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ITEA 2

Rules and Regulations

European Leadership in Software-intensive Systems and Services



ITEA 2

INFORMATION TECHNOLOGY FOR EUROPEAN ADVANCEMENT

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WARNING

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1. Introduction

The goal of this document is to provide information on the ITEA 2 processes and decision mechanisms.

The other ITEA 2 documents that are here referred to are:

- [ITEA 2 Blue Book](#)
- [ITEA Roadmap for Software-Intensive Systems & Services, 3rd edition](#)
- [ITEA 2 Financial Contribution Rules](#)

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2. The ITEA 2 programme

ITEA 2 (Information Technology for European Advancement), the successor of ITEA, is an industry-driven, business-oriented, pre-competitive R&D programme that stimulates and supports projects that will give European industry a leading edge in the area of Software-intensive Systems and Services.

ITEA 2 is a EUREKA cluster (label: Σ! 3674), open to partners from large industrial companies, small and medium-sized enterprises (SMEs), as well as public research institutes and universities or governmental organisations. ITEA 2 is an eight-year programme with yearly Calls for Projects.

2.1. The ITEA 2 programme schedule

The first Call (Call 1) of ITEA 2 opened in February 2006 and the labelled projects started in 2007. A Call is opened at the beginning of each year.

Figure 1 provides an overview of the ITEA 2 programme including the different Calls for Projects.

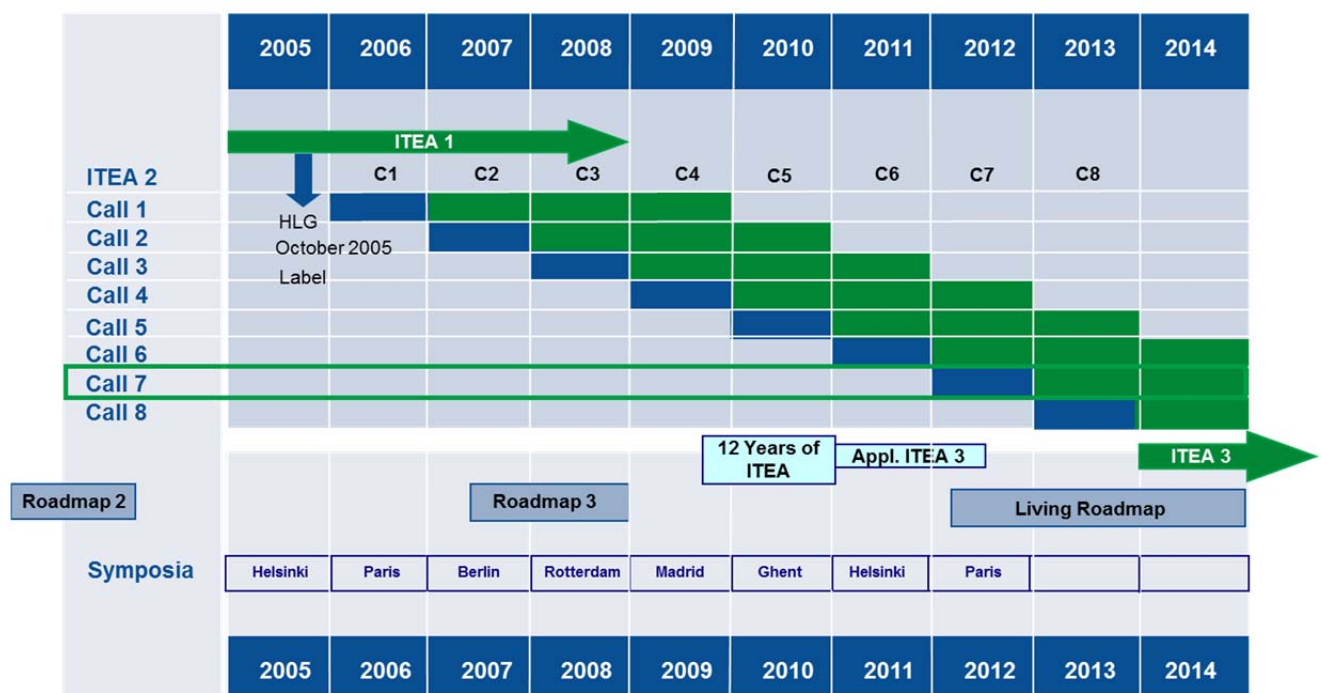


Figure 1 - Global overview of the ITEA 2 programme

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2.2. Liaisons with other programmes

ITEA 2 has established solid relations with other national or European programmes with similar aims in the framework of the European Research Area (ERA) such as the ARTEMIS Joint Undertaking and the IST programme (Information Society Technologies) from the European Commission.. Furthermore ITEA 2 is actively collaborating with “cousin” programmes, both on a trans-national basis (other EUREKA Clusters such as CATRENE or CELTIC+) and nationally (ICT Clusters such as French PdCs, e.g. System@tic). ITEA 2 is capitalising on ITEA's assets and maintains such relations.

2.3. The ITEA 2 website

ITEA 2 wishes to communicate its intentions and results as much as possible to the wider public interested in ITEA 2 and to the people in the ITEA 2 community. For this purpose a website has been set up. The public part of the ITEA 2 website (<http://www.itea2.org>) contains information about:

- ITEA 2 in general
- Companies, universities and institutes participating in ITEA 2
- Project portfolio
- Project Call information
- News & events
- Publications
- Press Information

For communication with the ITEA 2 community, including ITEA 2 bodies and project participants, a restricted Community website (<https://community.itea2.org>) is set up that is accessible to those having registered for a MyITEA account and in some cases, signed a dedicated Non-Disclosure Agreement.

2.4. The Co-summit

Each year ITEA 2 organises its Co-summit. The goals of this event are to:

- inform a wider public (including Public Authorities) about ITEA 2's vision, strategy and (project) progress;
- contribute to the creation of an “ITEA 2 Community”.

Participants range from project management team members to special guests. The content of the Co-summit has several elements:

- guest speakers, who present views on the event theme;
- the ITEA 2 executive team, who presents the status of the programme;
- representatives of selected projects who formally present their achievements;
- between the sessions, a continuous, full-scale exhibition of on-going projects with presentations, posters and live demonstrations;
- the prestigious annual ITEA 2 Achievement Award given to the best performing project which has ended during the previous period.

3. Structure of ITEA 2

3.1. Purpose

The scope and purpose of the ITEA 2 programme are to stimulate and support pre-competitive R&D projects within the goals of ITEA 2, to be executed by the project partners and partly publicly funded.

3.2. Basic principles

- The ITEA 2 Programme is a EUREKA ICT Cluster. The EUREKA rules are applicable to the ITEA 2 Projects and Partners; among others:
 - A consortium must consist of at least two different organisations from two different EUREKA member countries,
 - The Project Leader must be from an organisation established in a EUREKA member country or EUREKA Associated Country,
 - Partners from non-EUREKA countries may participate in a Project provided all participants agree,
 - Public funding is not a pre-requisite for a Project to get or keep a EUREKA label;
 - Being funded is not a pre-requisite for a partner to participate in a Project;
- The ITEA 2 programme is industry-driven with regard to its strategy, goals and management;
- The ITEA 2 programme is set up according to the ITEA 2 Frame Agreement;
- The composition of the executive bodies reflects an appropriate mix with respect to countries, fields and levels of activity;
- The ITEA 2 programme is not-for-profit financed by most contributors to the projects.

The ITEA 2 programme has no direct control over the projects performed. Technical know-how, ownership of results and responsibility for project management, execution and reporting remain with the project partners.

In case that a project is no longer complying with one or more of the basic EUREKA rules mentioned above, the PL (or the project partners) should immediately inform the ITEA 2 Programme Coordinator. The consortium should then work out a corrective action plan and submit a Change Request accordingly. If no solution is foreseen within a reasonable time, the project consortium may decide to abandon the project; otherwise, the ITEA 2 Office will bring the issue to the ITEA Bodies.

3.3. Tasks of the ITEA 2 organisation

The main tasks of the organisation (Office and Bodies, see next paragraph) are:

- to create/increase awareness of the programme;
- to help set up projects¹ and continue to support them throughout their working period;
- to ensure rigorous quality from call to completion; and

¹ Including support in building project consortia through focused sessions at the launch of the Calls.

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- to monitor changes in technology and steer the technical content of the programme accordingly, while maintaining strong cooperation with Public Authorities (PAs) and other EUREKA Cluster programmes.

3.4. The ITEA 2 bodies

To achieve these tasks, a permanent ITEA 2 Office has been established as well as three additional bodies: the Board, the Board Support Group and the Steering Group, each composed of ITEA 2 Founding Companies representatives.

All members of ITEA 2 bodies have signed a Non-Disclosure Agreement (NDA) covering all the information they work with, related to their ITEA 2 duties.

The different tasks of the ITEA 2 bodies are shown in *Figure 2 - The ITEA 2 organisation*

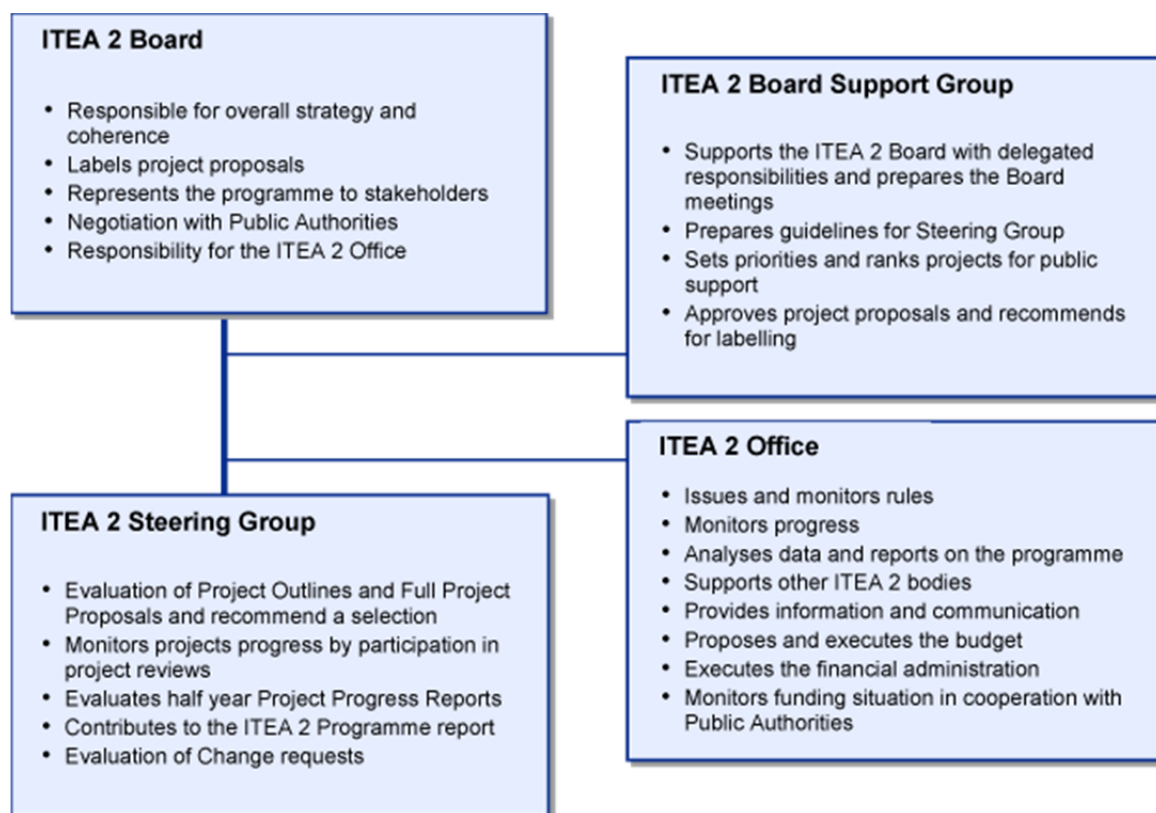


Figure 2 - The ITEA 2 organisation

In addition, supporting scientific committee(s) and forum(s) will be implemented when necessary.

The ITEA 2 Office executes the office tasks for the ITEA 2 programme.

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4. ITEA 2 and Public Authorities

The Public Authorities (PAs) that support ITEA 2 harmonise and synchronise measures related to the ITEA 2 programme in order to ensure continuity and optimal execution of the programme.

The involved PAs form the ITEA 2 Directors Committee and the ITEA 2 Authorities Committee, supporting the ITEA 2 Directors Committee.

The ITEA 2 Directors Committee is the formal contact point for the ITEA 2 Board and the ITEA 2 Authorities Committee is the formal contact point for the Board Support Group and for communication with the ITEA 2 Office.

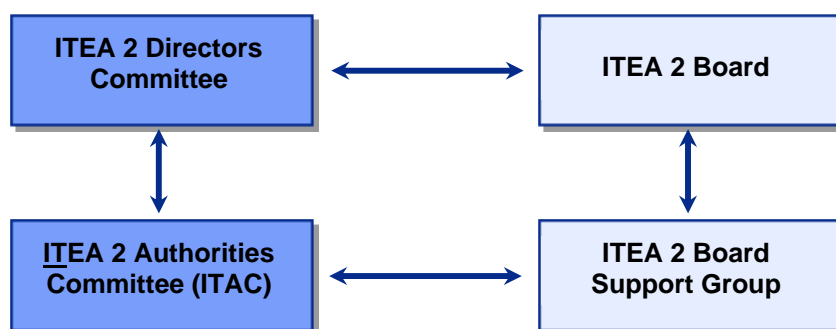


Figure 3 - Co-operation with Public Authorities

4.1. ITEA 2 Directors Committee

The ITEA 2 Directors Committee fulfils for Austria, Belgium, Finland, France, Germany, Italy, Israel, the Netherlands, Norway, Spain, Sweden, United Kingdom (UK) and the European Commission the same functions as the Board for the companies involved in ITEA 2. It determines the broad scope of these Public Authorities' interactions with ITEA 2. The Directors Committee and the ITEA 2 Board meet at least once a year and address strategic issues.

4.2. ITEA 2 Authorities Committee (ITAC)

The ITAC has a similar relationship with the ITEA 2 Directors Committee as the ITEA 2 Board Support Group (BSG) has with the ITEA 2 Board. The ITAC and BSG meet approximately three times a year.

4.3. Interaction between ITEA 2 and the Public Authorities

4.3.1 Reporting from ITEA 2 to the Public Authorities

- ITEA 2 was established in agreement with the involved Public Authorities (PAs); the ITEA 2 partners can seek financial support from their respective governments
- Part of the information collected by the ITEA 2 organisation is needed by the PAs as a basis for decision making on starting or continuing financial support for the individual projects.

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- The PAs require information on programme level as well as on project level
- The information on programme level is given via:
 - the yearly ITEA 2 Programme Report containing elements such as programme achievements and challenges, project call progress and effort overview.
 - the ITEA 2 Magazine which is published three times per year
 - the ITEA 2 Community website, with up-to-date project data
- The information on project level is mainly based on the technical reports and includes: achieved progress, quantifiable results, market and/or competitive situation, co-operation aspects and a milestone trend analysis
- The ITEA 2 Office takes care of providing the regular programme information required by EUREKA
- Partners from a EUREKA country outside Austria, Belgium, Finland, France, Germany, Israel, Italy, the Netherlands, Norway, Spain, Sweden, Turkey and UK applying for an ITEA 2 label, have to contact the EUREKA National Project Coordinator in their country
- The PAs are regularly informed about any relevant events concerning new or on-going projects (such as labelling status, project change requests, etc.).

4.3.2 Coordination of public support

4.3.2.1 General

- The ITEA 2 organisation provides the involved PAs as early as possible with information that can be used as a basis for the planning of financial support for the individual projects.
- Each involved PA supports – in close contact with the ITEA 2 organisation – the European synchronisation of the public funding.
- The involved PAs provide the ITEA 2 organisation with all relevant information for the planning of a co-ordinated start and execution of the projects.
- The involved PAs contribute to the Calls by providing special topics related to the themes of their national programmes.

4.3.2.2 Organisational aspects

- The Directors Committee coordinates and monitors the execution and funding of ITEA 2, supported by the ITAC.
- According to their individual funding mechanisms, each PA may involve their own bodies or advisors.

4.3.2.3 Procedures

- New project proposals selected (see detailed procedure in § 5.3) by the ITEA 2 bodies on the basis of a Project Outline (PO) are sent to the ITAC.
- The ITAC examines the selected POs and discusses the funding outlook and the potential source of national funding. The opinion of the ITAC is disclosed to the BSG in a joint meeting.
- The Office informs the Project Leaders (PLs) on the final decision of ITEA 2 and provides the ITEA 2 evaluation report plus the funding and technical comments of the ITAC.
- The project consortia that made a proposal that positively passed the Project Outline phase are invited to make a Full Project Proposal (FPP). All submitted FPPs are sent to ITAC.

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- ITAC members evaluate the FPPs, with their own mechanisms. The outcome of the evaluation process (ITEA 2 as well as ITAC evaluation) and the funding outlook are discussed in a joint ITAC-BSG meeting.
- The funding outlook is not to be considered as a formal or legal commitment from the PAs for funding.

5. From a project idea to the label

5.1. Project initiation

- The ITEA 2 programme is open for organisations able and willing to contribute significantly to the strategic and technical goals of ITEA 2 and to comply with the rules of ITEA 2.
- The domains and technologies outlined in the ITEA Roadmap 3 form the general frame for the technical content of the ITEA 2 programme. For each Call for Projects, ITEA 2 may highlight subjects of current interest and concern, which are then published on the ITEA 2 website. These special-focus subjects correspond either to specific issues related to new areas or to technologies the ITEA 2 Steering Group feels insufficiently addressed in the present project portfolio. They should not be seen as having an edge over others; they merely reflect the attempt to continuously extend the scope of ITEA 2 activities.
- A Project Proposer Handbook document, available on the ITEA 2 public website, provides advices on how to proceed from a project idea onwards.

5.2. Calls for Projects

Every year at the same period (January-February) ITEA 2 issues an open Call for Projects.

5.3. A two-step Call procedure

The ITEA 2 website clearly outlines the process of project selection. For getting funding from public authorities, partners must first get their project labelled by ITEA 2 (but an ITEA 2 project label does not automatically induce the funding of the project!).

A project proposal has to meet a number of criteria, which shows that it fits to the ITEA 2 programme.

This *key process*, which we call the labelling process, is carried out according to the procedure described below. The labelling procedure:

- complies with quality standards set by ITEA 2 and worked out in agreement with PAs;
- accommodates a set of constraints due to the fact that different national authorities fund them (therefore, the content of each of the projects must be approved at the national level); and
- avoids consortia doing large amounts of work without a reasonable chance of success.

The following (two-step) selection procedure was established to fulfil the above-mentioned conditions:

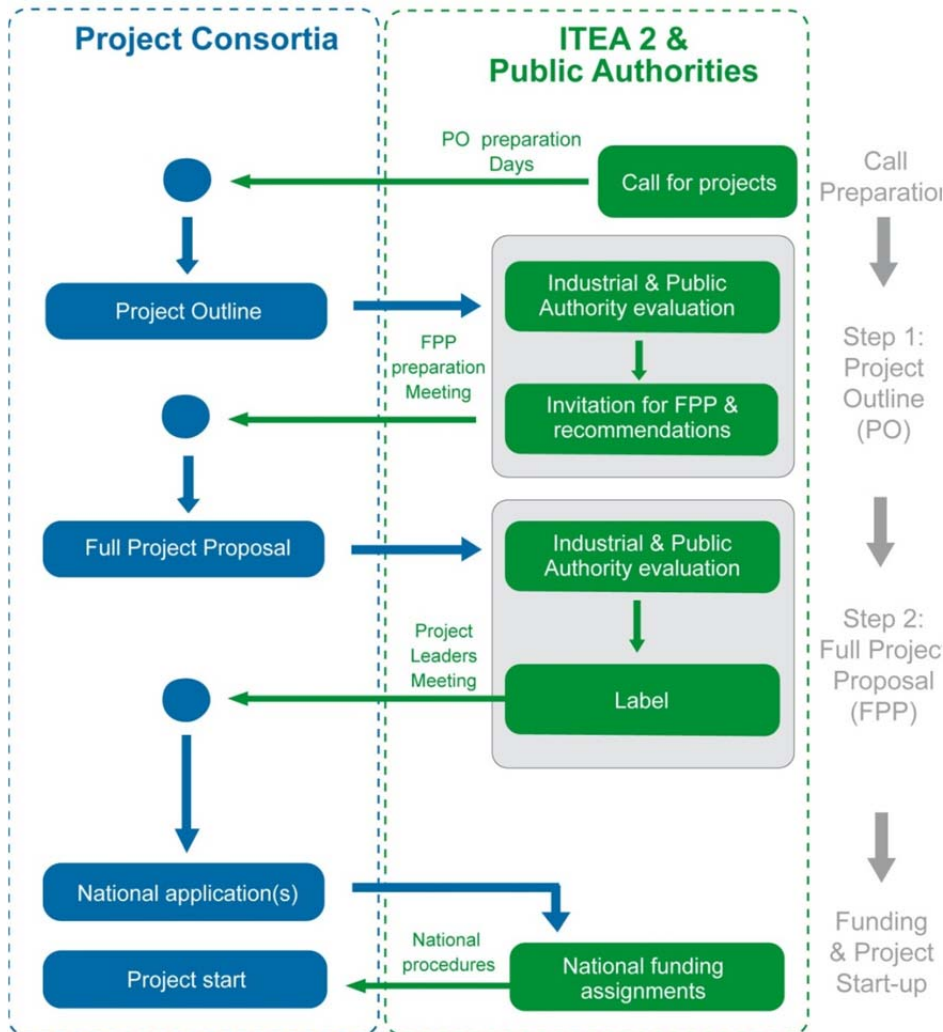


Figure 4 - A two-step procedure for project evaluation

The **first step** for a project consortium consists in responding to a Call for “**Project Outlines**” (PO). The PO must give a short overview of a project, mainly describing **what** the project is about (see § 10.2.1 for more details). This enables an initial selection among the different ideas presented, while keeping the workload of consortia to a minimum. At the opening of each Call, ITEA 2 organises a two-day PO preparation event for newcomers as well as current ITEA 2 partners in order to form consortia and/or generate preliminary outlines for projects. The PO is used for pre-selection of proposals, preliminary information and budget discussions between the ITEA 2 organisation and the involved PAs and for general information exchange within the ITEA 2 organisation.

PO evaluation:

The Programme Coordinator assigns two or three STG members (from companies not participating in the proposal) to evaluate the PO (based on the selection criteria as defined in § 5.4) and report to the STG. The STG evaluation is communicated to the Board Support Group (BSG). For each PO, the BSG makes a first decision on whether the PO is rejected or advanced to the ITAC.

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The ITEA 2 Office then sends the non-rejected POs to the ITAC which runs its own evaluation. About four weeks later, the ITAC and the BSG exchange their opinions on the projects in a joint-meeting. Pursuant to this meeting, the BSG makes a second decision for each PO whether it is accepted or not.

The Project Leaders (PLs) are then immediately informed about the BSG decision and receive from the ITEA 2 Office the ITEA 2 and PAs recommendations.

Hence, about four months after a Call has been launched, a consortium knows whether it has a reasonable chance to be labelled.

The **second step** for the project consortia is the production of the “**Full Project Proposal**” (FPP).

The consortia of the accepted POs are invited to prepare an FPP and send it to ITEA 2 before a specified deadline (September at the earliest and November at the latest).

The FPP must describe the project content and **how** the project will be executed and managed; any relevant information contained in the PO must also be contained in the FPP (see § 10.2.2 for more details).

Immediately after the submission deadline, the ITEA 2 Office sends all the FPPs to the ITAC and the FPPs are evaluated in parallel by ITEA 2 and by the PAs. Consortia eventually receive from the ITEA 2 Office the results of both evaluations.

Early in the FPP preparation phase, the ITEA 2 Office organises a briefing day in order to help potential PLs to increase their chances of success.

A time span of three to four months between the PO acceptance and the FPP submission allows the consortia to fine-tune their proposal, at best taking into account advices from the relevant national PAs.

FPP evaluation:

The process is similar to the one for the PO evaluation: the Programme Coordinator assigns two or three STG members (to the extent possible the same as for the PO evaluation and in any case from companies not participating to the proposal) to evaluate the FPP (based on the selection criteria as defined in § 5.4) and to report to the whole STG. This evaluation also takes into account how the mandatory recommendations made by ITEA 2 and the PAs in the PO evaluation have been implemented. For each FPP, the STG recommendation to accept or refuse it is communicated to the BSG.

After the parallel evaluations made by ITEA 2 on the one hand and the ITAC on the other hand, the ITAC and the BSG exchange their opinions on the projects in a joint-meeting.

Pursuant to this meeting, the BSG makes the final recommendation to the ITEA 2 Board which makes the final decision to grant the ITEA 2 label or not.

The PLs are then informed about the official ITEA 2 decision within a few days.

The PAs generally express their decision to fund or not about three months after the labelling date.

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5.4. Criteria for the PO and FPP evaluation

(Questions to be answered in the PO/FPP document)

The PO as well as the FPP will be evaluated according to the following criteria:

- **Relevance to the ITEA 2 Programme**
- **State-of-the-art:**
 - Is the technology state-of-the-art properly described?
 - Does the proposal document how the project relates to and/or builds on results of, and differentiates from, other (completed or running) cooperative projects?
 - Is there an adequate “Market Analysis” section (including competitors’ description)?
 - Are the market opportunities clearly documented for each partner?
- **Innovation**
 - Is the innovation described in relation to the State-of-the-Art and is the project innovative enough?
 - Are the future potential products or services identified?
- **Expected impact**
 - Are the objectives clearly quantified and is it explained how results will be measured?
 - Are the concrete final results and their expected impact clearly described and credible?
- **Exploitation and dissemination**
 - Is there an adequate description of the exploitation perspectives and dissemination (publications and standardisation)?
 - Are the management expectations from, and involvement with, software- or system-engineering related activities clearly described for the companies that are not software tool vendors?
- **Project management & work plan**
 - Is there an adequate work plan?
 - Is there an adequate project management plan?
 - Is the role and contribution of each partner clearly defined?
 - Is it planned to update/extend, in the course of the project, the state-of-the-art described in the FPP and to make it a Public Deliverable?
- **Effort justification**
 - Is there a convincing “Rationale for Funding”?
 - Is the total effort in line with the work and the objectives to be achieved?
 - Is the effort of each partner in line with the work to be done?
- **Consortium (key players & cooperation added value)**
 - Is there sufficient R&D competence and business power in the consortium?
 - Is the positioning of the participants along the described value chain documented?
 - Is the mix of partner types (i.e. large industries, SMEs and universities and research institutes) appropriate?
 - Is the mix of countries in accordance with EUREKA rules (see paragraph 3.2)?
 - Is the added value of each partner's cooperation described and convincing?
 - Does this consortium help the partners to achieve their goals (business and technological)?
 - (For projects having software- or system-engineering related activities) Are software tool vendors participating; if not, is a justification provided?
- **Contacts with PAs**
 - Were the PAs contacted (and is the outcome likely to be positive)?

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For the PO evaluation, the main focus is on the four following criteria:

- **State-of-the-art & Innovation**
- **Expected impact & Exploitation**
- **Consortium (key players & cooperation added value)**

For the FPP evaluation, in addition to the four above-mentioned criteria, the following ones are taken into account:

- **Project management & work plan**
- **Dissemination**
- **Effort justification**
- **Contacts with PAs**

5.5. Project labelling

- The “ITEA 2 label” is endorsed by EUREKA. It is the assessment by the ITEA 2 organisation that the proposed project fits with the goals of ITEA 2 and that the applying organisations are accepted as partners in the ITEA 2 programme.
- For receiving and keeping the ITEA 2 label, a Project must comply with the EUREKA rules (see [Basic Principles](#)).
- The ITEA 2 label also implies that the ITEA 2 organisation recommends the project to PAs for public funding provided it takes into account the evaluations and recommendations made by the ITEA 2 organisation and by the involved PAs.
- An ITEA 2 label however does not automatically induce the funding of the project. For getting funding, each partner must apply for funding in each relevant country (in some of them through a National Programme) and negotiate with its national public authority. To enable the quickest possible funding decision by the PAs the partners are recommended to check the right deadline or time window with the PAs of each involved country. Excellent POs may be selected, in agreement with the Public Authorities, for parallel preparation of the FPP and the national funding applications in order to arrange for fast funding shortly after the labelling decision.
- The label is given to the project – as described in the FPP – and to each applying partner according to the list of partners in the FPP.
- With regard to the ITEA 2 regulations, subcontractors and their contribution to projects are considered as part of their main contractors.
- The label is conditioned by the project partners’ compliance with the ITEA 2 regulations (irrespective from the funding situation).
- The ITEA 2 Board may decide to withdraw the label, either from the total project or from individual partners, if the conditions and criteria for granting the label are no longer fulfilled or in the case where a project consortium or partner does not cooperate in providing to the ITEA 2 Office the due information.

6. After labelling

6.1. Project Leaders Briefing Session

Once the label has been granted, the Project Leaders (PLs) are invited for a briefing session where all rules, regulations and guidelines related to the carrying out of the project are explained.

6.2. Financing and funding ITEA 2 projects

- Each project partner is responsible for executing and financing his effort in the project.
- Each PA will decide on a partner per partner basis and according to the relevant national funding rules to fund a project or not.
- Funding contracts are dealt with directly between each project partner and the relevant funding PA.
- Each project partner is responsible for providing the respective PA with all information concerning his project according to the relevant funding rules.
- In addition to the FPP, the ITEA 2 organisation will provide the relevant PAs with any available information necessary for preparing funding decisions.
- The ITEA 2 organisation will regularly report to the relevant PAs on the progress and changes in the programme as well as in the individual projects.
- In addition to the programme organisation established by ITEA 2, each participating PA can install its own experts for the evaluation of project proposals or on-going projects.

6.3. National applications

- Once the ITEA 2 label has been granted to a project, each project partner looking for funding must submit a national application to its national authorities before a given deadline.
- Since the deadline for such a submission varies from country to country, each project partner (or each Consortium national contact person) should immediately get in touch with the relevant Public Authorities contact person to know the deadline, the information to be gathered and/or the forms to be filled in;

Information on the PA contact persons is available:

- on the [Funding](#) page of the public ITEA 2 website for the countries members of the ITAC (ITEA Authorities Committee), and
- on the page <http://www.eurekanetwork.org/in-your-country> (“Select your country”) of the EUREKA website for the EUREKA countries that are not member of the ITAC.
- The PL must stimulate the launch, and monitor the status of the national applications to be done by each partner; the PL must inform the ITEA 2 Office of the status by return upon its request.
- Partners who fail to get funded may either decide to participate in the project at their own cost or leave the project; in the first case, it should be explicitly documented (in the “Contacts with Public Authorities” §) in the (updated) FPP; in both cases, such changes are subject to a Change Request (see § 6.7).

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6.4. Funding decisions

- The PL should monitor the funding decisions status for each partner of the project and, upon request, provide this information to the ITEA 2 Office, per country and per partner.

6.5. Project Co-operation Agreement (PCA)

Preferably before but at the latest after the label has been granted, the PL must launch the process of getting all the partners of the project agreeing upon and signing a Project Co-operation Agreement (see § 11.5). The ITEA 2 Office must be informed of the existence of a signed PCA, not of its content.

6.6. Basic guidelines for Intellectual Property Rights (IPR)

The main IPR principles with regard to the co-operation of partners in the ITEA 2 programme are specified in the Frame Agreement (see § 11.1). Project-specific IPR clauses can be included in the PCA.

6.7. Changes in active projects

A **Change Request (CR)** procedure enables to change current plans; relevant CR Guidelines and Form are available on the ITEA 2 website.

Top-down Change Requests can be made by ITEA 2; such changes to current plans or compulsory actions will then be formulated by the ITEA 2 Programme Coordinator in co-operation with the STG members reviewing the project (in most cases in the Project Review Conclusions & Actions). The Programme Coordinator, together with the STG reviewers will check their implementation by the consortium.

Bottom-up Change Requests related to the content or the way of execution of a labelled project have to be made by means of the CR procedure, regardless of the reason or kind of change:

- The PL documents and justifies the requested changes in the CR and submits it together with the updated FPP via the ITEA 2 Community website to the ITEA 2 Office, after approval by the project partner(s).
- The Programme Coordinator checks the CR to see whether the change is major or minor and proceed accordingly as described hereafter.
- In case of a minor change, the Programme Coordinator fills in the CR evaluation form and submits it to the STG for final approval. The change becomes effective after the vice-chairman of ITEA 2 has duly signed the form. The Programme Coordinator informs the PL and the PAs.
- In case of a major change, the two assigned reviewers of the Steering Group evaluate the change in terms of trade-off between the original commitment (effort, objectives) and the new situation (effort, objectives and validity of project) and propose either to accept or to reject it. The STG then either supports or rejects the proposal. If necessary the request is sent to the BSG for recommendation. The change becomes effective after the vice-chairman of ITEA 2 has duly signed the form. The ITEA 2 Office informs the PL and the PAs.
- The reason to reject a CR shall always be given. The project partners have the right to go directly to the ITEA 2 Board if the STG rejects their request.

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- The PL must re-assess the validity of the PCA (e.g. in case of partners' name) and if necessary get it amended.
- Necessary information must be officially transmitted to the Programme Coordinator.
- In case a partner doesn't fulfil its obligations towards the rest of the consortium, the rest of the consortium might remove this partner from the consortium by taking the relevant steps described in the signed PCA or in Article 9.4 of the ITEA 2 model PCA in case no PCA has been yet signed.

Changes are considered to be minor for:

- start/end date modifications
- change in project/work package leaders
- effort modifications if the change is less than 10% of the total manpower
- changes of partner name(s).

All other requests are considered major.

All projects changes require an update of the FPP. The ITEA 2 Office (Programme Coordinator) always takes care of the necessary information flow and handling of the CR.

6.8. Rule for written external communication

Since the ITEA 2 programme and projects receive public support, reference to "ITEA 2, EUREKA cluster programme Σ! 3674" has to be made in all publications, exhibitions, lectures and press information related to ITEA 2 projects.

Document reference:

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7. Financial contribution

- The anticipated operational costs of the ITEA 2 organisation are listed in a yearly budget, subject to the approval of the ITEA 2 Board.
- These costs are to be shared between all the ITEA 2 project partners except Universities as defined in Article VII of the ITEA 2 Frame Agreement.
- The annual financial contribution fee is a fixed percentage of the *planned* costs as specified in the latest FPP of their labelled ITEA 2 projects *for the relevant year*. The percentage is each year defined and approved by the ITEA Board.
- Exact rules and invoice procedure are laid down in the [ITEA 2 contribution rules](#) document for the relevant year.

Document reference:

[ITEA 2 Rules & Regulations](#)

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8. Communications

Each Project is expected to support the ITEA 2 Office with regard to the following:

8.1. Co-summit

Each Project is expected to participate in the yearly Co-summit; this can be limited to one or more posters for projects not having yet actually started or consist of a full-size booth with posters, a presentation and/or demonstrator(s).

8.2. Project promotion material

8.2.1 Project leaflets

The Project leaflets are double-sided A4 project information sheets to be used for symposia, press, and other external information. The ITEA 2 Office provides their copywriter services to the project to write the leaflet on the basis of project documents (e.g. PO & FPP) and input from the Project Leader (PL). The ITEA 2 Office is responsible for creating the layout and producing the leaflet (in coordination with the PL and the ITEA 2 Programme Coordinator). A digital version of each leaflet is available on the ITEA 2 public website; prints thereof are available at and from the ITEA 2 Office.

8.2.1.1 Project Profile

A Project Profile leaflet is edited as soon as a Project has started.

8.2.1.2 Project Results

After the Project completion, the "Project Profile" leaflet is updated into a "Project Results" leaflet.

8.2.2 Project poster(s):

The Project posters are single-sided A0 sheets produced for the yearly ITEA 2 Co-summit. The ITEA 2 Office provides to each PL a template with guidelines and examples. The PL must then provide text and diagrams / pictures to the ITEA 2 Office which is then responsible for the layout of the posters (in coordination with the Project Leader). A digital version or prints can be made available from the ITEA 2 Office.

8.3. Innovation Report

An Innovation Report is a short technical marketing paper about an ITEA 2 project which has recently completed. This Report is providing to the Public Authorities and the interested general public a clear explanation of key results of the project and their business impact. Innovation.

The ITEA 2 Office offers its copywriter services to projects to write the Innovation Report based on an interview with the PL and possibly other project documentation. Projects are requested to cooperate in producing the report at the final Review.

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A few selected Innovation Reports are published in the ITEA 2 Magazines (published 3 times per year). All Innovation Reports are also published on the public ITEA 2 website.

9. Reporting, monitoring and reviewing

9.1. Introduction

The ITEA 2 organisation has been installed in order to manage the ITEA 2 programme and to maintain its coherence. Part of this task is to maintain an effective reporting and monitoring process covering both strategic and technical aspects of ITEA 2.

Reporting is organised to inform the ITEA 2 community on the progress of projects and the ITEA 2 programme.

- Project progress reporting is used to inform the different levels of the ITEA 2 organisation on the progress of projects.
- Based on the information generated by the Project Progress Reports (PPR), the ITEA 2 organisation will report via the ITEA 2 Programme Report to the ITEA 2 community and in particular to the ITEA 2 Public Authorities (members of the ITEA 2 Directors Committee and of the ITEA 2 Authorities Committee) on the progress of the programme and of each individual project.
- Each year at the end of March, a report covering the full previous year is published. Intermediate updates are published in the ITEA 2 Magazine (3 editions per year).

Monitoring is organised to evaluate the progress of the projects and of the ITEA 2 programme and to readjust current plans, if necessary.

- Project monitoring is established as a regular activity in order to provide the ITEA 2 organisation with appropriate information, but also to initiate changes in the programme or in projects, if necessary.
- Additional monitoring can be initiated either by the ITEA 2 bodies (STG, BSG, Board and ITEA 2 Office) or by the PAs.

The ITEA 2 Board and the PAs will use the results of the reporting and monitoring of ITEA 2 projects in their decisions to either maintain or withdraw the ITEA 2 label and/or to continue or stop the funding, respectively.

Each national PA may require additional specific information (e.g. financial details, technical reports/reviews, etc.) from his project contractors according to national specific rules.

In order to ensure the consistency of the project data available to the ITEA 2 organisation and to the PAs, a continuous exchange of information between ITEA 2 and the PAs takes place. The restricted website is one of the tools used.

The basic rules for reporting and monitoring are laid down in the ITEA 2 Frame Agreement and the model of the Project Co-operation Agreement (PCA). Additional information is provided hereafter.

9.2. Regular reporting

Regular reporting is done at two levels:

- At project level, by means of a Project Progress Report (PPR) produced by the Project;
- At programme level, by means of the ITEA 2 Programme Report and the ITEA 2 Magazine produced by the ITEA 2 Office.

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9.2.1 Project Progress Report

Twice a year, each project consortium prepares, under the responsibility of its PL, a Project Progress Report (PPR). Its content is listed in *Table 1*.

Project Progress Report

Executive summary

Chapters

Context update
 Progress
 Current exploitation perspectives
 Plus/Minus Report
 Risks
 Manpower
 Milestones & Deliverables

Appendices

Dissemination (Excel spread sheet)

Table 1- Project Progress Report content

Guidelines and Templates to be used are available on the ITEA 2 website.

The **process** to evaluate PPRs entails the following steps:

1. Two or three STG members (to the extent possible, those following the project and in any case from companies not participating to it) first evaluate the PPR independently from one another; then they consolidate their evaluation in a single PPR evaluation report.
2. This PPR evaluation report is delivered to the PL for further processing of the recommendations.
3. If felt necessary by the STG, a Project Check-up Team (two STG reviewers, the chairman of the STG and the Programme Coordinator) can be installed to review the project in more detail and propose to the PL recommendations for improvement. In case of failure to execute these recommendations, information for action is transmitted to the BSG.

9.2.2 ITEA 2 Yearly Programme Report

Each year, ITEA 2 publishes in March an ITEA 2 Programme Report covering the full previous year with, as main content:

- Executive summary
- Programme overview (achievements & challenges)
- Call progress and effort overview
- Who's who at ITEA 2

The process for the yearly programme report contains the following steps:

- The ITEA 2 presidium (ITEA 2 Chairman, Vice-chairman and Office Director) prepares the executive summary of the programme report

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- The ITEA 2 Office composes the rest of the document
- The report is checked and approved, successively by the STG, the BSG and the Board
- The ITAC members check the final report
- Publication and distribution (confidential)
- Publication of the executive summary on the public part of the ITEA 2 website.

The time schedule for the ITEA 2 Programme Report is shown in *Table 2*.

Date	Action	Step
End Jan	ITEA 2 Programme Report Draft 1 sent to the Steering Group and BSG	1
Mid Feb	Complete ITEA 2 Programme Report Draft 2 sent to the copy-editor / Layout of Draft 3 is done by the ITEA 2 Office	2
Begin Mar	ITEA 2 Report Draft 4 sent to the ITEA 2 Board	3
Mid Mar	ITEA 2 Programme Report (print ready version) sent to Public Authorities for comments	4
End Mar	Electronic Release ITEA 2 Programme Report	5
Begin Apr	Distribute paper version of ITEA 2 Programme Report	6

Table 2 - Time schedule for programme reporting

9.2.3 ITEA 2 Magazine

Each year, the ITEA 2 Office publishes 3 magazines (April, September and December). The Magazine will include items such as:

Regular components:

- Editorial
- News & announcements
- Calendar
- Innovation Reports
- EUREKA news
- Project articles (ongoing / completed projects)
- Who-is-who

Variable components (can differ per edition):

- Call information
- Co-summit (preview/evaluation)
- Events
- View points

9.3. Exceptional reporting

Major problems appearing in a project should be reported in due time by the PL to the Programme Coordinator.

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The Programme Coordinator might communicate them to the Presidium and to the STG members following the project, make a recommendation to be first approved by them and then communicated to the PL.

In case such problems remain, the Presidium may decide to install a Project Check-up team to review the project in detail (similar to the Project Check-up Team described in the section “Regular reporting”). The conclusions of the Project Check-up team and/or the review meeting results will be made available to the STG, BSG and Board. In case severe problems remain, which could affect the total ITEA 2 programme, the ITEA 2 Board and ITEA 2 bodies will be informed and make a final decision.

In case of non-fulfilment in a project, the ITEA 2 Board may decide to:

- enforce the necessary changes by means of a Change Request
- exclude the partner(s) that is (are) responsible for the non-fulfilment
- withdraw the ITEA 2 label
- inform the PAs.

9.4. Monitoring

Monitoring in ITEA 2 consists of the evaluation of the projects progress in order to re-assess existing plans and get them adjusted, if necessary. The monitoring by the ITEA 2 organisation accompanied by representatives of the PAs is done at project level.

9.4.1 Project review

Project monitoring is the regular evaluation of project progress by means of Project Reviews aiming to safeguard the progress and quality of the projects and, if necessary, to initiate changes.

The ITEA 2 Office schedules the yearly reviews. The project review is performed by two assigned reviewers of the Steering Group together with the Programme Coordinator and an additional expert assigned by the PAs as an external reviewer representing all the PAs of the countries in which partners of the project are established. The chairman of the review is either ITEA 2's Vice-chairman the ITEA 2's Chairman. The PA representative(s) will have signed a Non-Disclosure Agreement (NDA).

With respect to the project reviews the following rules apply:

- Projects are reviewed approximately one year after their formal start date. Then a project is reviewed every year, including a final review at the end of the project.
- The review is organised and facilitated by the project team and supported by a mentor, who is in most cases a STG member of the main participating ITEA 2 founding company.
- Detailed guidelines are available on the ITEA 2 website.

Monitoring comprises technical progress with respect to the commitments stated in the current version of the FPP. This includes checking and verifying the milestones & deliverables, the cooperation between project partners and with other projects as well as the utilisation of human resources. The utilisation of financial resources remains a matter between the individual project partners and their funding PAs.

Monitoring on this level will be based on the FPPs and PPRs, together with the available public and Consortium-confidential deliverables.

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9.4.2 Post-Project reporting

It is essential to communicate to Public Authorities the impact of the funding effort made by their country. In many cases, this impact, in terms of exploitation as well as, sometimes, in terms of dissemination, is not visible at the time of the project completion. This is why, at the final Project Review, emphasis must be put on the exploitation perspectives and dissemination plans of the project results. Full information has to be given in the last 6-month report.

In addition, upon request and up to one year after the completion of the project, the PL must inform the ITEA 2 Office with the last developments on exploitation, standardisation, dissemination, patent applications and spin-offs creation.

Project public websites must be publicly available at least for 2 years after the project completion.

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10. Key documents

10.1. General

- All documents submitted to the ITEA 2 organisation must be written in English.
- The documents have to comply with the required formats.
- Unless otherwise specified, all documents have to be sent to the ITEA 2 Office , which takes care of their distribution within the ITEA 2 organisation.
- Information related to the submitted POs, FPPs and CRs is considered as ‘ITEA 2 confidential’ and only disclosed to the PAs to the extent described in the paragraph 10.3.2.
- All the documents that are used for ITEA 2 internal purposes and for information to EUREKA and the involved Public Authorities are considered as ‘ITEA 2 confidential’, hence not disclosed to anybody not having signed the ITEA 2 Declaration of Non-Disclosure.

10.2. Information provided by the projects

The information flow from the ITEA 2 Partners to the ITEA 2 Office and the PAs is reduced and automated as much as possible and can be grouped as follows:

10.2.1 Project Outline (PO)

Submitting a Project Outline consists of two parts:

- Provision of administrative information via the ITEA 2 Community website (<https://community.itea2.org>)
- Provision of a textual description of the content of your proposal in a “PO Annex”

The up-to-date² set of the [Project Outline \(PO\) Guidelines and Annex Template](#) to be used is available on the ITEA 2 website.

The PO must give a short overview of a project, mainly to describe **what** the project is about. The PO is used for pre-selection of proposals, preliminary information and budget discussions between the ITEA 2 organisation and the involved PAs and for general information exchange within the ITEA 2 organisation.

10.2.2 Full Project Proposal (FPP)

Submitting an FPP consists of two parts:

1. Provision of updated of administrative information via the ITEA 2 Community website
2. Provision of an updated textual description of the content of your proposal in a “FPP Annex” and upload thereof to the ITEA 2 Community website.

The [Full Project Proposal Guidelines and Annex Template](#) to be used are available on the ITEA 2 website.

² **Make sure that the Guidelines and Template(s) that you are using are the latest versions:** check it on the ITEA 2 website and, whenever needed, discard obsolete versions you might have stored and download the up-to-date ones.

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The FPP must describe the project content and **how** the project will be executed and managed. Any relevant information contained in the PO must also be contained in the FPP. The FPP is used for the evaluation and labelling of new projects and is the reference for the reporting and monitoring procedure.

10.2.3 Change Request

A set of Change Requests (CRs) templates and guidelines to be used are available on the ITEA 2 Community website and comprises:

- The CR guidelines
- A Word template providing the structure of the document.

A CR must always be accompanied by a revised FPP (textual description and budget & human resources figures) – to be submitted via the ITEA 2 Community website.

10.2.4 Project Progress Report (PPR)

The mandatory template and guidelines are downloadable from the ITEA 2 Community website, where also the "actual versus planned effort" must be completed. Once this has been done, the resulting tables can be downloaded in a standard MS-Excel format for inclusion in the PPR.

The PPR is input for:

- Project Reviews
- Information distributed via the ITEA 2 website

10.2.5 Information for the ITEA 2 Office

- Existence of a signed Project Co-operation Agreement (PCA)
- Funding status per country and per partner

10.3. Information provided by the ITEA 2 Office

10.3.1 For generic use within and outside ITEA / ITEA 2

- The ITEA 2 website – <http://www.itea2.org>
- Various documents and publications – for an overview see [Publications](#) at our website

10.3.2 Submitted POs, FPPs and CRs

The members of the ITEA 2 bodies have access to PO, FPP and CRs of all the projects.

Public Authorities (i.e. ITEA Authorities Committee (ITAC) members and National Project Coordinators (NPCs) in the EUREKA countries that are not member of the ITAC) get access to the full POs (limited to those project proposals that are considered to be accepted for an FPP submission), FPPs and CRs, when partners of the project are established in their country.

All Public Authorities have access to a summary of all submitted POs and FPPs; such a summary contains the following information:

- the acronym,
- the full-length title,
- a three (3) line abstract,

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- countries and organisations involved,
- contact information of the Project Leader.

10.3.3 Project Progress Reports (PPRs)

The members of the ITEA 2 bodies have access to the whole PPR of all the projects.

The same applies to Public Authorities when partners of the project are established in their country.

10.3.4 ITEA 2 Programme Report

Programme report (see §9.2.2)

10.3.5 ITEA 2 Magazine

ITEA 2 Magazine (see §9.2.3)

10.3.6 ITEA 2 Community website areas for ITEA 2 bodies

Dedicated areas of the ITEA 2 Community website are available to the ITEA 2 bodies. All members of the ITEA 2 Board, BSG and STG have a personal login name and password, granting access to specifically defined data. Project Leaders have access to project-specific data. Up-to-date programme and project information and statistics are available via these areas.

10.3.7 ITEA 2 Community website area for Public Authorities

The ITEA 2 Public Authorities also have access to the ITEA 2 Community website. Regarding their access to POs, FPPs and CRs, their access right is differentiated per country.

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11. Programme and project related contracts

An overview of the time-wise relevance of the formal documents is shown in Figure 5.

- The ITEA 2 contracts (Frame Agreement, Declaration of Acceptance and a Project Co-operation Agreement) define the legal framework for the co-operation within the ITEA 2 programme.
- The Articles of the ITEA 2 Office Association
- Funding contracts refer to the ITEA 2 contracts but are directly established between project partners and their funding Public Authority.
- The compliance with the ITEA 2 contracts is compulsory for getting and keeping the ITEA 2 label.

11.1. Frame Agreement

The Frame Agreement sets the rules for the ITEA 2 organisation for performing the ITEA 2 programme.

The Frame Agreement comprises:

- a description of the organisation
- the tasks and responsibilities of the members of the organisation
- the composition of the bodies of the organisation
- the voting procedures for the bodies of the organisation
- the regulations for the accession of further parties
- the definition of the partnership in ITEA 2
- Industrial Property Right rules
- the financial regulations for the organisation
- the confidentiality rules

The ITEA 2 Frame Agreement will be sent to you on request ([ITEA 2 Office](#)).

11.2. Non-Disclosure Agreement

Non-Disclosure Agreements (NDAs) will have to be signed by:

- Members of the ITEA 2 bodies (i.e. Board, BSG, STG and Office)
- Participants of Project Outline preparation events
- External reviewers
- Third parties participating in working groups (when requested by an ITEA 2 Partner)

11.3. Letter of Intent

A Letter of Intent (LoI) must be sent to the ITEA 2 Office by each participating Partner when a Project Outline is submitted (a [model LoI](#) containing instructions is available on the ITEA 2 website).

11.4. Declaration of Acceptance

- Unless otherwise specified hereafter, each partner intending to participate in an ITEA 2 Project has to acknowledge the rules and regulations laid down in the ITEA 2 Frame Agreement as being applicable to such Project(s) by signing a [Declaration of Acceptance \(DoA\)](#) and sending it to the ITEA 2 Office within one week after the FPP submission deadline.

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- The ITEA 2 label is only valid to the extent all the required DoAs have been signed (PAs may make their funding decisions dependent of the availability of the DoA).
- Parties of the ITEA 2 Frame Agreement³ do not have to sign a DoA. Neither do Affiliates⁴ thereof.
- Partners having already signed and sent a DoA for another Project (of an earlier Call or of the same Call) need not to provide it again.

11.5. Project Co-operation Agreement

All partners in each ITEA 2 project have to sign a Project Co-operation Agreement (PCA). The PCA details the cooperation between the project partners (contractors, and if applicable, subcontractors).

For some PAs the PCA - signed by all partners - is a pre-requisite for granting a funding contract. The PCA has to explain:

- a. the purpose and scope of the co-operation
- b. the executing of subcontracting
- c. financing aspects (if applicable)
- d. confidentiality regulations

The main elements of a PCA are laid down in a [PCA model](#). All partners have to declare to the ITEA 2 organisation – when submitting a FPP – that a PCA has been or will be signed.

11.6. Other formal documents

Other formal documents (as discussed earlier)

- Project Outline (PO)
- Full Project Proposal (FPP)
- Change Request (CR)

³ Also referred to as “IFCs”, standing for “ITEA 2 Founding Companies”

⁴ The definition of an “Affiliate” is given in the ITEA 2 Frame Agreement

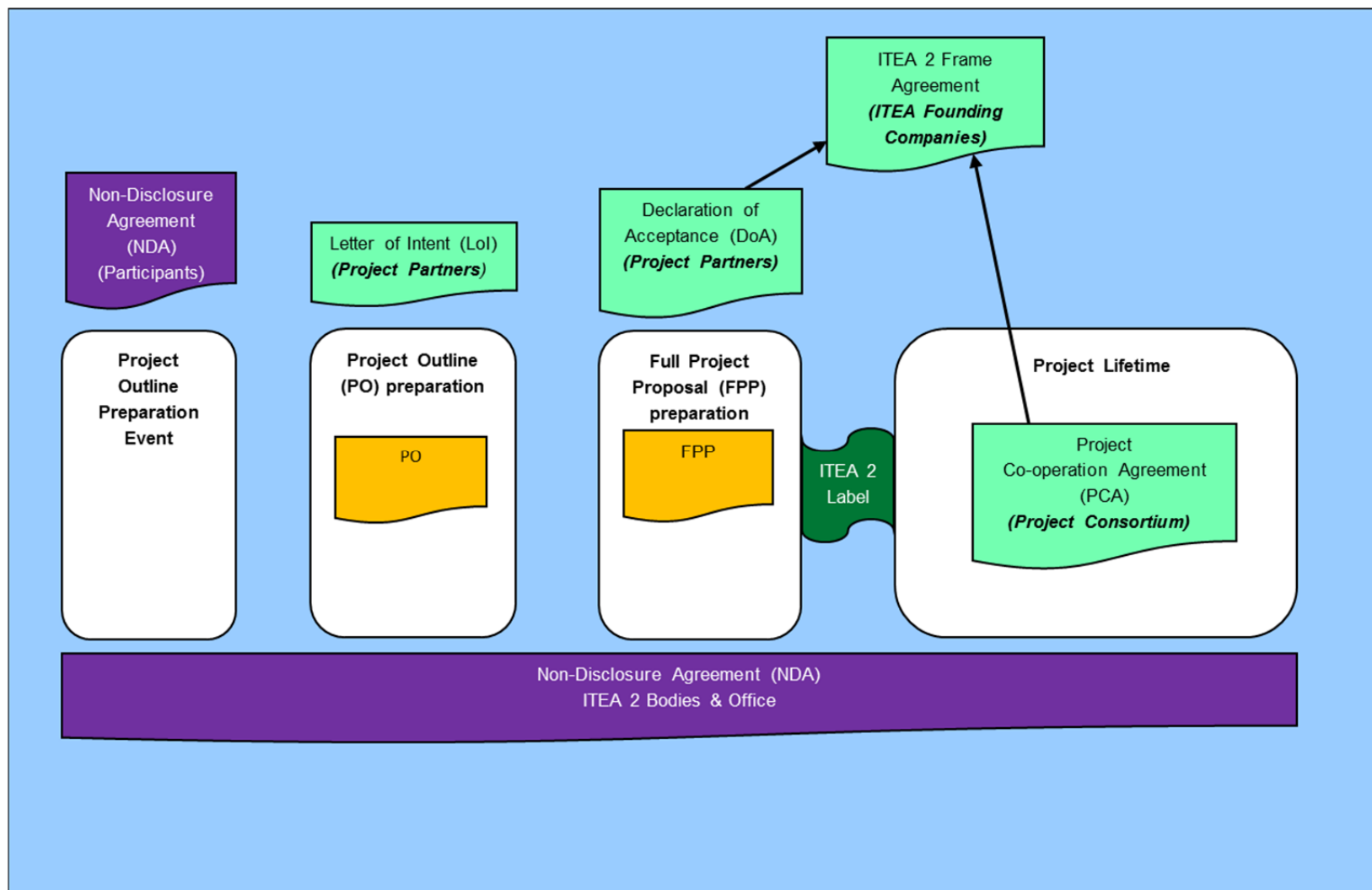


Figure 5 - Formal documents overview

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Appendix 1 – Glossary

BSG	Board Support Group
CR	Change Request
FPP	Full Project Proposal
IPR	Intellectual Property Right
IST	Information Society Technologies
ITAC	ITEA 2 Authorities Committee
LoI	Letter of Intent
NDA	Non-Disclosure Agreement
NPC	National Project Coordinator (EUREKA)
PA	Public Authority
PCA	Project Co-operation Agreement
PL	Project Leader
PO	Project Outline
PPR	Project Progress Report
Presidium	ITEA 2 Chairman, Vice-chairman and Office Director
STG	Steering Group
TMT	Technical Management Team
WPL	Work Package Leader

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