



HORIZON 2020



CIRCLE

Coordinating European Research
on Molecular Communications

D1.1 Project Handbook

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0.1	26/JUN/2015	Working	Alan Davy (WIT)	Create working version of deliverable
1.0	06/JUN/2017	FINAL	Alan Davy (WIT)	Removal of Ethics references

Table of Contents

1. Introduction	4
2. Project Management Structure	4
2.1. Management Structure.....	4
2.1.1. <i>Project Coordinator</i>	4
2.1.2. <i>Advisory Board</i>	5
2.1.3. <i>Executive Committee</i>	5
2.1.4. <i>Work Package Leaders</i>	6
2.2. Administration	6
2.2.1. <i>Reports to the European Commission</i>	6
2.2.2. <i>Project Review</i>	6
2.2.3. <i>Internal Communication</i>	6
2.3. Risks & Contingencies	7
2.4. Confidentiality & Intellectual Property Rights	7
2.5. Inter-project Relations.....	7
3. Deliverables.....	7
4. Templates	8
4.1. Quarterly Management Reports	8
4.2. Project Deliverable Template	8
Appendix A. Quarterly Management Report.....	9

1. Introduction

This handbook describes the procedures to be adopted for the effective management of the CIRCLE Coordination Action. The handbook contains project management structure and procedures, partner contact information, document review and submission procedures, procedures for dispute resolution and reporting procedures.

2. Project Management Structure

This section describes how CIRCLE will be managed - including decision-making structures, communication flows within the consortium and quality assurance measures.

2.1. Management Structure

Figure 1 below shows the overall structure of the CIRCLE project:

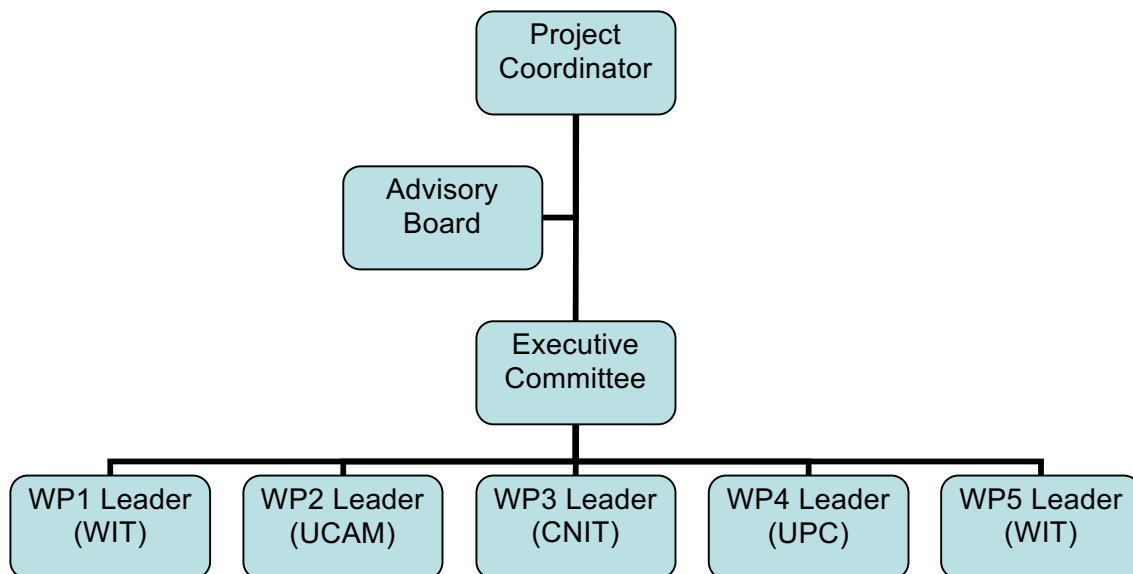


Figure 1. CIRCLE Management Structure

The structure comprises the following elements:

2.1.1. Project Coordinator

The mandate of the Project Coordinator is to:

- Represent the project in relations with the European Commission
- Administer project resources and monitor project spending
- Report to the European Commission

- To convene and chair project meeting
- To ensure financial operation of the project
- To convene and participate in project review meetings
- Promote project visibility

The Project Coordinator will have authority for overall project administration, reporting both to the Executive Committee and the European Commission. Their main responsibility will be to ensure that the project is run to the satisfaction of the Executive Committee and the European Commission. This will encompass on-going monitoring of project progress and quality control.

2.1.2. Advisory Board

The Advisory Board is composed of representatives of the molecular communication research community. They will engage with the executive committee to advise the project on the workplan, to review its progress. They have a particular role in working with the project co-ordinator to prioritise the management activities. The Advisory Board will support the project in selecting experts to participate expert working groups of Work Package 4. They will work with the executive committee to define the scope of the roadmapping activity of Work Package 4 and in editing the final roadmap reports. They will also work with the project to identify key dissemination and exploitation activities for the project results.

2.1.3. Executive Committee

The Executive Committee is the formal decision-making body for the project. It will consist of seven individuals drawn from the seven consortium’s resourced partners. The initial composition of the Executive Committee is shown in table 3, however given the gender equality objectives of the European Commission, every effort will be made to balance the executive committee with 50% of each gender. The role of the Executive Committee will be to:

- Provide overall direction and policy,
- Report to the PC the progress of the project,
- Review deliverables
- Prepare 6-monthly reports that summarise the performed progress
- Convene and chair project plenary sessions and resolve partnership problems.

The Executive Committee will meet in person at least once a year, and will supplement this with monthly teleconferences. A representative of the European Commission will have the right of attendance at Executive Committee physical meetings. The chairman of the Executive Committee will be a senior member of the co-ordinating organisation.

Name	Contact	Member State	Sector	Role
WIT	Dr. Alan Davy	Ireland	Education/Research	WP1, WP5 Leader
UNIPG	Dr. Paolo Gresele	Italy	Education/Research	WP participant

UPC	Prof. Josep Sole Pareta	Spain	Education/Research	WP4 Leader
TUT	Dr. Sasitharan Balasubramaniam	Finland	Education/Research	WP participant
UCAM	Prof. Pietro Lio'	UK	Education/Research	WP participant
KU	Prof. Ozgur Baris Akan	Turkey	Education/Research	WP participant
UMC	Prof. Filp de Groot	Netherlands	Education/Research	WP participant
iMINDS	Dr. Didier Colle	Belgium	Education/Research	WP participant
CNIT	Dr. Gianluca Reali	Italy	Education/Research	WP3 Leader

2.1.4. Work Package Leaders

The Work Package Leaders represent the technical interface between WP components and the overall Project for the Work Package of their responsibility. Work Package Leaders will be senior members of staff of nominated partners. They will be responsible for the completion of their work packages and successful production of deliverables. Work Package Leaders are responsible for the organisation and control of each work package. They direct all aspects of activity in the work package and report to the Project Manager.

2.2. Administration

The Executive Committee meetings will monitor the legal and administrative execution of the project. The Project Coordinator will require each Partner to contribute to a quarterly update report.

2.2.1. Reports to the European Commission

The Project Coordinator will provide annual Progress Reports, including Costs Statement and Project Management reports, to the Commission's Project Officer. The Project Coordinator will produce and deliver yearly management reports, implementation plans and CIRCLE's Final report to the Commission in a timely fashion.

2.2.2. Project Review

The Commission will decide upon the timing of project reviews. The management infrastructure is responsible for preparing documentation for reviews and ensuring that appropriate information and results are available at the review. Two reviews have provisionally been cited for CIRCLE at M12 (May, 2016) and M24 (May 2017). At least one representative from each partner should be present at the project review and they will be expected to contribute to the development of a project review presentation.

2.2.3. Internal Communication

To contact each of their fellow CIRCLE colleagues together, Partners can send an e-mail to: csa-circle@listserv.tssg.org.

The project website (www.fet-circle.eu) will act as the main point of public dissemination for the project. A separate wiki may be established, in the need arises during the CIRCLE lifecycle.

2.3. Risks & Contingencies

The Executive Committee will identify potential risks throughout the duration of CIRCLE. The Project Coordinator will liaise with the Project Officer, if necessary, should a risk or contingency materialise that may have a negative impact on the project or its outputs.

2.4. Confidentiality & Intellectual Property Rights

Any material of a confidential nature supplied to the project will remain strictly for the information of project participants. Partners should not forward such information to any external parties without explicit authorisation from the information 'owner'.

The CIRCLE *GRANT Agreement* contains explicit details on the handling of confidentiality and IPR issues between partners.

2.5. Inter-project Relations

The main point of contact for CIRCLE with other projects will be through participation in the CIRCLE workshops, project website, and other invited project workshops and international conferences relevant to *Molecular Communications*. CIRCLE will actively participate in and contribute to such activities. It will also review the workplan of and liaise with related projects and initiatives to identify those with similar goals to CIRCLE.

3. Deliverables

The following table lists Deliverables, which CIRCLE will submit to the European Commission during the project lifetime:

WP1	D1.1	Project Handbook	WIT	Report	Public	30 Jun 2015
WP1	D1.2	RP1 Check	WIT	Other	CO	31 May 2016
WP1	D1.3	RP2 Check	WIT	Other	CO	31 May 2017
WP2	D2.1	Terms of reference for the Advisory Board	UCAM	Report	Public	30 Jun 2015
WP2	D2.2	Web Portal and Code Repository	UCAM	Report	Public	30 Sep 2015
WP2	D2.3	CIRCLE Workshop Report	UCAM	Report	Public	31 Jan 2016
WP2	D2.5	CIRCLE workshop report Final	UCAM	Report	Public	31 May 2017
WP2	D2.6	Project Website	WIT	Websites, patents filling, etc.	Public	31 Jul 2015
WP3	D3.1	Knowledge Sharing and Best Practice Report	CNIT	Report	Public	30 Jun 2015
WP3	D3.2	Terms of Reference for the Expert Working Group	CNIT	Report	Public	31 Aug 2015
WP3	D3.3	Knowledge Sharing and Best	CNIT	Report	Public	31 May 2016

Practice Progress Report						
WP3	D3.4	Knowledge Sharing and Best Practice Final Report	CNIT	Report	Public	31 May 2017
WP4	D4.1	Expert working group report	UPC	Report	Public	31 Jan 2016
WP4	D4.3	Expert working group report Final	UPC	Report	Public	31 May 2017
WP4	D4.4	Strategic Roadmap for Industry engagement on Molecular Communications	UPC	Report	Public	31 May 2017
WP4	D4.5	Strategic Roadmap for future research on Molecular Communications	UPC	Report	Public	31 May 2017
WP4	D4.6	Skills development plan for young researchers entering Molecular Communications research	UPC	Report	Public	31 May 2017
WP5	D5.1	Dissemination and Exploitation Plan	WIT	Report	Public	30 Nov 2015
WP5	D5.2	Dissemination and Exploitation Report	WIT	Report	Public	31 May 2016
WP5	D5.4	Dissemination and Exploitation Report Final	WIT	Report	Public	31 May 2017

4. Templates

4.1. Quarterly Management Reports

Please see attached template for Quarterly Management Reports in Appendix A of the handbook.

4.2. Project Deliverable Template

Please see attached file, entitled: **CIRCLE doc template.dot** for a template for Project Deliverables

Appendix A. Quarterly Management Report



HORIZON 2020

FETOpen

Project acronym: **CIRCLE**

Project full title: **Coordinating European Research on Molecular
Communications**

Contract no.: H2020-CIRCLE-665564

<Type> REPORT
<Month> – <Month> YYYY
<Partner Acronym>

Project Document Number: D<N>.<N>

Project Document Date: dd/mm/yyyy

Author(s): <author(s)> (<partners acronym>)

1. Technical achievements

Describe the main achievements during the reporting period. Give details of the exact contribution.

2. Major reports produced

Deliverables issued and contributions

3. Papers written and status (submitted, accepted, presented)

Please indicate the status (submitted/accepted/presented to?)

4. Meetings attended

List of meetings/events attended, who, in what role speaker/chairman/organiser?,

5. Personnel involved

Role & Activity, WP/Resource/Activity

Name	Role	Activity	WP

6. Resources allocation

Personnel Resources Allocation (PM)						<u>Total</u>	
Partner: (e.g. WIT)	WP1	WP2	WP3	WP4	WP5	Quarter	Cumulative
Planned							
Actual							

Other major cost items:

7. Raised issues - related actions

Describe any issues or problems that might affect achievement, delayed activities, deliverables or milestones. Describe the related corrective actions proposed to overcome these issues (expected impact in term of delays and resources)

8. Overdue Deliverables

Are any Deliverables overdue. Please explain reasons for delay

9. Plan for the next period

Describe the activities planned for the next quarterly period.