



5G Communication with a Heterogeneous, Agile Mobile Network in the Pyeongchang Winter Olympic Competition

Grant agreement n. 723247

Deliverable D1.1 Quality Plan

Date of Delivery:	31 August 2016 (Contractual)	21 October 2016 (Actual)
Editor:	Emilio Calvanese Strinati (CEA)	
Associate Editors:	Antonio Clemente (CEA)	
Authors:	Emilio Calvanese Strinati (CEA), Antonio Clemente (CEA)	
Dissemination Level:	PU	
Security:	Public	
Status:	Final	
Version:	V1.0	
File Name:	5GCHAMPION_D1.1_Final.pdf	
Work Package:		



Title: Deliverable D1.1: Quality Plane

Date: 21-10-2016

Status: Final

Security: PU

Version: V1.0

Abstract

This deliverable will contain a detailed quality plan giving the guidelines and internal rules for the execution of the 5GCHAMPION project, communication practices, preparation and delivery of progress reports (internal reports, deliverables), and publications.

Index terms

Quality plan, quality, project management, organization, deliverables, internal reports, milestones, reporting, confidentiality, publications, communications.



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1 Introduction

This deliverable will contain a detailed quality plan giving the guidelines and internal rules for the execution of the 5GCHAMPION project, communication practices, preparation and delivery of progress reports (internal reports, deliverables), and publications. Hence, a common methodology based on best practices in collaborative projects is required to guarantee an efficient execution and use of the project resources, as well as a high quality of the outcome of the research activities performed in the project. The main outcomes of the project are the deliverables, the quarterly management reports, the annual reports, the publications, the presentations, etc.

First, in the Section 2, this document provides some guidelines on the project organization and more specifically on the organization of project meetings and risk management. Then, general but important rules are given for the preparation of the project documents in Section 3; these include the handling of confidential documents. In Section 4, the procedure for the preparation of internal reports and deliverables is detailed. Finally, Section 5 provides some guidelines for the public dissemination of the project results, i.e. publications, public presentations, interviews with the press.

This document can be used by each partner as a reference on the project organization and management. It can be updated according to the project needs and partners requests. The release of the updated versions of the project quality plan will require the approval of the project Steering Committee.



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2 Project organization

The 5GCHAMPION project consortium is composed of eight European and thirteen Korean partners including major network operators, equipment manufacturers, technology providers, research institutes and academic institutions from four European countries (France, Finland, Germany, and Belgium) and South Korea. In the following we call 5GCHAMPION-EU and 5GCHAMPION-KR respectively the sub-consortia from Europe and Korea. The European and the Korean consortia receive a financial support from the European Union (H2020 Program) and MSIP (Korean Ministry of Science, ICT and Future Planning), respectively.

The list of European (5GCHAMPION-EU) and Korean (5GCHAMPION-KR) participants is presented in the following lists.

5GCHAMPION-EU

Participant No *	Participant organization name	Country
1 (Coordinator) CEA	Commissariat à l'énergie atomique et aux énergies alternatives	France
2 Nokia	Nokia	Finland
3 INTEL	INTEL Deutschland GmbH	Germany
4 TASF	Thales Alenia Space – France	France
5 UOULU	University of Oulu	Finland
6 HHI	Fraunhofer Heinrich Hertz Institute	Germany
7 TPZF	Telespazio	France
8 iMINDs	iMINDs	Belgium

5GCHAMPION-KR

Participant No *	Participant organization name	Country
1 (Korean Coordinator) ETRI	Electronics and Telecommunications Research Institute	South Korea
2 SMRT	Seoul Metropolitan Rapid Transit	South Korea
3 SKT	South Korea Telecom	South Korea
4 HFR		South Korea
5 CL	Clever Logic	South Korea
6 SNU	Seoul National University	South Korea
7 DKU	Dankook University	South Korea
8 HU	Hanyang University	South Korea
9 KT	Korea Telecom	South Korea
10 ELU	Eluon	South Korea
11 INS	InSoft	South Korea
12 MOB	Mobigen	South Korea
13 GIST	Gwangju Institute of Science and Technology	South Korea

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2.1 Management structure

The 5GCHAMPION project management (Figure 1) has been designed to provide a light-weight and flexible management mechanism capable of ensuring an intensive, flexible and open-intended dialog among the partners concerning key strategic and scientific issues; rapid and effective decision-making on technical and organizational issues; full and effective compliance with contractual requirements of Funding Authorities; design, implementation and management of the technological infrastructure for the project. The project Coordinators (namely, CEA and ETRI), who chair the Steering Committees (SCs), of the European project and the Korean project, respectively, are the responsible parties for the overall project coordination and management.

CEA plays the role of the 5GCHAMPION-EU project coordinator. Administrative and Financial Office assists the coordinator for the financial and periodic reporting issues and be staffed for the entire duration of the project by CEA's financial and administrative department.

ETRI plays the role of the 5GCHAMPION-KR project coordinator. ETRI assists the coordinator for the financial and periodic reporting issues.

Any change in the nature or course of the project must be approved by the steering committees. All the communication channels and basic structure of the management are described and detailed in the following sections.

The Coordinators have overall responsibility for the administrative and legal aspects of the organization, planning and control of the project, and also technical/scientific coordination. The Coordinators are the primary contact persons for the project with the European Commission and MSIP, and ensure the punctual delivery of reports. Appointed by the Coordinators, the Project Manager is responsible for the efficient administration of the project. The Project Manager collects, monitors and integrates administrative data from the partners, at quarterly intervals, and prepares it for submission to the European Commission/MSIP, as well as interactions with the European Commission/MSIP on contract-related issues as well as co-chairing regular management meetings and coordinating technical activities across the project.

The day-to-day work carried out by each level (task or WP), needs some degree of freedom for each activity leader in order to take quick decision, which in any case is properly coordinated with the Project Coordinator.

The procedures are designed to ensure that the project runs smoothly by ensuring that the goals are clearly defined and understood, the Work Packages and Activities represent a sensible division of the work and comprise the necessary expertise to fulfil the objectives, responsibilities are clearly assigned, and there are clear lines of communication among the participants. Each work package has a clearly identified leader who has responsibility to coordinate the technical works within the work package, in close relationship with the Project Coordinator, setting detailed objectives and milestones for the work package. Each activity has also a leader that reports to the relevant work package leader.

The general approach adopted in realizing the technical objectives of the project is based on research and associated prototyping and validations. A number of work packages is active in parallel and frequent, iterative exchange of information and components between them is anticipated. The work package leaders, facilitated by the Project Coordinator, manage these interactions between work packages and tasks.



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The work package leaders with the Project Coordinator (to ensure coordination between work packages), identify technical options for achieving the major objectives of each work package and plan changes to the technical approach in the event of adverse findings.

The key elements of the 5GCHAMPION project management are:

Steering Committee	The Steering Committee (SC) is made up of the Coordinator, representatives from each of the partners, and a representative of the Advisory Board. Decision-making procedures is defined in the Consortium Agreement based on text agreed by the partners based European and Korea standard agreements, modified to ensure effective governance of the Consortium and agreed by the Funding Authorities. The SC assumes responsibility for: the on-going revision of the Project Vision, taking into account results generated within the project, other relevant scientific, technological, standardization or market developments and the long term strategies of the Funding Authorities and of the Project Partners; the definition and on-going revision of guidelines for specific research activities within the framework of the project; the analysis and solution of strategic problems in the implementation of the Project Work Plan; the approval of changes to the Work Plan proposed by the Work Package Leaders (see below); the discussion and solution of problems among partners or Work Packages; the definition of plans for the extension and exploitation of research carried out within the framework of the project. The Steering Committee will not be involved in the day to day technical work management of the project except where major strategic decisions are required.
Central Project Offices	The Coordinating Partners creates and manages two Central Project Offices for the European and Korea partners, respectively. Each of these offices are led by a part-time Project Manager . The functions and responsibilities of the Central Project Offices include: assistance to the partners on logistic and administrative issues; design and implementation of project reporting procedures to the respective Funding Authorities; design and implementation of all templates, forms, presentation formats etc. used in the project; definition, monitoring and on-going revision of the detailed Project Work Plan; liaison with the Funding Authorities, supervision of all activities necessary to ensure compliance with reporting and administrative requirements of the Funding Authorities; organization of meetings; revision and final editing of Project Deliverables and reports.
WP and Task Leaders	Day to day management of the technical work is ensured by the Project Technical Committee which comprises Technical Managers, Work Package Leaders and Task Leaders of the corresponding EU and Korea projects. The tasks of the PTC include: monitoring of progress in individual Work Packages; on-going revision of the Project Work Plan (major changes will require approval by the Steering Committee); It is expected that this work will involve intensive day by day interaction among technical contributors. As far as possible the work of the Technical Committee will be conducted by e-mail/audio conference and videoconference. Face to face meetings will be organized on an "as required" basis.

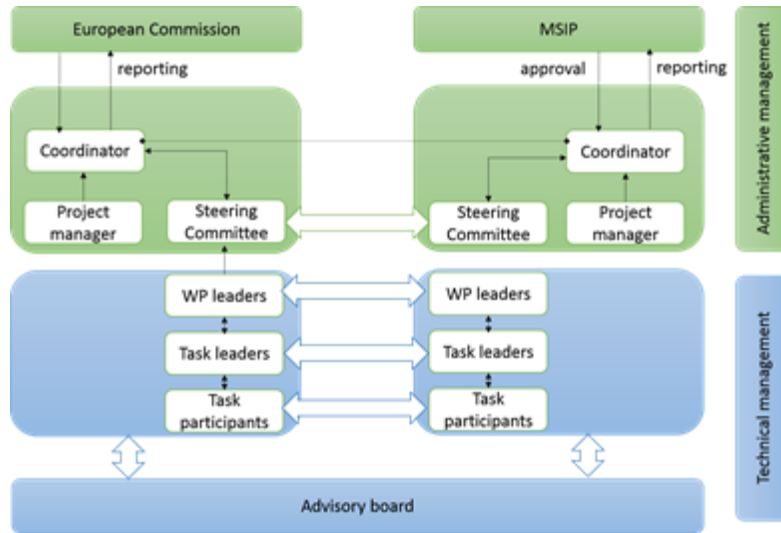


Figure 1: 5GCHAMPION project governance structure.

2.2 Work packages and work organization

Figure 2 provides an overview of the WP inter-dependencies and shows how tasks interact and depend on each other. All exchange at critical milestones is done formally via internal reports or deliverables. However continuous interaction between partners of different WPs/tasks will be encouraged throughout the project duration. A detailed drill down per WP on input and output interdependencies can be found in the respective WP tables.

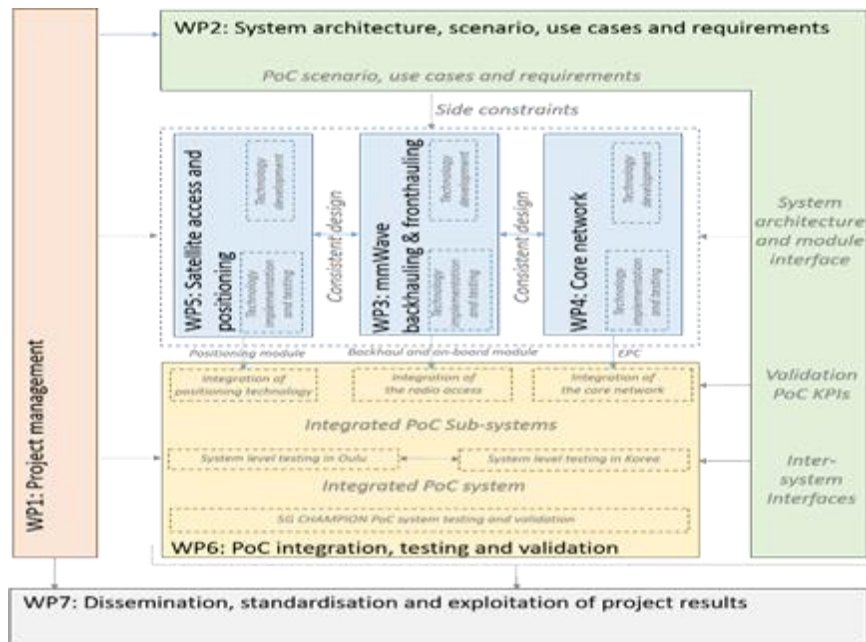


Figure 2: 5GCHAMPION project Work Packages Interdependencies.



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2.2.1 Work package structure

In order to fulfil the ambitious scientific and technical objectives, a carefully devised work plan has been composed. This work plan makes not only provision for the primary technical research activity, but also complements it with adequate activities for engagement with relevant stakeholders and field trials - in order to maximise the impact of the proposed technical work. Figure 1 provides an overview of the structure of the work plan, which is broken down into seven work packages (WPs) with the following main purpose:

- WP1: performs the administrative and financial management of the project and coordinates the RTD activities of the different WPs with the help of the WP leaders. WP1 interacts with all WPs for the technical and strategic implementation of the work plan. In addition, this WP coordinates the final work summarizing the complete work of 5GCHAMPION and prepares the ground for creating a long lasting synergy for joint European and Korean 5G research, innovation and commercialization.
- WP 2: frames the technical work by providing a coherent architectural vision and definition for the 5GCHAMPION project and the modules of the PoC such as SDN/NFV/EPC, 5G backhauling, high precision positioning, narrowband IoT via satellite, required interfaces. Furthermore, the KPIs will be defined in detail.
- WP 3: investigates and develops advanced antenna solutions, mmWave RF front-end platform architecture, and transceiver algorithms to enable implementation of mmWave (in the range 24-28 GHz) wireless transceiver for high capacity backhaul/fronthaul links. Additionally, novel channel models for dynamic mmWave backhaul/fronthaul channel and advanced algorithms and solutions to support mobility management in high-speed moving hot spot scenarios are investigated.
- WP 4: provides the design and implementation of necessary components in the packet core network targeting minimal end-to-end latency by adequately virtualizing functionality and applying SDN principles.
- WP 5: analyses the feasibility and added value of a seamless integration of satellite navigation and communication technologies/systems in the 5G network infrastructure to contribute to selected 5G challenges and determine the enablers.
- WP 6: integrates all parties' deliverables from W3-WP5 into one working PoC system. WP6 is led by Nokia in EU side and ETRI on Korean side. All consortium members will participate to this WP. System level testing of EU-Korea PoC will be performed in February 2018 in conjunction with the Korean Winter Olympics.
- WP7: is a crucial element in order to ensure the impact of the project by closely engaging, from the beginning of the project, with a diverse set of stakeholders and by implementing i) a coordinated approach for influencing Standards Bodies, Fora and Associations and ii) an effective dissemination strategy.

Work Packages tangible results are briefly listed on the following table and detailed in the work package descriptions.

WP1	EU – KR future collaboration and quality management, ensure tight integration with other 5G projects activities in both Europe and Korea. Drive the development of a holistic and global fully integrated 5G system solution and create momentum for strengthening the cooperation between Europe and Korea for future research projects
WP2	Definition of architecture, uses cases, and KPI's for 5GCHAMPION.
WP3	Proof of mmWave (in the 24-28 GHz band) wireless transceiver for high capacity backhaul/fronthaul links. Development of novel channel models for dynamic mmWave backhaul/fronthaul channel and advanced solutions to support high speed mobility for hot-spots.

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WP4	Mechanisms and software implementations of control functionality and VNFs of the virtualized Mobile Core network, as well as the necessary core network components for the 5GTN.
WP5	Proof of 5G satellite communication component concept that is capable to serve 5G UE 'as is'. Demonstration of sub-meter accuracy positioning using hybrid GNSS and 5G mmWave techniques.
WP6	Demonstrate, in February 2018 in conjunction with the Korean Olympics in PyeongChang, the 5GCHAMPION PoC of an integrated system architecture capable of: mmWave wireless backhauling (2.5Gbit/s), broadband access (> 50Mbit/s) in moving hot-spots (train/bus), 20Gbit/s data-link on UE-5G mmWave access, feasibility of accurate positioning (<1m indoors and outdoors) and satellite communication component concept that is capable to serve 5G UE 'as is'.
WP7	<p><u>Maximise impact at Standards Bodies, Fora and Associations:</u> a minimum of 2 contributions per year is expected from each industrial partner, wherever possible with support (in writing contributions, delivering content) of other consortium partners.</p> <p><u>Ensure broad visibility of 5GCHAMPION:</u> Industrial partners are expected to provide at least 2 and non-industrial partners at least 5 publications in conferences, workshops & journals per year.</p>

2.2.2 Work package leaders

Role	EU	KR
Project Coordinator	Emilio Calvanese Strinati (CEA)	Huyn Kyu Chung (ETRI)
Technical Manager	Antonio Clemente (CEA)	TaeSang Choi (ETRI)
WP2 Leader	Jussi Pajunpaa (Nokia)	TaeYeon Kim (ETRI)
WP3 Leader	Giuseppe Destino (Univ. Oulu)	Yongsoo Na (ETRI)
WP4 Leader	Wouter Tavernier (iMind)	TaeYeon Kim (ETRI)
WP5 Leader	Benoit Vautherin (TASF)	None
WP6 Leader	Aki Korvala (Nokia)	Ilgyu Kim (ETRI)
WP7 Leader	Markus Mueck (Intel)	HyeonWoo Lee (Univ. DanKook)

2.2.3 Task leaders

WP	Task	EU leader	KR leader
1	1.1	Emilio Calvanese Strinati (CEA)	TaeSang Choi (ETRI)
	1.2	Emilio Calvanese Strinati (CEA)	TaeSang Choi (ETRI)
	1.3	Emilio Calvanese Strinati (CEA)	TaeSang Choi (ETRI)
2	2.1	Wouter Tavernier (iMinds)	TaeYeon Kim (ETRI)
	2.2	Giuseppe Destino (Univ. Oulu)	JunhYeong Kim (ETRI)
	2.3	Giuseppe Destino (Univ. Oulu)	JunhYeong Kim (ETRI)
3	3.1	Saila Tammenlin (Univ. Oulu)	-
	3.2	Antonio De Domenico (CEA)	Gosan Noh (ETRI)
	3.3	Marko Pettissalo (Nokia)	Yongsoo Na (HFR)
	3.3	Antonio De Domenico (CEA)	Gosan Noh (ETRI)
4	4.1	Olli Liinamaa (Univ. Oulu)	TaeYeon Kim (ETRI)

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	4.2	Olli Liinamaa (Univ. Oulu)	TaeYeon Kim (ETRI)
	4.2	Wouter Tavernier (iMinds)	TaeYeon Kim (ETRI)
5	5.1	Mathieu Gineste (TASF)	-
	5.2	Roc Maymo-Camps (TPZF)	-
6	6.1	Aki Korvala (NOKIA)	IlgYu Kim (ETRI)
	6.2	Aki Korvala (NOKIA)	IlgYu Kim (ETRI)
	6.3	Benoit Vautherin (TASF)	-
	6.4	Aki Korvala (NOKIA)	IlgYu Kim (ETRI)
7	7.1	Markus Mueck (INTEL)	HyeonWoo Lee (Univ. DanKook)
	7.2	Markus Mueck (INTEL)	HyeonWoo Lee (Univ. DanKook)

2.2.4 Deliverables

Del. no.	Deliverable name	WP no.	Nature	Delivery date
D1.1	Quality plan	1	Report	M03
D1.2	First periodic report	1	Report	M12
D1.3	Final report	1	Report	M24
D1.4	5GCHAMPION impact report and future EU-KR collaboration plan	1	Report	M24
IR2.1	Preliminary document of 5GCHAMPION architecture, API- and interface specifications approved	2	Report	M03
IR2.2	Preliminary 5GCHAMPION Key Performance Indicator and use cases defined	2	Report	M03
D2.1	5GCHAMPION Architecture, API- and interface document approved	2	Report	M10
D2.2	5GCHAMPION Key Performance Indicator and use cases defined and specification document written	2	Report	M10
D3.1	Front-end design	3	Report	M06
D3.2	Electronically reconfigurable antenna arrays for backhauling & fronthauling	3	Report	M15
D3.3	Beamforming antennas and front-end integration	3	Report	M18
D3.4	Algorithms for backhauling & fronthauling	3	Report	M12
D3.5	mmWave backhauling & fronthauling platform	3	Report	M12
D3.6	mmWave backhauling & fronthauling implementation	3	Report	M22
D3.7	Preliminary results on the mobility framework	3	Report	M12
D3.8	Final results on the mobility framework	3	Report	M24
D4.1	Operator grade NFV based and SDN-enriched EPC environment at 5GTN environment	4	Report	M12
D4.2	Design and implementation report on Mobility Management, Integrated Orchestration and VNFs in a Distributed Mobile Core	4	Report	M18
D4.3	Deployment and interoperability report on Distributed Mobile Core testbed between Korea and Oulu	4	Report	M24
D5.1	5G Satellite Communication analysis - intermediate version	5	Report	M12
D5.2	5G Satellite Communication analysis - final version	5	Report	M24
D5.3	Ubiquitous sub meter accuracy positioning with Galileo and wireless network features – intermediate version	5	Report	M12
D5.4	Ubiquitous sub meter accuracy positioning with Galileo and wireless network features – final version	5	Report	M24

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D6.1	Access and backhaul: Integration and system testing	6	Report	M14
D6.2	VNF/SDN/EPC: Integration and system testing	6	Report	M14
D6.3	Integration and system testing phase of satellite scenario	6	Report	M24
IR6.1	System level testing of "proof of concept" phase1	6	Report	M15
D6.4	System level testing of "proof of concept" phase2	6	Report	M24
D7.1	Plan for standardization and dissemination	7	Report	M03
D7.2	Status of standardization and dissemination and update of plan	7	Report	M09
D7.3	Organization of a Special Session at a key conference	7	Report	M12
D7.4	Status of standardization and dissemination and update of plan	7	Report	M21
D7.5	Showcasing Proof-of-Concept results at a key event	7	Report	M24

2.2.5 Milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification
M1	Project public website	WP7	M1	URL accessible and content populated
M2	5GCHAMPION Key performance indicators, use cases and interface final definition & specification for PoC	WP2	M10	D2.1 and D2.2
M3	System testing of "proof of concept"	WP3, WP4, WP5, WP6	M15	D3.5, D4.1, IR6.1
M4	PoC at 2018 Pyeongchang Winter Olympic Games	WP 6, WP7	M18	D7.5 ¹
M5	Consolidated 5G Satellite communication analysis and PoC and, ubiquitous sub meter accuracy positioning with Galileo and wireless network features	WP5 and WP6	M24	D5.2, D5.4 and D6.3
M6	Consolidation of dissemination, standardization and future collaborations	WP1 and WP7	M24	D1.4, D7.4, D7.5

2.2.6 Gantt diagram

In this section, we present the Gantt diagram (Figure 3) that illustrates these different phases of each task, as well as the overall planning of the project work plan.

¹ Note that M4 it's fixed at M18 assuming a kick-off of 5GCHAMPION at 09/2016 but that the consolidate report will be produced at M24.



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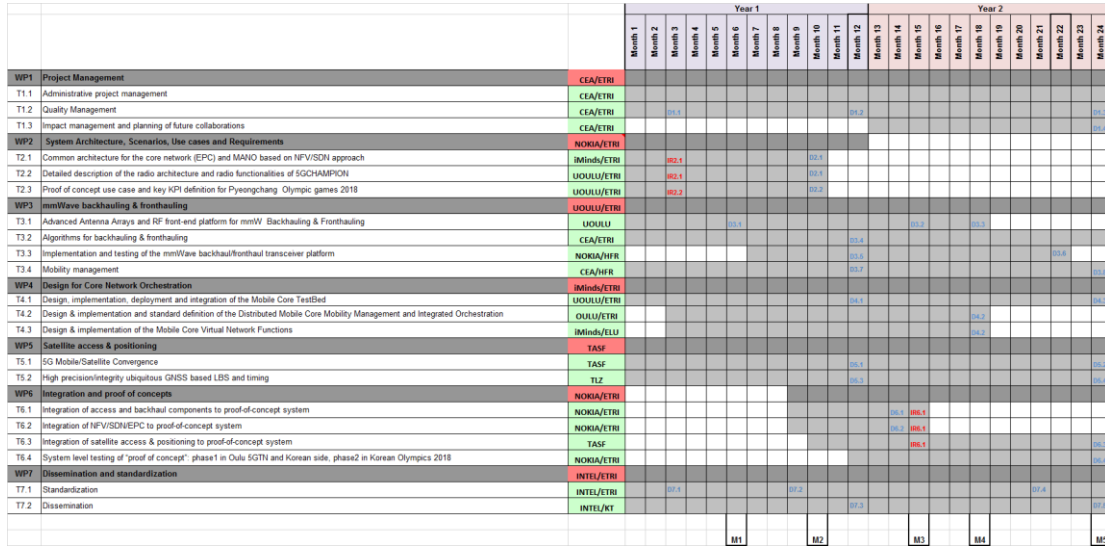


Figure 3: 5GCHAMPION project Gantt diagram.

2.3 Project public and collaborative websites

Two websites (public and collaborative) and a LinkedIn group have been created:

- Public website address: www.5g-champoin.eu,
- Collaborative website: <https://5g-champion.bscw.de>,
- LinkedIn group: 5G CHAMPION (H2020).



Figure 4: 5GCHAMPION project websites. (Left) Public and (right) collaborative.

2.4 Consortium, grant and coordination agreement

The project is guided by the following contractual documents:

- Consortium agreement ruling the relations between the partners of the consortium, and in particular the rights and obligations of each partner. This consortium

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agreement has been signed by all the partners on the 7 July 2016 and its final version is available on the collaborative web site.

- *Grant agreement* defining the legal obligations agreed between the European Commission and the coordinator, and acceded by the consortium partners. The grant agreement n. 723247 has been signed on the 11 Mai 2016. It has been communicated to all partners and is available on the collaborative web site.
- *Coordination agreement* framing and coordinating the activity of the South Korean Consortium and the activity of European Consortium in consultancy, interchange of information, and performance in the fields of research and technology development defined in the 5GCHAMPION proposal. This coordination agreement is still under negotiation at the date of writing this deliverable; it will be signed by all the partners and its final version will be made available on the collaborative web site.

2.5 Project meetings

The main procedures with respect to the consortium meetings are detailed in the Consortium Agreement. Three consortium meetings are planned each year, their date and location will be decided well in advance in order to facilitate their organization and the travels. The meeting calendar is available to all partners on the collaborative site.

A draft agenda will be prepared by the project coordinator and sent to the consortium at least 15 days before the meeting. The minutes of the meeting will be prepared by the project coordinator and the work package leaders within three weeks after the meeting, and considered approved if no objection is received within two weeks after their release. The minutes of past meetings will be available to all partners on the collaborative site.

2.6 Risk management

The risk management in the project will be performed at the Technical Steering Group level. Each work package leader will be responsible to maintain a risk table with the following items:

- Description of the risk;
- Risk level: 1 (low probability, low impact), 2 (high probability, low impact), 3 (low probability, high impact), 4 (high probability, high impact);
- Possible mitigation action.

The risk tables will be reviewed in the Technical Steering Group meetings periodically. In case one of the identified risks arises, the concerned work package leader(s) will decide and implement the mitigation plan in concertation with the Technical Steering Group. In case the Technical Steering Group cannot reach a common agreement on the mitigation plan, a decision will be deferred to the project steering committee as planned in the project governance structure.



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3 General rules for documents preparation

3.1 Logo

The project logo shall appear clearly on any document generated in the 5GCHAMPION project and exchanged between partners. This logo is included in the templates and is available on the collaborative site.

3.2 Templates

A set of document templates have been prepared for the main documents prepared on a regular basis: presentations, deliverables or reports, meeting agendas, meeting minutes. They include the appropriate elements described further in this section so that each document is conforming to the agreed rules and display a consistent format. These templates are available to any partners on the collaborative site.

3.3 File and document naming

Documents names shall respect the following rules.

Deliverables:

- Start with "5GCHAMPION_";
- Followed by the main title of the document, e.g. "DX_Y_";
- Followed by a version number, e.g. "v2" or "Final".

Presentations:

- Start by the main title of the document, e.g. "YYYYMM_F2F_Location_";
- Followed with "WPX_5GCHAMPION_";
- Followed by the subtitle if any, e.g. "Agenda_" or "Minutes_";
- Followed by a version number, e.g. "v2".

3.4 Confidentiality

The project documents can be at different levels of confidentiality:

- Public documents: they include some deliverables identified as public in the DoW (Description of Work), some presentations done in conferences or workshops; it is important to note that any draft of a public document is confidential until it has been finalized by its editor and the project coordinator in the case of a deliverable;
- Confidential documents: they include most deliverables, meeting minutes, internal reports, working documents; these documents can be exchanged among the entire consortium;
- Restricted documents: they include working documents where proprietary information are shared by some partners for the purpose of the project but cannot be shared to the entire consortium; these partners shall be clearly identified on the first page of the document.



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The confidentiality level of a document shall be clearly stated on its first page. The partners are referred to the Consortium Agreement for the rules related to the handling of confidential information and the non-disclosure obligations. The members of the Industrial Advisory Board are not part of the consortium and shall be considered accordingly with respect to the confidentiality rules mentioned above since they are not bounded by the Consortium Agreement.



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Date: 21-10-2016

Status: Final

Security: PU

Version: V1.0

4 Deliverables and internal reports

4.1 Preparation and review

The project's partners commit to the highest level of technical and formal quality for the deliverables and internal reports prepared as an outcome of the research and activities performed in the project. To that aim, the following process has to be followed:

- For each deliverable or internal report, the work package leader will assign a main editor;
- The editor will be responsible for preparing a preliminary table of content, target content bullet point, and assign editors for each section **three months** before the deliverable submission. He will also define a time plan for the preparation of the document including drafting and reviewing periods. The editor is responsible for monitoring the progress of the document according to the time plan;
- The partner contributions must be submitted to Section Editors at least **two months** before the deliverable submission;
- Section Editors feedback to partners is due **one and half month** before the deliverable submission;
- The first final version must be finalized at least **one month** before the deliverable submission;
- The editor will assign one or several reviewers among the experts of the consortium to review the document, with a review delay of at least **10 days**. The editor shall validate that the document is in a good format, a good formal state and of high technical quality before submitting it to the review process;
- The editor will consider the comments of the reviewers and update the document accordingly. In case of disagreement between the reviewers and the editor, the work package leader will have to arbitrate or defer to the Technical Steering Group the conflict resolution;
- The work package leader will submit the document to the project coordinator at least **two weeks** before the due date.

4.2 Document updates

The version number of a document is updated by the editor only, who is clearly identified on the first page of the document. The corrections and changes made by a partner shall be clearly visible, for instance using the "track changes" function of the editing software. In addition, the partner may add his name, initials or institution short name to the file name, e.g. "_Id" or "_CEA".

4.3 Disclaimer and copyright

Written documents such as reports and deliverables shall include the following disclaimer and copyright statements:

- Disclaimer: This document reflects the contribution of the participants of the research project 5GCHAMPION. It is provided without any warranty as to its content and the use made of for any particular purpose.
- All rights reserved: This document is proprietary of the 5GCHAMPION consortium members. No copying or distributing, in any form or by any means, is allowed without the prior written consent of the 5GCHAMPION consortium.

The information contained in this document is the property of the contractors. It cannot be reproduced or transmitted to thirds without the authorization of the contractors.



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4.4 Project annual reports

The progress of the project shall be monitored closely in order to identify difficulties at an early stage and find mitigation solutions. In addition to the monthly Technical Steering Group meeting monitoring the technical work, the project status will be made annually. The annual reports will be prepared at the end of each annual period of the project and give a more detailed status of each work package progress. The project coordinator will coordinate the preparation of the report with the work package leaders.



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5 Publications and public presentations

5.1 Publications

Dissemination activities, including publications and presentations, are governed by Article 29 of the Grant Agreement and Section 8.3 of the Consortium Agreement. In particular, a prior notice shall be given to the concerned parties at least 30 days before submitting the publication or the presentation. Any objection shall be given at most 15 days after the notification.

The Consortium Agreement (Section 8.3) details the acceptable objection cases and the conflict resolution procedure. A dissemination list of all publications and presentations will be maintained on the collaborative site.

5.2 Interviews

Requests from the press shall be treated with a good and timely response as they represent an interest of the public for the project. Upon receiving a request, a consortium partner has to inform the project coordinator immediately and coordinate the answer with him.

Phone interviews shall be given only exceptionally after information to the project coordinator and with the help of a public relation professional or an experienced colleague if needed. The interviewed person shall request a draft or first version of the media before public release, and send it to the project coordinator who will inform the other consortium partners. This media will be made available on the collaborative site.

If the project coordinator or a consortium partner answers a press request on behalf of the 5GCHAMPION consortium, he shall represent the whole project in the reply and not only the interests of its own organization.

5.3 Acknowledgment

For articles published in journals or conference proceedings, the following acknowledgement shall be included:

- “The research leading to these results has received funding from the European Union H2020 5GPPP under grant n. 723247 and supported by the Institute for Information & communications Technology Promotion (IITP) grant funded by the Korea government (MSIP) (No.B0115-16-0001, 5GCHAMPION).”

5.4 Copyright

For presentations made in public on behalf of the 5GCHAMPION project, the following copyright shall be visible on the slides: “© 2016 5GCHAMPION consortium” where the year will be changed accordingly.