



Integration Policy Paper

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ABSTRACT:	This report provides material for deliverables DI2.1 to DI2.4 due at M18 and provides the main elements of the Integration Policy of PROMISE in the following dimensions: Internal, External Projects, EU Projects and IMS. It is written with the opportunity of the 12M review meeting and replies to the ITA#1 recommendation no 8: Streamlining the collaboration policy with the IMS initiative. As such, it provides the main elements of the PROMISE policy against not only IMS but all the other integration dimensions as presented above.

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1 Purpose of this report

The purpose of this report is to provide a “policy paper” of PROMISE against the following four integration dimensions: Internal, External Projects, EU Projects and IMS. As such, this report provides an answer and extends the following Recommendation 8: Streamlining the collaboration policy with the IMS initiative included in the ITA#1 Review Report:

Recommendation 8: Streamlining the collaboration policy with the IMS initiative

The collaboration with the IMS initiative needs to be streamlined and focused, better defining expectations and precise scope of such collaboration, especially in terms of added value for PROMISE (e.g. in modelling, simulation, watch-dog experience). This should be done within a specific additional “policy paper”, defining the strategic direction and clear objectives to be met to be submitted at the next Month 12 review meeting.

2 Introduction

2.1 Objectives and tasks of WP I2

Objectives of the work in this WP is to harmonise the developments that are carried out in PROMISE and in the other external integrated projects and work together in the field of harmonisation of research efforts.

This WP will be leaded by the Quality and Integration Manager who has the overall coordination of integration issues.

Five integration dimensions have been identified as follows:

- Internal, among the Research, Application, Innovation and Training activities of the project
- External, between PROMISE and identified external non-EU funded projects with activities in areas covered by the PROMISE plans.
- External, between PROMISE and identified external EU funded projects with activities in areas covered by the PROMISE plans.
- External, between PROMISE and the IRG (Industrial Reference Group).
- IMS, among the PROMISE FP6 and the other regional projects of the PROMISE IMS program.

The following tasks have been defined to perform, manage and control the activities identified above:

2.1.1 Task TI2.1: Integration of RC, IC & AC cluster activities

The goal is to guarantee that the progress of the work in research activities is harmonised with the progress of the work in that demonstration activities.

2.1.2 Task TI2.2: Integration with external projects

The goal is to work together with identified PROMISE external projects and harmonise the efforts in the common objectives, mainly with regard to standardisation.

2.1.3 Task TI2.3: Integration with other EU projects

The goal is to define and identify areas and subjects of collaboration with other FP6 projects, both IPs and NoEs, create appropriate activities for the realisation of such collaboration and manage them. Namely, the PROMISE coordinators have already initiated contacts with the FP6 IST projects ATHENA, COBIS, the FP6 NoE VRL-KCiP, the cluster AITPL “Ambient Intelligence Technologies for the Product Lifecycle” and a number of projects under the IST Unit-D of the EC.

2.1.4 Task TI2.4: Integration in the IMS PROMISE project

In this task, the coordination activities between the FP6 PROMISE activities and the IMS PROMISE project will be followed and managed. 9-monthly IMS PROMISE workshops will be organised, where all involved IMS regional projects will present their results, exchange experiences, and harmonise plans, particularly in the domain of standardisation.

Task TI2.5: Dissemination activities

In this task, led by the Dissemination Officer - function defined in the Management section 7, the dissemination activities of PROMISE concepts and results will be planned, controlled and reported. Examples of such activities include presentations in scientific or promotional conferences and exhibitions, publications in scientific journals and professional magazines.

This task is relevant with this report since it covers also the creation and activities of the Industry Reference Group, defined in the Management section 7.

The more specific Dissemination activities of PROMISE will be described and reported in separate deliverables and reports.

2.2 Process of preparing the deliverables DI2.1 – DI2.4

Under the light of the Recommendation #8 of the ITA#1 of the project, deliverables DI2.1 – DI2.4, due at M18, will be prepared following the following steps:

- i. Prepare an “Integration Policy Paper” due at M12, for the mid-term review of the project.
- ii. Perform, manage and control the activities of above tasks TI2.1 – TI2.4 following the lines described in the Integration Policy Paper.
- iii. Collect the results of activities of tasks TI2.1 – TI2.4 and report them on the deliverable DI2.1 – DI2.4 at M18.

The Integration Policy Paper” presented in following section 3 covers the step i. above.



3 The PROMISE “Integration Policy Paper”

The integration Policies in each one of the four identified directions are developed by replying to three fundamental questions:

- “**WHY**” we develop this policy?
- “**WHAT**” is covered in this policy?
- “**HOW**” are we going to implement this policy ?

In the following, the main elements of the responses to the above questions are presented for each one of the identified dimensions.

4 PROMISE Integration Dimensions and associated Policies

4.1 Dimension 1: Internal within PROMISE

4.1.1 Why we want this integration?

- 4.1.1.1 Because we want to guarantee the harmonization among Research, Application, Innovation and Training activities of the project.
- 4.1.1.2 Because we want that relevant activities of the workplan are executed timely with respect to various dependencies.

4.1.2 What are our objectives in this direction?

- 4.1.2.1 To create a motivating environment for the exchanges among partners.
- 4.1.2.2 To guarantee a high level of collaboration among the partners.
- 4.1.2.3 To control the use of compatible methods and tools between involved activities.

4.1.3 How to achieve the above objectives?

- 4.1.3.1 Deliver short 3M and 6M progress reports at WP and Cluster level (templates presented in Appendix).
- 4.1.3.2 Aggregation of the above reports and synthetic reporting at the PMB.
- 4.1.3.3 Appropriate corrective actions to be decided at PMB level.

4.2 Dimension 2: With external non-EU projects

4.2.1 Why we want this collaboration?

- 4.2.1.1 Because this is included in the DoW.
- 4.2.1.2 Because this kind of collaboration is part of the general objectives of the RTD policy of the EC as it was communicated during various events and opportunities.
- 4.2.1.3 Because we want to learn from their experience and relevant developments.

4.2.2 What are our objectives in this collaboration?

- 4.2.2.1 To learn from the experience and relevant developments in other projects.

- 4.2.2.2 To offer appropriate PROMISE elements as test case for other projects and receive appropriate feedback.

4.2.3 How to achieve the above objectives?

- 4.2.3.1 Create and keep communication channels through the PROMISE PMB.
- 4.2.3.2 Use the Project Collaboration Agreement
- 4.2.3.3 Agree on a common Memorandum of Understanding that contains a list of common objectives and activities and governs a bilateral collaboration between PROMISE and another project.

4.3 Dimension 3: With external EU projects

4.3.1 Why we want this collaboration?

- 4.3.1.1 Because this is included in our DoW.
- 4.3.1.2 Because this kind of collaboration is part of the general objectives of the RTD policy of the EC as it was communicated during various events and opportunities.
- 4.3.1.3 Because we want to learn from their experience and relevant developments:
- 4.3.1.4 Because we may have some extra support in our standardization activities.
- 4.3.1.5 Because we may have extra visibility through commonly organized workshops.

4.3.2 What are our objectives in this collaboration?

- 4.3.2.1 Common dissemination workshops
- 4.3.2.2 Common sessions in recognized international conferences-
- 4.3.2.3 To participate in common standardization activities. To learn from the experience and relevant developments in other EU projects:
- 4.3.2.4 To offer appropriate PROMISE elements as test case for other projects.
- 4.3.2.5 To develop common dissemination activities.

4.3.3 How to achieve the above objectives?

- 4.3.3.1 Create and keep communication channels through the PROMISE PMB.
- 4.3.3.2 Use the Project Collaboration Agreement

- 4.3.3.3 Agree on a common Memorandum of Understanding that contains a list of common objectives and activities and governs a bilateral collaboration between PROMISE and another project.

4.4 Dimension 4: With the IRG

4.4.1 Why we want this collaboration?

- 4.4.1.1 Because this is included in our DoW.
- 4.4.1.2 Because this kind of collaboration is part of the general objectives of the RTD policy of the EC as it was communicated during various events and opportunities.
- 4.4.1.3 Because this group may be a first channel for disseminating and exploring commercial exploitation of industrial PROMISE results.
- 4.4.1.4 Because we want to use this group as a pool for reviewers of our developments

4.4.2 What are our objectives in this collaboration?

- 4.4.2.1 To inform industry about PROMISE.
- 4.4.2.2 To disseminate PROMISE results.
- 4.4.2.3 To use IRG partners in peer reviews of public PROMISE deliverables.
- 4.4.2.4 To develop and disseminate standards.
- 4.4.2.5 To allow them to be the first to know about our achievements (this is what we offer them).
- 4.4.2.6 To start early exploitation of appropriate PROMISE results that might be used in their own developments (this is another thing that we may offer them).

4.4.3 How to achieve the above objectives?

- 4.4.3.1 Create and keep communication channels through the PROMISE PMB.
- 4.4.3.2 Use the Project Collaboration Agreement.
- 4.4.3.3 Communicate to the IRG members our public deliverables and ask them to return to us an appropriate evaluation sheet.
- 4.4.3.4 Establish a yearly PROMISE IRG meeting that we might also use to evaluate our results using appropriate evaluation sheets to get feedback (the problem here would be: how to finance it?)



4.5 Dimension 5: Within PROMISE IMS

4.5.1 Why we want this collaboration?

- 4.5.1.1 Because PROMISE is an endorsed IMS project and we have a contractual agreement (DoW, IMS CCA) to do it.
- 4.5.1.2 Because we want to learn from the experience and relevant developments of our partners:
- 4.5.1.3 Because we may have some extra support in our standardization activities.
- 4.5.1.4 Because we may have extra international visibility through formal IMS events and other relevant opportunities.

4.5.2 What are our objectives in this collaboration?

- 4.5.2.1 To learn from the experience and relevant developments of our partners:
 - 4.5.2.1.1 USA: Watchdog technology; system health diagnostics and prognostics methods and algorithms; standardization of maintenance operations.
 - 4.5.2.1.2 Japan: lifecycle modeling and simulation algorithms and tools
 - 4.5.2.1.3 Australia: plastic automotive material recycling based on lifecycle information.
- 4.5.2.2 To develop common initiatives on standards of common interest:
 - 4.5.2.2.1 Mainly with USA on maintenance operations.
- 4.5.2.3 To develop common dissemination activities:
 - 4.5.2.3.1 Common special issues in scientific journals
 - 4.5.2.3.2 Common PROMISE sessions in recognized international conferences
 - 4.5.2.3.3 Summer schools
 - 4.5.2.3.4 Book

4.5.3 How to achieve the above objectives?

- 4.5.3.1 Keep communication channels through the PROMISE IMS board.
- 4.5.3.2 Participate in planned PROMISE IMS workshops; assure follow-up through PROMISE IMS board.
- 4.5.3.3 Create a document sharing schema and password-protected space in www.promise.no.
- 4.5.3.4 Agree a document sharing schema in the next PROMISE IMS board meeting.
- 4.5.3.5 Deliver short 6M progress reports at regional activities level (template presented in Appendix).

5 Concluding remarks

In this report, we present the main elements of the “Integration Policy” of partners in the identified five dimensions: Internal, External project non-EU, External projects EU, IRG and IMS.

The elements of our policy are described in terms of our answers to the “Why’s”, “What’s” and “How’s” of the related activities.

The “What’s” are expected to be revised according to the evolution of the relevant developments and conclusions of taken actions.

The “How’s” are expected to be realised according to the production of the PROMISE results and the corresponding needs of dissemination. However, initial plans are elaborated and in process of realisation.



6 Appendix: Templates for progress reports



PROMISE

FP6 IP 507100

3-monthly Cluster Progress Report N°: 1

Covering period:

Report Version:

Report Preparation Date:

Classification:

Cluster Coordinator:



Cluster Progress Overview Sheet

CLUSTER PROGRESS OVERVIEW SHEET¹

Cluster:

Main contribution during this period		
Workpackage/Task	Action	
WP n		
Task n.1	•	
Task n.2		
WP n+1		
Task n+1.1		
Task n+1.2		
Deliverables in work		
Deliverable number	Title of Deliverable	Status (% of completion)
Dissemination actions (articles, workshops, conferences etc.)		
Deviations from the planned work schedule/reasons/corrective actions/special attention required		
Planned actions for the next period		

¹ Each cluster coordinator should fill in its own Cluster Progress Overview Sheet for a period in question and submit it to Quality and Integration Manager.



PROMISE

FP6 IP 507100

6-monthly Cluster Progress Report N°: 1

Covering period:

Report Version:

Report Preparation Date:

Classification:

Cluster Coordinator:



Cluster Progress Overview Sheet

CLUSTER PROGRESS OVERVIEW SHEET²
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Cluster:

Main contributions during this period	
Workpackage/Task	Action
WP n	
Task n.1	•
Task n.2	
WP n+1	
Task n+1.1	
Task n+1.2	
Dissemination actions (articles, workshops, conferences etc.)	
Deviations from the planned work schedule/reasons/corrective actions/special attention required	
Planned actions for the next period	

² Each cluster coordinator should fill in its own Cluster Progress Overview Sheet for a period in question and submit it to Quality and Integration Manager.



Deliverables Table

DELIVERABLES TABLE

Project Number: 507100
Project Acronym: PROMISE
Title: Product Lifecycle Management and Information Tracking using Smart Embedded Systems

Del. No.	Revision	Title	Type ¹	Classifi- cation ²	Due Date	Issue Date

¹ R: Report; D: Demonstrator; S: Software; W: Workshop; O: Other – Specify in footnote

² Int.: Internal circulation within project (and Commission Project Officer + reviewers if requested)

Rest.: Restricted circulation list (specify in footnote) and Commission SO + reviewers only

IST: Circulation within IST Programme participants

FP6: Circulation within Framework Programme participants

Pub.: Public document



Deliverables Summary Sheet

DELIVERABLES SUMMARY SHEET

Project Number: 507100
Project Acronym: PROMISE
Title: Product Lifecycle Management and Information Tracking using Smart Embedded Systems

Deliverable N°:

Due date:

Delivery Date:

Short Description:

Partners owning:

Partners contributed:

Made available to:



	<p>PROMISE <i>IMS 01008</i></p>	
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IMS Project Progress Report N°: 1

Covering period:

IMS region:

Report Version:

Report Preparation Date:

Classification:

Regional Coordinating Partner (RCP):



IMS Project Progress Overview Sheet

IMS PROJECT PROGRESS OVERVIEW SHEET ³
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IMS region:

Main contribution during this period		
Activity	Action	
Activity 1	•	
Activity 2		
Activity ...		
Activity n		
Reports		
Report number	Title of Report	Status (Draft, Final, Pending)
Dissemination actions (articles, workshops, conferences etc.)		
Problems with the planned work/reasons/corrective actions/special attention required		
Planned actions for the next period		

³ Each RCP should fill in its own IMS Progress Overview Sheet for a period in question and submit it to ICP.



Reports Table

REPORTS TABLE

Project Number: 01008

Project Acronym: PROMISE

Title: Product Lifecycle Management and Information Tracking using Smart Embedded Systems

Rep. No.	Revision	Title	Type ¹	Classifi- cation ²	Issue Date

¹ R: Report; D: Demonstrator; S: Software; W: Workshop; O: Other – Specify in footnote

² Int.: Internal circulation within project

Rest.: Restricted circulation list (specify in footnote)

Pub.: Public document



Report Summary Sheet

REPORT SUMMARY SHEET

Project Number: 01008
Project Acronym: PROMISE
Title: Product Lifecycle Management and Information Tracking using Smart Embedded Systems

Report N°:
Due date:
Delivery Date:

Short Description:

Partners owning:

Partners contributed:

Made available to: