



DELIVERABLE

D.7.1 Project charter

Project Acronym: UNCAP

Grant Agreement number: 643555

Project Title: Ubiquitous iNteroperable Care for Ageing People

Revision: 1.0

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Project co-funded by the the Horizon 2020 Framework Programme of the European Union		
Dissemination Level		
P	Public	x
C	Confidential, only for members of the consortium and the Commission Services	

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1. Revision history and statement of originality

1.1. Revision history

Rev	Date	Author	Organization	Description
0.1	19.01.2015	Irene Facchin	TRILOGIS	Draft version
0.2	23.01.2015	Giuliana Ucelli	TRILOGIS	Contribution on quality management
0.3	27.01.2015	Giuseppe Conti	TRILOGIS	Quality check
0.4	28.01.2015	Wolfgang Kniejski	INI-Novation	Revision
0.5	28.01.2015	Sorin Pop	FIDA	Revision
0.6	28.01.2015	Panagiotis D. Bamidis	AUTH	Revision
0.6	29.01.2015	Andrea Rossi	AUTH	Revision
1.0	30.01.2015	Giuseppe Conti	TRILOGIS	Final Release

1.2. Statement of originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.



2. List of references

Number	Full Reference
1	Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020, available online at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf
2	The use of the EU emblem in the context of EU programmes Guidelines for beneficiaries and other third parties, available online at: http://eacea.ec.europa.eu/about/logos/eu-emblem-rules-hr.pdf

3. Table of Acronyms

Acronym	Description
AA	Administrative Assistant
AB	Advisory Board
CHA	Community Health Assessment
CHA-AL	Community Health Assessment – Assisted Living
CHA-FS	Community Health Assessment – Functional Supplement
CHA-MH	Community Health Assessment – Mental Health
CMH	Community Mental Health
DEM	Demonstrator
EB	Ethical Board
GA	General Assembly or Grant Agreement (according to the context)
HC	Health Care
LEC	Local Ethical Committee
NDPA	National Data Protection Authorities
PC	Project Coordinator
PIA	Privacy Impact Assessment
PMBOK®	Project Management Body of Knowledge
PMI	Project Management Institute
PPP	Public Private Partnership
PU	Public
QoL	Quality of Life
QRM	Quality and Risk Manager
RoI	Return on Investment
SRoI	Social Return on Investment
TB	Technical Board



TL	Task Leader
TM	Technical Manager
TVRA	Threat Vulnerability Risk Analysis
VPC	Vice-Project coordinator
WP	Work Package
WPL	Work Package Leader



4. Executive Abstract

The goal of the project charter is to illustrate the operational rules and associated roles required by the different managerial and operational activities planned for the whole project duration. This document is designed as a set of practical guidelines to help clearly define workflows and rules that the partner will have to follow throughout the project's activities, to ensure the highest quality standards are met and to strengthen project management.

The document lists the procedures required for a well organised execution of the project, to maximise cooperation of partners and to clearly define responsibilities among the beneficiaries of the project. Furthermore, the document clearly specifies the quality, administrative and communication procedures to be followed, during the execution of the project, by the partner to ensure full control of its development, from both a financial and technical standpoint.

This report complements the provisions of the Grant Agreement and its annexes as well as the Consortium Agreement, which has been already signed by all the beneficiaries, in that it clearly defines a number of practical guidelines and rules essential for the day-to-day management of the project.

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6. Project execution

6.1. Project work plan

The activities, as detailed Annex I of the GA, have been scheduled according to the Gantt chart, which is displayed in Figure 1 for convenience of the reader. As illustrated in the chart, the project activities will start with an articulated set of preparatory and planning activities (WP1) that will be completed by M06 with the release of the specifications of the system and with the operational release of the assessment tool planned for the project. Hence, the output of the tasks planned in WP1 will include detailed use case descriptions, analysis of regulatory constraints as well as several other aspects essential for complete definition of the specifications of the system.

The second group of activities (WP2) will bring to the development of the technologies behind the UNCAP family products (UNCAP BOX, etc.) that will have to be tested and then piloted throughout WP3 with the involvement of final users within a number of real scenarios. The assessment that will be carried on at this phase will be compared against the first assessment of the users within the various pilot sites, carried on in the first part of WP3 prior to the introduction of UNCAP. This will allow clearly assessing the improvements brought by the solutions developed within the project.

Further activities include assessment of the impact of the project (WP4) in both social and economic terms, exploitation activities (WP5) including creation of new business, procurement and service models as well as a number of standardisation activities, essential for industrial uptake of the results of the project. Further activities include also dissemination and openness activities (WP6) as well as project management tasks (WP7).

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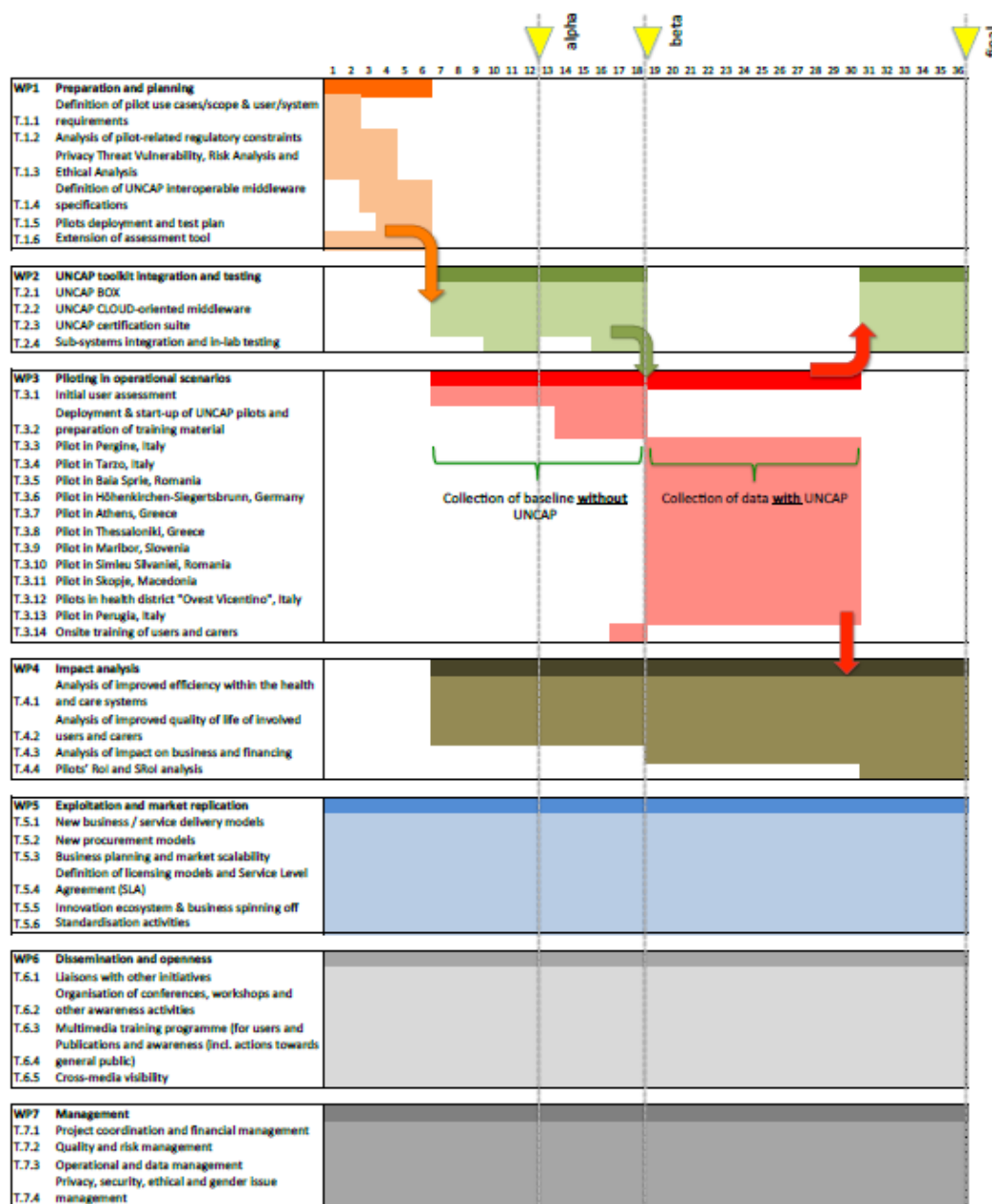


Figure 1. Gantt chart

6.2. Work packages and work package leaders

UNCAP is articulated into the following 7 Work Packages whose coordinating partners are detailed in the following table.

WP	Work Package Title	WP leader (beneficiary)
WP 1	Preparation and planning	SOCIALIT
WP 2	UNCAP Toolkit integration and testing	CREATE
WP 3	Piloting in operational scenarios	TRILOGIS

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WP 4	Impact analysis	ATOS
WP 5	Exploitation and market replication	INI
WP 6	Dissemination and openness	GIST
WP 7	Management	TRILOGIS

6.3. Planned Milestones

The following milestones have been identified within the project.

Milestone N°	Milestone name	WP number	Delivery date
MS1	Completion of design phase and start of first assessment phase	WP1	M06
MS2	Release of alpha version of UNCAP	WP2	M12
MS3	Development is complete and pilot phase is ready to start	WP2, WP3	M18
MS4	Assessment of situation “as-is” (before UNCAP is installed) is completed	WP3	M18
MS5	The pilot phase is successfully concluded	WP3	M30
MS6	The impact assessment as well as RoI and SROI are completed	WP4	M36
MS7	Definition of business model and business take-up	WP5	M36

6.4. Planned Deliverables

The table below lists all the deliverables planned (in order of delivery date) within the work plan.

Deliverable No (i)	Deliverable name	WP No.	Nature (ii)	Dissemination level (iii)	Delivery date
D7.1	Project charter	7	R	PU	01
D1.1	Use cases description, system requirements, and PIA/TRVA	1	R	PU	02
D6.8	Project media pack - v01	6	R	PU	02
D6.14	Website and web 2.0 channels	6	Websites, patents	PU	02

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filling, etc.					
D1.2	Regulatory constraints	1	R	PU	04
D1.3	System Architecture	1	O	PU	06
D1.4	Pilot deployment and test plan	1	R	PU	06
D1.5	Assessment module based on InterRAI™ scales	1	O	PU	06
D6.11	Plan for the communication, dissemination and exploitation of results - first year activities	6	R	PU	06
D7.5	Data Management Plan - DMP - first release	7	R	PU	06
D3.1	Bi-monthly pilot progress report - v01	3	R	PU	08
D3.2	Bi-monthly pilot progress report - v02	3	R	PU	10
D7.8	Templates for ethical approvals and Informed Consent	7	R	PU	10
D2.1	UNCAP BOX, App, and CLOUD - alpha version	2	DEM	PU	12
D3.3	Bi-monthly pilot progress report - v03	3	R	PU	12
D5.7	Contributions to standardisation - first year report	5	R	PU	12
D6.1	Yearly report on liaisons with other initiatives and projects - first year activities	6	R	PU	12
D6.4	Yearly collection of proceedings - first year activities	6	R	PU	12
D7.2	Progress report - first release	7	R	PU	12
D3.4	Bi-monthly pilot progress report - v04	3	R	PU	12
D6.9	Project media pack - v02	6	R	PU	12
D3.5	Bi-monthly pilot progress report - v05	3	R	PU	16
D3.13	UNCAP training material	3	R	PU	16
D2.2	UNCAP BOX, App, and CLOUD -	2	DEM	PU	18

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	beta version				
D2.4	UNCAP certification suite - alpha version	2	O	PU	18
D3.6	Bi-monthly pilot progress report - v06	3	R	PU	18
D4.1	Analysis of improved efficiency within the health and care systems - first version	4	R	PU	18
D4.3	Analysis of improved quality of life of involved users and carers - first version	4	R	PU	18
D6.12	Plan for the communication, dissemination and exploitation of results - second year activities	6	R	PU	18
D7.6	Data Management Plan - DMP - second release	7	R	PU	18
D3.7	Bi-monthly pilot progress report - v07	3	R	PU	20
D3.8	Bi-monthly pilot progress report - v08	3	R	PU	22
D3.9	Bi-monthly pilot progress report - v09	3	R	PU	24
D5.3	Business plan - first version	5	R	PU	24
D5.8	Contributions to standardisation - second year report	5	R	PU	24
D5.10	Guidelines for the UNCAP certification suite - first version	5	R	PU	24
D6.2	Yearly report on liaisons with other initiatives and projects - second year activities	6	R	PU	24
D6.5	Yearly collection of proceedings - second year activities	6	R	PU	24
D7.3	Progress report - second release	7	R	PU	25
D3.10	Bi-monthly pilot progress report - v10	3	R	PU	26
D6.10	Project media pack - v03	6	R	PU	26

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D3.11	Bi-monthly pilot progress report - v11	3	R	PU	28
D3.12	Bi-monthly pilot progress report - v12	3	R	PU	30
D4.7	Regulatory Impact Assessment of existing or pending legislation	4	R	PU	30
D6.13	Plan for the communication, dissemination and exploitation of results - third year activities	6	R	PU	30
D7.7	Data Management Plan - DMP - third release	7	R	PU	30
D2.3	UNCAP BOX and CLOUD - final version	2	DEM	PU	36
D2.5	UNCAP certification suite - final version	2	O	PU	36
D4.2	Analysis of improved efficiency within the health and care systems - final version	4	R	PU	36
D4.4	Analysis of improved quality of life of involved users and carers - final version	4	R	PU	36
D4.5	Analysis of impact on business and financing models	4	R	PU	36
D4.6	Atlas of health and care business and financial models across Europe	4	R	PU	36
D4.8	Pilots' RoI and SROI analysis	4	R	PU	36
D4.9	Benefit-sharing measures	4	R	PU	36
D5.1	Guidebook for innovators and entrepreneurs in the eHealth sector	5	R	PU	36
D5.2	Procurement models for care services targeting aging population	5	R	PU	36
D5.4	Business plan - final version	5	R	PU	36
D5.5	Licensing policies and SLA	5	R	PU	36
D5.6	IPR Toolkit	5	R	PU	36

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D5.9	Contributions to standardisation - third year report	5	R	PU	36
D5.11	Guidelines for the UNCAP certification suite - final version	5	R	PU	36
D6.3	Yearly report on liaisons with other initiatives and projects - third year activities	6	R	PU	36
D6.6	Yearly collection of proceedings - third year activities	6	R	PU	36
D6.7	Multimedia training programme	6	R	PU	36
D7.4	Progress report - third release	7	R	PU	36

6.4.1. Tasks: quality procedures

At the beginning of each task, each task leader will define a more detailed timeline with a set of interim deadlines for increasingly complete version of deliverables and reference indicators. The resulting (detailed) work programme will be agreed upon by the participants and loaded within the platform used for project management (see section 9.3.3), which will be used for constant activity tracking.

6.4.2. Deliverables: quality procedures

All the deliverables must be edited according to the templates edited by the Co-ordinator and made available within the Alfresco platform used for document sharing (see section 9.3.3). Each deliverable will have to be released internally a few days before to allow partners to review it. In particular, for each task a designated number of reviewers (to be identified at the first release of the document) will be appointed and will ensure quality checking before the document (or accompanying report in case of deliverables which are not a report) will be officially released and forwarded to the Commission.

The responsibility for releasing the task will be upon the task leader in charge for the corresponding task. The task leader will have to allow reasonable time for reviews to assess and comment the deliverables, and for the subsequent editing of the final document to be sent to the PO. If deemed necessary by the task leader, or by other partners, members of the Advisory Board (AB) may be called for further comments or review of the deliverable.

As soon as a document will get to a pre-final version, this will be made available to the partners from the Alfresco platform (see section 9.3.3) who will then be informed via email by the WP Leader (WPL). Instructions will include the timeframe allocated to the partners to provide their comments to the editors of the document.

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6.5. Progress assessment

The Project Coordinator (PC) jointly with the Quality and Risk Manager (QRM) and with the corresponding WP Leaders and Task Leaders (TL), will be in charge of estimating the degree of completion of each tasks within the various Work Packages (WPs). The estimation of such effort will be included in the Periodic Progress Reports and/or Annual Reports.

According to the work programme, the following indicators have been listed to evaluate the project success:

Table 1. Impact used for assessment of improved efficiency in health-care systems

Impact parameter	Metrics used for assessment / benchmarking	Expected improvement (in percentage or absolute figure)
Reduction in hospitalization/nursing homes expenses	<ul style="list-style-type: none"> • Ratio between hospitalization or nursing home care period versus the whole given care period. • Ratio between the number of hospitalized elderly patients versus the number of patients receiving home-care services. • Ratio between the number of beds available in hospitals-nursing homes versus the total number of beds. • Ratio between the number of re-admissions to hospital care versus the total number of admissions to hospitals. • Number of visits to the hospitals • Number of specialist visits • Number of emergency visits • Referrals between primary and secondary care 	30%
Reduction in general expenses	<ul style="list-style-type: none"> • Number of days off work for family members • Reduced number of visits to the general practitioner 	20%

Table 2. Benchmarking categories for quality of life of involved users and care givers

Impact parameter	Metrics used for assessment / benchmarking	Expected improvement (in percentage or absolute figures)
Patient's conditions and evolution in home care or community-based settings :	<ul style="list-style-type: none"> • InterRAI™ HC assessment system (HC) 	20%

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<ul style="list-style-type: none"> • Decreased velocity of the worsening of cognitive functionality. • Decreased depression. • Increased velocity of the improvement of physical conditions. • Decreased mortality. 	<ul style="list-style-type: none"> • InterRAI™ CHA and/or CHA-FS / CHA-MH • InterRAI™ CMH • InterRAI™ QoL • Questionnaires on mortality rate 	
<ul style="list-style-type: none"> • Patient's conditions and evolution in a residential scenario. • Decreased velocity of the worsening of cognitive functionality. • Decreased depression. • Increased velocity of the improvement of physical conditions. 	<ul style="list-style-type: none"> • InterRAI™ CHA-AL • InterRAI™ CMH • Questionnaires on mortality rate 	20%
<ul style="list-style-type: none"> • Informal care-givers quality of life. • Social/free time activities. • Decreased number of days off work. 	<ul style="list-style-type: none"> • InterRAI™ QoL • Specific questionnaires 	20%

Table 3. Impact factors used to assess improvements in terms of business and financing models

Impact parameter	Metrics used for assessment / benchmarking	Expected improvement (in percentage or absolute figure)
Investment required to deploy UNCAP	RoI of the pilot	1.2
Reduction in opportunities costs for not using UNCAP	Reduction of expenditures and depreciation costs	15% expenditure 25% deprec. costs
Saved public investment in health care	Reduced investments	5%
Private / Public investments ratio	Increase of private investment rate	15%
Investment readiness	<ul style="list-style-type: none"> • LoIs of potential investors • Number of used technologies • Number of users of the technologies 	12
Access-to-Finance	New general principal funding mechanisms defined through UNCAP	6

Access-to-Market Impact	Partnership models developed e.g. PPP models Market entry strategies illustrated	5
Reduced costs introduced through remote visit or remote collection of data.	<ul style="list-style-type: none"> • Remote visit or remote collection of data • Reduced number of visits to general practitioners • Bed days saved through reduced number of outpatients • Bed days saved reduced through shorter average length of hospital days 	15%
Reduced costs through improved efficiency.	<ul style="list-style-type: none"> • Optimized use of resources through availability of indoor location technology • Increased work efficiency through number of days off from work saved by family members 	20%

6.6. Regular Reporting

The PC will enforce regular submission by all beneficiary of a bi-monthly report for internal use. Submission will be done through the Alfresco platform (see section 9.3.3). The PC will also enforce submission of yearly report for official forward to the European Commission. Additionally, with specific regard to WP3, which deals with the pilot activities, a strict monthly reporting by each Pilot Leader to the Technical Manager (acting as WP leader) will be enforced.

6.7. Schedule of Meetings

An approximately 6-month schedule will be followed for general meetings in person of all the partners. Whenever possible, these meetings will be complemented by other initiatives, including visit of pilot premises, technical workshops, etc. in order to maximise effectiveness and minimise travel costs.

Whenever possible web-based virtual meetings will be organized to reduce travel costs and to ensure frequent communications between different stakeholders of the project. Further technical meeting may be organised whenever required, typically involving a limited number of beneficiaries.

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7. Organization and responsibilities

7.1. Management structure

7.1.1. Project Coordinator (PC)

Trilogis srl is responsible for the overall project management activities, including financial management, as well as for maintaining regular communication with the Commission. The management activities will be under the responsibility of the Project Coordinator who will be Dr Giuseppe Conti.

The complexity of the UNCAP project, as well as the size of its consortium, has required the appointment of a very well defined management structure. In general terms, all project management activities will be integrated into TRILOGIS' project management framework, which has been defined according to the guidelines within the PMIBOK® (PMI Body of Knowledge) edited by PMI (Project Management Institute). In addition, the project management activities will be integrated with the ISO 9001 procedures in place at TRILOGIS, for which the company is certified.

The PC will be assisted by Vice Project Coordinator (VPC) who will be Mr Stefano Piffer (Trilogis), by an Administrative Assistant (AA) who will be MS Irene Facchin (Trilogis), a Quality and Risk Manager (QRM) who will be Dr Giuliana Ucelli (Trilogis), and by a Technical Manager (TM) who will be Mr Leonardo Plotegher (Trilogis).

7.1.2. Vice-Project coordinator (VPC)

The VPC, Mr. Stefano Piffer, will ensure full continuity of operation in case of unavailability of the PC.

7.1.3. Administrative Assistant (AA)

The AA, Ms. Irene Facchin, will be responsible for assisting the PC in all the daily administrative, operational and financial issues.

7.1.4. Quality and Risk Manager (QRM)

The QRM, Ms. Giuliana Ucelli, will be responsible for definition, adoption, enforcement, monitoring, and assessment of the project's quality principles.

7.1.5. Technical Manager (TM)

The TM, Mr. Leonardo Plotegher, will be in charge of the technical supervision of the all the activities of the project. In addition, the TM will be responsible for coordination of the pilot-related tasks, including deployment, operational activities, validation and training of operators. The TM will coordinate the activities with support from the Work Package leaders (WPL).

7.1.6. Work Package Leaders (WPL)

The leader of each WP will be responsible to ensure delivery of the results, as planned, and will be in charge to coordinate the activities of their WP. It is their role to define detailed time plans, which include intermediate delivery dates, to monitor the

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activities of the WP. WPs report directly to the TM. In case of problems, they can also escalate to the QRM or PC, depending on the nature of the issue.

WP number	WP leader name	E-mail	Beneficiary
1	Maurizio Gianordoli	maurizio.gianordoli@socialit.it	SOCIALIT
2	Raffaele Giaffreda	rgiaffreda@create-net.org	CREATE
3	Leonardo Plategher	leonardo.plategher@trilogis.it	TRILOGIS
4	Miguel Angel Mateo	miguel.mateo@atos.net	ATOS
5	Angela Ivanova	angela.ivanova@ini-novation.com	INI
6	Anne Wilson	anne@gistandards.com	GIST
7	Giuseppe Conti	giuseppe.conti@trilogis.it	TRILOGIS

7.1.7. Task leaders (TLs)

WPLs will be further supported by Task leaders (TLs) who will be responsible for the activities of their specific tasks. It will be their responsibility to ensure that the highest quality is met when releasing deliverables, to identify possible risks, and to reporting them to the corresponding WPLs.

Task Leaders within the UNCAP project are:

Task number	Task name	Task leader name	Beneficiary
T.1.1	Definition of pilot use cases/scope & user/system requirements	Urban Sedlar	UL
T.1.2	Analysis of pilot-related regulatory constraints	Elisa Morganti	FBK
T.1.3	Privacy threat vulnerability, risk analysis, and ethical analysis	Scott Cadzow	C3L
T.1.4	Definition of uncap interoperable middleware specifications	Raffaele Giaffreda	CREATE
T.1.5	Pilots deployment and test plan	Nicola Conci	UNITN
T.1.6	Extension and assessment tool	Maurizio Gianordoli	SOCIALIT
T.2.1	UNCAP box	Urban Sedlar	UL
T.2.2	UNCAP cloud-oriented middleware	Massimo Vecchio	CREATE
T.2.3	UNCAP certification suite	Sorin Pop	FIDA
T.2.4	Sub-systems integration and in-lab testing	Urban Sedlar	UL
T.3.1	Initial user assessment	Maurizio Gianordoli	SOCIALIT

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T.3.10	Pilot in Simleu Silvaniei, Romania	Laura Tiglea	SIM
T.3.11	Pilot in Skopje, Macedonia	Saso Koceski	UGD
T.3.12	Pilot in health district "Ovest Vicentino", Italy	Ermanno Dian	USLL
T.3.13	Pilot in Perugia, Italy	Giuseppe Menculini	SOCIALIT
T.3.14	Onsite training of users and carers	Emilija Stojmenova	UL
T.3.2	Deployment & start-up of UNCAP pilots and preparation of training material	Nicola Conci	UNITN
T.3.3	Pilot in Pergine, Italy	Sara Condini	APSS
T.3.4	Pilot in Tarzo, Italy	Maurizio Gianordoli	SOCIALIT
T.3.5	Pilot in Baia Sprie, Romania	Etelka Tamas	BAIA
T.3.6	Pilot in Höhenkirchen-siegersbrunn, Germany	Christl Lauterbach	FUTURE
T.3.7	Pilot in Athens, Greece	George Spyroglou	BIO
T.3.8	Pilot in Thessaloniki, Greece	Panos Bamidis	AUTH
T.3.9	Pilot in Maribor, Slovenia	Vesna Šiplič Horvat	VOG
T.4.1	Analysis of improved efficiency within the health and care systems	Guadalupe Rodriguez	ATOS
T.4.2	Analysis of improved quality of life of involved users and carers	Guadalupe Rodriguez	ATOS
T.4.3	Analysis of impact on business and financing	Wolfgang Kniejski	INI
T.4.4	pilots' rol and srol analysis	Guadalupe Rodriguez	ATOS
T.5.1	New business/service delivery models	Wolfgang Kniejski	INI
T.5.2	New procurement models	Miguel Rodriguez	ATOS
T.5.3	Business planning and market scalability	Angela Ivanova	INI
T.5.4	Definition of licensing models and service level agreement	Angela Ivanova	INI
T.5.5	Innovation ecosystem & business spinning off	Wolfgang Kniejski	INI
T.5.6	Standardisation activities	Anne Wilson	GIST
T.6.1	Liaisons with other initiatives	Martin Ford	GIST
T.6.2	Organisation of conferences, workshops, and other awareness activities	Martin Ford	GIST
T.6.3	Multimedia training programme	Mariolino De Cecco	UNITN

T.6.4	Publications and awareness (incl. actions towards general public)	Mariolino De Cecco	UNITN
T.6.5	Cross-media visibility	Giuseppe Conti	TRILOGIS
T.7.1	Project coordination and financial management	Giuseppe Conti	TRILOGIS
T.7.2	Quality and risk management	Giuliana Ucelli	TRILOGIS
T.7.3	Operational and data management	Claudio Eccher	FBK
T.7.4	Privacy, security, ethical, and gender issue management	Claudio Eccher	FBK

7.1.8. Pilot Leaders (PL)

In addition to TLs, the management structure includes Pilot Leaders (PL) who will be responsible for the daily management of the various pilots. The PLs are detailed in the following table.

WP N.	Pilot location	Pilot Leader (PL) name	Beneficiary
1	Pergine, Italy	Sara Condini	APSS
2	Tarzo, Italy	Stefano Drioli	SOCIALIT
3	Baia Sprie, Romania	Etelka Tamas	BAIA
4	Höhenkirchen-Siegersbrunn, Germany	Christl Lauterbach	FUTURE
5	Athens, Greece	George Spyroglou	BIO
6	Thessaloniki, Greece	Panos Bamidis	AUTH
7	Maribor, Slovenia	Vesna Šiplič Horvat	VOG
8	Simleu Silvaniei, Romania	Laura Tiglea	SIM
9	Skopje, Macedonia	Saso Koceski	UGD
10	Ovest Vicentino, Italy	Ermanno Dian	USLL
11	Perugia, Italy	Giuseppe Menculini	SOCIALIT

7.2. Other Committees and Boards

The management structure will eventually be complemented by the following boards:

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7.2.1. Technical Board (TB)

The TB is constituted by representatives of the beneficiaries with a technical background and will be chaired by the TM. Its members of the Technical Board in UNCAP are:

Organisation	Reference Person	E-mail
TRILOGIS	Leonardo Plotegher	leonardo.plotegher@trilogis.it
CREATE	Massimo Vecchio	massimo.vecchio@create-net.org
C3L	Scott Cadzow	scott@cadzow.com
UL	Urban Sedlar	Urban.Sedlar@ltfe.org
SIEMENS	Septimiu Nechifor	septimiu.nechifor@siemens.com
BIO	Ilias Maglogiannis	imaglo@gmail.com
ZIGPOS	Abdur Rahim Biswas	abdur.rahim@zigpos.com
UNITN	Nicola Conci	nicola.conci@unitn.it
COMBAIN	Rikard Windh	rikard@combain.com
SOCIALIT	Maurizio Gianordoli	maurizio.gianordoli@socialit.it
FIDA	Sorin Pop	sorin.pop@fidasolutions.com
FUTURE	Christl Lauterbach	christl.lauterbach@future-shape.com
ATOS	Miguel Angel Mateo	miguel.mateo@atos.net
GIST	Martin Ford	martin@giststandards.com
GDU	Saso Koceski	saso.koceski@ugd.edu.mk
FBK	Elisa Morganti	morganti@fbk.eu
AUTH	Evdokimos Konstantinidis	evdokimosk@gmail.com

7.2.2. General Assembly (GA)

The GA, which was officially appointed during the kick-off meeting, is constituted by one representative per beneficiary who has power to commit their organisation in choices that may be made regarding the project. The GA will be the ultimate decision-making body of the project on high-level strategies and key issues that may require for instance changes to the work planned, changes to the consortium etc.

The members of General Assembly are:

Organisation	Reference Person	E-mail
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TRILOGIS	Giuseppe Conti	giuseppe.conti@trilogis.it
CREATE	Raffaele Giaffreda	rgiaffreda@create-net.org
C3L	Scott Cadzow	scott@cadzow.com
UL	Mojca Volk	Mojca.Volk@ltfe.org
SIEMENS	Septimiu Nechifor	septimiu.nechifor@siemens.com
BIO	George Spyroglou	gspyro@gmail.com
ZIGPOS	Erik Mademann	mademann@zigpos.com
UNITN	Nicola Conci	nicola.conci@unitn.it
COMBAIN	Rikard Windh	rikard@combain.com
SOCIALIT	Maurizio Gianordoli	maurizio.gianordoli@socialit.it
FIDA	Julian Furnea	office@fidasolutions.com
FUTURE	Christl Lauterbach	christl.lauterbach@future-shape.com
INI	Wolfgang Kniejski	kniejski@ini-novation.com
ATOS	Andrea Rossi	andrea.rossi@atos.net
GIST	Martin Ford	martin@gistandards.com
VOG	Vesna Šiplič Horvat	Vesna.SiplicHorvat@danica-vogrinec.si
ULSS	Giorgio Roncolato	giorgio.roncolato@ulss5.it
APSS	Sara Condini	sara.condini@apss.tn.it
SIM	Septimiu Catalin	orasul.simleu.silvaniei@gmail.com
GDU	Saso Koceski	saso.koceski@ugd.edu.mk
FBK	Giandomenico Nollo	nollo@fbk.eu
AUTH	Panos Bamidis	bamidis@med.auth.gr
BAIA	Dorin Pasca Vasile	primaria@baiasprie.ro

7.2.3. Ethical Board (EB)

The EB will include experts from within and outside the consortium with multidisciplinary competences (ethics, privacy, security, economics, etc.).

Organisation	Reference Person
FBK	Giandomenico Nollo

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C3L	Scott Cadzow
FBK	Claudio Eccher
INI-NOVATION	Wolfgang Knjeski
UNIVERSITA' CATTOLICA SACRO CUORE	Roberto Bernabei
Azienda ULSS 2 Feltre	Mario Modolo
Clinical center Maribor	Dejan Dinevski
FIDA	Sorin Pop
VOG	Vesna
BAIA SPRIE	Silviu Stanescu
UNIVERSITAT SIEGEN	Carl Friedrich Gethmann

The ethical board will be called upon wherever a relevant issue will be risen on this matters. The EB will monitor the fulfilment of ethical and privacy requirements, such as submission to local and National authorities, and will held regular meetings:

- at M07 to:
 - verify that the test plan complies with the ethical and privacy prescriptions,
 - verify if ethical clearance is required according to the results of Task 1.2 (corresponding to MS3);
- at M12 to check and approve the templates for submitting the authorization requests to the National data protection authorities (NDPA) (corresponding to MS5);
- at M16 to:
 - check the answers of the NDPAs and decide the actions in the case of problems raised by the NDPAs,
 - verify the answers of the local Ethical committees (LEC) and
 - decide the actions in the case of problems raised by the LECS (corresponding to MS6)
- at M18 to approve the start of the pilot studies (corresponding to MS7).

Moreover, the EB will be called in addition in the case that specific problems or concerns arise or are observed during the pilot studies.

7.2.4. Advisory Board (AB)

The AB will be made of high-level experts (from industry, standardization industry, academia etc.) who will provide suggestions and recommendations on the activities of the project at strategic level.

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The AB will meet at least once a year, either physically or virtually.

7.3. Risk Management

The risk management activities will be coordinated by the QRM. The activities include continuous watch, throughout the project lifecycle, of technical, operational and other risks. Assessment of each risk (qualitative and quantitative) will be accompanied by identification of mitigating actions, and subsequent monitoring of residual risks until their complete resolution is achieved or the project activities are concluded.

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8. Publication guidelines

With regards to publications, a strict open access policy to scientific publications will be enforced ensuring that all articles generated by the project will be made accessible not later than 6 months from publications (as “green” or “gold” open access) and linked from public indexers, (e.g. ORCID) as well as from the project’s website. Access to OpenAIRE (Open Access Infrastructure for Research in Europe) will be also pursued.

Explicit reference will be made within the consortium agreement that will encourage use of CC-BY or CC-0 types of license. “Underlying data” i.e. research data required to validate results in the publications will be made publicly available as detailed within section 2.2.1.10 of Annex I on “Data management and interoperability”.

Additional information can be found on the official “Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020” [1].

Any use of the EU emblem within publications must follow the official guidelines [2]. These guidelines include instructions regarding the obligation prescribed by the contract to publicly acknowledge the support received from the European Union.

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9. Communication guidelines

9.1. The project web site

All the most important information will be made available from the project web site (www.uncap.eu) including:

- Project background.
- Objectives.
- Expected outcomes and target groups.
- List of beneficiaries.
- Public documents, including deliverables.
- News regarding the project and events organised by the consortium.
- Other information of relevance to the consortium.

9.2. Collaborative task allocation and monitoring platform

A project management infrastructure based on the open source software Asana has been set up (<http://www.asana.it>). This will allow monitoring on-going tasks, for each WP, and automatic dispatching of reminders (in case of approaching deliverables and tasks deadlines).

9.3. Communication procedures

9.3.1. Communication by e-mail

Communications by email will be managed through the use of mailing lists. A number of different mailing lists have been set up, such as:

- partners@uncap.eu - Partners mailing list, not to be used for daily communications, tasks development and project management; this mailing list is to be used with moderation only for communication of general level which need to be addressed by the whole consortium.
- GA@uncap.eu - Mailing list of General Assembly members;
- PEIB@uncap.eu - Mailing list of Privacy and Ethical Issue Board members
- AB@uncap.eu - Mailing list of Advisory Board members
- TB@uncap.eu - Mailing list of Technical Board members
- WPX@uncap.eu - WP mailing list, including all organizations taking part in each specific Work Package
- partnerX@uncap.eu - Partner mailing list, used for document sharing

The next figure illustrates the general structure of the mailing lists.

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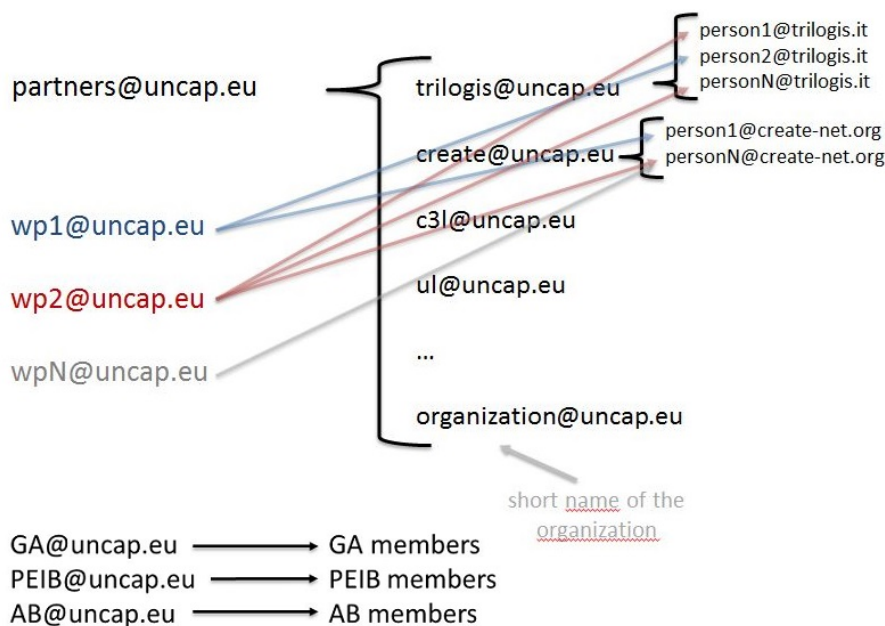


Figure 1. Mailing list overview

Other mailing lists may be added if needed during the project course.

Partners can autonomously subscribe or unsubscribe to the mailing list using the following rules.

To subscribe:

- Each person needs to send a blank email to MAILINGLIST-subscribe@uncap.eu and follow the instructions.
 - As an example, to subscribe to WP1 mailing list use wp1-subscribe@uncap.eu

To unsubscribe:

- Each person needs to send a blank email to MAILINGLIST-unsubscribe@uncap.eu
 - As an example, to unsubscribe from WP1 use wp1-unsubscribe@uncap.eu

9.3.2. Other communication infrastructures

Virtual meetings (using Skype etc.) will be organized whenever needed. In such an occasion, a detailed agenda with items to be covered will be distributed in advance among the invited partners. The person convening the conference is responsible for:

- Informing in advance the partners involved, as well as the coordinator and relevant WP leader(s).
- Sending the agenda prior to the conference call.
- Sending out the minutes detailing the outcome of the conference call

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9.3.3. Document sharing

Alfresco (www.alfresco.com) has been selected as document sharing and management platform. Alfresco is an open source platform and is being hosted on a remote server by Trilogis.

Within the File Repository section, internal and working document will be uploaded on the system, such as:

- Guidelines and contractual documents provided by the Commission.
 - Document and report template archive, containing in particular:
 - Periodic Progress Management Report.
 - Resources monitoring table.
 - Technical Annual Report.
 - Technical Final Report.
 - Financial Statement template.
 - Guidelines for Financial Statements.
 - Deliverable templates.
- Project Deliverables (list and status of delivery).
- Other documents necessary for daily activities.

An account will be configured for each organization granting access to the platform to all members of the consortium. Documents can be uploaded, downloaded and shared using the web interface of Alfresco but it is also available a mobile application.

9.3.3.1. Web interface configuration

The Alfresco sharing platform can be accessed at <http://5.249.148.19:8080/share>. Each partner is been allocated an initial set of credentials:

- User Name: organization@uncap.eu;
- Password: your_psw.

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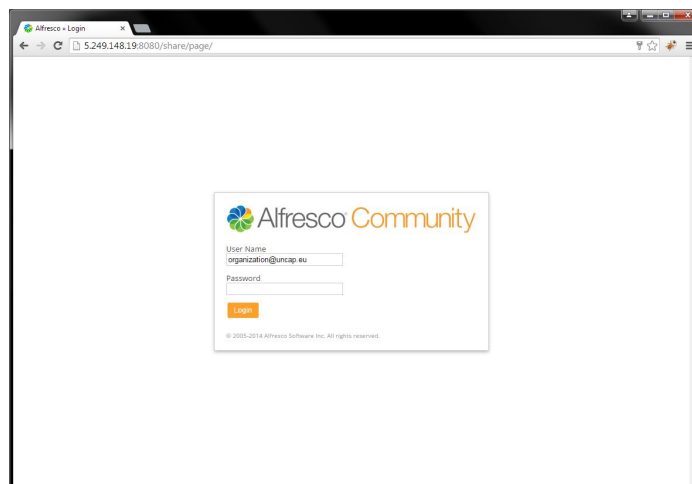


Figure 2. Login page.

9.3.3.2. Mobile app configuration

Mobile applications are available on the Google and Apple Store. Those are the required settings to correctly configure the application:

- User Name: organization@uncap.eu
- Password: your_psw
- Hostname: 5.249.148.19
- Https: NO
- Port: 8080
- Service URL: /alfresco

9.3.3.3. Detailed description

The following screenshot represents the welcome page of Alfresco: the “dashboard”. By default, the page has four different sections that are customizable by the user:

- My Sites: contains a list of the sites you’re connected to;
- My activities: recent activities;
- My Tasks: list of TODOs (we are not going to use this feature since we will use Asana for task management);
- My Documents: list of the documents recently uploaded/modified by you;

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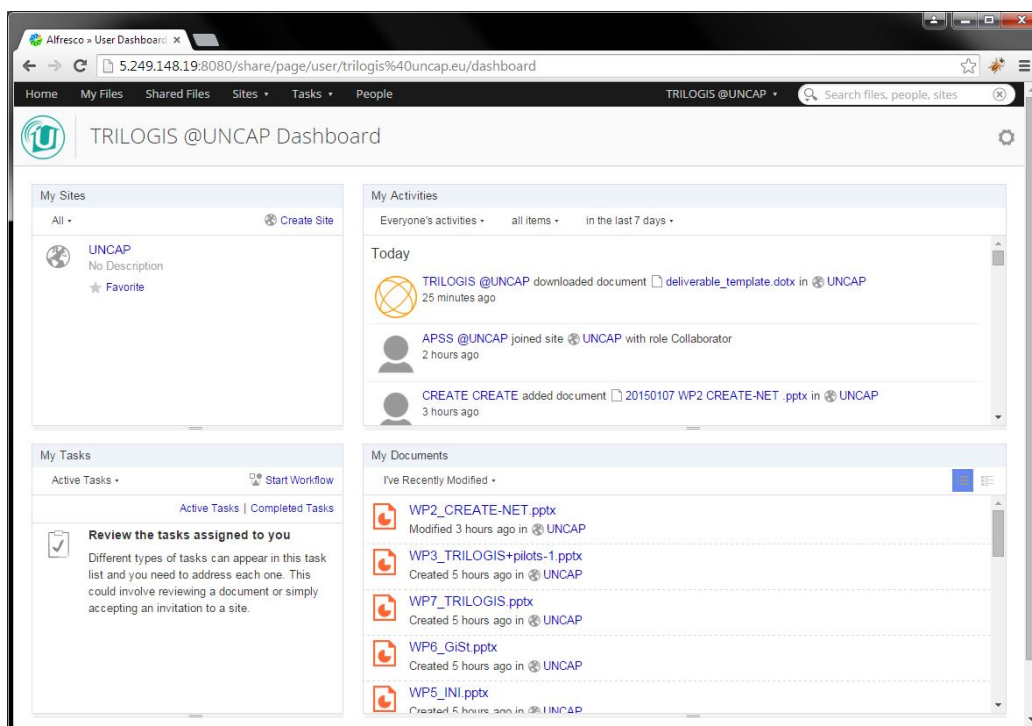


Figure 3. Welcome page Alfresco.

Under “My Sites,” the user can connect to the UNCAP page and in the top-right corner of the UNCAP dashboard there is a link to the “Document library”.

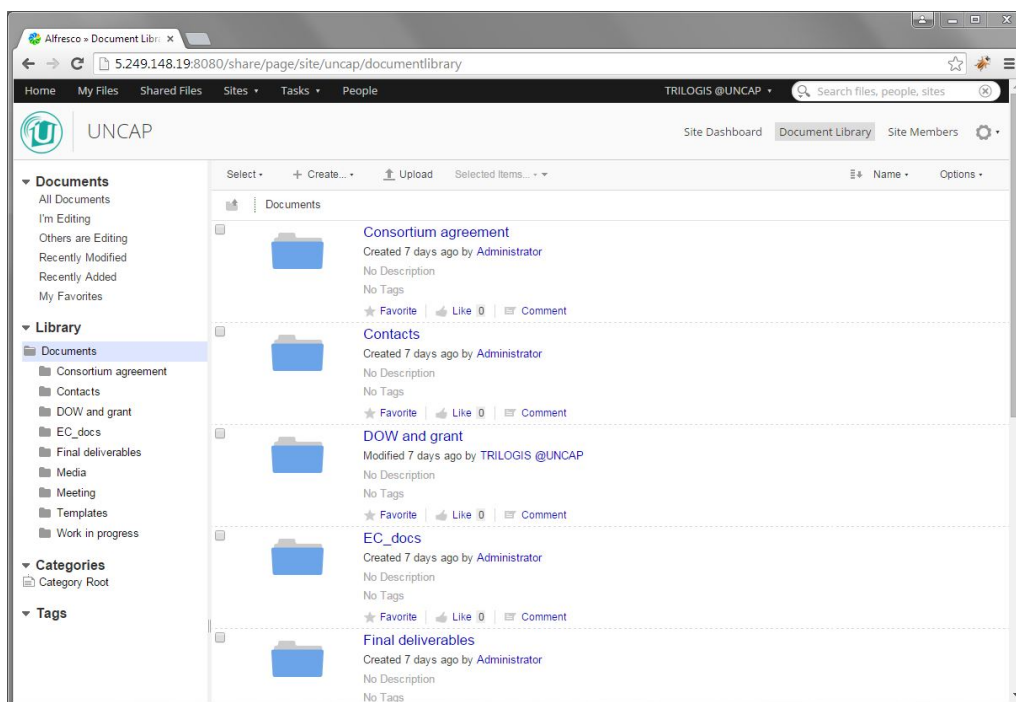


Figure 4. Document library.

This is the default page of the document management platform. Documents are arranged into a hierarchical structure with folders and sub-folders. The user can:

- Upload, download and view files;
- Create new folders; and
- Edit the properties of the uploaded files.