D1.1 PROJECT HANDBOOK

Work package	WP 1
Task	Task 1.1
Due date	31/12/2022
Submission date	04/012023
Deliverable lead	C01 imec
Version	2.0
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Abstract	This deliverable provides a guide an inventory of tools, templates and process to be used during the course of the SPIRIT-project.
Keywords	Project guide, templates, mailing lists, repository, quality check

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Document Revision History

Version	Date	Description of change	List of contributor(s)
V0.9	20/12/2022	1st Draft submitted to the consortium for quality check.	Peter Van Daele *(imec)*
V1.0	04/01/2023	1st Draft returned after quality check.	Maria Chiara Campodonico *(D4P)*
V2.0	04/01/2023	Submitted version	Peter Van Daele *(imec)*

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SEN	*Sensitive, limited under the conditions of the Grant Agreement*	
Classified R-UE/ EU-R	*EU RESTRICTED under the Commission Decision No2015/ 444*	
Classified C-UE/ EU-C	*EU CONFIDENTIAL under the Commission Decision No2015/ 444*	
Classified S-UE/ EU-S	*EU SECRET under the Commission Decision No2015/ 444*	

* R: Document, report (excluding the periodic and final reports)

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

DATA: Data sets, microdata, etc.

DMP: Data management plan

ETHICS: Deliverables related to ethics issues.

SECURITY: Deliverables related to security issues

OTHER: Software, technical diagram, algorithms, models, etc.

EXECUTIVE SUMMARY

The objective of this deliverable is to provide an overview and description of the selected tools which will be used during the course of the SPIRIT project. This overview is provided at the start of the project and some of the procedures might be revised during the course of the project if this is felt necessary.

It is also expected that during the duration of the project new tools and new procedures will be developed and will be used by the consortium partners. In case this is felt necessary, this document will be revised and updated.

At the moment of production of this deliverable the following procedures and tools have been set up:

- Internal project mailing lists
- Internal project communication platform
- Internal project document exchange platform & repository
- Production of templates for deliverables and project presentations
- Quality check procedure for deliverables and documents
- Organization of project meetings and Steering Committee / WP-meetings.

TABLE OF CONTENTS

Contents

LIST OF FIGURES

LIST OF TABLES

1   INTRODUCTION

The objective of this deliverable is to provide an overview and description of the selected tools which will be used during the course of the SPIRIT project. This overview is provided at the start of the project and some of the procedures might be revised during the course of the project if this is felt necessary.

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Each of the topics listed above will be described in more detail in the following sections.

2   INTERNAL PROJECT MAILING LISTS

For internal communication with the project consortium, 3 different mailing lists are defined and are moderated by Peter Van Daele at imec, project coordinator. These lists are:

2.1   SPIRIT-ALL @ LISTS.INTEC.UGENT.BE

This list comprises all e-mail addresses of all people involved in the SPIRIT project on the technical side. At the moment of writing, it contains 42 members.
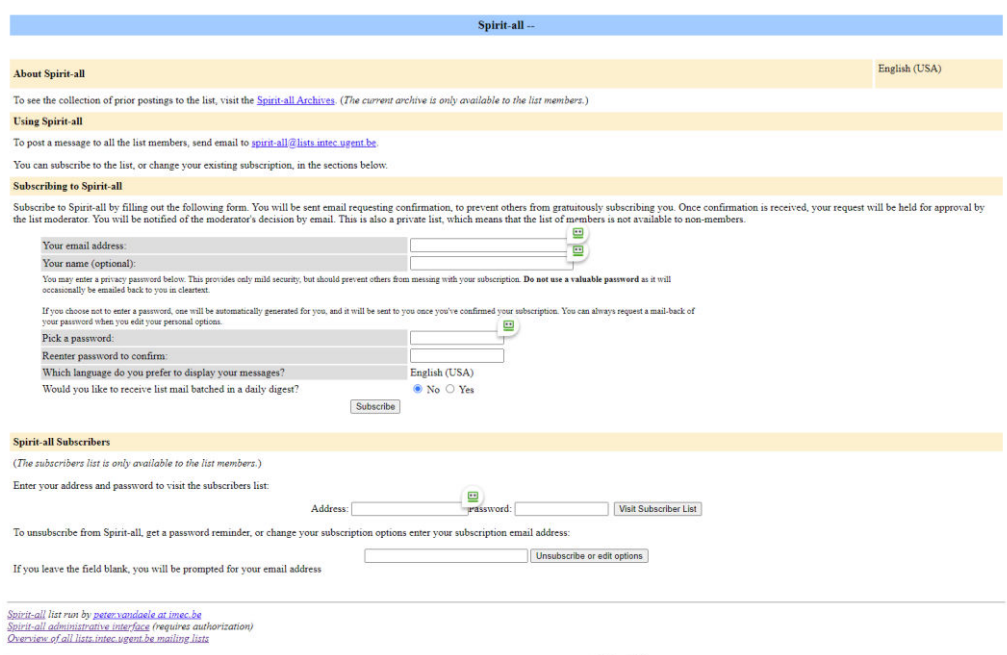
2.2   SPIRIT-ADMIN @ LISTS.INTEC.UGENT.BE

This list comprises all e-mail addresses of all people involved in the SPIRIT project on the administrative. Legal and financial side. At the moment of writing, it contains 22 members.

2.3   SPIRIT-SC @ LISTS.INTEC.UGENT.BE

This list comprises the e-mail addresses of the members of the Steering Committee. It contains representatives of all partners as well as WP-leaders. This Steering Committee is intended to provide more strategic advice and general steering of the project. At the moment of writing, it contains 16 members.

2.4   MODERATOR MODULE

The picture below is a screenshot of the administrative interface used for moderating the mailing lists of the SPIRIT project.

FIGURE 1: Screen shot of the general information interface of the SPIRIT-all mailing list.

Spirit-all mailing list administration
General Options Section

Configuration Categories

- **[General Options]**
- Passwords
- Language options
- Membership Management...
- Non-digest options
- Digest options

- Privacy options...
- Bounce processing
- Archiving Options
- Mail<->News gateways
- Auto-responder
- Content filtering
- Topics

Other Administrative Activities

- Tend to pending moderator requests
- Go to the general list information page
- Edit the public HTML pages and text files
- Go to list archives

- **Logout**

Make your changes in the following section, then submit them using the *Submit Your Changes* button below.

General Options

Fundamental list characteristics, including descriptive info and basic behaviors.

Description	Value
General list personality	
The public name of this list (make case-changes only). (Details for **real_name**)	Spirit-all
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for **owner**)	peter.vandaele@imec.be
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for **moderator**)	
A terse phrase identifying this list. (Details for **description**)	
An introductory description - a few paragraphs - about the list. It will be included, as html, at the top of the listinfo page. Carriage returns will end a paragraph - see the details for more info. (Details for **info**)	

FIGURE 2: Screen shot of the general administrative interface of the SPIRIT-all mailing list.

3   INTERNAL PROJECT COMMUNICATION PLATFORM

Microsoft Teams has been chosen as the internal project communication and document exchange platform. Microsoft Teams has been selected in view of available licenses as well as restrictions at organization level to use other platforms.

Within the Microsoft Teams, a Team was set up by imec as Project Coordinator, containing several channels (Figure 3):
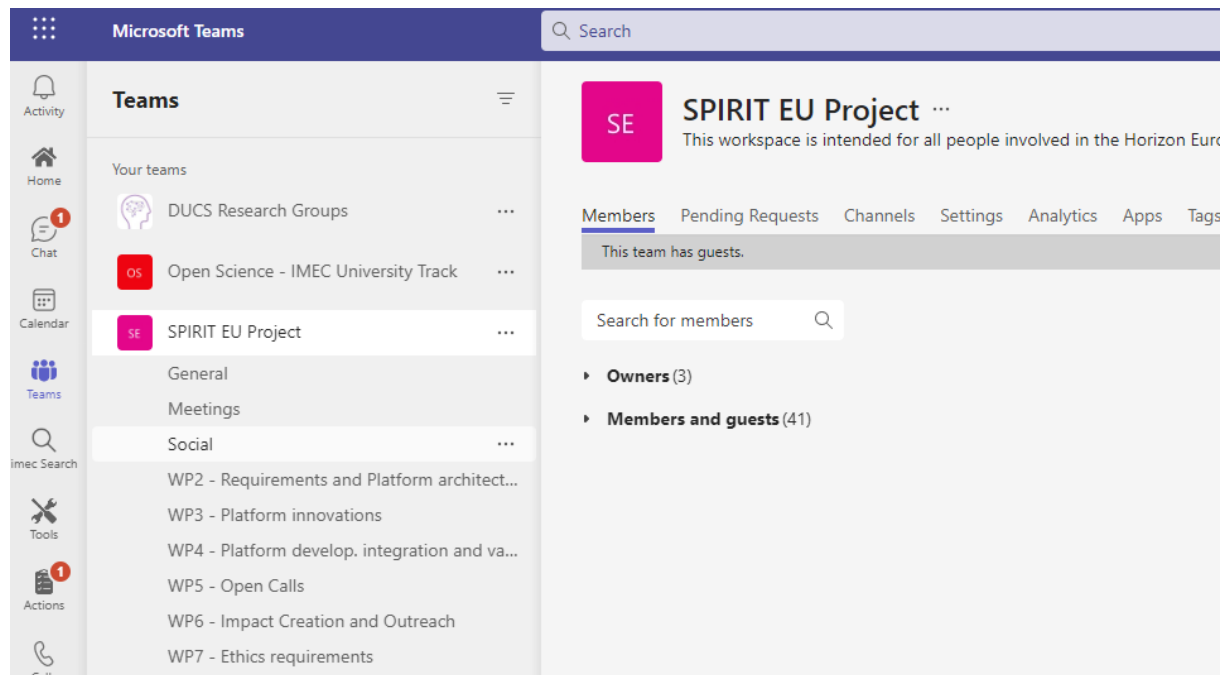
FIGURE 3:Screen shot of the SPIRIT Teams channels and working space.

At the time of writing, the SPIRIT Teams contains 44 members.

4 INTERNAL PROJECT DOCUMENT EXCHANGE PLATFORM & REPOSITORY

Microsoft Teams also offers the possibility to host a document repository which will be used for document exchange and document editing within the SPIRIT Project.

The repository is available through the "SPIRIT"- Team and the "General"- channel.

A screenshot of the repository is presented in Figure 4.
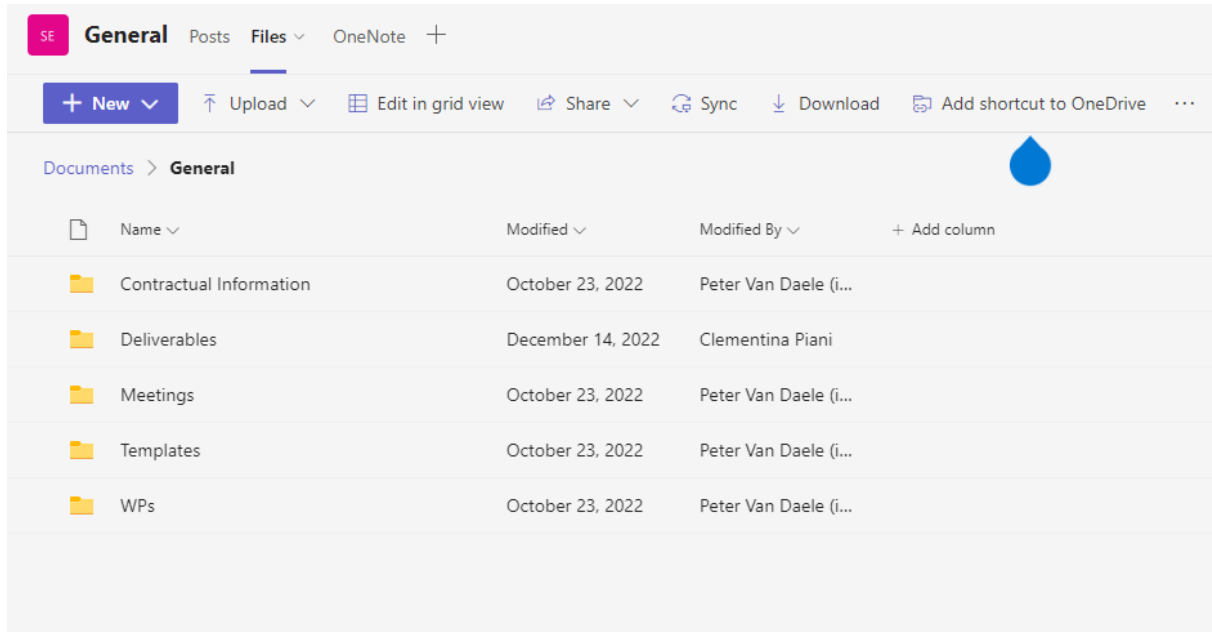
FIGURE 4: Screenshot of the document repository within Microsoft Teams to be used within the SPIRIT project.

5 DOCUMENT TEMPLATES

From the start of the project, the consortium has prepared a set of templates and logo to be used for all documents, deliverables and presentations. This ensures a unified branding on all occasions. The branding guidelines will be described in details in D6.1 Communication, dissemination, standardization and exploitation plan, due at M04.

5.1 PROJECT LOGO

The logo was designed by P06 D4P and is depicted below:

FIGURE 5: SPIRIT project LOGO

5.2 PROJECT BACKGROUND FOR VIDEO CALLS

In line with this, also a dedicated background is designed to be used for virtual presentations and video calls.

FIGURE 6: SPIRIT project virtual Background

5.3 PROJECT DELIVERABLE TEMPLATE

A template to produce deliverables, reports and project-related documents has also been designed and proposed. The current deliverable is using this format and design.

5.4 PROJECT PRESENTATION TEMPLATE

Also, for project presentations, a PowerPoint template was designed with dedicated slides for opening, content presentations and closing remarks. A screenshot of the designs is presented below.
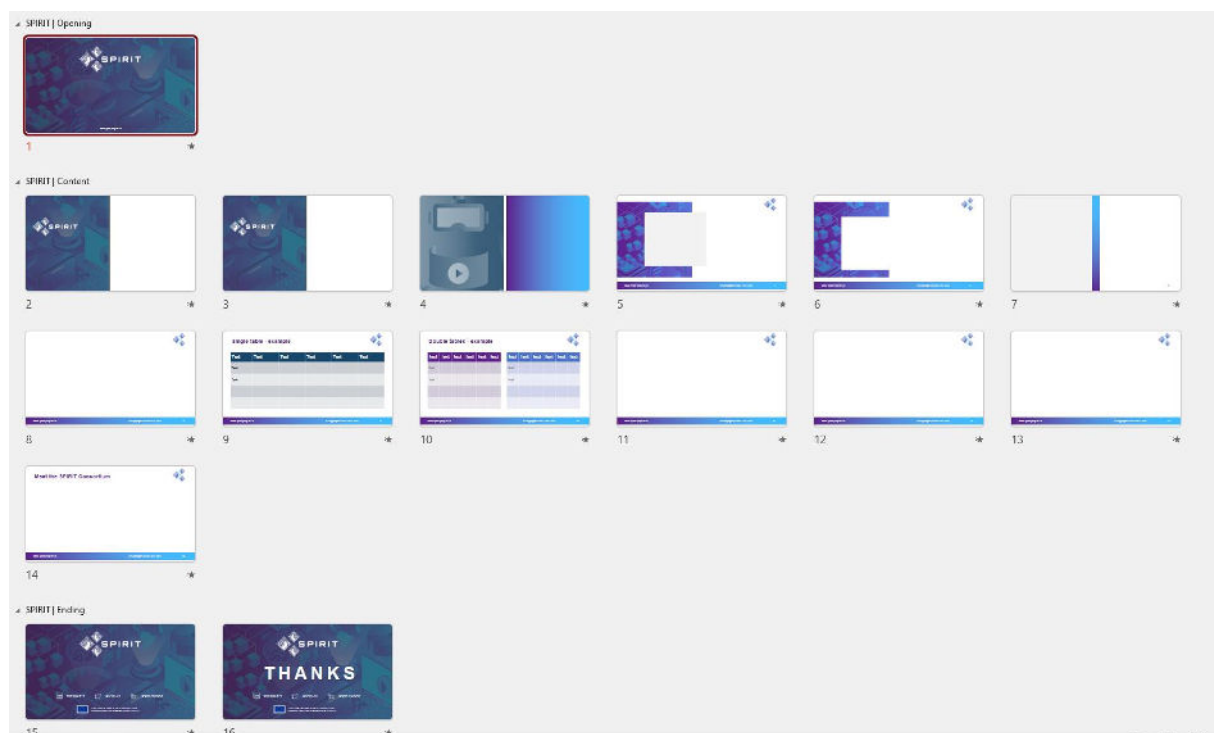

FIGURE 7: SPIRIT project PowerPoint presentation templates

6 DOCUMENT QUALITY CHECK PROCEDURE

At the start of the project, a procedure was defined by which all deliverables and project-related documents would first undergo an internal quality-check prior to publishing the document to the outside world.

The table below is the list of project deliverables with the indication of the lead partner as well as the partner/individual responsible for the internal quality check.

Deliverable	Lead	Month	Quality check
D1.1 Project Handbook	1 - IMEC	3	6 – D4P
D1.2 Data Management Plan - version 1	3 – DT	6	6 – D4P
D2.1 First version of use case requirements, system architecture and interface definition	7 – SURREY	12	5 – UNI-KLU
D2.2 Second version of use case requirements, system architecture and interface definition	7 – SURREY	24	5 – UNI-KLU
D2.3 Final version of use case requirements, system architecture and interface definition	7 – SURREY	33	5 – UNI-KLU
D3.1 Preliminary innovation platform enablers	2 - EDD	12	4 – Fraunhofer
D3.2 Updated innovation platform enablers	2 - EDD	24	4 – Fraunhofer
D3.3 Finalized innovation platform enablers	2 - EDD	34	4 – Fraunhofer
D4.1 First version of SPIRIT platform	3 - DT	12	C01 – IMEC
D4.2 Second version of SPIRIT platform	3 - DT	24	C01 – IMEC
D4.3 Final version of SPIRIT platform	3 - DT	36	C01 – IMEC
D5.1 Open Call toolkit	6 - D4P	13	3 – DT
D5.2 Open Call analytics	6 - D4P	36	3 – DT
D6.1 Communication, dissemination, standardisation and exploitation plan	6 - D4P	4	5 – UNI-KLU
D6.2 Communication, dissemination, standardisation and exploitation report	6 - D4P	36	5 – UNI-KLU
D7.1 OEI - Requirement No. 1	1 - IMEC	7	TBD

TABLE 1: List of SPIRIT project deliverables with indication of lead partner as well as partner responsible for internal quality check.

For other documents produced by the project, a dedicated quality-check will be defined ad hoc.

7 ORGANIZATION OF PROJECT MEETINGS AND STEERING COMMITTEE / WP-MEETINGS

For the following bodies designated meetings have been scheduled:

7.1 KICK OFF MEETING (VIRTUAL)

The KOM took place remotely on 20/10/2022.

7.2 PROJECT MEETINGS (IN PERSON)

- ➲ Schedule:every 6 months
- ➲ Current dates:
  - 12/12/2022: C01 imec: Ghent, Belgium
  - 15/06/2023: P02 EDD   Aachen, Germany

7.3 PROJECT GENERAL ASSEMBLY (IN PERSON)

- ➲ In line / co-located with the in-person project meetings (see section 7.1)

7.4 WP-LEADERS TECHNICAL PROJECT MEETINGS (VIRTUAL).

- ➲ Schedule:every 2 weeks
- ➲ Current dates:
  - 21/12/2022
  - 11/01/2023
  - 25/01/2023
  - 08/02/2023

7.5 STEERING COMMITTEE MEETINGS (VIRTUAL).

- ➲ Schedule:every month, co-scheduled with WP-leaders meetings (section 7.4)
  - …

7.6 TECHNICAL PROJECT MEETINGS (VIRTUAL OR IN-PERSON).

- Ad hoc, if required to make specific technical arrangements and carry out technical discussions.

8 CONCLUSIONS

This deliverable provides an overview and description of the selected tools which will be used during the course of the SPIRIT project. This overview is provided at the start of the project and some of the procedures might be revised during the course of the project if this is felt necessary.

It is also expected that during the duration of the project new tools and new procedures will be developed and will be used by the consortium partners. In such case, this document will be revised and updated.

This deliverable now contains and describes the following procedures and tools:

- Internal project mailing lists
- Internal project communication platform
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- Production of templates for deliverables and project presentations
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