer* will ensure that the comments/requests in the document have been addressed by the task leader. The task approval reviewer will be the Project Manager.

- *Task quality manager* will be a member of YF who will perform a last round of proof-reading.

The Project Manager will be responsible for uploading the final version of the document to the correct location in the project repository.

b) For the 6-monthly WP reports:

- *WP leader* is the main editor, leads the document production process, being the responsible for the submission of a high quality document in due time.
- *WP contributor* participates in the production of the document by contributing with content and supporting the leader in producing a high quality document, addressing reviewers' comments and requests.
- *WP approval reviewer* will ensure that the comments/requests in the document have been addressed by the WP leader. The WP approval reviewer will be the Project Manager.
- The Project Manager will be responsible for uploading the final version of the document to the correct location in the project repository and into the Commission platform.

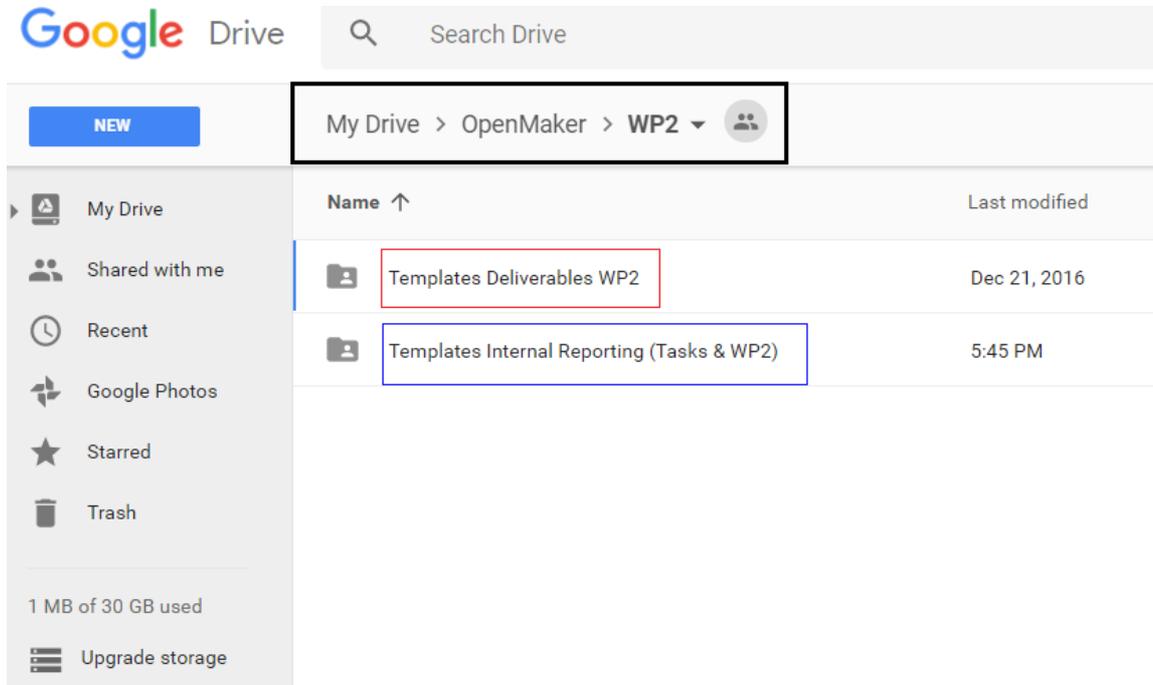
4.3.2. Continuous reporting

The table below lists the deliverables and shows the indicative deadlines for the revision and submission of these documents.

CONTINUOUS REPORTING				
Periodic review – M17	12	17		
Final project - M29	24	29		
	Month	Amended	Deadline Submission	Deadline Revision
D1.1	3	9	20-Feb-17	19-Mar-17
D1.2	3	9	20-Feb-17	19-Mar-17
D1.3	4	11	20-Apr-17	19-May-17
D1.4	6	12	20-May-17	19-Jun-17
D1.5	12	16	20-Sep-17	19-Oct-17
D1.6	20	25	20-Jun-18	19-Jul-18
D1.7	20	25	20-Jun-18	19-Jul-18
D1.8	20	25	20-Jun-18	19-Jul-18
D1.9	22	27	20-Aug-18	19-Sep-18
D2.1	3	10	20-Mar-17	19-Apr-17
D2.2	6	11	20-Apr-17	19-May-17
D2.3	12	16	20-Sep-17	19-Oct-17
D2.4	24	29	20-Oct-18	19-Nov-18
D2.5	24	29	20-Oct-18	19-Nov-18
D3.1	6	9	20-Feb-17	19-Mar-17
D3.2	12	14	20-Jul-17	19-Aug-17
D3.3	12	17	20-Oct-17	19-Nov-17
D3.4	24	29	20-Oct-18	19-Nov-18
D4.1	12	18	20-Nov-17	19-Dec-17
D4.2	15	20	20-Jan-18	19-Feb-18
D4.3	15	20	20-Jan-18	19-Feb-18
D4.4	24	30	20-Nov-18	19-Dec-18
D4.5	24	30	20-Nov-18	19-Dec-18
D4.6	24	29	20-Oct-18	19-Nov-18
D5.1	3	10	20-Mar-17	19-Apr-17
D5.2	3	10	20-Mar-17	19-Apr-17
D5.3	4	10	20-Mar-17	19-Apr-17
D5.4	4	10	20-Mar-17	19-Apr-17
D5.5	6	10	20-Mar-17	19-Apr-17
D5.6	8	12	20-May-17	19-Jun-17
D5.7	8	12	20-May-17	19-Jun-17
D5.8	12	16	20-Sep-17	19-Oct-17
D5.9	12	16	20-Sep-17	19-Oct-17
D5.10	16	20	20-Jan-18	19-Feb-18
D5.11	16	20	20-Jan-18	19-Feb-18
D5.12	20	24	20-May-18	19-Jun-18
D5.13	20	24	20-May-18	19-Jun-18
D5.14	24	29	20-Nov-18	19-Dec-18
D6.1	6	10	20-Mar-17	19-Apr-17
D6.2	6	10	20-Mar-17	19-Apr-17

Templates for the internal reporting as well as the deliverables are available in the project repository. Templates are in their respective WPs as the picture below shows.

Figure 2 – Templates available in the project repository



The following are the participating roles in the process of production of deliverables.

- *Deliverable leader* is the main editor, leads the deliverable production process, being in charge of the submission of a high quality deliverable in due time.
- *Deliverable contributor* participates in the production of the deliverable by contributing with content and supporting the leader in producing a high quality deliverable, addressing reviewers' comments and requests.

The table below shows the deliverables and the partners involved in the task that generates these documents.

Task	Task leader	Task contributor	Deliverable
1.1	BOUN	Accord, Centire, LAMA, Tecnalia, TOP-IX, PV, YF	1.1, 1.7
1.2	LAMA	All partners	1.2, 1.3, 1.6
1.3	LAMA	All partners	1.4, 1.8

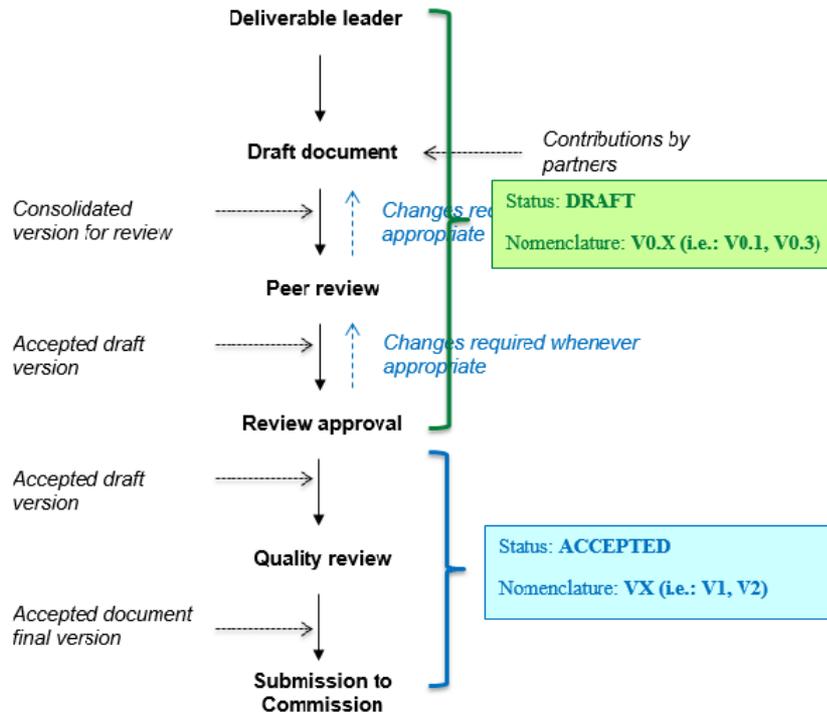
1.4	LAMA	Accord, Centire, Tecnalìa, TOP-IX, PV, YF	1.5, 1.9
2.1	BOUN	All partners	2.1
2.2	BOUN	All partners	2.2
2.3	TOP-IX	All partners	2.3
2.4	IMT LUCCA	BOUN, PV, TOP-IX, UZH	2.4
2.5	BOUN	IMT LUCCA, PV, TOP-IX, UZH	2.5
3.1	PV	All partners	N/A
3.2	PV	All partners	N/A
3.3	PV	All partners	3.1, 3.2, 3.3
3.4	PV	All partners	3.4
4.1	PV	All partners	4.1, 4.4
4.2	PV	All partners	4.2, 4.5
4.3	Tecnalìa	LAMA, PV	4.3, 4.6
5.1	YF	All partners	5.2
5.2	YF	All partners	5.4, 5.7, 5.9, 5.11, 5.13, 5.14
5.3	YF	All partners	5.1, 5.5
5.4	YF	All partners	5.3, 5.6, 5.8, 5.10, 5.12
6	YF	BOUN	6.1, 6.2

- *Deliverable peer reviewer* must not be a direct contributor to the deliverable and is responsible for reviewing the content of the deliverable, ensuring the deliverable objectives are met, from a scientific/technical point of view. The deliverable peer reviewer will be the Project Manager.
- *Deliverable approval reviewer* will ensure that the comments/requests in the peer review phase have been addressed by the deliverable leader (and contributors), keeping in touch with the peer reviewer(s) if necessary. The Deliverable approval reviewer will be the Leader of the WP concerned. The Project Manager will be responsible for uploading the final version of the deliverable to the correct location in the project repository and into the Commission platform.

4.4. Process

Fig. 3 – Process for the production of deliverables

This figure provides an overview of the different phases of the process for the production of deliverables.



4.5. Schedule

The table below provides an overview of the timeframe for the production of deliverables.

Phases	Starting date	Duration	Roles involved
Peer review	4 weeks before submission date	2 weeks	- Deliverable leader - Peer reviewer
Approval review	2 weeks before submission date	1 week	- Deliverable leader - Approval reviewer - Peer reviewer if necessary

5. Publications: Quality control

The OpenMaker CA will ensure the adequate protection of privacy and non-disclosure or confidentiality agreements for sensitive information regarding individuals, project partners, SMEs, enterprises and organisations involved in the project.

Outside of the settings where this information is relevant (and where participants are bound by these agreements) all such information, such as all of the platform analytics otherwise gathered, will be anonymized before release to the public.

Research publications will in particular be required to respect this rule, anonymising individual and/or company names if requested and/or setting embargo periods. Beyond that, and in respect of privacy and confidentiality legislation, all other data generated by project activities will be freely available, preferably as Open Data.

5.1. Rules for publication

In order to ensure that publications are of a high quality and they do not infringe the IPR held by another partner, the following conditions have been established:

- Prior notice of any planned publication shall be given to the Consortium members at least 45 calendar days before the publication as per Art. 29.1 of the GA;
- Any objection to the planned publication shall be made in accordance with the GA in writing to the PC and to the Party or Parties proposing the dissemination within 30 calendar days after receipt of the notice publication as per Art. 29.1 of the GA;
- The authors must send sufficient information at least 14 days in advance of a publication submission to the PB by email to the BS. For a publication, the main author is required to submit at least the following information: a) planned authors; b) title; c) abstract; d) planned dissemination venue.
- The main author is responsible to keep this issue updated as the dissemination is worked on, for example, by updating the PM who will inform the PB members in the issue, by delivering draft versions for their review, etc.
- The PM will monitor whether any objections are raised and update the respective issue accordingly.

- The main author is responsible to keep this issue updated after a dissemination action is submitted for peer review, especially if it happens to get rejected, changed and resubmitted, etc.
- The authors must include the acknowledgement and disclaimer texts in their dissemination exactly as below.
- For peer-reviewed scientific publications, the authors agree on complying with the EU's open access policy.
- After a dissemination action has happened, the authors must add their publication to the project bibliography.

5.2. Acknowledge

Acknowledgement to the EC for its funding shall be indicated on every publication and presentation for which project funding will be claimed.

Typical text is as follows: *“This [paper/presentation/...] has received funding from the European Union's Horizon 2020 research and innovation programme 2014-2018 under grant agreement No 687941”.*

5.3. Disclaimer

It is recommended to include a disclaimer on every publication and presentation.

Typical text is as follows: *“This [paper/presentation/...] reflects only the authors' views and the European Commission is not responsible for any use that may be made of the information it contains”.*

5.4. Open Access

In respect of privacy and confidentiality legislation, data generated by OpenMaker project will be freely available, preferably as Open Data.

Each Partner is encouraged to ensure Open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its Results.

“Peer-reviewed publications” means publications that have been evaluated by other authoritative professionals (such as articles in scientific journals).

To ensure fuller and wider access, partners are encouraged to provide open access also to “other types of scientific publications”. “Other types of scientific publications” means publications such as non-peer-reviewed articles as well as monographs, books, conference proceedings and “grey literature” (informally

published material not having gone through a classic publishing process, like reports, confidential as per GA).

“Open access” means ensuring that, at the very least, such publications can be read online, downloaded and printed — via a repository for scientific publications. In order to increase the utility of the publication, partners are encouraged to provide additional rights such as the right to copy, distribute, search, link, crawl and mine. However, Open access does not imply that the partners are obliged to publish their Results. It only states the principles that apply if they do decide to publish them.

OpenMaker consortium will decide on whether to publish open access documents will come after the general decision on whether to go for a publication directly or to seek first protection using IPR. If the scientific research will not be the subject of IPR, but will rather be published directly, then OpenMaker is aware that open access shall be granted to all scientific publications resulting from Horizon 2020 actions.

To the extent that this is feasible, given the constraints applied by the publisher of journal articles and conference proceedings, OpenMaker partners will use the “gold” open access approach to peer-reviewed scientific research articles. This means that an article is immediately provided in open access mode by the scientific publisher. In such cases, the payment of publication costs is usually shifted from readers’ subscriptions to payments by either the university or research institute to which the researcher is affiliated, or to the funder supporting the research. Therefore, “gold open access” intervenes both via the scientific publisher and via a repository, in which OpenMaker partners shall also provide open access in order to ensure the long-term preservation and availability of the publication. The cost of publication related to the gold open access are eligible under OpenMaker budget but only for the duration of the project.

To the extent allowed by the publisher, these and other scientific publications will also be made available in an online repository, i.e.: OpenMaker website (“green” open access approach). In that case, access to the Result may be delayed, as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay- per-download/view fees during an exclusivity

period before the open access is activated. In addition, partners themselves may want to delay this open access until they have exploited the findings through conference papers and journal articles.

Most academic institutions provide their own repositories, and require their use, so OpenMaker university and/or research institute partners shall first check their own library services. For non-academic partners, a number of public repositories are available.

List of repositories:

- The Directory of Open Access Repositories. <http://www.opendoar.org>
- The Registry of Open Access Repositories. <http://roar.eprints.org>
- The Open Access Infrastructure for Research in Europe, which links existing repositories. It also offers support services for researchers, such as the National Open Access Desks. <http://www.openaire.eu>
- The Open Access Publishing in European Networks.
<http://www.oapen.org/home>
- The EU funded *Zenodo repository* is also available. It is a multidisciplinary open dependable home for the long-tail of science, enabling researchers to share and preserve any research outputs in any size, any format and from any science. <https://zenodo.org/>
- The following link is a list of Open Access disciplinary repositories, where unless otherwise noted, they accept relevant deposits regardless of the authors' institutional affiliation. Publications can be also posted here by partners. http://oad.simmons.edu/oadwiki/Disciplinary_repositories

6. IPR and Open source

IPR management

The purpose of the Consortium Agreement is to establish a legal framework for the project in order to provide clear regulations for issues within the consortium related to the work, IP Ownership, Confidential Information, Access Rights to Background and Foreground IP for the duration of the project and any other matters of the consortium interest.

All provisions regarding Intellectual Property Rights of foreground developed in the project are subject to Section 3 of the Grant Agreement and to the provisions laid out in OpenMaker Consortium Agreement.

Therefore, any issue related to IPR must be discussed in a PB meeting.

Open source code

The term “open source” refers to something people can modify and share because its design is publicly accessible.

Open source software is software with source code that anyone can inspect, modify, and enhance.

“Source code” is the part of software that most computer users don't ever see; it's the code computer programmers can manipulate to change how a piece of software (a program or application) works. Programmers who have access to a computer program's source code can improve that program by adding features to it or fixing parts that don't always work correctly³.

Open-source contributions are one main channel of dissemination.

To ensure a proper and effective Open-source approach is used GIT protocol and Social Repository Services (e.g. GitHub) in order to:

- Track changes in the code.
- Track forks and branches in the development process.
- Force developers to provide consistent and readable (by third parties too) documentation and step-by-step comments.
- Foster the collaboration by the community.

³ <https://opensource.com/resources>

The above described “versioning control” (the practice to keep tracking on code release and development process) gets maximum benefit if combined with Agile Development methodologies. Particularly, SCRUM is the name of an agile framework aimed at managing an iterative approach as well at ensuring velocity, quality and consistency in the development process.

Thanks to the SCRUM approach coders are able to recognize errors and bugs in a fast-recover way, implementing a test/data-driven development flow. All the code is tested in a staging environment to prevent security issues and to measure the scalability and efficiency of the platform.

7. Conclusions

This document compiles definitions of the project management structure, describing roles and tasks, and summarizes the procedures to ensure a successful collaborative work within the project, presenting the tools available in order to conduct the work with high quality level.

This document aims at being a reference for all consortium members for the entire duration of the project.