



D1.1 PROJECT HANDBOOK

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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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Dissemination Level		
PU	Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)	✓
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.

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1 INTRODUCTION

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- ➡ Organization of project meetings and Steering Committee / WP-meetings.

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

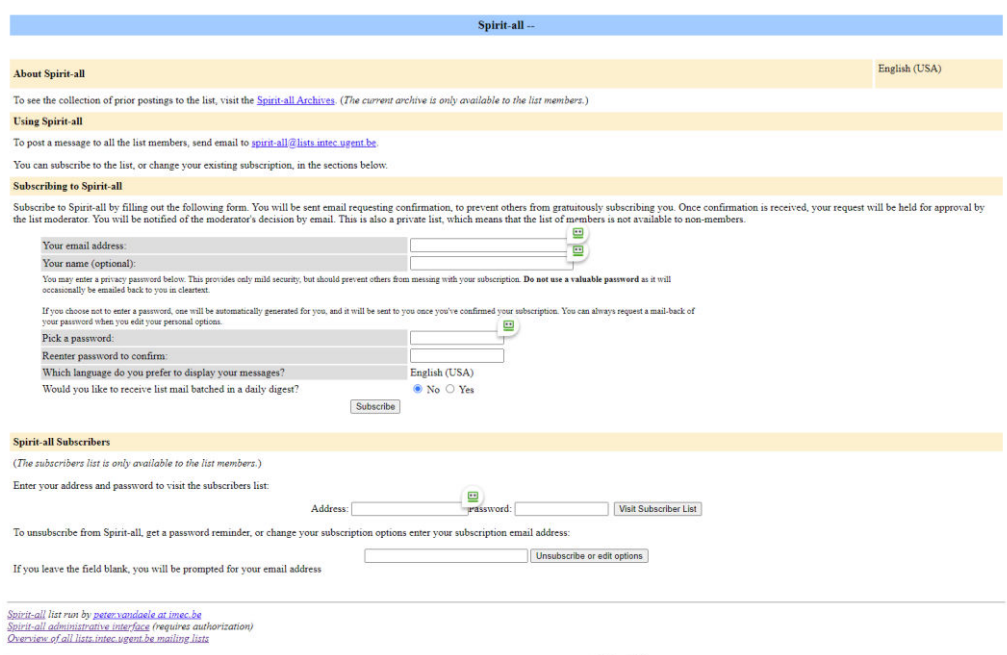
This list comprises all e-mail addresses of all people involved in the SPIRIT project on the administrative, legal and financial side. At the moment of writing, it contains 22 members.

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.



Spirit-all -- English (USA)

About Spirit-all
To see the collection of prior postings to the list, visit the [Spirit-all Archives](#). (The current archive is only available to the list members.)

Using Spirit-all
To post a message to all the list members, send email to spirit-all@lists.intec.ugent.be.
You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Spirit-all
Subscribe to Spirit-all by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? ☒ No ☐ Yes

Spirit-all Subscribers
(The subscribers list is only available to the list members.)

Enter your address and password to visit the subscribers list:

Address: Password:

To unsubscribe from Spirit-all, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address:

Spirit-all list run by peter.vandaele@imec.be
Spirit-all administrative interface (requires authorization)
[Overview of all lists.intec.ugent.be mailing lists](#)

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	Other Administrative Activities
<ul style="list-style-type: none"> [General Options] Passwords Language options Membership Management... Non-digest options Digest options 	<ul style="list-style-type: none"> Privacy options... Bounce processing Archiving Options Mail<->News gateways Auto-responder Content filtering Topics
	<ul style="list-style-type: none"> 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
<i>General list personality</i>	
The public name of this list (make case-changes only). (Details for real_name)	<input type="text" value="Spirit-all"/>
The list administrator email addresses. Multiple administrator addresses, each on separate line is okay. (Details for owner)	<input type="text" value="peter.vandaele@imec.be"/>
The list moderator email addresses. Multiple moderator addresses, each on separate line is okay. (Details for moderator)	<input type="text"/>
A terse phrase identifying this list. (Details for description)	<input type="text"/>
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)	<input type="text"/>

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):

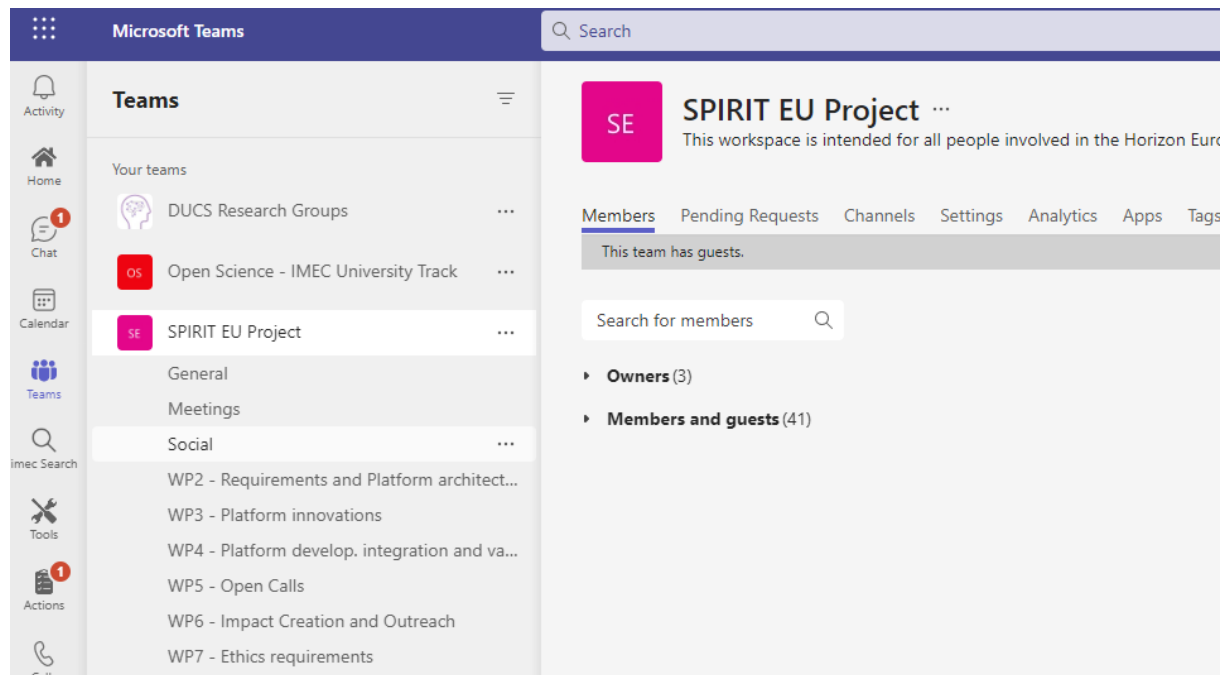


FIGURE 3: Screen shot of the SPIRIT Teams channels and working space.

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.

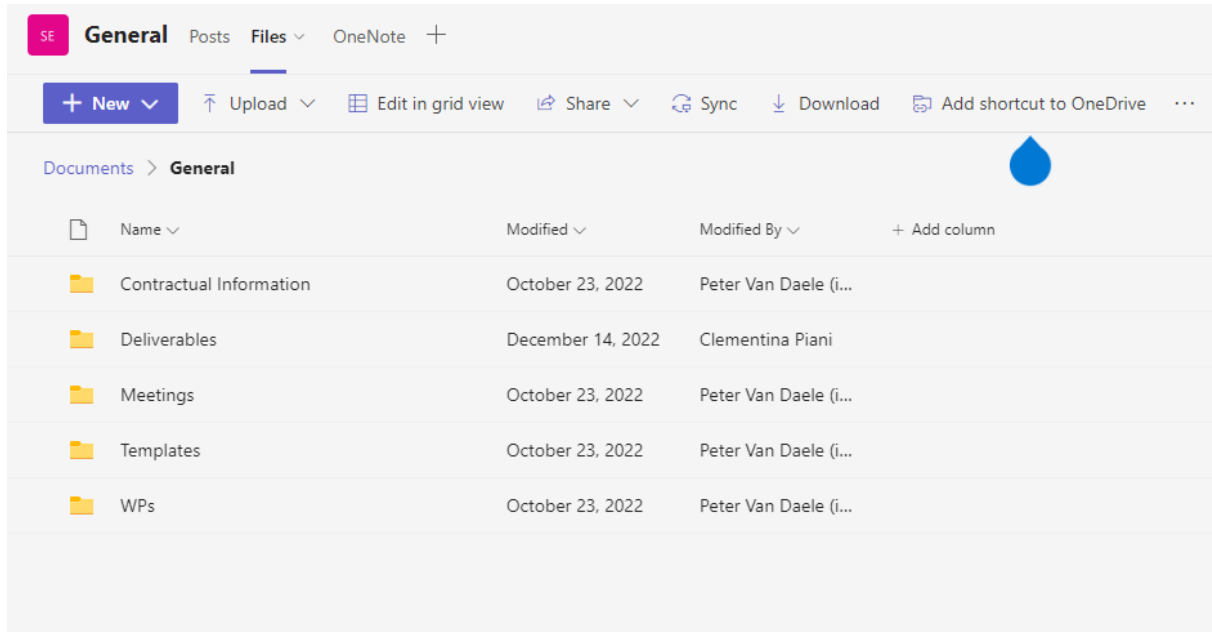


FIGURE 4: Screenshot of the document repository within Microsoft Teams to be used within the SPIRIT project.

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.

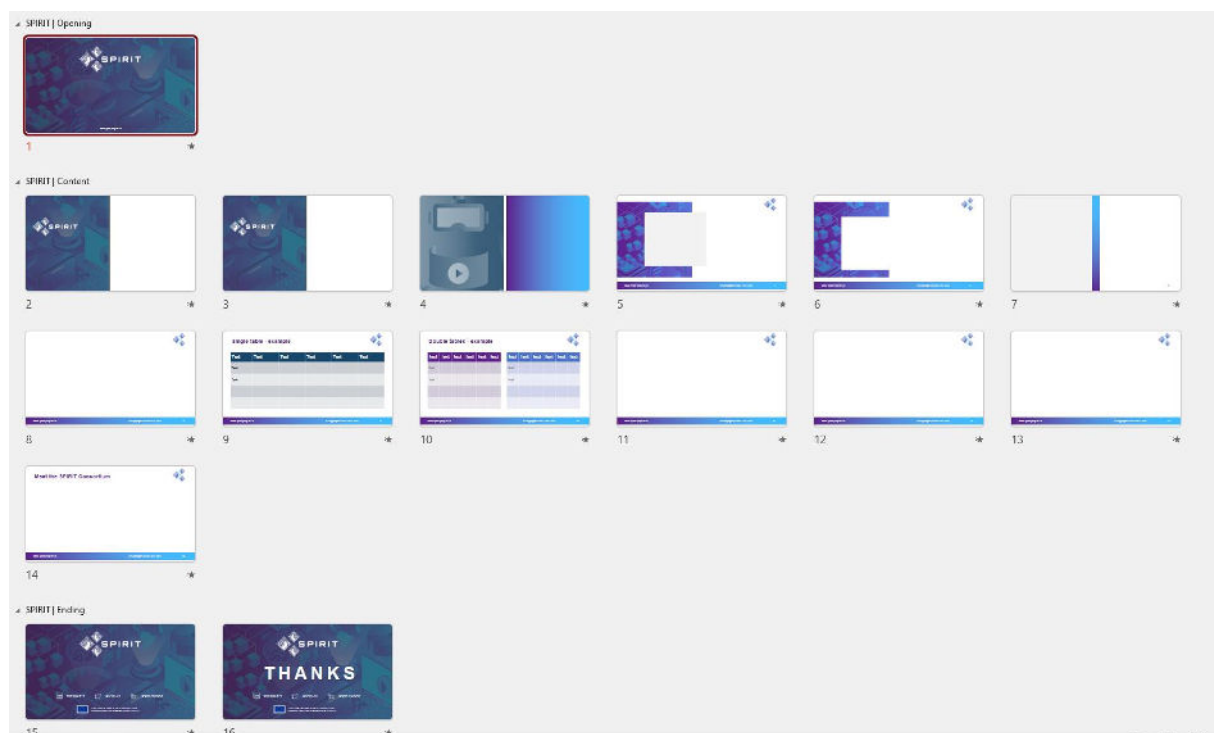


FIGURE 7: SPIRIT project PowerPoint presentation templates

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
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