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0 Table Of Contents

0	TABLE OF CONTENTS	2
1	DOCUMENT CONTROL	4
1.1	ABSTRACT	4
1.2	KEYWORDS	4
2	MANAGEMENT OVERVIEW	5
2.1	EXECUTIVE SUMMARY	5
2.2	THIS DOCUMENT SCOPE STATEMENT	5
3	INTRODUCTION AND GLOSSARY.....	6
3.1	GLOSSARY	6
4	THE GENERAL ORGANIZATION AND COORDINATION OF THE CONSORTIUM.....	7
4.1	OVERALL OBJECTIVE	7
4.2	PROJECT TIMING	7
4.3	PARTNERS STRUCTURE.....	8
4.4	RESPONSIBILITIES OF THE COORDINATOR	8
4.5	RESPONSIBILITIES OF THE CONTRACTING MEMBERS	9
4.6	RESPONSIBILITIES OF THE MEMBERS	9
4.7	PROJECT PAYMENT	9
4.8	THE ORGANIZATION OF THE DIFFERENT BOARDS	10
4.9	CONFLICT RESOLUTION PROCEDURE	12
4.10	THE ORGANIZATION OF THE WORK PACKAGES.....	12
5	THE ORGANIZATION OF THE COMMUNICATION	15
5.1	COMMUNICATION WITH THE OUTSIDE	15
5.1.1	<i>Dissemination activities of the EUPKI.....</i>	<i>15</i>
5.1.1.1	The Public Website	15
5.1.1.2	Dissemination conferences	16
5.1.2	<i>Communication with the European Commission</i>	<i>17</i>
5.2	COMMUNICATION INSIDE THE CONSORTIUM	17
5.2.1	<i>The Private Extranet</i>	<i>17</i>
5.2.2	<i>The Meetings</i>	<i>18</i>
6	THE DOCUMENTS TREATMENT	19
6.1	THE REPORTING REQUIREMENTS.....	19
6.2	THE DELIVERABLES	19
6.2.1	<i>The status and validation</i>	<i>19</i>
6.2.2	<i>The deliverables list</i>	<i>20</i>
6.2.3	<i>The templates</i>	<i>23</i>
6.2.3.1	Introduction.....	23
6.2.3.2	The Project Deliverables	24
6.2.3.2.1	The front Sheet.....	24
6.2.3.2.2	General.....	25
6.2.3.2.3	Headers and Footers.....	25
6.2.3.2.4	File naming rules.....	25
6.2.3.2.5	Section Heading Format.....	26
6.2.3.2.6	Document Issue Numbering.....	26
6.2.3.2.7	Section 0 - Table of Contents.....	27
6.2.3.2.8	Section 1 - Document Control.....	27
6.2.3.2.9	Section 2 - Management Overview	28
6.2.3.2.10	Section 3 – Introduction and Glossary	28
6.2.3.2.11	Section 4 – Onwards	28
6.2.3.3	Management Reports.....	29
6.2.3.4	Internal working papers.....	31
6.2.3.4.1	File naming rules.....	31
6.2.3.5	Meetings reports.....	32
6.2.3.5.1	Front sheet.....	32

- 6.2.3.5.2 Plan of report for meetings or work sessions reports..... 33
- 6.2.3.5.3 File naming rules..... 33
- 6.2.3.6 Internal Management Reports 33
- 6.2.3.7 Management Report (Partner’s version)..... 36
- 6.2.3.8 Internal Management Reports (Partner’s version)..... 38

1 Document Control

<i>Issue</i>	<i>Date of Issue</i>	<i>Comments</i>
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1.1 Abstract

The purpose of the deliverable D1.3 "Quality Management Report" is to communicate the main aspects related to the Quality Management of the project EUPKI.

In conformance with what has been described in the document "Description of Work", IST 2001 34340, this document relates the main aspects concerning the organisation of the communication inside and outside the consortium (meetings), the treatment of the documents delivered by the consortium and the associated templates and the general organization aspects of the consortium.

1.2 Keywords

EUPKI EUPKI, the libre software Public Key Infrastructure (project name)
WP1 Work Package 1
D1.3 Reference to the deliverable 'D1.3 Quality Management Report'

2 Management Overview

2.1 Executive Summary

This document details the process engaged to maintain the overall quality of the project through a precise management over different aspects:

- The internal organization of the consortium in boards, the roles of the WP managers, the conflict resolution procedure.
- The organisation of communication inside and outside the consortium: meetings, reviews, mailing, extranet.
- The management of the documents (numbering system, status of validation) and the templates adopted for the delivering of the documents.

2.2 This document Scope Statement

The scope of this document is to give the essential information about the fundamental Quality Management Tools. It does not display the information relative to specific quality process like the ones provided by certain Work Packages. These processes are the tasks of each WP leader. (Brainstorming, Development, Support...)

3 Introduction and Glossary

This document is divided into three parts. The chapter 4 is focused on the general organisation of the consortium.

The chapter 5 gives the organization of the communication.

The chapter 6 of the document gives a description of status of validation for the deliverables, as well as the numbering system associated.

The last part summarizes also the templates for each kind of document.

3.1 Glossary

IST 2001 34 340
EC
WP

Reference to the EUPKI Project reference
European Commission
Work Package

4 The general organization and coordination of the consortium

4.1 Overall objective

This project will produce a free software PKI as the foundation component for secure exchange of information. The project will provide free access to a high quality, modular and totally open software and hardware solution to the market.

This project has three objectives:

1. Trust in implemented functionalities: libre software development will ensure a total visibility of the global solution, enabling independent critical evaluation and thus establishing maximum user trust and confidence.
2. Continuity of the solution: a libre software approach is the only way of proposing a solution which does not rest on only one private actor, and which is continuously supported, improved, and extended.
3. Quality in the released code: The software will have the quality necessary for it to be applied in any kind of domain, allowing legally binding transactions. By their own nature, free public software projects realize higher code quality than commercial implementations.

4.2 Project Timing

The project starting date is April the first of 2002, project end date will be November the 30th 2003.

4.3 Partners Structure

Project Coordinator

- GIP MODERNISATION DES DÉCLARATIONS SOCIALES (GIP MDS)

Country

France

Project principal contractors

- ACTIMAGE S.A.
- ALLIANCE QUALITE LOGICIEL
- AXETEL consulting SRL
- CERTINOMIS SAS (CERTINOMIS)
- CAP GEMINI France(CGHEY)
- GIESECKE & DEVRIENT GMBH (G+D)
- ON-X (ONX)

Country

Luxembourg
France
Romania
France
France
Germany
France

Members

- Salamandre S.A. (SALAMANDRE)
- INTESA s.p.a.(INTESA)
- Electricité de France (EDF)
- France Télécom R&D (FTRD)
- FINSIEL Consulenza ed Applicazioni Informatiche s.p.a.
- ISTITUTO NAZIONALE DELLA PREVIDENZA SOCIALE (INPS)
- EADS Telecom (EADS)

Contractor

Actimage
Certinomis
CGEY
CGEY
CGEY
CGEY
ONX

Country

France
Italia
France
France
Italia
Italia
France

4.4 Responsibilities of the coordinator

- ◆ To facilitate, co-ordinate, manage and administer the project.
- ◆ To propose work plans for discussion, amendments and agreements with all partners.
- ◆ To stand as a link between the partners and the EC Project Officer.
- ◆ To ensure that time scales are respected and that deliverables are produced by all the partners at time.
- ◆ To ensure that results, deliverables, reports and cost statements are transmitted on time to EC.
- ◆ To maintain the focus and the quality of project work and deal efficiently with any problem arising.

4.5 Responsibilities of the contracting members

- ◆ In addition to those stated below, the contracting members are administratively and financially responsible of one WP.
- ◆ The general coordination of the WP is of their charge and if any problem arises with one member, they have to warn formally the coordinator as soon as possible.
- ◆ More than that, they receive the payment from the coordinator and are in charge of distributing it in accordance with the budget contractually decided.
- ◆ They have to check the manpower attribution of all the members to stick to the contract.

4.6 Responsibilities of the members

- ◆ To take actively part in the discussions about the work plans.
- ◆ To deliver analysis, results and reports within agreed time scales.
- ◆ To notify the responsible of the WP, and then the Coordinator well in advance, if any problems arise with delivering in time.
- ◆ To attend to project meetings.

4.7 Project Payment

All the payments will be made to the coordinator, who will then (within 30 days) distribute payments to partners as it has been defined.

The commission will pay an advance of 40% to the coordinator approximately 60 days after the starting date of the project.

A second payment will be made by the Commission to the Coordinator within 60 days after the first periodic report, if the cost statements and the project deliverables have been approved. The amount of periodic payments is related to the costs reported and accepted.

The total amount of the initial advance and the periodic payment will not exceed 85% of the maximum amount of the Community's financial contribution.

A final payment will be made by the Commission to the Coordinator within 60 days after the final report has been approved.

An indicative costs table is included at the last page of the contract.

Generally, no big change to the budget can be made during the project. However, if a need to make change occurs, the Coordinator must be notified before any movement.

The first (after one year) and the final cost statements must be submitted to the Coordinator 15 days after the last date of the period. (With the corresponding management report.)

All original timesheets, invoices, receipts etc. must be kept by the individual partners for a period of 5 years from the end of the project. This entails each partner's responsibility, and not the Coordinator's one. All travel and subsistence must be undertaken in line with your own company's policy.

4.8 The organization of the different boards

Three different boards are created :

The steering board led by the project manager, Mr Yann Fraval (GIP-MDS), the technical board led by the technical Manager, Mr Didier Bonnerot (EADS) and the Dissemination and Exploitation board led by the Dissemination & Exploitation Manager, Mr Christophe Megel (Actimage).

These three have been elected during the Kick Off Meeting of the project (see voting rules).

Steering Board (SB):

This board is led by the Project Manager and composed by the Technical Manager, the Exploitation Manager, and a representative from each partner. It has full executive responsibility for the project.

Meetings of the SB will be arranged when necessary but at least every 6 months. The Steering board is the only decisional board.

The Steering Board validates the following activities of the other boards:

- Management of contractual matters.
- Definition of overall project strategy.
- Definition of commercialisation strategy.
- Establishment of principles for resource allocation.
- Implementation of the Work Plan.
- Resolution of technical issues.
- Reviewing and proposing change in the work plan.
- Definition of overall technical strategy.
- Edition of a specific newsletter.
- Creation of a WWW server in order to disseminate all the project results, documentation, etc.
- Participation in all scientific/technical forums related to the project in order to show the advancements achieved by the EUPKI in relation to the applicability and feasibility of the results.
- Study and adopt additional actions directed to the dissemination of EUPKI activities.
- Create working groups when necessary.

The Steering Board may decide to create a **Working Group** to analyse any specific aspect of management, technical, exploitation, dissemination or quality nature in case of deep importance. The creation of specific Working Groups will be submitted to the first official meeting of the Steering Board or if necessary, in one of the following meetings of the SB. No additional resource will be set for the companies involved in any working group, but the cost of the activity of a working group is extracted from the budget of the involved companies. People outside the formal EUPKI project structure can be very influential in the evolution of the project, and this will often take place beyond the control of the SB.

Technical Board (TB)

This board will be led by the Technical Manager and includes a representative from each **partner**. The TB will be in charge of the technical development of the project. Problems detected by the TB will be reported to the SB, which has the full responsibility of making a decision.

Dissemination & Exploitation Board (DEB)

This board will be led by the Exploitation Manager and will consist of one representative of each company that joins the program as a **user**.

The DEB will be in charge of dissemination and exploitation activities.

Decision making procedure

The decisions will be voted and agreed by the representatives of each member (or their replaces).

There will be one voice per attendee (Coordinator, Principal contractor or Member.)

As the project will be successful if its software is used outside of the initial consortium.

We will accept all contribution with the following conditions :

- ◆ No financial participation. (From the project budget.)
- ◆ No physical participation in the different boards
- ◆ The assurance that each contribution will be studied

External Contributor's will have to register on the public web site.

4.9 Conflict resolution procedure

If the consortium has to deal with an issue, the decision making procedure has to be applied.

Moreover, in case of need of an external or expertise advice, the consortium will call the help of the EC, which will provide the wanted expertise.

Any problem coming up with the project should at first be addressed to the project manager Mr. Yann Fraval. If not successfully resolved by the Coordinator it will be referred to the partners through the mailing list. If necessary, the Coordinator will contact EC Scientific Officer on behalf of the consortium.

If Mr Yann Fraval is not available any urgent problems should be addressed to Mr. Claude Waeckel or Mr. Vincent Gass.

4.10 The organization of the Work Packages

The project is composed of 8 Work Packages :

The work package **WP1: Management** will ensure the success of the project, the respect of the milestones and of the costs, the coordination of the consortium, the relation with the European Commission.

The work package **WP2: Dissemination & Exploitation** will make the results available for the industrial, the academics and the libre software community. We plan to use dissemination tools like web site, mailing list, forum, newsletters, ... to promote the activities of the project. The web site will also contain all documents produced by the consortium and CVS facilities for code exchange and centralization structure. The partners will also produce and define how it is possible and how they plan to exploit and promote the project in their activities and in the libre software community. This stage will be dedicated to the potential uses of a libre software PKI development in B2B, B2C, B2A and C2A businesses.

The work package **WP3: Requirements** will express the user's requirements and needs for the libre software PKI. This expression of needs will be driven by brainstorming sessions to have the best exhaustiveness in requirements.

The work package **WP4: Specification & Design** will firstly seek for the existing libre software material coming from the partners of the consortium, in order to take it into account on the specification. They will produce the technical specifications of the project, and design the overall interfaces. We will propose a draft version to give as soon as possible inputs for developers as well as for integration to prepare in the suitest way their activities.

The work package **WP5: Implementation** will address the missing material allowing the use of standard, the interoperability and the cryptographic “plug-and-play” modules. It will run to the end of integration step to be able to take into account possible errors/corrections on the developed components.

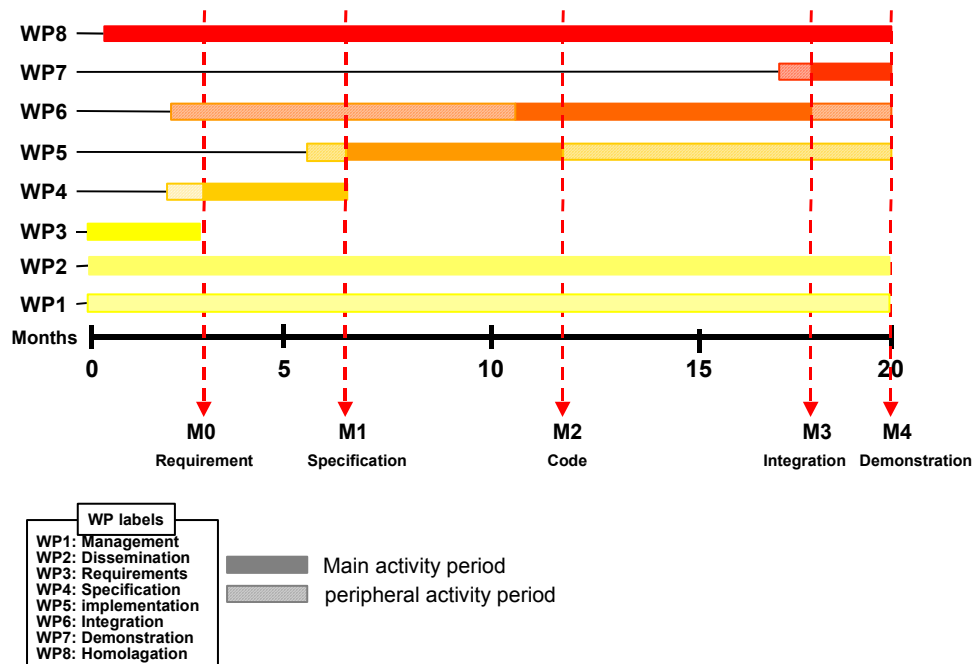
The work package **WP6: Integration** is a crucial stage because it will provide the whole packaging of the EUPKI solution, and will provide all necessary documentation for installation after downloads. This cornerstone stage will have the greatest range in term of duration. The activity will begin at end of requirements because work can be done on existing and reused components and will run to the end of the project to support as best as possible the WP7 demonstrations activities.

The work package **WP7: Demonstration** will be in charge of demonstrate the EUPKI project in operational sites.

The work package **WP8: Guidelines for security and homologation** will consider security aspects from the requirements to the evaluation and demonstration stages. This work calls upon particular expertise in the various fields of security : risks analysis, security in requirements, specification and implementation. This task will be done by an Information Technology Security Evaluation Facilities (ITSEF) to give an homologation context to the project, and to take into account as early as possible the security evaluation way of thinking to be able for instance, after the project, to facilitate and point the possible evaluation (ITSEC/Common Criteria) of some components.

The concerned Action Line supports the project until the first fully operational version. Due to the nature of the project, we have to propose as soon as possible results to demonstrate the solution. According to the short duration of the project, we must adapt a classical software development lifecycle strategy and present an approach that must be led by reactivity and anticipation in mind. For some tasks where partners are involved in the second half of the project, we propose to anticipate activities in order to gap latency with some overlapping on phasis. We must be able to integrate any kind of constraints raised up before, even if the main work step will be clearly identified later.

Figure 1 : software development lifecycle and milestones



5 The organization of the communication

This section describes the main tools at the disposition of the consortium to communicate upon the achievements and the events related to EUPKI.

It's divided into two main parts: the communication with the outside of the project's consortium and the communication between the members of the consortium.

5.1 Communication with the Outside

5.1.1 Dissemination activities of the EUPKI

5.1.1.1 The Public Website

The project comprises a whole Work Package dedicated to the organisation of the dissemination activities. The Work Package 2: "Dissemination & Exploitation" has the role to present the EUPKI project many times as possible in different meetings or conferences or symposiums.

More than that, this Work Package is in charge of the development of a public Website which provides all the information necessary for a good apprehension of the project. Accessible at <http://www.eupki.org/>, it delivers a bi-monthly Newsletter which makes the point upon the main achievements of the project (deadlines, deliverables, first Beta versions of EUPKI...). (See deliverable D.2.1. for more information).

This web site will remain the major source of information between interested partners in an efficient and open way. This one will provide as well documents and technical information to the potential end and technical users, so that this one can understand the strong points of our project. We plan to write a bimonthly newsletter, that any interested person will be able to register on the web site. This newsletter will give information about the current status of the project and its last assets. It will also try to offer some news about other projects and European initiatives about libre software development and PKI technology. Finally, technical news and developers tips will be added, to help others Europeans projects facing similar challenges.

5.1.1.2 *Dissemination conferences*

As early as possible, the different members of the consortium will start participating in national and international events, as clusters of European projects, congresses, conferences, to present the EUPKI project. These events should be about libre software software development and PKI technology, but also about the leisure and organisations of events industries, our main target markets.

Here are some examples of dissemination activities where EUPKI project will be proposed:

- eEurope SCC, Trailblazer 12,
- Smart IS
- Isoc Network and Distributed System Security Conference
- SANS (System Administration and Network Security)
- USENIX
- FIRST (Forum of Incident and Response Security Teams)
- ACM (Association for Computing Machinery)
- Align EUPKI with the EESSI (European Electronic Signature Standardization Initiative) efforts and the ETSI and CEN deliverables
- CHRONIC : european 5th IST project
- STIP, consortium of payment device producer
- Tetrapol Forum, will represent a good way to inform users and suppliers of advanced PKI development and EUPKI project results.

The regional level will not be forgiven, with attendance to the numerous events organised by or for SMEs in the countries of their own :

- OSSIR (Observatoire de la Sécurité des Systèmes d'Information & des Réseaux) - France
- The X-Aristote workgroup (Collège de Polytechnique) – France
- GTFA national group of the administration providers for PKI solutions,
- Forum des Competences: association of the French bank security officers
- ATICA : Agence pour les Technologies de l'Information et de la Communication dans l'Administration.

We also plan to be present at :

- HOURTIN (Université de la Communication), end of August
- AUTRAN (January: ISOC France)
- INFOSEC (May 2003: CNIT)
- CLUSIF (July 2002: ENSEIRB, Bordeaux)

And concerning the smart cards events:

- January 2002, Omnicard 2002, Berlin
- 13-20 March 2002, CEBIT, Hannover
- 22-25 April 2002, CTST, New Orleans
- June 2002, eEurope Smart Cards Open Meeting, Spain
- November 2002, Cartes 2002, Paris
- December 2002, eEurope Smart Cards Open Meeting, Denmark
- eESC Wrap up Conference & way ahead (date, possibly June 2003, and location to be confirmed)

5.1.2 *Communication with the European Commission*

The EC can attend every meeting of the consortium.

In case of any issue, technical or organisational one, the project coordinator contacts Mr. Junger from the EC, to try to find the solution.

Obviously, each deliverable are transmitted to the EC after its validation.

Three reports are specially dedicated to make the point upon the project's management: the first, after the 6 first months, summarizes management aspects.

The second, one year after the beginning of the project and the last at the end of the project are focused on management and cost statements aspects.

5.2 Communication inside the consortium

5.2.1 *The Private Extranet*

One major tool to make communication between the consortium's members easier is the extranet. This extranet is privately accessible only to the members. It gathers basic tools at the disposition of the members like a smart gestion of the mailing lists, a forum with functionalities implemented to allow people to download and upload drafts of a document during its elaboration, a dynamical chart calendar. (see deliverable D.2.1. for more information).

Of course, this extranet provides the whole details of contacts of the consortium, modified and upgraded up to date by the members.

When validated, the deliverables, and all kind of official documents provided by the consortium are displayed in a dedicated section.

5.2.2 The Meetings

Physical meetings are regularly organized. Different kinds of meetings will exist in EUPKI :

- ◆ Kick-off meeting

The Kick-off meeting will be held at the beginning of the project activities. It is necessary to choose members of the different boards.

- ◆ Regular Meetings

Circa every 3 months Steering, Technical and Dissemination & Exploitation Boards meet. These meetings will be held during the same set of days, to minimise travel expenses. The meetings will be successive in time but in clearly separated sessions, to avoid that purely technical issues will be mixed up with managerial ones. The meeting locations will rotate between the partners' sites. Another person may represent the Steering Committee members if no crucial subjects are foreseen to be discussed at the meeting. Partners not affected by crucial matters at a certain point of the project can consider other communication means such as videoconference to attend the meetings. Each partner will allocate enough resources for the meeting's attendance.

- ◆ Extraordinary Meetings

Working groups meetings are organised when necessary or after a request from the involved parties and the approval of the Technical Advisor. Extraordinary meetings of Technical, Exploitation and Steering Board will be held after a request of one Board member and the approval of the majority of Board members or after the Project Manager's request. They will be held between 1 week and 3 weeks after the request.

- ◆ Review Sessions

The Commission will initiate technical checking in accordance with Article 18 of Annex II of the contract. This technical control is independent from meetings and assessment activities that are held to ensure the monitoring of the project.

The Commission may require additional ones when needed.

Pre-reviews meetings will assess the coordinator and all involved partners and make them ready for the Review Sessions.

Every meeting will entail a meeting report.

6 The documents treatment

6.1 The reporting requirements

Two reports (Covering management & financial aspects) are required for the project: the periodic report (12 months after the project starting date) and the final report.

In addition, an intermediate report covering the first 6 months of the project (dealing only with management aspects) is one of the deliverables and will be communicate to the European Commission.

Moreover, to help us checking the financial and manpower situation of the partners, we need a more regular summary every month.

The content of the report will be analyzed at time with the contribution of each partner.

The coordinator is responsible for validating each report and submitting it to the EC.

To simplify the validation of the reports, the partners are asked to use the standard format of reports submitted to agreement at the Kick Off meeting.

Partners are asked to submit the reports to the Coordinator within 15 days after the end of the concerned period.

6.2 The deliverables

6.2.1 The status and validation

The deliverables shall be conform to what has been described in the IST contract.

Their status is 'draft' as long as the concerned authors work on them. With respect of the deadlines, the deliverables are transmitted to the coordinator for validation. The coordination team then analyses the document with respect of the criteria defined in the 'Description of Work' document. If conform, they decide or not to validate the deliverable. If not validated, this last shall be returned to the concerned Work Package. No more than one month is admitted for the validation of a deliverable, this period concerns its transmission, its validation or refusal and so on. When validated, a deliverable is transmitted to the EC. In case of issue with the deliverance with a deliverable, the coordination team may call the EC for assistance.

6.2.2 *The deliverables list*

Deliverable No ¹	Deliverable title	Delivery date ²	Nature ³	Dissemination level ⁴
D1.1.1	Management report 1	November 2002	R	PU
D1.1.2	Management report 2	June 2003	R	PU
D1.1.3	Management report 3	December 2003	R	PU
D1.2.1	Technical management report 1	September 2002	R	PU
D1.2.2	Technical management report 2	Jully 2003	R	PU
D1.2.3	Technical management report 3	December 2003	R	PU
D1.3	Quality management report	June 2002	R	PU
D2.1	Dissemination tools implementation report	June 2002	R	PU
D2.2.1	Dissemination report 1	Novembre 2002	R	PU
D2.2.2	Dissemination report 2	Juin 2003	R	PU
D2.2.3	Dissemination report 3	December 2003	R	PU

¹ Deliverable numbers in order of delivery dates: D1 – Dn

² Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

³ Please indicate the nature of the deliverable using one of the following codes:

- R** = Report
- P** = Prototype
- D** = Demonstrator
- O** = Other

⁴ Please indicate the dissemination level using one of the following codes:

- PU** = Public
- PP** = Restricted to other programme participants (including the Commission Services).
- RE** = Restricted to a group specified by the consortium (including the Commission Services).
- CO** = Confidential, only for members of the consortium (including the Commission Services).

D2.3.1	Exploitation report 1	November 2002	R	PU
D2.3.2	Exploitation report 2	june 2003	R	PU
D2.3.3	Exploitation report 3	December 2003	R	PU
D3.1	Brainstorming requirements analysis	mid-april 2002	R	PU
D3.2	Report of the first brainstorming meeting	May 2002	R	PU
D3.3	Report of the second brainstorming meeting	Mid-May 2002	R	PU
D3.4	Report of the third brainstorming meeting	June 2002	R	PU
D3.5	Review of the draft of the definition of the perimeter of the project	Mid-June 2002	R	PU
D3.6	Perimeter and requirements of the project	Jully 2002	R	PU
D4.1	Global architecture	August 2002	R	PU
D4.2	External communication interface	December 2002	R	PU
D4.3	Internal functional specification	December 2002	R	PU
D5.1	Implementation - beta version	February 2003	O	RE
D5.2	Implementation - Final version	April 2003	O	PU
D5.3	Tests of the developped components	mid-march 2003	R	PU
D6.1	Initial integration report	Octobre 2002	R	RE
D6.2	Integration report for preliminary version	April 2003	P	PU

D6.3	Integration report for final version	December 2003	P	PU
D7.1	Demonstration report	December 2003	P	PU
D7.2	Qualification report	December 2003	R	PU
D8.1	Security reference document list	July 2002	R	PU
D8.2	Components subject to evaluation	August 2002	R	PU
D8.3	Remarks and question form report 1	January 2003	R	PU
D8.4	Remarks and question form report 2	July 2003	R	PU

6.2.3 The templates

6.2.3.1 Introduction

There are two main types of documents :

- ◆ Contractual documents to communicate to the EC.
 - Deliverables, including Management Reports.
- ◆ Internal documents
 - Working papers
 - Meetings reports
 - Monthly management report
 - Partner's version to contribute to formal and monthly management reports.

This document contains the layout description of the following documents :

- ◆ Deliverables
- ◆ Management Reports
- ◆ Working papers
- ◆ Meetings reports
- ◆ Internal management reports
- ◆ Management Reports (Partner's version)
- ◆ Internal management reports (Partner's version)

The tools: MS-Word, MS-Excel, MS-Project, MS-Power Point 2000 or compatible versions, with the precaution of no abusive use of automatic templates and settings.

All public document will be available in Adobe Pdf.

6.2.3.2 The Project Deliverables

In general, formal deliverables for this Project are produced using the structure defined below :

6.2.3.2.1 The front Sheet

The front sheet of each deliverable has the template shown below. Notice that the front sheet does not have either a header or a footer.

	<p>EUPKI IST 2001-34340 eg Quality management report</p>
<p><i>(the title to be Tahoma font scaleable, bold, 20 point)</i></p>	
<p><i>(all text below here to be Tahoma scaleable, 10 point)</i></p>	
<p><i>Distribution List :</i></p>	<p>eg Jean-François Junger, European Commission Project's Partners</p>
<p><i>Author(s) :</i></p>	<p>Yann Fraval, GIP-MDS</p>
<p><i>Authorised by :</i></p>	<p>name, organisation</p>
<p><i>Contractual Date :</i></p>	<p>e.g 01 June 2002</p>
<p><i>Date of Issue :</i></p>	<p>e.g. 31 May 2002</p>
<p><i>Issue :</i></p>	<p>e.g. 1.0</p>
<p><i>File name :</i></p>	
<p><i>Work package :</i></p>	<p>e.g. WP1 - Project Management</p>
<p><i>Deliverable Number :</i></p>	<p>e.g. D1.3</p>
<p><i>Deliverable Type :</i></p>	
<p><i>Deliverable Nature :</i></p>	
<p><i>Total Number of Pages :</i></p>	<p>e.g. 40</p>
<p><i>Contact Details for EUPKI :</i></p>	<p>Project Coordinator Yann Fraval</p>
	<p>Mail : yann.fraval@gip-mds.fr</p>
	<p>web site : www.eupki.org</p>

6.2.3.2.2 General

Each deliverable follows a similar template. Heading, fonts and structure are similar in order to present consistent image. The deliverables are split into sections, each section starting on a new page. The first few sections of each deliverable have the same title.

Normal text is Tahoma scaleable 12 points.

Documents are referenced thus [1].

6.2.3.2.3 Headers and Footers

Headers and footers are in Tahoma scaleable *italic* 10 point, with a position as indicated on this page. The front sheet has neither a header nor a footer.

On the header appears the project's reference EUPKI IST-2001-34340. This text is left-justified, followed by the title of the document. This title shall include the Deliverable number Dn.m. This text is left-justified. At the other side of the header appears the title of the document. This title shall include the Deliverable number Dn.m. The template is shown below :

EUPKI IST -2001-34340

<Dn.m title>

The footer contains information about the document, such as the Issue, issuing date, page number, total pages number. The layout is shown below.

Issue 1.0 / 08 April 2002

Page 12 of 40

6.2.3.2.4 File naming rules

The name of file should be as described bellow :

- ◆ The first character is D for deliverable :
- ◆ This character is followed by the deliverable Number . (The dot is replaced by underscore)
- ◆ If needed the name will then contain the issue. The character I followed by the issue number (The dot is replaced by underscore)
- ◆ The document extension.

For example : D1_1.doc is the name of file for deliverable 1.1

D1_1I1_0.doc is the name of file for deliverable 1.1 Issue 1.0

6.2.3.2.5 Section Heading Format

Headings should be formatted as follows:

- 1. FIRST LEVEL (Tahoma scaleable 14 points, small capitals, bold)
- 1.1 Second Level (Tahoma scaleable 13 points, bold.)
- 1.1.1 Third Level (Tahoma scaleable 12 points, bold, italic.)
- 1.1.1.1 Fourth Level (Tahoma scaleable 12 points italic [not entered into TOC].)
- 1.1.1.1.1 Fifth level (Tahoma scaleable 12 points)

The section number and title are separated by a tab character.

6.2.3.2.6 Document Issue Numbering

Each version of a document shall be given an issue number, in the form of 'n.m', where 'n' and 'm' are integers. The first formal version of a document shall be issued 1.0, however drafts for comments may be described as issues 0.1, 0.2, 1.1 etc. (see Section 7.2.5 for examples).

Formal re-issues of the same document shall increment the value of 'n' by 1 and set the value of 'm' to 0, for example draft issue 1.3 shall become formal issue 2.0 and so on.

Draft versions between formal re-issues should increment the value of 'm' by one, leaving the value of 'n' unchanged, for example formal issue 2.0 shall become draft issue 2.1 and so on.

Every issue number for a given document shall be unique.

6.2.3.2.7 Section 0 - Table of Contents

The first section is the table of contents (TOC) and is section 0.

The formatting of the TOC matches the formatting of the headings (see above). Only 5 levels of headings should be included in the TOC. Second level and third level should be offset from the left hand margin by 0.15" and 0.3" respectively, as follows:

0	TABLE OF CONTENTS.....	2
1	DOCUMENT CONTROL	3
1.1	ABSTRACT	3
1.2	KEYWORDS	3
2	MANAGEMENT OVERVIEW	4
2.1	EXECUTIVE SUMMARY	4
2.2	SCOPE STATEMENT.....	4
3	INTRODUCTION AND GLOSSARY	5
3.1	GLOSSARY	5
4	FIRST SECTION	6
4.1	SUB SECTION.....	6
4.1.1	<i>sub sub section.....</i>	<i>6</i>
5	7

6.2.3.2.8 Section 1 - Document Control

This section is the first 'real' section of the document. The section is made up of a table of history

<i>Issue</i>	<i>Date of Issue</i>	<i>Comments</i>
0.1	01 February 2001	First draft version.

Section 1.1 – Abstract

This sub-section contains a single paragraph summarising the document. It may be used by automatic tools (e.g. Web Search Engines) to provide a summary of the document.

Section 1.2 - Keywords

This sub-section lists keywords associated with the project and the deliverables. The following keywords are mandatory for all deliverables produced by EUPKI : (To define)

6.2.3.2.9 Section 2 - Management Overview

Section 2.1 - Executive Summary

This section contains a short description of the document and how it relates to the overall Project. Page numbers for this and subsequent sections shall continue from the previous section (i.e. all page numbers from here should continue incrementally throughout the remainder of the document).

Section 2.2 - Scope Statement

This section defines the scope of the document, including references to other related documents.

6.2.3.2.10 Section 3 – Introduction and Glossary

A short introduction about the document, defining the content of each section within the document. This shall be followed by:

Section 3.1 - Glossary

This glossary shall define any and all technical terms used within the document.

6.2.3.2.11 Section 4 – Onwards

The remainder of the deliverable may be structured as appropriate to the deliverable but should, where possible, use the same styles as defined above, including headers, footers, fonts etc.

6.2.3.3 Management Reports

Concerning the requirements of the European commission, three management reports will be provided (deliverables D1.1.1, D1.1.2, D1.1.3) :

The first is an intermediate Management report covering the first 6 months.

The second is the first periodic report covering the first year of the project.

The third is the Final Report.

(The cost statements are only required for the second and third report.)

Front sheet (as for other deliverables - title = Management Report nn)

0. Table of Contents

1. Document Information

Project Reference	IST-2001-34340		
Report Number	Start Date	End Date	Report Date
nn	e.g. 01 April 2002	e.g. 30 September 2002	e.g.25 November 2002

Author/Organisation		Contact Details	
Author:		Address:	
Organisation:		Tel:	
		Fax:	
		Email:	

2. Introduction

A brief introduction if appropriate

3. Management Synthesis

3.1 Work Planned This Reporting Period

WP Number	Task due this period
1	
2 etc...	

3.2 Work Actually Carried Out This Reporting Period Per WP

3.2.1 Work Package Completion Status Per Partner

WP	Task Description	Status⁵
1	Task 1	
1	Task 2	
2 etc.	Task 1	

One separate table for each partner.

3.2.2 Work package Completion Table

WP Number	% complete this period	% complete previous period	WP Number	% complete this period	% complete previous period
1			2		
3			4		
5			6		
7			8		

⁵ Status is either complete or remaining.

3.2.3 List of (sub)-milestones/checkpoints attained

<i>Reference</i>	<i>Comments</i>

3.3 Work Planned Next Reporting Period

<i>WP Number</i>	<i>Task Details</i>	<i>Partner</i>

4. Assessment of Interim Results

Includes a short description of objectives set versus those attained and any deviations. Also include any technical options adopted.
List any issues/problems and remedies taken/proposed.

5. Other

Any other relevant information.

5.1 Red Flags

<i>Red Flag Description</i>	<i>Recommended Solutions</i>
Here describe serious problems that cannot be addressed at the project level and require urgent attention from the Commission Service.	Describe possible solutions with pros and cons, and if possible recommend one of them.

6. Resources Used

<i>Project Reference</i>	IST-2001-34340	<i>Report Number</i>		<i>Participant</i>	
<i>Reporting Period</i>	Start	eg 01 April 2002	End	31 July 2001	
<i>Project Duration</i>	Start	01 April 2002	End	30 November 2003	

WP-Number	Staff Category ⁶	Effort for the reporting period (Person months)			
		Accumulated prev report	this period	accumulated to date	total in TA
1					
2 etc...					
Total					

Cost Statements

Annex C of the Project Handbook contains the EXCEL files to fulfil. These files are conform to the ones given by the EC.

⁶ Staff categories who worked on the work packages

6.2.3.4 Internal working papers

We will use the same kind of layout for internal as for the deliverables with a specific front sheet :

The purpose of the document will be included in the first page.

The Sections 0,1 and 2 are optional.

	<p>IST 2001-34340 eg</p>
<p><i>(the title to be Tahoma font scaleable, bold, 20 point)</i></p>	
<p><i>(all text below here to be Tahoma scaleable, 10 point)</i></p>	
<p><i>Distribution List :</i></p>	<p>eg Jean-François Junger, European Commission Project Partners</p>
<p><i>Author(s) :</i></p>	<p>Yann Fraval, GIP-MDS</p>
<p><i>Date of Issue :</i></p>	<p>e.g. 31 May 2002</p>
<p><i>Issue :</i></p>	<p>e.g. 0.1</p>
<p><i>File name :</i></p>	<p>e.g. TN_001.doc</p>
<p><i>Kind of document / reference</i></p>	<p>e.g. Technical Note / document reference</p>
<p><i>Work package :</i></p>	<p>e.g. WP1 - Project Management</p>
<p><i>Total Number of Pages :</i></p>	<p>e.g. 40</p>
<p><i>Purpose of the document :</i></p>	<p>A few lines to explain the purpose and the contain of the document</p>
<p><i>Objective of the current release :</i></p>	<p>The objectives of this real ease in comparison with the precedent ones</p>
<p><i>Contact Details for EUPKI :</i></p>	<p>Project Coordinator Yann Fraval</p>
	<p>mail : yann.fraval@gip-mds.fr</p>
	<p>web site : www.eupki.org</p>

6.2.3.4.1 File naming rules

The name of file shall contain the following information :

- ◆ Kind of document
- ◆ Reference

Rules to give a reference have to be defined with the coordinator for each new kind of document appearing in the project.

6.2.3.5 Meetings reports

A meeting report has to be written after each meeting. It has to be approved at least at the following meeting of the same nature.

6.2.3.5.1 Front sheet

The front Sheet shall be as the example below :

		<p>IST 2001-34340 eg Kick Off Meeting</p>
<p><i>(the title to be Tahoma font scaleable, bold, 20 point)</i></p> <p><i>(all text below here to be Tahoma scaleable, 10 point)</i></p>		
<p><i>Date and location :</i></p> <p><i>Attendees List:</i></p>	<p>11 12 April 2002 in Paris</p> <p>Name(s), Society (The society to be bold)</p>	
<p><i>Distribution List:</i></p> <p><i>Author(s):</i></p> <p><i>Date of Issue:</i></p> <p><i>Issue:</i></p> <p><i>File name :</i></p> <p><i>Work package:</i></p> <p><i>Total Number of Pages:</i></p> <p><i>Contact Details for EUPKI :</i></p>	<p>eg Jean-François Junger, European Commission Project Partners</p> <p>Yann Fraval, GIP-MDS</p> <p>e.g. 31 May 2002</p> <p>e.g. 0.1</p> <p>e.g. MR_KO.doc</p> <p>e.g. WP1 - Project Management</p> <p>e.g. 40</p> <p>Project Coordinator Yann Fraval</p> <p>mail : yann.fraval@gip-mds.fr</p> <p>web site : www.eupki.org</p>	

6.2.3.5.2 Plan of report for meetings or work sessions reports

1/ Situation of that report according to the Reports by topics – agenda

2 / What has been done ?

3/ Action list: decisions, who does what ?

4 / Date and location of the next meeting (if required)

6.2.3.5.3 File naming rules

The name of file should be as described bellow :

- ◆ MR_ for meeting report.
- ◆ An id of the kind of meeting
 - DEB : Dissemination & Exploitation board
 - TB : Technical Board
 - SB : Steering board
 - KO : Kick Off meeting
- ◆ The number of the kind of meeting.
- ◆ If needed the name will then contain the Issue of the document. The character I followed by the issue number (The dot is replaced by underscore)
- ◆ The document extension.

6.2.3.6 Internal Management Reports

This report is produced by the Project Co-ordinator every month. The sections shall be as follows :

0. Table of Contents

1. Document Information

<i>Project Reference</i>	IST-2001-34340		
<i>Report Number</i>	<i>Start Date</i>	<i>End Date</i>	<i>Report Date</i>
nn	e.g. 01 April 2001	e.g. 30 April 2002	e.g. 7 Mai 2002

<i>Author/Organisation</i>	<i>Contact Details</i>		
Author: Organisation:		Address:	
		Tel:	
		Fax:	
		Email:	

2. Introduction

A brief introduction if appropriate

3. Work Planned This Reporting Period

<i>WP Number</i>	<i>Task due this period</i>
1	
2 etc...	

4. Work Actually Carried Out This Reporting Period Per WP

<i>WP Number</i>	<i>WP Title</i>	<i>Partner(s)</i>		
		<i>Scheduled Start</i>		<i>Actual Start</i>
		<i>Scheduled End</i>		<i>Actual End</i>
<i>Deliverables: short information relating to work in progress, draft versions available, final version complete, delivered on <date> etc.</i>				
<i>Estimated Achievement (%)</i>				
<i>Achievement: short description of work done, difficulties encountered. If appropriate the description may be broken down to task level.</i>				

One separate table for each work package.

5. Meetings Held

Date is the planned (unshaded) or actual (shaded) date of the meeting

Place is the meeting venue

Status is INTERNAL for (some or all) consortium partners only (however the EC may be invited)

CLOSED for (some or all) consortium partners and Commission only

PROJECT for (some or all) consortium partners, Commission and

other 5FP Projects

OPEN for other meetings

CONCERTATION for various representatives from different Sectors

MANAGEMENT for Management / Steering Committee meetings.

Description summarises the type or purpose of the meeting

<i>Date</i>	<i>Place</i>	<i>Status</i>	<i>Description</i>

6. Deliverables Completed

Status is PUBLIC

RESTRICTED

CONFIDENTIAL

<i>WP Number</i>	<i>ID</i>	<i>Title</i>	<i>Status</i>

7. Dissemination Activities

Description including lists of conferences attended, papers published in journals, seminars, workshops etc.

8. Concertation Activities

Description including both intra-sector and inter-sector activities.

9. Problems & Decisions**9.1 Issues**

<i>Issue Description</i>	<i>Decision Items</i>
Here describe issues or problems that might affect achievement, or delay activities, deliverables or milestones.	Corrective action to overcome the issue. This includes the expected impact in terms of delays, quality and quantity of work.

9.2 Red Flags

<i>Red Flag Description</i>	<i>Recommended Solutions</i>
Here describe serious problems that cannot be addressed at the project level and require urgent attention from the Commission Service.	Describe possible solutions with pros and cons, and if possible recommend one of them.

10. Work package Completion Table

<i>WP Number</i>	<i>% complete this period</i>	<i>% complete previous period</i>	<i>WP Number</i>	<i>% complete this period</i>	<i>% complete previous period</i>
1			2		
3			4		
5			6		
7			8		

11. Work Planned Next Reporting Period

<i>WP Number</i>	<i>Task Details</i>	<i>Partner</i>

12. Resources Used

<i>Project Reference</i>		<i>Report Number</i>		<i>Participant</i>	
<i>Reporting Period</i>	Start		End	31 March 2001	
<i>Project Duration</i>	Start		End	31 July 2003	

<i>WP-Number</i>	<i>Staff Category</i>	<i>Effort for the reporting period (Person months)</i>			
		<i>accumulated prev report</i>	<i>this period</i>	<i>accumulated to date</i>	<i>total in TA</i>
1					
2 etc...					
Total					

6.2.3.7 Management Report (Partner's version)

This report is supplied by partners to the Project Co-ordinator and is used to produce the formal management reports to the Commission. The format of this report is similar to the one for the management report to the commission with a number of additional items for Project Management. The sections shall be as follows:

1. Document Information

<i>Project Reference</i>		<i>Partner</i>	
<i>Report Number</i>	<i>Start Date</i>	<i>End Date</i>	<i>Report Date</i>
Nn			

2. Introduction

A brief introduction if appropriate

3. Management Synthesis

3.1 Work Planned This Reporting Period

<i>WP Number</i>	<i>Task due this period</i>
1	
2 etc...	

3.2 Work Actually Carried Out This Reporting Period Per WP

3.2.2 Work Package Completion Status

<i>WP</i>	<i>Task Description</i>	<i>Status⁷</i>
1	Task 1	
1	Task 2	
2 etc.	Task 1	

3.2.2 Work package Completion Table

<i>WP Number</i>	<i>% complete this period</i>	<i>% complete previous period</i>	<i>WP Number</i>	<i>% complete this period</i>	<i>% complete previous period</i>
1			2		
3			4		
5			6		
7			8		

3.2.3 List of (sub)-milestones/checkpoints attained

<i>Reference</i>	<i>Comments</i>

3.3 Work Planned Next Reporting Period

<i>WP Number</i>	<i>Task Details</i>

4. Assessment of Interim Results

Including a short description of objectives set versus those attained and any deviations. Also including any technical options adopted.
List any issues/problems and remedies taken/proposed.

⁷ Status is either complete or remaining.

5. Other

Any other relevant information.

5.1 Red Flags

Red Flag Description	Recommended Solutions
Here describe serious problems that cannot be addressed at the project level and require urgent attention from the Commission Service.	Describe possible solutions with pros and cons, and if possible recommend one of them.

6. Resources Used

Project Reference		Report Number		Partner	
Reporting Period	Start		End		
Project Duration	Start		End		

WP-Number	Staff Category⁸	Effort for the reporting period (Person months)			
		accumulated prev report	this period	accumulated to date	total in TA
1					
2 etc...					
Total					

7. Cost Statements

Annex C of the Project Handbook contains the EXCEL files to fulfill.

⁸ Staff categories who worked on the work packages.

6.2.3.8 Internal Management Reports (Partner's version)

This report is to be supplied by partners to the Project Co-ordinator and is used to produce the internal management report every months. The format of this report is similar to the internal management. The sections shall be as follows:

1. Document Information

<i>Project Reference</i>			
<i>Report Number</i>	<i>Start Date</i>	<i>End Date</i>	<i>Report Date</i>
Nn			

<i>Author/Organisation</i>		<i>Contact Details</i>	
Author:		Address:	
Organisation:		Tel:	
		Fax:	
		Email:	

2. Work Planned This Reporting Period

<i>WP Number</i>	<i>Task due this period</i>
1	
2 etc...	

3. Work Actually Carried Out This Reporting Period Per WP

<i>WP Number</i>	<i>WP Title</i>	<i>Partner</i>		<i>Actual Start</i>	<i>Actual End</i>
		<i>Scheduled Start</i>	<i>Scheduled End</i>		
<i>Deliverables: short information relating to work in progress, draft versions available, final version complete, delivered on <date> etc.</i>					
<i>Estimated Achievement (%)</i>					
<i>Achievement: short description of work done, difficulties encountered. If appropriate the description may be broken down to task level.</i>					

One separate table for each work package.

4. Meetings Held

Date is the planned (unshaded) or actual (shaded) date of the meeting

Place is the meeting venue

Status is INTERNAL for (some or all) consortium partners only (however the EC may be invited)

CLOSED for (some or all) consortium partners and Commission only

PROJECT for (some or all) consortium partners, Commission and

other 5FP

Projects

OPEN for other meetings
 CONCERTATION for various representatives from different Sectors
 MANAGEMENT for Management / Steering Committee meetings.

Description summarises the type or purpose of the meeting

<i>Date</i>	<i>Place</i>	<i>Status</i>	<i>Description</i>

5. Deliverables Completed

Status is PUBLIC
 RESTRICTED
 CONFIDENTIAL

<i>WP Number</i>	<i>ID</i>	<i>Title</i>	<i>Status</i>

6. Dissemination Activities

Description including lists of conferences attended, papers published in journals, seminars, workshops etc.

7. Concertation Activities

Description including both intra-sector and inter-sector activities.

8. Problems & Decisions

8.1 Issues

<i>Issue Description</i>	<i>Decision Items</i>
Here describe issues or problems that might affect achievement, or delay activities, deliverables or milestones.	Corrective actions to overcome the issue. This includes the expected impact in terms of delays, quality and quantity of work.

8.2 Red Flags

<i>Red Flag Description</i>	<i>Recommended Solutions</i>
Here describe serious problems that cannot be addressed at the project level and require urgent attention from the Commission Service.	Describe possible solutions with pros and cons, and if possible recommend one of them.

9. Work package Completion Table

<i>WP Number</i>	<i>% complete this period</i>	<i>% complete previous period</i>	<i>WP Number</i>	<i>% complete this period</i>	<i>% complete previous period</i>
1			2		
3			4		
5			6		
7			8		

10. Work Planned Next Reporting Period

<i>WP Number</i>	<i>Task Details</i>	<i>Partner</i>

11. Resources Used

Project Reference		Report Number		Participant	
Reporting Period	Start		End		
Project Duration	Start		End		

WP-Number	Staff Category	Effort for the reporting period (Person months)			
		accumulated prev report	this period	accumulated to date	total in TA
1					
2 etc...					
Total					

12. Other Information

Report any item of interest, such as name or address changes, responsibility reassignment, or other.