□□HERCULES:
High-Performance Real-time Architectures for Low-Power Embedded Systems

Project title:	High-Performance Real-time Architectures for Low-Power Embedded Systems
Acronym:	HERCULES
Project ID:	688860
Call identifier:	H2020 - ICT 04-2015 - Customised and low power computing
Project Coordinator:	Prof. Marko Bertogna, University of Modena and Reggio Emilia

HERCULES

D7.5: Collaboration and Communication Tools

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Author:	Francesco Guaraldi
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Dissemination level

[1] **For deliverables: R** = Report; **P** = Prototype; **D** = Demonstrator; **S** = Software/Simulator; **O** = Other
For milestones: O = Operational; **D** = Demonstrator; **S** = Software/Simulator; **ES** = Executive Summary; **P** = Prototype

PU	Public	X
PP	Restricted to other programme participants (including the Commission Services – CS & IAB)	
RE	Restricted to a group specified by the consortium (including the IAB)	
CO	Confidential to consortium (including CS & IAB)	

Document history:

Version	Date	Author	Comments
0.1	2016-02-02	UNIMORE	Template
0.2	2016-02-19	UNIMORE	Main tools described
0.3	2016-03-20	UNIMORE	Integration according to the IAB extension
0.4	2016-04-05	MM+AGI	Proof reading
1.0	2016-04-16	UNIMORE	Final version

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GLOSSARY

Item	Description
C.A.	Consortium Agreement
D	Deliverable
DoA	Description of Action
EB	Executive Board
EC	European Commission
G.A.	Grant Agreement
IA	Innovation Action
IAB	Industrial Advisory Board
IPR	Intellectual Property Right
IT	Information Technology
PC	Project Coordinator
PM	Project Manager
SC	Scientific Committee
WP	Work Package

1. EXECUTIVE SUMMARY

The aim of this deliverable is to detail all the tools set up to support the cooperation among partners and to promote the design of a quality dissemination of the project results and the fulfilment of the EC dissemination guidelines.

The deliverable will become a consultation guideline for partners involved in the organization of project meetings, piloting and testing, as well as for those who will present the project to exhibitions, congresses and will be responsible to produce dissemination materials during the executions of the project with G.A. N° 688860.

Main scope of this deliverable is to provide:
- List of restricted internal communication tools and the open public ones.
- Support the project partners with some useful template such as: reporting templates, registration forms, minutes description model (see annexes).
- Provide the partner with the European Commission communication guideline that has to be fulfilled when preparing project dissemination activities
- Copyrights and non-disclosure of restricted information
- Etc.

The present document is integrated by the D 7.1 "Project Management Plan" that describes the roles of each project organization, identifies the responsibilities of each project members, schedules the deliverables and the project reporting period, and define the working of the quality control and risk mitigation committee. It will be integrated by the D7.6 "Dissemination Plan" that will better define the general communication strategy and the industrial oriented one.

2. INTRODUCTION

2.1. Communication objectives

The objectives of a good communication management is to promote and optimize the collaboration and involvement of project partners, maximizing the impact of the Project results and bringing them to the widest possible target audience in order to generate a suitable market demand for the products developed. Activities to disseminate and exploit HERCULES results are an integral part of the project objectives, as are the activities directed at attracting the interest of important industrial groups. HERCULES is taking in very deep consideration such activities to enhance the dissemination and exploitation opportunities and the impact of the project results.

3. COMMUNICATION TOOLS

3.1. Internal/restricted communication

SYGMA Portal
The Project Coordinator is in charge of all the official communications among the Project partners and the Project Officer. This communication might occur both by mail, phone calls or through the Partecipant Portal Messaging system.

Mailing list/Emails: The contact list of each partners' contacts details circulated and is available for any update on the project repository. The main mailing list that have been created so far are:
all@hercules2020.eu : all the scientific staff of the Project;
admin@hercules2020.eu : the administrative staff and the main contact of each partner;
legal@hercules2020.eu: the legal offices and main responsible of each partners
dissemination@hercules2020.eu: the marketing/communication offices and main contact person of each partner

SVN Repository: Since the beginning of the Project, the HERCULES SVN repository folder has been created within the UNIMORE HiPeRTLab server at: http://hipert.unimore.it/svn-hercules .
The main folders architecture has been agreed during the K.O. meeting. It has been decided to organize the SVN into two main areas: the "Docs" area where all the Project documents are saved, and the "Code" area used to share the code among the developing partners.
The repository folders architecture has been designed according to the diagram below.

Figure 1. HERCULES_SVN Repository folders Architecture
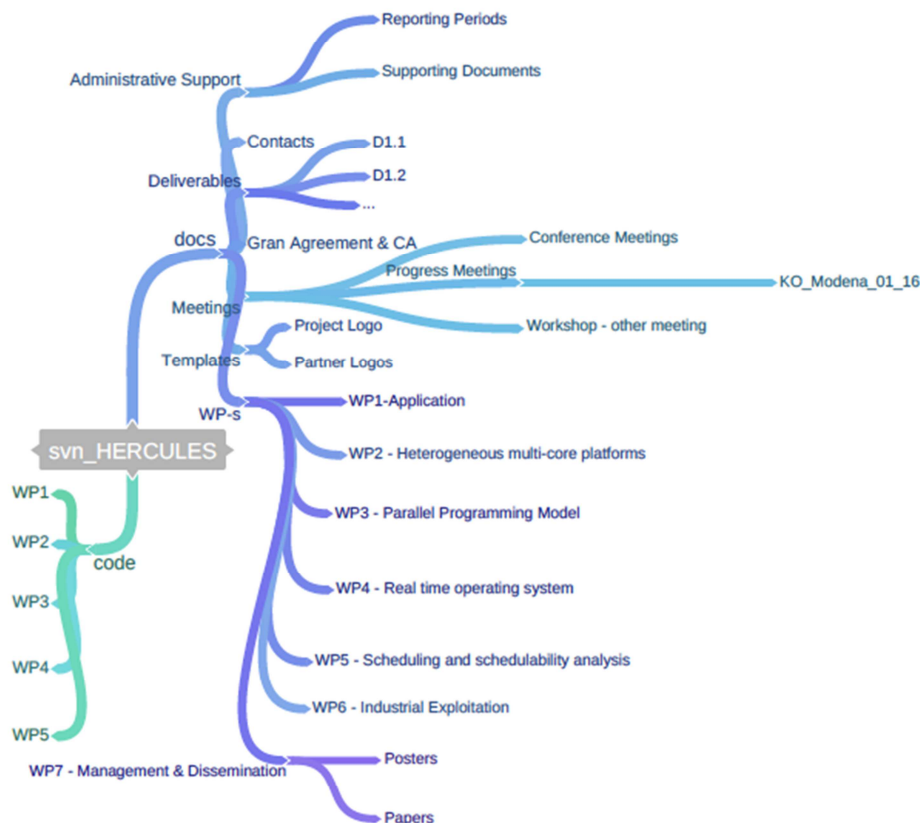
Teleconference: after verifying the main industrial partners IT restrictions on the mainstream teleconference systems tools that might be used (i.e. Gotomeeting, Webex, Uberconference, Blackboard,…), it has been decided to use Webex, since all the industrial partners are authorized to use it, and it was the one offering the better compatibility with different Operating Systems that the partners are using in their devices (Linux, iOS, Windows,…). The coordinator therefore created a HERCULES account on Webex, allowing all WP leaders to use it to organize conferences together with their subgroups. The main requirements that the teleconference should offer and were commonly agreed are: schedule the meeting in advance, possibility to share each participants screen, mute/unmute participant's microphone, verify the name of the person who is speaking, possibility to join by telephone and reliability of the connection through mobile APP 3/4G mobile internet communication.

Meetings : HERCULES forecasts different type of meetings according to the different type of target audience and project timeline. The Executive Board will meet face to face every 6 months. An internal review meeting will be organized every 12 months. A workshop will be scheduled one month after each project milestone finalization to divulgate the project results to all IAB members. In order to save travel expenses, each workshop will combine a restricted session for the General Assembly meeting, as well as separate Work Package meetings. As said, the Industrial Advisory Board will be invited to participate in conjunction with the Workshop and dissemination events. The participation will be also opened to a wider target audience and European Commission Officers. The first workshop date has been scheduled for May 10th at month 5. The other workshops will be tentatively held at month 19, 31, and 36 (at the Final Dissemination Event) in coincidence with the main milestones finalization.

Figure 2. **HERCULES MEETING SCHEDULE**
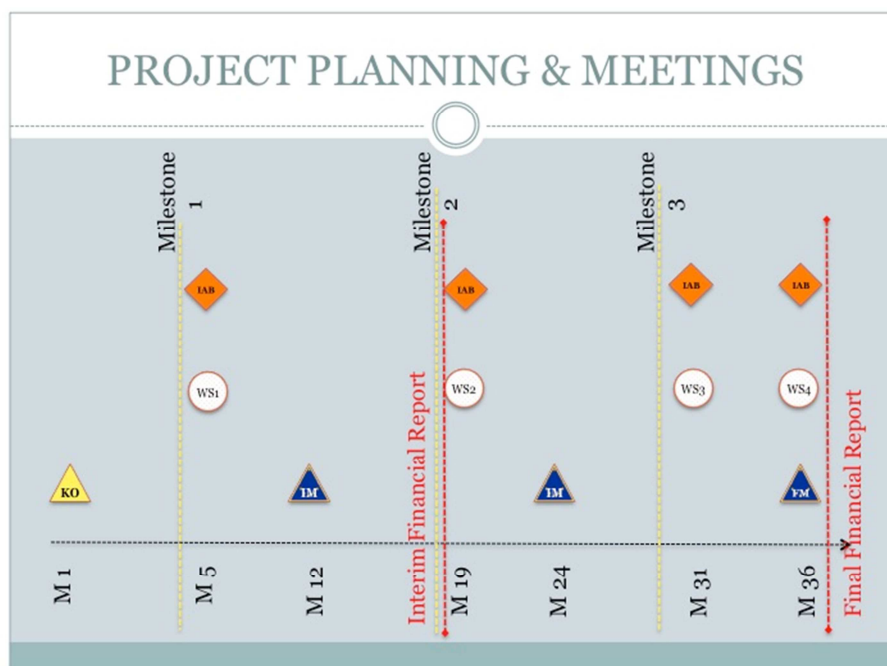
3.2. External/open access communication

According to the H2020 Innovation Action targets, the overall dissemination strategy of the HERCULES project is strongly focused on the technology transfer, targeting industrial players both as potential investors and as future clients. HERCULES' objectives intend to bring disruptive innovations in crucial domains, such as Automotive, Avionics and Industrial automation applications. The project's target audience includes the main players in these sectors, with a particular focus on those developing safety-critical applications requiring a high computational demand.

The Dissemination strategy plan [D7.6], due at month 6, is being developed to identify the key messages and the proper format on how to disseminate them. Below, the list of the main media that will be used by the project consortium to spread the awareness of the project results:

Project Website: The University of Modena and Reggio Emilia, in collaboration with the Czech Technical University in Prague and Pitom snc, developed an early version of the project website at www.hercules2020.eu. The project website targets the research community (including projects funded under the same H2020-ICT-04-2015 call) and the European industry to allow them understanding the main HERCULES objectives and business plan. Discussions are taking place to assure a more modern "scrolling" layout, adding more pictures on the applications side and improving the ranking on the google search.

Dissemination materials (Brochure, Poster, Power Point presentation): To disseminate the project to the wider public and to improve the project networking in a decentralized way, a brochure will be published. The content will include an executive summary of the project, the main objectives, the description of the target application, the selected use cases, the list of the partners involved, the website link reference and the contact detail of the project coordinator. The poster and the presentation will be mainly addressing the academic community. Therefore, they will mostly focus on the technological innovation.

Scientific Congresses/Expositions (Scientific Papers, Panels,…): An active promotion of HERCULES will be carried out by means of international scientific congresses and main expositions that will be organized during the stated period of time, by promoting brokerage and face to face meetings. At least 3 important publications will be published on international scientific magazine and will be presented in international conferences and workshops.

Social Media (Linkedin, Twitter): The developing networking among the project stakeholders will be followed by a social media continuous communication strategy and by the participation to the main discussion's groups about the different target applications (ADAS-self driving car, industrial automation…).

Workshop and Final dissemination event: The workshop might represent an optimal strategy to receive the Industrial Advisory board's advices and to address local and national media (press, tv,…). The different milestones achieved in the project will be presented through interviews and debates. Moreover, the participation of Tom's Hardware magazine among the Industrial Advisory Board will ensure a continuous streaming of HERCULES progresses on scientific magazines. The Final Event will also be supported by a real demonstration of the use cases and will mainly target the wider public to show the accountability to the thousands of taxpayers implicitly funding the project. A successful dissemination event may be organised by demonstrating the impact of the proposed innovations, along with the potential application use cases that could take advantage of such innovations.

H2020 dissemination channel opportunities will be explored. In particular, the project will try to be included in the Horizon Magazine and will update its scientific publications on an open portal. Moreover, the EuroNews channel will be invited to assist to the final open conference. The HIPEAC network and related media (magazines, website, conferences) will also be exploited to attract academic and industrial interest on the project outcomes.

CONFIDENTIALITY AND AKNOWLEDGMENT

3.3.   EC dissemination compulsory disclaimers

Any divulgation must comply with the Confidentiality obligations detailed in the CA and in article 36 of the Grant Agreement and should respect the deadlines and objectives included in the Dissemination Plan (D7.3_M6)

In line with the European Commission's policy on corporate visual identity, Horizon 2020 will always be promoted as a verbal brand, meaning no "visual mark" or logotype. When Horizon 2020 is promoted by beneficiaries and other third parties, the European emblem can be used in conjunction with the words "Horizon 2020". (see Article 29 from GA).

It is also compulsory, during the dissemination process, to highlight the public support received by the project, by including the following sentence:

This Project has received funds from the European Union's Horizon 2020 research and innovation programme under the grant agreement No. 688860

For open access publications, metadata must include:
- The terms "European Union (EU)" and "Horizon 2020"
- The name of the action, acronym and grant number
- The publication date and the copyright/reproduction authorization
- Authors responsibility*: "The content of this [report/study/article/publication…] does not reflect the official opinion of the European Union. Responsibility for the information and the points of view expressed in the [...] / [therein] lies entirely with the author(s). "*

For all communications / disseminations/ industrial property applications
- Display the EU emblem and the project logo
- Include the following text: *"This Project has received funds from the European Union's Horizon 2020 research and innovation programme under the grant agreement No. 688860"*
- Indicate that it reflects only the author's point of view and that the Commission is not responsible for any use that may be made of the information it contains: *"Responsibility for the information and points of views set out in this [report/study/article/publication…] lies entirely with the authors"* or *"The information and points of view set out in this [report/study/article/publication…] are those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein".*

Official logos & emblem:
http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm

3.4. Non-disclosure of confidential information

Particular attention should be paid to the protection and non-disclosure of confidential information for a period of 4 years after the end of the Project.

All the project partners in accordance with the CA[2] agreed to:
- not use Confidential Information otherwise than for the purpose for which it was disclosed;
- not disclose Confidential Information to any third party without the prior written consent by the Disclosing Party;
- ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis;
- give the Disclosing Party, on request, all Confidential Information which has been supplied to or acquired by the Recipients, including all copies thereof, and to delete all information stored in a machine readable form. The Recipients may keep a copy as required, archive or store such Confidential Information in compliance with applicable laws and regulations .

Each partner shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project and to its own confidential and/or proprietary information, but in no case less than reasonable care. Each partner may also be responsible for the fulfilment of the above obligations on the part of their employees or third parties involved in the Project and it shall ensure that they remain so obliged, as far as legally possible, during and after the end of the Project and/or after the termination of the contractual relationship with the employee or third party.

It is therefore assumed that all the minutes of internal meeting and discussion are subjected to the Art 10.1 of the CA that states "when orally disclosed information has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the Disclosing Party, it is "Confidential Information".

As for open dissemination material, considering that the so called 'royalty free' images or photos public available are copyright protected, it is essential to respect all terms of use specified.
Before displaying the sentence 'Reproduction is authorized …', one of the following conditions must be set:
- No third-party textual or artistic material is included in the publication without the copyright holder's prior consent to further dissemination by other third parties.
- An additional clearly positioned notice specifies that the reproduction of the third-party textual or artistic material included is prohibited.

Moreover, when using third-party material, whether textual or artistic, appropriate acknowledgement must be given to the author/copyright holder thereof (for photos, for example, a concise caption can be inserted). An additional courtesy acknowledgement may be mentioned as follows: 'Reproduced with kind permission of the author(s)'. [Title of the material] (texts, drawings, photos, audio, video, etc.)
© [name of copyright holder], [year of publication/creation]
For reproduction or use of this work, permission must be sought directly from the copyright holder.

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2 The content in this page are extracted from DESCA simplified model for the CA [http://www.desca-2020.eu]

4. REFERENCES

[European Commission]   "Communicating EU Research and innovation guidance for project participants" *Horizion 2020* website, Version1.0, 24 September 2014.

5. ANNEX I – Template for minutes

HERCULES:
High-Performance Real-time Architectures for Low-Power Embedded Systems

HERCULES .... Meeting Minutes

Date:

Venue:

Attendee no.:

Participants:

Beneficiary Name	Partner organizations	Participants
PP1	UNIMORE	
PP2	CTU	
PP3	ETHZ	
PP4	PIT	
PP5	EVI	
PP6	AGI	
PP7	MM	

Documents used during the meeting:

N°	Title	Type	Author

Discussions & Actions: Comment - Action - Deadline

6.   ANNEX II – Meeting Registration book

	HERCULES "description" Meeting, location date ####			
N°	SURNAME	NAME	PARTNER+	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

1

HERCULES
H2020-ICT-2015-688860

7. ANNEX III – @All Mailing list members

NAME	SURNAME	ORGANIZATION	ROLE	E-MAIL
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8. ANNEX III – @Admin Mailing list members

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9. ANNEX IV – @IAB Mailing list members [CONFIDENTIAL]

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