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# 1. Executive summary

Research that is carried out under European Framework Programmes is often closely connected to standardization. Projects addressing technical or scientific issues in many cases will produce results that can be used to develop a new standard, to improve an existing one, or to anticipate a future standard. Even projects that do not primarily aim at developing standards, may contain elements supporting ongoing or new standardisation processes and may benefit from interfacing with standards bodies for the dissemination of their results.

To optimize interfacing and cross-fertilization, standardization and research will have to proceed in parallel as much as possible. This will ensure the standards community receives contributions at the earliest possible point in time, while at the same time safeguarding research projects from missing out on the latest developments and state-of-the-art in standardization. The ICT standardization environment is however a dynamic environment with several hundreds of standards bodies, trade organizations and industry consortia worldwide operating in the same arena, making it relatively hard for research projects finding the organization(s) that best fit their needs and objectives, although they are required to keep standards bodies informed on contributions they could make to standardization processes. As a consequence, windows for standardization often appear too short or are even missed out on, causing resources being wasted (both on the side of research projects and standards bodies), and projects' output not becoming available to industry and society.

These issues are addressed by the Cooperation Platform for Research and Standards (COPRAS), an FP6 Specific Support Action (SSA), initiated by the European Committee for Standardization (CEN – also the coordinating partner), the European Committee for Electrotechnical Standardization (CENELEC) and the European Telecommunications Standards Institute (ETSI), together with the World Wide Web Consortium (W3C) and The Open Group. The project started its activities on 1 February 2004 and has the following two main objectives:

- 1) to act as a cooperative platform for FP6 projects in calls 1, 2 and 3, wishing to upgrade their deliverables through standardization, and to develop 'Standardization Action Plans' with these projects;
- 2) to prepare generic information on the RTD/standards interface to be used to provide guidance to Commission Project Officers, as well as to those proposing and evaluating projects in subsequent calls (e.g. FP6 calls 4 and 5) and future Framework Programmes.

By achieving the first objective, COPRAS would be able to support current FP6 projects seeking to interface with standardization to find the right partner(s), and provide them with a platform for synchronizing their planning with ongoing standardization processes, for sharing resources with other projects and for broader dissemination and exploitation of their results. In addition, by achieving the second objective, COPRAS would build a basis for future projects building in the interface to standardization into their project proposals already at an early point in time, and in the most efficient way.

However, there are several hundred IST projects in FP6, and COPRAS' resources do not allow to provide all of these with the same (high) level of support for achieving their standardization goals; moreover, many projects, for various reasons, will not even require this support. Therefore, in order to determine which projects would benefit most from COPRAS' support, a 4-step methodological process, spread out over 3 Work Packages was designed, and applied to all of the 3 calls addressed by COPRAS in a cyclical way:

- WP2, in which information, relevant to projects' standards related activities is gathered (step 1);
- WP3, in which information gathered is analyzed, projects are clustered around specific standardization areas (step 2), and those projects that are expected to benefit most from cooperation are selected (step 3);
- WP4, encompassing the development of appropriate standardization paths with selected projects (step 4).

During its first year (1 February 2004 - 31 January 2005) COPRAS has rolled out these steps addressing projects in call 1, focusing on 10 out of the 12 Strategic Objectives, as specified in the table below:

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2.3.1.3	Broadband for all
2.3.1.4	Mobile and wireless systems beyond 3G
2.3.1.5	Towards a global dependability and security framework
2.3.1.6	Multimodal interfaces
2.3.1.7	Semantic-based knowledge systems
2.3.1.8	Networked audio-visual systems and home platforms
2.3.1.9	Networked businesses and governments
2.3.1.10	eSafety of road and air transport
2.3.1.11	eHealth
2.3.1.12	Technology-enhanced learning and access to cultural heritage

Between April and June 2004 (i.e. for most call 1 projects already within the first 6 months of their lifespan) information related to (planned) standardization activities and deliverables was gathered by means of targeted questionnaires and surveys of publicly available material. This information was analyzed, in order to define the most important standardization areas targeted, and to match these with the work areas covered by the COPRAS consortium members, members of the ICTSB<sup>1</sup>, associated standards bodies<sup>2</sup>, and other industry consortia.

Based on this analysis, almost a quarter of the projects addressed were identified as being likely to benefit from closer cooperation, and hence were selected to participate in the ‘COPRAS Programme’; criteria for this selection process were transparent and focused on the question whether projects (as well as targeted standards bodies) had a clear perspective on the standardization objectives pursued, and whether projects’ timing and available resources matched the COPRAS work plan.

Following their selection, projects were contacted and meetings were arranged with several of them to obtain a more precise understanding of the standards issues they planned to address. The following table provides an overview of the results achieved for call 1, when carrying out the methodological steps, against the targets originally set.

		Result	%	Target
WP2	Projects addressed with questionnaire	164	100%	178
WP3	Responses received and analysed	92	56%	40-50%
WP3	Projects selected and invited to kick-off meeting	40	24%	-
WP3	Selected projects attending kick-off meeting <sup>3</sup>	24	15%	-
WP4	Projects developing Standardization Action Plans	14	9%	8-10%

Following the initial contacts, all selected projects, together with representatives from the applicable standards bodies, were invited to a ‘kick-off’ meeting on 14 October 2004. The kick-off meeting clustered projects and standards bodies around 5 areas of standardization as indicated in the table below. This also shows Strategic Objectives – at least for call 1 – do not necessarily run parallel to standardization areas.

Standardization area or cluster	Encompassing projects from Strategic Objectives:
Broadband access	2.3.1.3 (5 projects); 2.3.1.4 (3 projects); 2.3.1.8 (1 project)
Security issues	2.3.1.5 (3 projects); 2.3.1.9 (2 projects)
Semantic-based systems & languages	2.3.1.6 (1 project); 2.3.1.7 (1 project); 2.3.1.8 (1 project); 2.3.1.9 (2 projects); 2.3.1.11 (1 project)
Smart houses & home networking	2.3.1.8 (4 projects)
eLearning	2.3.1.12 (4 projects)

<sup>1</sup> The Information and Communication Technology Standards Board; the coordinating forum for ICT standardization in Europe; for more information: [www.ictsb.org](http://www.ictsb.org).

<sup>2</sup> I.e. organisations operating on a global level such as the International Standards Organisation (ISO), the International Electrotechnical Committee (IEC), the International Telecommunication Union (ITU) or the Internet Engineering Task Force (IETF), as well as industry standards consortia.

<sup>3</sup> The actual number of projects attending the kick-off meeting was as high as 28 because several invited CA and SSA projects also participated, and even some projects that were not included in the analysis.

With 47 participants from projects in almost all targeted Strategic Objectives, as well as from 13 standardization working groups (also some of whom do not participate in COPRAS), the kick-off meeting was very successful. Of the selected projects, 60% attended and presented the standardization issues they planned to address, while representatives from standards bodies gave an overview of their organizations' activities towards the issues addressed by the projects. Both sides discussed the possibility of developing closer cooperation throughout the course of their projects' lifespan.


For 14 out of the 28 participating projects in call 1, the kick-off meeting marked the start of work on Standardization Action Plans, which will be concluded early spring 2005. These plans define in concrete terms the actual deliverables from research projects to standards bodies, including the timing for this delivery. Also they define actions and steps (e.g. technical work, dissemination activities, consensus building) for research projects as well as for COPRAS, that will systematically lead to the targeted standardization results.

The following 14 projects decided to develop these plans together with COPRAS, either on an individual basis, or as a cluster, together with other projects; a number of additional projects are in discussion with COPRAS.

Standardization area or cluster	Project	Type	Plan	Strat. Objective
Broadband access	GANDALF	STREP	Individual	2.3.1.3
	SIMPLICITY	STREP	Individual	2.3.1.4
	BROADWAN	IP	Individual	2.3.1.3
Security issues	SECOQC	IP	Individual	2.3.1.5
Semantic based systems & languages / Multimodal interfaces <sup>4</sup>	SIMILAR	NoE	Individual	2.3.1.6
	TALK	STREP	Individual	2.3.1.6
Smart houses & home networking	ENTHRONE	IP	Clustered	2.3.1.8
	ePerSpace	IP	Clustered	2.3.1.8
	MediaNet	IP	Clustered	2.3.1.8
	TEAHA	STREP	Clustered	2.3.1.8
eLearning	ELeGI	IP	Clustered	2.3.1.12
	TELCERT	STREP	Clustered	2.3.1.12
	UNFOLD	CA	Clustered	2.3.1.12
	ICLASS	IP	Clustered	2.3.1.12

Throughout the first year of its activities, intensive dissemination and promotional activity has been proven to be one of the key elements for COPRAS achieving its initial targets for call 1. In order to establish the project as a new 'brand' improving the interface between research and standardization, and to communicate its objectives, benefits, targets and (interim) results to the IST research community, to Project Officers and to other stakeholders, presentations were given at concertation meetings, workshops, conferences and other events. Moreover, a COPRAS web site was installed at an early stage, serving as a tool for communication and collaboration, and the project presented itself at the IST exhibition and through brochures.

The project's initial results and positive feedback received from many IST research projects indicate the promotional efforts have been successful. This will provide a good basis for the COPRAS continuing its activities in a successful manner towards projects in call 2 (which activities, targeting 8 out of 10 Strategic Objectives, started only late autumn 2004) and to produce its first release of generic material late spring 2005, providing guidance on interfacing between IST research and standardization to future projects, project reviewers, and Commission Project Officers.

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<sup>4</sup> Although 'Semantic based systems & languages' was the original standardization focus area, feedback from the discussions during the kick of meeting led to changing this and turning the focus on Multimodal interfaces.

## 2. Objectives and achievements

COPRAS addresses FP6 projects in most Strategic Objectives of Thematic Priority Area number 2 “Information Society technologies” (IST) and has two major objectives:

- 1) to act as a platform for FP6 projects, primarily in calls 1, 2 and 3, wishing to upgrade their deliverables by passing these through standardization processes;
- 2) to prepare generic information, largely resulting from experiences acting as a platform for IST projects, on the interface between research and standardization, that can be used as guidelines by Project Officers, evaluators, or consortia submitting project proposals in subsequent calls (e.g. FP6 calls 4 & 5) or Framework Programmes.

By taking this dual approach, COPRAS aims to optimize the interface between current as well as future standardization activities and research projects, and will provide IST projects with a cost-effective way to cooperate and communicate with the standards world, while at the same time giving them a means to validate their work with a wider audience.

The interface between standards and research is crucial to the success of both activities and projects have an obligation to “*inform European standardization bodies about knowledge which may contribute to the preparation of European or, where appropriate, international standards or to an industrial consensus on technical issues*”. Optimizing the interfacing process has therefore been considered at length, and one of the essential aspects identified was to ensure that standardization and research proceed in parallel as far as possible. This will enable adequate cross-fertilization and ensure that the standards community can rapidly receive contributions from the research programs, and, conversely, that research projects are familiar with the latest state of the standardization art.

Unfortunately, a multitude of formal and informal standardization organizations in the ICT arena, and the fact that traditional standards bodies are often outpaced by industry consortia often causes confusion among those that seek to interface with the ICT standards world. This leads to a fragmented approach, waste of resources on both sides and ultimately a lot of interoperability problems for those that use standards in industry and society.

COPRAS therefore intends to establish a catalytic focal point for IST projects’ standardization activities, enabling projects to overcome potential barriers to standard-based solutions. This approach will allow research projects to avoid the workload of trying to find which of hundreds of standardization or specification bodies is relevant, and will also give them more and better control over disseminating and exploiting their output.

In order to reach the objectives described in the previous section, and to provide the added value to all groups of stakeholders involved, the project was structured into six Work Packages as described in more detail in chapter 4. Each of these WPs contained a coherent set of tasks covering a specific aspect of the project, and was led by one of the consortium members.

### 2.1 Goals and objectives for the reporting period

In order to reach the overall project goals and achieve the added value as specified in the section above, for the first reporting period, the following objectives and operational goals were identified:

For **WP2**, the aim was to ensure that those projects in calls 1 and 2, that were expected to generate output for standards bodies and that would most likely benefit from cooperation with COPRAS could be sufficiently identified. The goals therefore were to:

- Obtain a list of all 176 projects in call 1 and all 111 projects in call 2 selected by the Commission in the Strategic Objectives targeted by COPRAS, including all relevant (contact) details such as names, phone numbers & e-mail addresses of the project coordinators, web-sites and other public information sources, type of project & number of consortium partners, start & finish of the project, etc.
- Contact all projects with an Information package (explaining COPRAS’ objectives and benefits) and a questionnaire, ensure feedback from 40-50% of the projects, and compile the data in such a way that it could be easily used throughout the next steps in other Work Packages.

For **WP3** the objective was to analyze the responses from the projects in call 1 that actually provided feedback to the questionnaire, together with the publicly available information for all projects, in order to select those projects that were most likely to benefit from cooperation with COPRAS, and to invite these projects to a kick-off meeting jump-starting the work on Standardization Action Plans (taking into account that COPRAS' resources put a limitation on the number of projects that could actually be supported). WP3 targets for the first reporting period were to:

- Analyze all available information and select between 14 and 18 projects in call 1 that were expected to generate the most relevant standardization output and would at the same time clearly benefit from COPRAS' support;
- Identify projects, either in the same Strategic Objective or in different Strategic Objectives, that could be clustered around the same standardization theme or area;
- Organize the Kick-off meeting for the selected projects and representatives from relevant standardization working groups in order to initiate cooperation between all selected (i.e. at least 14) projects and standards bodies (either individually or clustered).

For the first reporting period, the objectives for **WP4**, encompassing the development of appropriate standardization paths, were to jump-start cooperation between at least 14 projects in call 1 and relevant standards bodies, and to reach an agreement with these projects on the structure of (individual or clustered) Standardization Action Plans as well as on the time plan for these documents, and the areas where input would be provided by the projects. This led to the following targets:

- Invite at least 14 projects that agreed, as a result of the kick-off meeting, to structure their cooperation with standards bodies with the help of COPRAS, to participate in subsequent activity (e.g. follow-up meetings) to discuss the structure as well as their input to Standardization Action Plans.
- To agree with at least 14 projects on the structure of a Standardization Action Plan and on the time plan for developing this, as well as to agree which sections of the plans were going to be drafted by the projects and which sections by COPRAS.

The operational objectives for Work Packages 2, 3 and 4 constitute the road towards COPRAS reaching the first of its main goals, i.e. to act as a platform for FP6 projects wishing to upgrade their deliverables through standardization. A summarized quantification of the targets in the subsequent Work Packages is provided in the table below.

Call	Number of Projects	Work Package 2				Work Package 3		Work Package 4	
		Addressed		Responding		Selected & invited		SAP development	
		Target	Result	Target	Result	Target	Result	Target	Result
1	176	176		> 70		>14<18		>14<18	
2	111	111		> 44		>8<11		>8<11	

**WP5** concentrated on the project's other main goal, i.e. to prepare generic information on the interfacing process between IST projects and ICT standards bodies, to be used for guiding Project Officers, project reviewers and those submitting project proposals in subsequent calls or Framework Programmes.

The objective for this WP for the first reporting period mainly focused on creating sufficient awareness and hence on promotion of COPRAS' objectives (and interim results) among relevant stakeholders and on supporting communication and cooperation between IST projects in calls 1 & 2 and COPRAS. Operational targets were to:

- Launch a web site at the latest by 31 March 2004, that could be used to communicate COPRAS' objectives, to distribute the deliverables and other material it produced, to facilitate the interaction between IST projects and COPRAS, and to serve as a cooperative workspace for the consortium members;
- Present COPRAS, its benefits and its objectives in at least three (major) ICT industry, standardization or IST conferences or events.

## 2.2 Achievements and results

During the first reporting period COPRAS has been able to achieve the targets it has set itself for call 1 in Work Packages 2, 3 and 4, as the table below indicates. As far as WP2 and WP 3 are concerned, results are considerably better than expected, although results for WP 4 are just within the margins set. It should however be noted that activities towards call 1 in this Work Packages have not been finalized yet, and it is quite possible that more projects will ultimately decide to develop and agree Standardization Action Plans with COPRAS.

The table also shows that initial responses in WP2 for call 2 are considerably fewer when compared to call 1. Although a complete account of activities towards projects in call 2 will be given in the activity report covering the second reporting period, it should be mentioned here that the lower response most likely relates to the different approach taken towards addressing projects; however, this approach is also expected to generate a higher percentage of useful responses at an early stage (i.e. a higher amount of 'pre-selection' was build into the questionnaire to ease the work in WP3); end results will therefore most likely not be affected. Further documentation on objectives received for Work Packages 2, 3 and 4 can be found in sections 3.1, 3.2 and 3.3

Call	Number of Projects	Work Package 2				Work Package 3		Work Package 4	
		Addressed		Responding		Selected & invited		SAP development	
		Target	Result	Target	Result	Target	Result	Target	Result
1	176	176	164	> 70	92	>14<18	40	>14<18	14
2	111	111	107	> 44	44	>8<11	n.a.	>8<11	n.a.

As far as results towards COPRAS' second main objective are concerned, i.e. the activities in WP5, the number and diversity of activities deployed were considerably larger than originally planned. A full account of these activities is given in section 3.4 of this report as well as in Annex 1, while the reasons for adapting the WP5 targets for the first year are described in section 2.4.

Although quantifiable results for WP5 cannot yet be demonstrated (other than probably the 4000 hits on its web site COPRAS generates on a monthly basis) the good results for call 1 in the other Work Packages also underline the success and effectiveness of the dissemination and promotion activities. As the table in section 2.2 of Annex A shows, hundreds of projects, organizations and other stakeholders have been directly addressed either through workshops, mailings or telephone contacts, and generated valuable feedback that has been, and will be, funnelled back into the process. Moreover, the web site, the press release and the generic brochure indirectly have reached thousands of (other) stakeholders to the process, creating awareness in the larger standardization and research communities.

When looking at the main two objectives, specified at the beginning of this chapter, it can be concluded that COPRAS is well on track achieving them. The project managed to achieve its quantitative targets and is currently in the process of developing Standardization Action Plans with 14 projects in FP6 IST call 1, a number that may still increase during the first months of 2005. Moreover, considerable positive feedback has been received throughout the first reporting period, as there has proven to be a genuine need among research projects for guidance and support with respect to their (planned) standardization activities.

In addition, the much more intensive promotion and marketing campaign has seemingly managed to introduce COPRAS as a new 'brand' among the IST research community for interfacing with standards bodies. Although continuous effort will be necessary to build up this brand, also by generating and disseminating tangible results, it is believed among the consortium partners that a solid basis for continuing these efforts has been build.

## 2.3 Issues and corrective actions

In order to achieve the results as described in the previous sections, several adjustments had to be made to the project's work plan, the methodology, or the operational targets. These adjustments, that affected all Work Packages with the exception of WP1, encompassing management activities, and WP4, were made, either to put the project in a better position for reaching its overall goals, or



to improve interim results. The following sections briefly describe the most important adjustments per Work Package; additional information can be found in the respective sections in chapter 3.

As far as call 1 was concerned, **WP2** activities were executed according to plan. However, during the summer of 2004 it became apparent that the planned start of COPRAS' call 2 activities was synchronized with most of the projects in this call starting their activities. As experience from call 1 showed that the vast majority of projects cannot define or even estimate their standards related activity at such an early point in time, it was decided to postpone the start of COPRAS call 2 activities for 2 months. Although initial feedback shows that for many projects, even this later start was still too early to comment in depth on standards related issues, overall feedback from questionnaires sent to projects in call 2 is within the target set and hence seems to justify postponing the start of the call 2 information gathering process, which has not affected the planning for call 3 or the project's overall planning.

Already at the start of the **WP3** process, it became clear that the interval between the selection of projects and the organization of the kick-off meeting was too short, as projects would need sufficient notice to be able to participate in the kick-off meeting. Moreover, during the analysis of information it became clear that pre-meetings with selected projects would most likely increase the success of the kick-off meeting, although this would also require additional time. Rather than creating more time at the back of the Work Package it was therefore decided to speed up the tasks scheduled for the beginning, in order not to jeopardize the overall planning of the project. This has also proven to be a successful adjustment.

The initial Dissemination and exploitation plan (**WP5** deliverable D04) that was produced already in April 2004 incorporated a promotional strategy aiming at larger conferences in order to create awareness across large groups of stakeholders at a relatively early stage. It showed however that COPRAS' prime focus, at least during its first year, should be aimed at IST projects, specifically because it was not allocated to a specific Strategic Objective and hence did not have any 'natural' contacts or visibility with other projects. The promotional strategy was therefore change and the main focus was re-directed towards workshops, concertation meetings, smaller conferences and IST related events. Although this meant a larger emphasis (and hence more resources) on **WP5** activities than originally envisaged for the first year, the positive results and feedback seem to have justified the change in promotional strategy.

An adjustment in the **WP5** work plan was made in order for the project being able giving guidance to consortia in FP6 calls 4 and 5. As it was decided, in cooperation with the Commission, that projects, specifically those in call 5, would benefit from being able to use the interim generic material while working on their project proposals, the deadline for this deliverable (D15) was moved forward from August 2005 to May 2005. In addition, COPRAS offered its support for and participation to (Commission organized) information events for consortia in calls 4 and 5.

As far as the coordination activities in **WP6** are concerned, it was decided to install regular project team meetings and conference calls, in addition to the 3-monthly meetings of the COPRAS Steering Group. This was done in order to better coordinate and synchronize the contributions from different partners to the project's deliverables, to discuss results, to propose adjustments to the project's work plan, to facilitate the seamless transition between Work Packages and to exchange feedback received from the project and standards communities. Project team meetings and conference calls are mostly synchronized with the project's milestones, but on average take place every 4 weeks.

### **3. Work Package progress**

The COPRAS project encompasses 6 Work Packages (WPs). This chapter will discuss objectives, progress and achievements of the work in five of these, while **WP1**, encompassing the management of the project, will be discussed in chapter 4. The 5 remaining Work Packages described hereunder cover the project's support activities and address the following areas:

**WP2:** Gathering information from IST projects on their standards and standardization related activities and requirements;

- WP3: Analyzing the information gathered as a result of the activities in WP2 and selecting those projects most likely to benefit from cooperation with COPRAS;
- WP4: Defining ‘Standardization Action Plans’, describing in detail concrete paths towards standardization objectives for – and together with – selected projects.
- WP5: Promotion and dissemination of COPRAS’ objectives and results and arranging liaisons with relevant stakeholders in the research, standardization and regulatory communities;
- WP6: Strategic evaluation and coordination of the project on the management as well as on the ‘working floor’ levels.

WPs 2, 3 and 4 work in chronological cycles and address projects in FP6 calls 1, 2 and 3 in a consecutive way although cycles partly overlap (e.g. gathering information from projects in call 2 and developing Standardization Action Plans for projects in call 1 is partly taking place within the same timeframe). WP5 – although originally not planned – will also make an effort addressing projects in calls 4 and 5, although for obvious reasons not in the period covered by this activity report.

For the first reporting period activities have been largely focused on projects in 10 out of the 12 Strategic Objective in call 1, as described in the table below.

<b>Strategic Objectives in Call 1</b>	
2.3.1.3	Broadband for all
2.3.1.4	Mobile and wireless systems beyond 3G
2.3.1.5	Towards a global dependability and security framework
2.3.1.6	Multimodal interfaces
2.3.1.7	Semantic-based knowledge systems
2.3.1.8	Networked audio-visual systems and home platforms
2.3.1.9	Networked businesses and governments
2.3.1.10	eSafety of road and air transport
2.3.1.11	eHealth
2.3.1.12	Technology-enhanced learning and access to cultural heritage

The following sections will describe in more detail per Work Package its objectives at the start of the project, the work that has been carried out and the results that have been achieved, the issues that have occurred and the consequential changes that had to be made to the work plan, the milestones that were met, and the deliverables that have been produced.

### 3.1 WP2: Gathering project information

The information gathering process focused on all projects in targeted Strategic Objectives that could be approached for contributions before the conclusion of the first drafts of the Information gathering reports (deliverables D05 and D09). For call 1 this included 164 projects and for call 2 105 projects.

The aim was to obtain standardization oriented information from individual projects through questionnaires, but also to take relevant project information on the Commission’s web pages as well as on projects’ individual web sites into account.

Activities were carried out under the responsibility of CENELEC, but with contributions from all consortium members, each focusing on obtaining information from projects in Strategic Objectives allocated to them.<sup>5</sup>

#### 3.1.1 WP2: Objectives at the start of the process

COPRAS’ prime objective for WP2 was to ensure projects that expected to produce standards-related output (or that would seek to interface with standards bodies for other reasons) were sufficiently identified so, during subsequent steps in other Work Packages, they could be invited for closer cooperation and receiving tailored support from COPRAS.

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<sup>5</sup> As indicated in section 6.1.4 of the Implementation plan (annex A to the Quality plan, deliverable D03)

To achieve this objective, COPRAS set out to identify relevant contact details (e.g. project coordinator, web site) as well as a short description of all projects' objectives (e.g. presentations, fact-sheets) at the earliest possible point in time. Goal was to use this information as a basis for addressing all projects with a questionnaire (accompanied by an information package on COPRAS' goals and objectives) focusing on the generic as well as the area-specific aspects of projects' involvement with, and expectations from standardization, already within the first 6 months of their lifespan.

Although it was recognized not all projects would have a clear perspective with respect to their (expected) interfacing requirements with standards bodies already at an early point in time, previous experiences indicated an early start of the cooperation increased the chances of generating tangible results. Another reason for starting early was to be able to give project coordinators – or those responsible for standardization issues – sufficient time (i.e. 4 – 6 weeks) to respond to the questionnaire, and hence increase COPRAS' chances of generating a high feedback rate. In order to stimulate projects to respond the following strategy was identified:

T=0	Send out information package and questionnaire (e-mail)
T+4 weeks	Send out personalized reminders to project coordinators not responding (e-mail)
T+6 weeks	Contact project coordinators still not responding directly (telephone or e-mail)
T+7 weeks	Close information gathering process and start production report

Ultimate goal of the Information gathering process in call 1 (as well as for the other calls) was to generate responses from 40 – 50% of those projects COPRAS was actually able to address. This would provide a solid basis for carrying out the activities in subsequent Work Packages (i.e. WP3 & WP4) depending on the information, and allow the project to achieve its overall results.

### 3.1.2 WP2: Progress towards the objectives

Activities towards reaching WP2's objectives for call 1 started already in February 2004 and followed the steps as described below.

- 1) During February, March and April 2004 a list of projects in call 1 was assembled, containing the necessary contact details and other relevant information on the project (e.g. type of project, starting date, web-site, etc.). This work required considerable effort (as a single source for all required information was not available) and to a certain extent continued, even after the completion of the Information gathering report for call 1.
- 2) A questionnaire was developed for identifying the generic aspects (e.g. available resources, targeted standards bodies) of projects' involvement with, and expectations from standardization, as well as on the aspects that were specific to their Strategic Objective. This specific section listed 8 pre-identified areas of standardization, and invited projects to identify – in all relevant areas – in which way the outcome of their project could be relevant to standards bodies. It was chosen to use pre-identified areas rather than 'open' questions as this was expected to shorten the time required to answer the questionnaire and hence increase the response rate. The information packages, that were tailored to the Strategic Objectives as well, were developed alongside the questionnaire during the spring of 2004 and outlined the benefits for research projects from cooperating with COPRAS, for the purpose of establishing the project in the IST research community and increasing the response rate.
- 3) For 164 of the 176 projects selected for call 1, COPRAS was able to identify contact details sufficiently in time (i.e. in order to include the responses in the Information gathering report) for sending questionnaires and information packages. Around 90% of these received this material 13<sup>th</sup> April 2004 while the remaining 10% received it 2 - 3 weeks later due to initial contact information being incorrect or incomplete. Following the initial contact by e-mail, the mechanism as described in section 3.1.1 was put in place to maximize the quantity of the feedback, resulting in an overall satisfactory response rate as described in the table below.

<b>Timing</b>	<b>Step in information gathering process</b>	<b>Responses</b>	<b>Percentage</b>
T=0	Sending out questionnaire	24	14,63%
T+4 weeks	Sending out reminders	32	19,51%
T+6 weeks	Contacting projects by phone	35	21,35%
T+7 weeks	Total	91	55,49%

The results of the information gathering process for call 1 met the original objective as described in section 3.1.1, as 91 projects, more than 55%, finally responded to the questionnaire, considerably higher than the targeted response rate of 40 – 50% . Also the quality of the response was satisfactory as the level of detail provided in the answers was sufficient for 79 out of 91 responses, corresponding to 48,17 % of all 164 projects addressed, i.e. remaining within the limits of the 40-50% response target set.

2 months later than originally planned (see also section 3.1.3) the information gathering process addressing projects in call 2 was initiated in November 2004. Although the basics of the methodology remained the same (as it proved to be successful), several recommendations resulting from initial work in Work Packages 2 and 3 were taken into account. As a result, the Information package was shortened, making it easier to get a quick understanding of COPRAS, and the questionnaire contained ‘open questions’ rather than pre-defined standardization areas in the ‘specific’ section. The latter was mainly done because the research areas covered by projects in call 2 appeared to be less suitable for pre-defining areas of standardization, but also because this had not achieved the desired results in a number of Strategic Objectives addressed in call 1. Finally, to make it easier for projects to respond, the questionnaire was made available on line via the COPRAS web site ([www.copras.org](http://www.copras.org)).

In call 2 COPRAS targeted projects in 8 out of 10 Strategic Objectives as described in the table below:

<b>Strategic Objectives in Call 2</b>	
2.3.2.3	Open development platforms for software and services
2.3.2.4	Cognitive systems
2.3.2.5	Embedded systems
2.3.2.6	Applications and services for the mobile user and worker
2.3.2.7	Cross-media content for leisure and entertainment
2.3.2.8	GRID-based systems for solving complex problems
2.3.2.9	Improving risk management
2.3.2.10	eInclusion

Although the information gathering process for call 2 (due to its re-scheduling) will not be concluded in the first reporting period ending 31<sup>st</sup> January 2005, some initial steps and preliminary results achieved within this first period are listed hereunder.

- 1) During September, October and November 2004 the list of projects for call 2 was assembled. Despite the fact that timing was similar to the process addressing call 1, COPRAS was able to retrieve the relevant contact information for a higher percentage of projects selected by the Commission and managed to identify and address project coordinators of 106 out of 110 selected projects. Also more of the projects’ web sites could be identified at a relatively early stage when compared to the process in call 1.
- 2) Questionnaire and information package were send out to projects in call 2 on 25 November, 3 December and 6 December 2004 and projects were invited to respond either by returning the questionnaire by mail or by filling it out on the COPRAS web site. Although the process has not been fully completed, the results in the table below show the feedback rate is at least 10% lower than it was in call 1.

<b>Timing</b>	<b>Step in information gathering process</b>	<b>Responses</b>	<b>Percentage</b>
T=0	Sending out questionnaire	14	13,08%
T+4 weeks	Sending out reminders	7	6,54%
T+6 weeks	Contacting projects by phone	26	24,30%
T+7 weeks	Subtotal	47	43,92%

As the information gathering process for call 2 has not yet been completely finalized, it is too early to discuss differences between the initial results of the information gathering process for call 2 and the results in call 1. Moreover, these differences may eventually show to have been caused by external factors rather than changes in COPRAS’ approach towards the projects. Nevertheless, if the

final results will remain below the target initially set, contingency measures as described in section 4.1 of the Quality plan (D03) will be put in place.

As far as call 1 is concerned, most of the actual work has also been done by this consortium member due to the fact that the project's results, during the first few months, appeared to benefit more from the focused attention from one of the consortium members rather than from (partial) attention from all of them. This has the following two reasons:

- not all methods and mechanisms guaranteeing effective cooperation and communication between all consortium partners had been but in place during the first months of the project (e.g. web site, mailing lists, regular project team meetings);
- several other activities and deliverables required focused attention from consortium members responsible for them (e.g. Quality plan, web-site, Dissemination plan).

For these reasons consortium members other than the WP leader started their participation at the point where COPRAS began addressing call 1 project coordinators personally to obtain their response to the questionnaire. For this purpose the allocation of Strategic Objectives to consortium members as described in section 6.1.4 of the Implementation plan (Annex 1 to the Quality plan – D03) was applied. However, as far as call 2 was concerned, the information gathering process activity was distributed over the consortium members from the start, according to the arrangements described in section 6.1.4 of the Implementation plan.

Throughout the process described above, COPRAS will build up an informal network with those research projects that have standards related output or touch upon standards related issues, and will build up a communication and liaison structure with relevant standardization working groups from consortium partners as well as – through the ICTSB – other organizations and industry groups. This will be done – among others – by keeping projects updated regularly on the steps COPRAS is going through and by making relevant output available in a 'closed user group environment' on the COPRAS web site. Further information on the establishment and maintenance of contacts between COPRAS and research projects can be found in section 6.1.4.

### 3.1.3 WP2: Deviations from the Work Programme and corrective actions

As far as call 1 is concerned, COPRAS has managed to execute and complete its activities according to plan. This is also reflected in sections 3.1.4 and 3.1.5. Moreover, as objectives and targets originally set for the information gathering process have been met as well, there has been no need to put (parts of the) contingency plan in place (see D03: Quality Plan).

However, when evaluating the schedule for call 2, it showed that COPRAS' original planning (aiming to send out questionnaires to projects in call 2 already in September 2004) was too ambitious in time as many of the projects concerned had only started their activities September 2004, making it unlikely COPRAS would achieve the targeted response rate. It was therefore decided to delay the process for 2 months and address the projects when most of them had gone through their starting-up phase, similar to the approach taken in call 1.

Consequently this meant that the planning for all deliverables and milestones concerning COPRAS addressing call 2 had to be re-adjusted and moved backwards for a similar period in order not to cause bottlenecks in the rest of the process. This rescheduling is indicated in the tables below

<b>Number</b>	<b>Title</b>	<b>Planned</b>	<b>Re-scheduled</b>
M2.4	Questionnaire & Information Package call 2 ready	24/09/2004	21/11/2004
M2.5	Sending out Information Package to projects in call 2	04/10/2004	22/11/2004
M2.6	Information gathering report call 2 available	17/12/2004	20/02/2005
M3.5	Information Analysis report call 2 available	22/02/2005	08/04/2005
M3.6	Selection criteria call 2 available	07/03/2005	22/04/2005
M3.7	List of projects call 2 available	18/03/2005	06/05/2005
M3.8	Kick-off meeting call 2	21/04/2005	16/06/2005
M4.3	Contributions from projects call 2 available	29/06/2005	20/09/2005
M4.4	Standardisation Action Plans call 2 developed	20/09/2005	15/11/2005

<b>Number</b>	<b>Title</b>	<b>Planned</b>	<b>Re-scheduled</b>
D09	Information gathering report call 2	31/12/2004	28/02/2005
D12	Information analysis report call 2	30/04/2004	30/06/2005
D13	List of selected projects call 2	30/04/2004	30/06/2005
D14	Kick-off meeting report call 2	30/04/2004	30/06/2005
D16	Standardization Action Plans call 2	30/09/2004	30/11/2005

The rescheduling of milestones and deliverables for COPRAS' activities addressing projects in call 2 do not affect the overall planning of the project. Moreover, it has helped to establish a better spread of activities over the project period and enables a more effective distribution and use of project's resources. There has been no necessity for adjusting other milestones not related to call 2.

### 3.1.4 Review planned milestones

As far as the first reporting period is concerned, the milestones for WP2 are listed below. With respect to call 2 is concerned, this concerns re-scheduled milestones (see section 3.1.3 above). Indicated in the last column are the dates of actual achievement.

<b>Number</b>	<b>Title</b>	<b>Planned</b>	<b>Achieved</b>
M2.1	Information Package & questionnaire call 1 ready	24/03/2004	24/03/2004
M2.2	Sending out Information Package to projects in call 1	05/04/2004	13/04/2004
M2.3	Information gathering report call 1 available	16/06/2004	16/04/2004
M2.4	Information Package & questionnaire call 2 ready	12/11/2004	18/11/2004
M2.5	Sending out Information Package to projects in call 2	22/11/2004	25/11/2004

### 3.1.5 Deliverables produced

The activities in WP2 so far generated 2 deliverables which are listed in the table below. Both are public documents and were produced and delivered according to the planned schedule. They are both available from the COPRAS web site as well.

<b>Number</b>	<b>Title</b>	<b>Planned</b>	<b>Delivered</b>
D02	Information Package	31/03/2004	31/03/2004
D05	Information gathering report call 1	30/06/2004	30/06/2004

## 3.2 WP3: Information analysis and project selection

Tasks in Work Package 3 covered the analysis of the information gathering report, the definition and application of project selection criteria, and the organization of the kick off meeting with selected projects. The work was largely based on the achievements in WP2 and aimed to select at least 8% of the projects that were addressed in the previous Work Package.

Activities in WP3 were carried out under the responsibility of ETSI as the lead consortium partner, while all other consortium members contributed along the principles as described in the COPRAS Implementation plan.<sup>6</sup>

### 3.2.1 WP3: Objectives at the start of the process

The first phase of WP3, encompassing the information analysis processes targeting FP6 IST projects in call 1 took place between 24 June and 13 August, 2004. The process followed the methodological steps as described in section 4.1.2 of the COPRAS Quality Plan and based itself on the results of the Information gathering process as shown in the table at the bottom of page 11 of this report, including the late responses that were received after the conclusion of the information gathering report, bring the total number of responses to 92 and the final response rate to 56,09%.

The objective of the second phase of WP3, encompassing the project selection process was to discuss and define criteria that can be applied with respect to the information analysis report, in order

<sup>6</sup> As indicated in section 6.1.4 of the Implementation plan (annex A to the Quality plan, deliverable D03)

to define a list of research projects in call 1 that are most likely to benefit from participating in the COPRAS Programme, and that should be invited to the kick-off meeting. This led to the following selection criteria:

1) Primary criteria:

- i) Is the issue addressed by a project relevant to the activities of one of the consortium partners or one of the ICTSB members;
- ii) Is the issue addressed by a project relevant to the activities of a standards body outside the ICTSB;
- iii) Has the project a clear view of the standardization activities it seeks to deploy;
- iv) Is the standards body a project would interface with sufficiently experienced in the particular domain and are they capable of acting on the standardization paths projects have identified for themselves.

2) Secondary criteria:

- i) Does a project have resources available for standardization activities;
- ii) Is a project's timing (in terms of its capabilities of defining a Standardization Action Plan) in line with COPRAS' timing;
- iii) Are the standards bodies a project seeks to interface with already pre-identified or not.

The project selection process, together with the actual information gathered during the process, aimed to serve as a basis for further activity in COPRAS, i.e. the development of appropriate standardization paths for projects in call 1, starting end of October 2004.

Finally, the third phase of the Work Package encompassed the organization of the kick-off meeting with the selected projects. The main objective of the kick off meeting was to jump-start cooperation between (groups of) research projects and standardization working groups. The kick off meeting therefore focused on the following issues:

- defining commonalities between standardization issues addressed by projects;
- defining projects' actual timing and resources;
- defining the actual nature of planned contributions to standardization (i.e. formal specifications, guidelines, other contributions, etc.);
- defining what relevant standardization working groups are actually planning to do in the areas identified;
- defining high-level steps jump-starting the WP4 work (who is going to draft certain contributions, etc.);
- identifying the right people within the research project consortia actually working on specific standards.

### 3.2.2 WP3: Progress towards the objectives

Taking the information gathering reports as a basis, the tasks in WP3 encompassed the definition of the COPRAS Programme, i.e. the selection of FP6 IST research projects with whom Standardization Action Plans will be developed. Although ETSI was the lead partner for WP3, the responsibility for the project analysis in the different strategic objectives was distributed over the partners as follows:

<b>Contacts with projects in Strategic Objective areas in call 1</b>	<b>Partner responsible</b>
Broadband for all	CENELEC
Mobile and wireless systems beyond 3G	ETSI
Towards a global dependability and security framework	ETSI
Multimodal interfaces	W3C
Semantic-based knowledge systems	W3C
Networked audio-visual systems and home platforms	CENELEC
Networked businesses and governments	CEN

eSafety of road and air transport	The Open Group
eHealth	CEN
Technology-enhanced learning and access to cultural heritage	The Open Group

During the information analysis and project selection processes, the methodological steps described in the COPRAS Quality Plan were followed, although at some points these had to be adjusted according to circumstances (e.g. holiday periods). The selection criteria that had been developed as a second methodological step in the WP3 process were primarily aimed to serve as an instrument for defining those projects that would benefit most from participating in the platform to contribute standardization related output through COPRAS, and consequently should be invited to develop Standardization Action Plans.

It was decided to apply two levels of criteria (primary and secondary criteria – see section 3.2.1 above) when analyzing the results of the information gathering process and making the initial selection of projects for the COPRAS Programme. It was also decided that only those projects that had responded to the questionnaire would be included in the analysis. Therefore, for their respective Strategic Objectives, each of the consortium partners:

- Analyzed the information and defined groups or clusters of projects that have a similar focus with respect to standardization issues
- Defined a set of ‘tier 1’ projects and a set of ‘tier 2’ projects for the COPRAS Programme, taking into account there will need to be an interest among standardization bodies concerned to work on the topics addressed by the research projects.

Having analyzed the information gathering report and having defined a set of criteria to short list those projects that were invited to contribute standardization related output to COPRAS and develop Standardization Action Plans, the project team applied the criteria and allocated ‘tier 1’ and ‘tier 2’ projects that were invited for the kick-off meeting.

An additional objective for the kick-off meeting was to define clusters of projects that have a similar focus with respect to standardization and to try to group them into parallel kick-off meeting break-out sessions. This clustering process focused on the standardization issues addressed and therefore combined projects that were working in different Strategic Objectives. The list hereunder specifies the clusters as well as the projects participating in it:

- Broadband access cluster: B-BONE, BREAD, CAPANINA, GANDALF, SIMPLICITY, 4MORE, OPERA;
- Security issues cluster: Biosec, EMAYOR, Digital Passport, SECOQC, TrustCom;
- Semantic-based systems & languages cluster: ALVIS, SIMILAR, SATINE & ARTEMIS, DBE, UNI-VERSE;
- Smart houses & home networking cluster: AVISTA ENTHRONE, ePerSpace, MediaNet, TEAHA;
- eLearning cluster: E-LEGI, ICLASS, TELCERT, UNFOLD.

For the purpose of preparing the kick off meeting, as well as in order to obtain a better and more in-depth understanding of the standardization issues projects touch upon (and hence the standardization working groups they may benefit from interfacing with), ‘kick-off pre-meetings’ were organized between COPRAS project team members and individual projects. Depending on circumstances, these pre-meetings, organized during the second half of September 2004, were either actual physical meetings, conference calls or exchanges of e-mail.

To ensure the input from and the participation of the standardization bodies in the kick-off meeting, the initial contacts with relevant standards bodies were established. This showed that additional communication efforts are necessary convincing standardization working groups of the benefits from participate in (and supporting) the COPRAS processes. This is specifically the case for standards bodies outside the consortium partners, although some of them, e.g., DVB and DLNA representatives participated in the kick-off meeting.



The kick-off meeting was split into a plenary part, focusing on the more generic aspects of interfacing between IST research and standardization, and several parallel break-out sessions focusing on the actual contents of standardization work in pre-identified thematic areas. The kick-off meeting was very well-attended with 47 participants, representing 28 different projects (18 tier 1 projects, 6 tier 2 projects, 2 SSA/CA projects and 2 projects that were not included in the information analysis & project selection process) and 9 standardization working groups represented, in addition to the 5 COPRAS consortium partners.

### 3.2.3 WP3: Deviations from the Work Programme and corrective actions

During the first Project Team meeting it was decided that several milestones have to be adjusted, due to holidays period, the moving of the October CSG meeting and due to the fact that more time is necessary between the selection of projects and the kick off meeting:

- Milestone M3.1 (information analysis report available) was postponed for 2 weeks to: Friday 13 August, 2004
- Milestone M3.2 (list of selection criteria available) was moved forward 11 days to Friday 27 August, 2004
- Milestone M3.3 (list of projects available) was moved forward 10 days to Tuesday 7 September 2004.
- Milestone M3.4 (kick off meeting call 1) was moved forward half a week to Thursday and/or Friday 14 and/or 15 October.

The proposed changes were approved by the CSG by correspondence and did not affect the overall planning of the project.

Activities in WP3 have been strongly focussed on selecting tier 1 and tier 2 projects for closer co-operation, and hence establishing the COPRAS 'Programme'. Experience, specifically with respect to the diversity of standards issues and standards bodies addressed across the complete spectrum of FP6 projects in call 1 showed it to be complicated – if not impossible within COPRAS' scope and budget limitations – to define services, benefits and support COPRAS could provide to a larger group of COPRAS 'Community' projects as originally indicated in the project's Implementation plan.

Although it was recognized by the project team that the research projects in the COPRAS Community in principle could receive the same information on the state-of-the-art in standardization as will be provided to the projects in the COPRAS Programme, for practical reasons it had to be decided to work with a generic Community, rather than to provide generic information rather than specific, tailored information. This will be done throughout COPRAS lifespan, via its web-site.

### 3.2.4 WP3: Review planned milestones

The revised WP3 milestones for the first reporting are listed below. Indicated in the last column are the dates of actual achievement.

<b>Number</b>	<b>Title</b>	<b>Planned</b>	<b>Achieved</b>
M3.1	Analysis report call 1 available	13/08/2004	15/08/2004
M3.2	Selection criteria call 1 available	27/08/2004	27/08/2004
M3.3	List of projects call 1 available	07/09/2004	07/09/2004
M3.4	Kick-off meeting cal 1	14/10/2004	14/10/2004

### 3.2.5 WP3: Deliverables produced

The activities in WP3 so far generated three deliverables which are listed in the table below. All three are public documents and were produced and delivered according to the planned schedule. They are also available from the COPRAS web site.

<b>Number</b>	<b>Title</b>	<b>Planned</b>	<b>Delivered</b>
D06	Information Package	31/10/2004	31/10/2004

D07	Information gathering report call 1	31/10/2004	31/10/2004
D08	Kick-off meeting report call 1	31/10/2004	31/10/2004

### 3.3 WP4: Developing appropriate standardization paths

This Work Package, led by the Open Group, was launched during the reporting period in advance of the kick off meeting amongst the selected IST Call 1 projects held in month 8, and on schedule according to the COPRAS Work Programme. It encompasses the definition of appropriate and effective standardization paths together with IST projects selected in Work Package 3.

#### 3.3.1 WP4: Objectives at the start of the process

The objectives for this Work Package during the reporting period were to undertake activities with the selected IST Call 1 projects for the development of standards action plans to carry forward the standards related deliverables from these projects into the standards process, and to provide specific assistance where needed. The individual standardization action plans being developed in collaboration with the selected IST Call 1 projects are COPRAS deliverables scheduled for completion during the next reporting period.

The first milestone for this Work Package was to obtain inputs from the IST Call 1 projects identified from the work in Work Package 3 – Information Analysis and Project Selection. This milestone has been achieved through collaboration between the COPRAS partners and the selected IST Call 1 projects both during the Kick-off meeting and further follow-on meetings, which has resulted in inputs to the standardization action plans and agreements by 15 projects from IST Call 1 to collaborate with COPRAS.

During the reporting period 9 standardization action plans have been substantially progressed in collaboration with 15 projects from IST Call 1. This includes action plans for 2 clusters of projects from IST Call 1 each involving 4 projects having shared standardization interests. The standardization action plans for 7 individual IST projects and the 2 clusters of projects are expected to be completed on schedule during the next reporting period.

#### 3.3.2 WP4: Progress towards the objectives

During the reporting period the project partners made substantial progress towards meeting the objectives of this Work Package for IST Call 1 projects by undertaking the following tasks:

- Each of the IST Call 1 projects selected in Work Package 3 were contacted and the COPRAS partners held one-on-one meetings with the project coordinators to obtain further details concerning potential standards, RTD work plans, and expected project results.
- The COPRAS partners put in place a framework for gathering standardization action plan inputs from the IST Call 1 projects. The framework aided in the identification of opportunities for clustering, giving a clearer view concerning available resources and scheduling of project standards activities, and structuring the information needed from each IST Call 1 project for developing the standardization action plans. The framework was utilised for discussions during the break-out sessions at the Kick-off meeting, and afterwards to obtain the needed inputs from the selected IST projects for preparing the standardization action plans.
- The COPRAS partners identified the possible types of actions that each partner could implement in support of IST projects. Two presentations were developed for use in discussions with the selected IST projects: the first presentation gave IST projects an overview of the type and range of support actions COPRAS can provide; the second an overview of the expected standardization action plans and how they assist IST projects in achieving their individual project objectives for both standardisation and dissemination.
- The COPRAS partners have worked with the IST Call 1 projects identified from Work Package 3 to discuss potential clustering of projects around a shared standardization objective. During the reporting period, 2 clusters of IST Call 1 projects have been established and have collaborated with COPRAS towards a new or revised standard that supports each IST pro-

ject's objectives. The 2 clusters include a total of 8 projects from IST Call 1 and are addressing the following standards area:

- eLearning (cluster of 4 projects)
- Smart Houses and home networking (cluster of 4 projects)
- In addition to the 2 clusters of projects, the COPRAS partners have worked with a further 7 individual IST Call 1 projects identified in Work Package 3, to gather inputs and to develop individual standardization action plans. A total of 15 projects from IST Call 1 are collaborating with the COPRAS partners in preparing standardization action plans.
- In developing the standardization action plans during the reporting period, each of the COPRAS partners have undertaken the following tasks:
  - i) contacted the appropriate standards bodies to invite them to the kick off meeting, and to brief them on COPRAS and the potential RTD results from IST projects that may be candidates for standardization within their grouping;
  - ii) documented the procedural requirements for establishing new or revised standards amongst the targeted standards bodies;
  - iii) defined the approaches that will be used to build awareness and consensus for standardization around the RTD results that are expected from the selected IST projects;
  - iv) identified resources available within each of the IST projects and the COPRAS partners for supporting and implementing the standardization activities in the standardization action plans;
  - v) identified, in the case of clustered projects, the respective roles (e.g. building consensus, specification development, etc.) of each IST project in achieving the shared standardization objectives;
  - vi) identified an individual from one of the COPRAS partners to coordinate the activities between the IST projects and COPRAS, to be specified in detail within each of the standardization action plans.

All of the COPRAS partners have contributed to the tasks within this Work Package through their collaboration with the selected IST Call 1 projects in both gathering of inputs and in developing the standardization action plans. Each COPRAS partner has worked with at least 4 of the IST Call 1 projects identified in Work Package 3 to gather input and agreements to collaborate with COPRAS. Each COPRAS partner is developing one or more standardization action plans, either for individual projects or a cluster of projects. The Open Group has been the Work Package leader, and with contributions from all COPRAS partners, has created the framework used for gathering IST project inputs and structuring the development of the standardization action plans.

### 3.3.3 WP4: Deviations from the Work Programme and corrective actions

There have been no substantial deviations from the Work Programme for this Work Package during the reporting period. The level of interest from IST Call 1 projects in collaborating with COPRAS in developing standardization action plans has actually been higher than anticipated.

### 3.3.4 WP4: Review planned milestones

Only one WP4 milestone was scheduled for the first reporting period, as listed in the table below.

Number	Title	Planned	Achieved
M4.1	IST call 1 projects give contributions	13/01/2005	13/01/2005

This milestone was achieved and substantial inputs have been received from the IST Call 1 projects identified in Work Package 3. These inputs have been used in the development of the 9 standardization action plans that will be completed during the next reporting period. Inputs have been received from the following IST Call 1 projects:

GANDALF	SIMPLICITY	SIMILAR	MediaNet	ENTHRONE	ICLASS	ELeGI
BROADWAN	SECOQC	TALK	TELCERT	ePerSpace	UNFOLD	TEAHA

Standardization action plans were under development during the reporting period that will involve each of the above IST Call 1 projects, and work is ongoing to evaluate plans for additional projects, including SATINE, DBE and ARTEMIS.

### **3.3.5 WP4: Deliverables produced**

There were no deliverables for this Work Package scheduled for completion during the reporting period. Within this Work Package the COPRAS partners have been developing 7 standardization action plans for IST Call 1 projects, which are expected to be delivered on schedule (project month 13) during the next reporting period.

## **3.4 WP5: Promotion, dissemination and liaison**

COPRAS started with a challenge. All IST-Projects had to be informed about its existence to start the feedback process. In order to achieve this goal, the project installed a platform encompassing generic interfacing mechanisms, tools and procedures for the cooperation of FP6 projects in calls 1, 2 with the standards community. These activities were clustered into a dedicated Work Package (WP5) focusing on promotion, dissemination and liaison, led by W3C. The following sections describe the first results and actions undertaken in this Work Package.

### **3.4.1 WP5: Objectives at the start of the process**

The project's dissemination and exploitation plan (deliverable D04) intended to present the road-map for the creation of instruments, tools and mechanisms for effective promotion of the COPRAS project, its objectives and its results, in conjunction with an effective and coherent strategy for the usage of these instruments. In view of the project's objectives, goals and target groups, the following components were defined for the project's promotion and dissemination strategy:

- 1) a dedicated web site, containing:
  - a. a COPRAS "calendar";
  - b. press releases;
  - c. general information about COPRAS (including its goals, objectives, methodology, timelines, project partners and history);
  - d. COPRAS' presentations at previous seminars, conferences, concertation meetings and other events;
  - e. the project's deliverables, including the possibility to download these documents;
  - f. information packages introducing the COPRAS project to IST research projects, Commission Project Officers, standardization bodies and industry groups, as well as brochures documenting individual research projects' results from their cooperation through COPRAS;
  - g. relevant contact information;
- 2) liaisons with other relevant standards bodies and industry groups;
- 3) an effective structure for communication and interaction with research projects and standardization working groups;
- 4) brochures documenting individual projects' results from interfacing with standardization working groups;
- 5) generic material serving as a guide to those proposing IST projects in future calls, to Commission project Officers and to those evaluating research projects;
- 6) the promotion of the project and its results at seminars, conferences, concertation meetings and other relevant events;
- 7) an Open Meeting.

During the first reporting period, focus has been on achieving goals 1 to 3, as well as on deliverables D01 (the project web site) and D04 (the Dissemination and exploitation plan). This is documented in the following sections.

### 3.4.2 WP5: Progress towards the objectives

Promotional efforts were carried out to create maximum awareness of COPRAS' objectives, goals and benefits among the projects main target groups: IST research projects, standardization working groups and relevant industry consortia. For this purpose, COPRAS focused its communication on consortia involved in (or planning to propose) IST projects, technical committees of standardization bodies and industry groups and the Commission Project Officers. This was achieved taking a multiple layer approach, including the setup of a website, links, a brochure, and presentations at workshops, concertation meetings and conferences attracting the relevant target audience. Overall, the promotional activities in the first year were very successful with 92 out of 176 Projects in FP6 IST call 1 responding.

**Setting up the web site:** COPRAS started 1<sup>st</sup> February 2004. The website was technically operational from 14 February 2004 but content production took more time, so finally on 31 March 2004, the website was fully operational. As the website follows relevant standards, it is accessible according to the WAI Guidelines 1.0. Furthermore, this allows to easily access the website with new generation mobile phones.

The domain name for copras.org was registered on 13 February 2004. The copras.org (also www.copras.org) domain redirects users to the subdirectory on the W3C website. This had multiple benefits: first, the COPRAS website will participate in W3C's Google-rating, which is one of the highest ratings Google has and has already resulted in around 4000 hits per month. This ensures that in any search on standardization and IST, the COPRAS website ranked at least on the first page. Secondly, the COPRAS website benefits from W3C's Persistence Policy.

**Adding content:** A first goal was to provide general information about COPRAS on the website, in order to be able to a coherent and consistent source of information when presenting the project at various events. The project started with a press release that was jointly edited and published on 23 March 2004, marking the public start of the project. Additionally, general information about COPRAS, including its goals, objectives, methodology, timelines and project partners was contained in an introductory document on the web site, containing all necessary information on the project. Contact information for all consortium members was available from day one. As more and more documents were published, a search function was added.

A section on COPRAS presentations at various events, also allowing these to be downloaded was added and those event where COPRAS would be present were announced in the news section of the homepage. A formal event calendar was however not produced, as experience during the course of the project showed this would most likely not produce the added value originally expected from it, and the project's resources were better concentrated on direct communication with projects.

Also on line are the call 1 and call 2 Information Packages and for projects in call2 the questionnaire can be filled out on line. To optimize the reach of the Information Packages, these were made available in more than one format, including HTML. Also, a table containing all COPRAS deliverables can be found as well on the web site, which is linked to the respective documents when ready to be published, as all COPRAS deliverables are public documents. Finally, a generic brochure on COPRAS can be downloaded from the web site.

**Project pages:** Parallel to the public sections, a project-internal working environment was established along the lines of the implementation plan, turning the website into a collaborative tool as well, making available updated versions of all relevant Steering Group and Working Group information. As a first step, all relevant information on the project proposal was put online and linked from the Steering Group and Working Group homepages. The pages are maintained and kept up to date to allow participants in COPRAS to be informed about the current state of affairs in a very short period of time. The pages include:

- 1) a list of all projects in call 1 including a scheme to recognize and easily summarize the projects that have responded to the questionnaire.
- 2) the results from the questionnaires
- 3) the Information Package for call 2

- 4) a list of projects in call 2 including a scheme to recognize and easily summarize the projects that have responded to the questionnaire.
- 5) a collaborative calendar for current, past and future events, including milestones and deadlines for deliverables.

**Kick-off meeting:** For the kick-off meeting finalising the work in WP3, information, as well as an online registration service were made available, as a result of which the website contributed to the success of the first kick off meeting as well. Following the meeting, all presentations, as well as the report from the meeting were published online.

**Access to the website:** the COPRAS website has three levels of role-based access. Two levels concern the collaboration inside the COPRAS project, and the third level allows for public access. As laid out in the COPRAS consortium agreement, the Steering Group has its own area, apart from the Working Group level. The Steering Group page contains the minutes of the Steering Group meetings, a list of actions and essential documents such as the consortium agreement. A list of decisions from the Steering Groups is available on line as well. The COPRAS Working Group page contains a calendar of all major future and past events relevant for COPRAS, a list of actions, and the minutes of the project team meetings. All members of the Steering Group are automatically able to access, add, edit and delete documents in the area of the Working Group. While Steering Group pages are not accessible for non-Steering Group members, the Working Group level can be made accessible as well to projects outside COPRAS (e.g. those that are working on Standardization Action Plans). For this purpose, W3C provided an easy-to-use guide on how to edit the website.

**Feedback and cooperation with Projects:** In order to cooperate effectively, processes, mechanisms and tools aiming to facilitate the communication between COPRAS, IST research projects, standardization working groups and other relevant stakeholders are needed. For the first year, the target was on the coordination with projects. As mentioned above, all information packages were made available in time and for the kick-off meeting W3C created an online-registration mechanism. For the projects in call 2, the questionnaire was turned into an easy-to-fill-out online-form. In the master table for the feedback process, projects that responded are subsequently marked up using CSS classes, giving the normal HTML page a semantic dimension.

**Mailing-lists:** so far, four mailing-lists were created: [copras-sg@w3.org](mailto:copras-sg@w3.org), [copras-wg@w3.org](mailto:copras-wg@w3.org), [copras-public@w3.org](mailto:copras-public@w3.org) and [copras-navshp@w3.org](mailto:copras-navshp@w3.org). These reflect the same level of cooperation described above. The mailing-lists are archived on the web and are searchable.

[copras-sg@w3.org](mailto:copras-sg@w3.org) serves communication of the COPRAS Steering Group (CSG). It is also a central contact point for contacting the CSG. The mailing-list gives the CSG the tool for the coordination of the project. The list allows keeping track of all statements and decisions made as it is archived in protected web space. The archive is especially useful for communications of the SG with the Partners beyond COPRAS as it allows for immediate information of all the partners and serves as an archive-tool for outward communications. There is a fixed set of subscribers. People other than the COPRAS Steering Group will not be subscribed unless agreed by the Steering Group.

[copras-wg@w3.org](mailto:copras-wg@w3.org) is the mailing-list of the COPRAS Working Group. Collaborators from the consortium partners are subscribed. This group is beyond the actual Steering Group but contains also Members of the SG. The project team is the group that implements the decision of the Steering Group. The list is a tool for collaboration, archiving and announcements.

[copras-public@w3.org](mailto:copras-public@w3.org) is the public collaboration tool of the COPRAS project. It serves to get latest announcements in push-mode, discuss standardization issues of IST Projects and communicate with the COPRAS people. It may even serve as a collaboration tool between IST-Projects to allow them to coordinate their standardization activities. Subscription to this mailing-list is open for all IST-Projects.

[copras-navshp@w3.org](mailto:copras-navshp@w3.org) is an individual list created only for the NAVSHP-SmartHouses cluster. On the long run, those clusters have to be coordinated with each other. The Working Group mailing-list is supposed not only to also encourage cooperation of the different areas where projects are coached into the standardization or even inter-project communication about cooperation around standardization.

**Promotion to the standards community:** COPRAS was promoted to the standards community, including participants in European Standards activity, through the members of the ICT Standards Board. CEN reported progress to the ICTSB on a regular basis augmented by the comments and additions of all other COPRAS members present at ICTSB-meetings. The outreach to global standardization organizations - ISO, IEC, ITU, IETF, UN-ECE and towards other industry-led and market driven forums and consortia is pending. IETF is a member of ICTSB, thus already aware of the project. But the close inter-linking of ICTSB members with global bodies will ensure that where there are issues involving the latter, these will be addressed case-by-case.

**Marketing Plan:** at the beginning of the project and before receiving feedback from Projects in call 1, there was a strong focus of all the partners on outreach. To funnel this focus into reasonable and coordinated action, W3C developed a marketing plan. As is the dissemination and exploitation plan, the marketing plan is a living document: it covers past as well as intended marketing activities. The involvement of the W3C Communications Team helped to get the website in better shape. Additionally, a generic brochure was produced to foster the outreach on general conferences.

As far as major conferences are concerned COPRAS had to overcome some difficulties. As the majority of conferences involving IST-Projects are scientific conferences, they follow a rather formal scheme for accepting presentations or papers. This caused problems in getting accepted to make presentations, both because COPRAS is generic support action rather than dedicated to a specific technology; moreover at the beginning, COPRAS was unable to present tangible results. Promoting COPRAS' objectives and benefits therefore wasn't always that easy in this environment. Nevertheless, in addition to the activities described above, a series of presentations were given by several COPRAS consortium members at a variety of events (a complete list can be found in section 2.2 of Annex A) and, regular updates of the project's activities and progress were provided at meetings of the ICTSB.

### 3.4.3 WP5: Deviations from the Work Programme and corrective actions

During the first reporting period, there have been no deviations from the work plan as far as WP5 activities are concerned. Also there has not been a need for corrective actions.

### 3.4.4 WP5: Review planned milestones

Despite huge activity, WP5 had only 2 formal milestones for the first reporting period, that are listed in the table below.

Number	Title	Planned	Achieved
M5.1	COPRAS web site goes live	26/03/2004	17/03/2004
M5.2	Draft dissemination and exploitation plan available	16/04/2004	16/04/2004

### 3.4.5 WP5: Deliverables produced

WP5 has produced 2 deliverables over the first reporting period as listed in the table below.

Number	Title	Planned	Delivered
D01	Web site	31/03/2004	31/03/2004
D04	Information gathering report call 1	30/04/2004	30/04/2004

## 3.5 WP6: Strategic evaluation and coordination

The last Work Package aims to evaluate the overall success of COPRAS, and to coordinate the project during the course of its activities. While the first aspect will be reflected in 2 reports (the interim evaluation report, due September 2005, and the final evaluation report, due January 2007), the latter is taken care of through regular meetings of the consortium partners.

### 3.5.1 Objectives at the start of the process

The prime objective of WP6 is to provide assessments of COPRAS achievements. This will be done through quantitative assessments of contributions made by research projects to (and actually taken into account by) standards bodies, as well as by qualitative assessments of, on one hand, the

input made to standardization process and, on the other hand, the benefits projects actually achieved through their links with the standards process. The evaluation reports resulting from this activity can be used as input for standards bodies aiming to improve their interfacing with research, and will also support further development of European Commission policy encouraging closer linking of standardization and research.

In addition to the evaluation reports, WP6 also encompasses the project's coordination aspects, both internally and in relation to the ICTSB or other standards bodies outside that forum. This is primarily arranged through the COPRAS Steering Group (CSG), encompassing representatives from all consortium partners. Meetings of the CSG were planned on a quarterly basis, synchronized with the due dates for deliverables. Apart from assessing the quality and approving these deliverables, the CSG's objective was to oversee and adjust the work plan and the project's allocation of resources, to monitor coordination and cooperation between consortium partners and to arrange liaisons with the standardization world outside COPRAS.

### 3.5.2 Progress towards the objectives

As the first evaluation report is not due until the next reporting period, work in WP6 has concentrated on coordination activities in the CSG, which was installed at the start of COPRAS' activities, and contains the following members:

<b>Consortium member</b>	<b>Represented currently by</b>
CEN	Mr. John Ketchell (chair)
CENELEC	Mr. Jon Echanove
ETSI	Mr. Yves Chauvel
The Open Group	Mr. Scott Hansen
W3C	Mr. Rigo Wenning
COPRAS	Mr. Bart Brusse (Project Manager)

The CSG met 4 times during the first reporting period as specified in section 3.1.4. Among the major issues addressed were:

- Assessment and approval of the work plan, the Quality Plan and the Implementation Plan as well as overseeing the implementation of the work plan and its amendments on an ongoing basis;
- Assessment and approval of deliverables D05 through D08, reflecting the work in Work Packages 2 and 3 addressing projects in call 1;
- Assessment and approval of the process for selecting projects for participation in the COPRAS Programme;
- Organizing the project's promotion and dissemination strategy and overseeing the development of the Dissemination and exploitation plan (D04), the additional marketing strategy as well as the actual implementation of the plans on an ongoing basis;
- Communication and coordination with the ICTSB and Commission Project Officers.

Process and sequence of the CSG meetings have proven to be satisfactory in terms of supporting COPRAS reaching its anticipated (interim) results, in terms of anticipating and addressing bottlenecks, and in terms of ensuring effective communication between consortium partners. Reports of the meetings, providing a full record of discussions and decisions, are attached to this activity report as Annexes B.1 to B.4.

### 3.5.3 Deviations from the Work Plan and corrective actions

During the first reporting period, there was no necessity to deviate from the work plan as such (e.g. to schedule additional CSG meetings). A need was however felt to coordinate the project team's activities on a more regular basis, either through additional meetings or through conference calls. These were therefore scheduled from the end of June onward as described in the table below.

<b>Meetings</b>	<b>Date</b>	<b>Conference calls</b>	<b>Date</b>
1 <sup>st</sup> project team meeting	24/06/2004	1 <sup>st</sup> project team conference call	12/07/2004



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2 <sup>nd</sup> project team meeting	26/08/2004	2 <sup>nd</sup> project team conference call	26/07/2004
3 <sup>rd</sup> project team meeting	15/10/2004	3 <sup>rd</sup> project team conference call	16/08/2004
4 <sup>th</sup> project team meeting	08/12/2004	4 <sup>th</sup> project team conference call	30/09/2004
		5 <sup>th</sup> project team conference call	11/10/2004
		6 <sup>th</sup> project team conference call	27/01/2005

Project team meetings and conference calls were primarily used to coordinate consortium members' activities towards the different (groups of) research projects and Strategic Objectives they were addressing, and to aggregate, discuss and edit input into COPRAS' deliverables.

### 3.5.4 Review planned milestones

The milestones for WP6 during the first reporting period concern the 4 scheduled meetings of the COPRAS Steering Group. These are listed in the table below, together with the days the meetings actually took place.

Number	Activity	Scheduled	Held
M6.1	1 <sup>st</sup> COPRAS Steering Group meeting	06/02/2004	06/02/2004
M6.2	2 <sup>nd</sup> COPRAS Steering Group meeting	20/04/2004	20/04/2004
M6.3	3 <sup>rd</sup> COPRAS Steering Group meeting	23/06/2004	23/06/2004
M6.4	4 <sup>th</sup> COPRAS Steering Group meeting	20/10/2004	27/10/2004

### 3.5.5 Deliverables produced

There are no deliverables in Work Package 6 for the first reporting period.

## 4. Consortium management

Consortium management activities for COPRAS (WP1) encompass planning and administration of the project. Main deliverables for this Work Package are the annual Activity and Management reports, as well as the production of the Final report at the end of the project's lifespan.

Activities during the first reporting period primarily concentrated on fine tuning the project's work plan, as well as on the Implementation plan and Quality plan. These were developed during the first months after the launch of the project and define the methodological steps applied to achieve the objectives, the allocation of responsibilities to consortium partners, the way the project is managed, and the contingency measures that will be put in place in case the projects underperforms in terms of reaching the targets set.

As Progress Reports were not due until the first month of the second reporting period, For WP1, only a single milestone and deliverable were scheduled, encompassing the internal delivery of the Quality plan (also including the Implementation plan and the work plan) as well its formal delivery (D03) to the Commission. Both the milestone (16 April 2004) and the due date for the deliverable (30 April 2004) were met by COPRAS.

### 4.1 Implementation plan

COPRAS is structured into six Work Packages (WPs) covering management as well as support activities. Each of these WPs contains a coherent set of tasks covering a specific aspect of the project. The Work Packages can be divided into two groups: WPs 1, 5 & 6 cover tasks, milestones and deliverables throughout the entire life time of the COPRAS project, while WPs 2, 3 & 4 follow a series of systematic chronological steps through the consecutive FP6 IST calls, addressing the project's first objective of establishing a platform for cooperation. The following paragraphs briefly outline the steps and tasks in the Work Packages covering the project's support activities.

#### 4.1.1 WP2: Surveying the projects and gathering project Information

The objective for this Work Package is to ensure all projects that have standards-related output are actually being assessed to participate. This will be achieved through the following steps:

- 1) A list of projects is assembled, containing for each project the relevant contact details (e.g. project coordinator, web site), the basic information on the project (e.g. type of project, number of partners, lifetime), as well as a short description of the project..
- 2) A questionnaire is developed to obtain detailed information relating to (planned) standardization activities from individual projects.
- 3) An information package is produced, introducing COPRAS to research projects and inviting them to participate.
- 4) The information package is sent to research projects' contact persons electronically, together with the questionnaire.
- 5) One month after sending out the information package and the questionnaire the team responsible for WP2 starts structuring and evaluating the information received.
- 6) Nine weeks after sending out the information package and the questionnaire, all information received is compiled and structured in a comprehensive report that will serve as a basis to select those projects that are most likely to benefit from cooperation with COPRAS.

#### **4.1.2 WP3: Information analysis and project selection**

Taking the information gathering reports as a basis, the tasks in WP3 aim to analyze the information and – based on this analysis, select those projects that would benefit from closer cooperation with COPRAS. This is done by deploying the following steps:

- 7) The information gathering report is analyzed, in order to identify communalities, trends, key issues and inter-project relationships from a standardization perspective.
- 8) Criteria are developed to select projects that will be invited to participate in a kick-off meeting and develop Standardization Action Plans in cooperation with COPRAS.
- 9) Selected projects and representatives from the standards community are invited to take part in a kick off meeting, aiming to jump-start cooperation between (groups of) research projects and standardization working groups.

#### **4.1.3 WP4: Development of appropriate standardization paths**

WP4 focuses on working with the selected research projects towards standardization of RTD results and encompasses the actual development of Standardization Action Plans. The work will take a 'tailor-made' approach rather than a generic one, and focuses on each of the selected projects or clusters of related projects separately. Steps include:

- 10) Following the outcome of the kick off meeting, COPRAS and the selected projects define in depth the structure and nature (i.e. individual or clustered) of the plans and make arrangements for the projects' standards contributions.
- 11) For each of the contributions from the selected research projects, the relevant standardization working group(s) with which to interface are identified. Primarily this will concern consortium partners, but when appropriate also other standards bodies, both formal and informal, are involved.
- 12) Upon completion of the previous steps, Standardization Action Plans are identified and tailored to the requirements of individual research projects. The Action Plans merge the results from the two previous steps and will be aggregated into a 'rolling action plan' for monitoring progress during the execution of the plans.

#### **4.1.4 WP5: Promotion, dissemination and liaison**

Communication, liaison, promotion and dissemination of its objectives and (interim) results is essential for creating the awareness and critical mass necessary to achieve COPRAS' two main goals. Further, this Work Package encompasses the delivery of the necessary documents, guidelines, tools and mechanisms that will help COPRAS ensuring its results will actually support future projects,

consortia, reviewers and Project Officers, also beyond FP6. For this purpose COPRAS deploys the following activities:

- Development of a dedicated web site that will serve as a central communication mechanism and cooperation tool for the project;
- Arrange liaisons with relevant organizations, industry consortiums and working groups in the standardization community;
- The development of an interim as well as a final set of brochures documenting individual results of the cooperation between research projects and standards bodies;
- The development of (interim) generic material, giving guidance to the proper establishment and maintenance of the interface between IST research projects and standards bodies;
- Promotion of the project, its objectives and its (interim) results at relevant seminars, trade shows and conferences;
- The organization of an Open Meeting towards the end of the project's lifetime, for the purpose of promoting the project's results and aggregating feedback from the IST research community.

#### 4.1.5 Strategic evaluation and coordination

Throughout the project, several mechanisms have been or will be put in place to coordinate and assess the qualitative and quantitative progress the COPRAS is making. These are:

- Coordination meetings: a Steering Group encompassing members of all consortium partners oversees the progress of the project and meet at least 4 times on an annual basis
- Starting with the execution of the first set of Standardization Action Plans, COPRAS is keeping track of the status of all these Action Plans that are in the execution phase (the 'rolling work programme') and it will monitor the benefits and results both research projects and standards bodies or industry groups are achieving for themselves through the COPRAS platform.
- Halfway through the project's lifetime as well as at its end, evaluation reports will be produced.

## 4.2 Quality Plan

The COPRAS Quality plan describes how the consortium partners work together, how the project will be managed, and which mechanisms will be put in place if targets set are not being met (i.e. the contingency plan).

As far as the support activities are concerned (i.e. WP2 to WP6), all consortium members contributed actively to the work in all of the Work Packages, although each of them has the responsibility for achieving the targeted results, milestones and timely completion of the project's deliverables in the Work Package assigned to them. Management activities are carried out by CEN. The responsibility for carrying out the work and achieving targets in the respective Work Packages has been distributed as follows over the consortium members.

<b>WP</b>	<b>Description</b>	<b>Activity</b>	<b>Lead partner</b>
1	Project Management	Management	CEN
2	Gathering of Project Information	Support	CENELEC
3	Information Analysis and Project Selection	Support	ETSI
4	Development of appropriate Standardization Paths	Support	The Open Group
5	Promotion, Dissemination and Liaison	Support	W3C
6	Strategic evaluation and coordination	Support	CEN

During the first reporting period, no changes had to be made to this structure, and there are no indications that this will be necessary for the second reporting period. In addition it has shown that

(apart from some minor adjustments) the estimation of the work load in each of the Work Packages matches within reasonable margins the actual effort that proved to be necessary for execution and reaching targets set. Also, as previous sections of this report have indicated, the quantitative and qualitative results from activities in all the Work Packages match – or outperform – the targets set. This has led to the conclusion that there is no necessity to invite additional consortium members into the project or for change the distribution of responsibilities.

### **4.3 Timetable, planning & milestones**

The original timetable COPRAS set out with was included as Annex 1 to the Implementation Plan, and is also included as Annex B.2 to this Activity report. During the course of the first reporting period, the following major changes have been made.

- 1) The start of activities targeting projects in call 2 was postponed for 2 months, including milestones and deliverables; justification for this can be found in section 3.1.3 above. This change was approved by the Commission's Project Officer 22<sup>nd</sup> November 2004.
- 2) The task of producing the Interim Generic material was moved forward to accommodate projects in calls 4 and 5; this also affects milestones and deliverables. Deliverable D15 is now due at the end of May 2005 (i.e. 3 months earlier than originally planned).

Other minor adjustments were made to the work plan (e.g. for WP3, where some milestones were inserted or reallocated to improve the potential for reaching the targets set) but these have not affected the overall project plan. Also, as WP5 activities are expected to require more effort than originally expected, for W3C, 2 person/months of resources were re-allocated from WP4 to WP5. A description of these minor adjustments per Work Package can be found in the applicable sections of chapter 3. The current version of the work plan is included in this activity report as Annex B.1.

### **4.4 Coordinating activities and cooperation with other projects**

Most of the coordinating efforts have been discussed in section 3.5 above, covering the work in WP6 (Strategic evaluation and coordination). In addition to the internal coordination carried out by the COPRAS Steering Group as well as by the project team, regular reporting on the project's progress to the quarterly meetings of the ICT Standards Board was taken care of by the CSG Chairman.

In order to better manage communication and cooperation with (groups of) projects across several Strategic Objectives, COPRAS has made an effort to set up closer relationships and – where appropriate – concrete forms of cooperation with those CA or SSA projects that focus on the dissemination and standardization activities from all research projects in their specific Strategic Objective.

As a result COPRAS is currently cooperating with the AVISTA project in Strategic Objective 2.3.1.8 (Networked audio-visual systems and home platforms), with the BREAD project in 2.3.1.3 (Broadband for all) and with the UNFOLD project in 2.3.1.12 (Technology-enhanced learning and access to cultural heritage). In most cases these projects are either involved in or monitor the process of producing Standardization Action Plans; also COPRAS participates in concertation meetings or other events organized by these projects.

For the upcoming second reporting period it is expected that the number of projects COPRAS will initiate cooperation with will grow. In this respect specific focus in on the NextGRID project in Strategic Objective 2.3.2.8, on the MOSSA project in 2.3.1.4 (Mobile and wireless systems beyond 3G) and the call 2 PLAM project MOCCA.

## Annex 1: Plan for using and disseminating knowledge & results



<b>Document</b>	Plan for using and disseminating knowledge & results				
<b>Milestone</b>	1.6	<b>Deliverable</b>	D10	<b>Source</b>	Project Manager
<b>Distribution</b>	European Commission				
<b>Document history</b>					
<b>Version</b>	<b>Remarks</b>				<b>Date</b>
0.1	First draft				03/02/2005
0.2	Second draft				20/02/2005

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## Introduction

Standards are identified in many of the Strategic Objectives of the Commission's IST work programme for 2003/2004 as one of the important elements in research projects' output and projects' active contribution to (worldwide) standardization processes is often defined as a pre-requisite. Experience however has shown this obligation is not always easy to fulfil, as effective interfacing with standards bodies sometimes requires specific knowledge or skills on the side of projects, and standards bodies matching the nature of projects' output, in terms of their focus and their processes applied, have sometimes proven difficult to find.

The COPRAS project was set up by the European Telecommunications Standards Institute (ETSI), the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC), The Open Group and the World Wide Web consortium (W3C), to address issues involved with interfacing between research and standardization.

## 1. Exploitable results and their usage

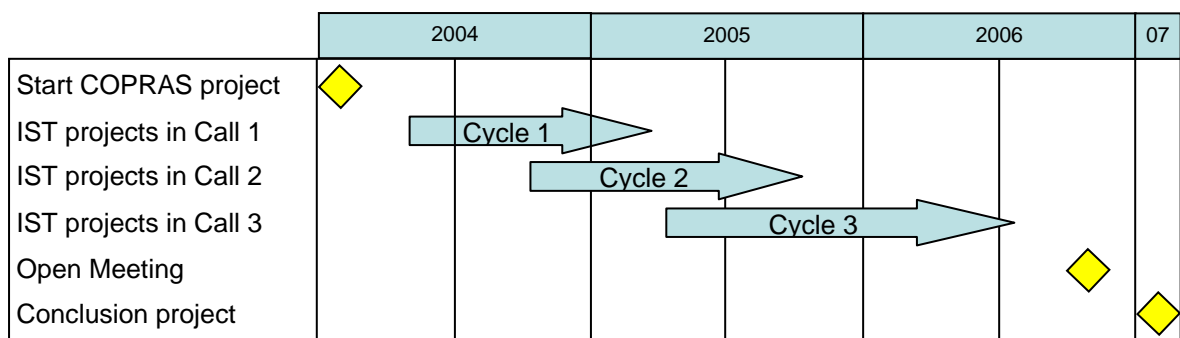
COPRAS is an FP6 Specific Support Action (SSA) aiming to improve interfacing between IST research projects and the ICT standards community. The first of its objectives is to provide direct standardization support to research projects in most of the Strategic Objectives in FP6 calls 1, 2 and 3, helping them structuring their cooperation with standards bodies and passing their output through standardization processes.

The project's second objective is to generate knowledge, through this supporting process, on the general issue of interfacing between research and standardization, that can be used to develop generic guidelines helping projects in future Framework Programmes (or even future calls in FP6) to build in the interface to standardization already into their initial proposals, and supporting Commission Project Officers with their evaluation of project proposals.

As a consequence, throughout its lifespan, the COPRAS will generate knowledge and results in two distinct directions: results that are project- or area-specific, and knowledge that has a more generic character and hence is useful to a broader constituency.

### 1.1 Project specific results

The core of COPRAS' activities is structured around Work Packages 2, 3 and 4. These Work Packages encompass a series of methodological steps aiming to analyze the objectives and scopes of FP6 IST projects in calls 1, 2 and 3, and to select those projects that have a clear requirement for interfacing with standards bodies, for closer cooperation. Work Packages 2, 3 and 4 are being executed in cycles as illustrated in the graphic display hereunder.



The main goal of this closer cooperation process is the development of Standardization Action Plans. These Plans will define projects' standardization targets in more detail already at an early point in time during their lifetime, and will specify a series of (collaborative) concrete technical steps and dissemination actions, to be carried out by the projects and/or by COPRAS, that will lead towards achieving these targets.

Most of the project- or standardization area-specific knowledge and results generated during COPRAS' activities in WP2 (gathering project information) and WP3 (information analysis and

project selection) serve as a basis for WP4 (developing suitable standardization paths) that will deliver Standardization Action Plans tailored to individual projects or clusters thereof, encompassing the first category of tangible results from the COPRAS project.

Standardization Action Plans provide a tool for preparing, structuring and managing – already before actual output from projects is available – the cooperation between research and standardization. The effective results of having a Standardization Action Plan in place therefore are:

- Research results will be available as standards to industry and society at an earlier point in time as the traditional ‘standardization gap’ shortens and the effective output from projects will be higher;
- Research results will have a higher exploitation potential worldwide as they will be able to create higher visibility at an early point in time;
- Resources, both on the side of standards bodies and research projects will be used more effectively because realistic targets and time plans will be set.

## 1.2 Generic knowledge

During the execution of the project steps in Work Packages 2, 3 and 4, generic knowledge on a variety of aspects will be gathered, that can help to improve interfacing between research and standardization in future calls and Framework Programmes (or even in general) in many different ways. This knowledge will be aggregated into ‘Generic material’, emphasizing the need for, and benefits provided by a systematic standards/RTD interface, managed by the standards providers. Among other things, it will provide a methodology to be followed by projects for having their output incorporated into roadmaps of relevant standards bodies at an earlier point in time, as well as a ‘service offer’ that would allow IST projects quickly to understand the value provided by closer cooperation with standards bodies at an early point throughout their lifespan. The Generic Material will be prepared in two steps:

- 1) An interim version will be provided when COPRAS has concluded the process of addressing projects in call 1. This interim version will strongly focus on experience and knowledge gathered from COPRAS’ interaction, cooperation and discussions with IST research projects, standards bodies and other relevant stakeholders during the execution of its first ‘cycle’ (addressing projects in call 1).<sup>7</sup>
- 2) The final version of the Generic Material will be produced towards the end of the project and will also take into account knowledge and information gathered during the second and third cycles (i.e. addressing calls 2 and 3) as well as the experience from the joint execution, by COPRAS and the respective participating research projects, of the Standardization Action Plans for projects in calls 1 and 2.<sup>8</sup>

Both the Interim and Final Generic Material will provide information and knowledge on how to best build the interface to standardization into IST research projects’ proposals and how to maximize the positive effects from cross-fertilization between these two on industry and information society progress.

- Future projects will be able to build in to their bids an appropriate and effective standards interface;
- Commission Project Officers will be able to use the material at concertation meetings and for evaluation of project proposals and projects’ (interim) results;

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<sup>7</sup> In the original COPRAS work plan, the Interim Generic Material (D15) was planned for August 2005 and hence would also include much of the experience gathered from addressing projects in call 2. However, as the target date for D15 was moved forward to May 2005 in order to support project consortia and Commission Project Officers focusing on FP6 call 5, while at the same time target dates for call 2 deliverables had to be postponed for 2 months (see also Activity report, section 3.1), including call 2 feedback into D15 will only be done on a very limited scale.

<sup>8</sup> Standardization Action Plans for projects in call 3 will not be finalised until June 2006, making it unlikely that considerable experience from the execution of Standardization Action Plans for this call can be taken into account in the Final Generic material, planned for October 2006.

- Project reviewers will have a set of tools and guidelines for evaluating projects' (interim) standardization efforts and results.

### 1.3 Results achieved during the first reporting period

During the first reporting period, COPRAS has produced several interim results, both of a generic and of a more project (or area) specific nature, serving as a basis for the Standardization Action Plans for calls 1 and 2 as well as for the Interim Generic Material, both to be produced during the second reporting period (01/02/2005 – 31/01/2006).

#### 1.3.1 Targeted or cluster specific results

For WP2, COPRAS sent out questionnaires to virtually all projects across most Strategic Objectives in call 1, asking them to specify their intentions and requirements with respect to standardization and standardization support. The questionnaires, accompanied by targeted information packages, generated a feedback rate of more than 55% for call 1, indicating not only a considerable interest in COPRAS' support potential, but also pointing out a number of (technical) focus areas that were most relevant in terms of standardization output that is to be expected from FP6 projects.

The analysis of this information, carried out in WP3, generated a clear overall picture with respect to projects' standardization targets and focuses as well as with respect to their individual plans, capabilities and resources for achieving these goals. Based on this analysis, and taking into account the targets and background of its consortium partners, COPRAS identified the following 5 areas or 'clusters' across the Strategic Objectives in call 1, as the most obvious ones where projects in call 1 would benefit from its support and coordination: i) Broadband access; ii) Security issues; iii) Semantic based systems & languages; iv) Smart houses & home networking and; v) eLearning .

In order to jump-start cooperation on standards related activity between projects themselves, between projects and COPRAS and between projects and standards bodies, 40 research projects were selected and invited to a kick-off meeting together with representatives from more than 10 different standardization working groups. This kick-off meeting was very successful with almost 75% of the invited projects actually participating. It discussed a multitude of cooperation possibilities across the 5 areas, and led to concrete arrangements between 14 projects and COPRAS on the development of a Standardization Action Plan, either on an individual, or on a clustered basis, as indicated in the following table.

Standardization cluster	Project	Type of plan	Strategic Objective
Broadband access	GANDALF	Individual	2.3.1.3
	SIMPLICITY	Individual	2.3.1.4
	BROADWAN	Individual	2.3.1.3
Security issues	SECOQC	Individual	2.3.1.5
Semantic based systems & languages / Multimodal interfaces <sup>9</sup>	SIMILAR	Individual	2.3.1.6
	TALK	Individual	2.3.1.6
Smart houses & home networking	ENTHRONE	Clustered	2.3.1.8
	ePerSpace	Clustered	2.3.1.8
	MediaNet	Clustered	2.3.1.8
	TEAHA	Clustered	2.3.1.8
eLearning	ELeGI	Clustered	2.3.1.12
	TELCERT	Clustered	2.3.1.12
	UNFOLD	Clustered	2.3.1.12
	ICLASS	Clustered	2.3.1.12

With 14 projects (or 8,5%) as actual cooperation partners, COPRAS has reached the target it set itself at the start of its activities (i.e. 14 – 18 projects in call 1, or between 8 and 10%).

#### 1.3.2 Generic knowledge & feedback generated throughout the process

<sup>9</sup> Although 'Semantic based systems & languages' was the original standardization focus area, feedback from the discussions during the kick of meeting led to changing this and turning the focus on Multimodal interfaces.



Although the first methodological steps primarily focused on providing tailored support to research projects, a large amount of generic information was gathered as well through feedback from projects throughout various stages in the process.

First, the analysis pointed out there are basically 5 different categories of projects that can be distinguished, as far as their intended interfacing with standards bodies and hence as far as the scope of COPRAS is concerned:

- 1) Those projects that do not expect to deal with standards related issues during the course of their project;
- 2) Those projects that do not expect to produce output that could be relevant to standardization, but, during the course of their project, plan to actively use standards and hence require information on the status of certain standards of standardization processes;
- 3) Those projects that expect to produce output that could be passed through standards bodies, but that have not yet fully determined the actual substance of the output, the standards bodies they're seeking to interface with, or the processes they plan to put in place for achieving their standardization goals; this category of projects, again, is made up of two sub-categories:
  - i) Those projects that have allocated resources to standardization activities (either directly or included as part of their dissemination plan);
  - ii) Those projects that have not allocated any resources to standardization activities;
- 4) Those projects that have a clear understanding which parts of their results will be relevant to certain specific standards bodies and that have already build this into their work plan (e.g. by allocating the necessary resources and time and by establishing contacts with the relevant standards bodies already at an early point in time);
- 5) Those projects that have decided to deal with standards related issues through the contacts that one or more of its consortium partners have with standards bodies and industry consortia during the regular course of their business (this concerns IP projects rather than STREPs on NoEs).

As far as direct support is concerned, COPRAS' focus is on categories 3 and 4 with the additional remark that the capabilities for addressing projects in category 3 sub i) that are not able to allocate resources to standardization activity during the course of their project, are very limited. Where category 2 projects are concerned, experience shows COPRAS is only capable of addressing research projects requirements in so far as these address the consortium partners (or possibly other ICTSB members) directly.<sup>10</sup>

Second, feedback during all steps of the process showed that very many projects are not capable of defining their contributions to – or sometimes requirements from – standardization during the first 6 – 9 months of their lifespan.<sup>11</sup> In many cases this is caused by the nature of the research, but in some cases projects have indicated themselves that the availability of a clear set of guidelines at the time when project proposals were submitted to the Commission would have been of considerable help. Nevertheless, there is a clear requirement to 'keep the door open' for those projects that will identify the support they require from COPRAS at a later stage during the course of their activities (although this will only be possible within the limitations of the resources remaining to COPRAS at the time).

Finally, it showed that the projects COPRAS arranged cooperation with in the Standards Action Plans come from only half of the number of Strategic Objectives originally targeted, although the standardization clusters it defined were clearly crossing borders of Strategic Objectives (and even contained projects from up to 5 different Strategic Objectives). Also taking into account the issues mentioned in the previous paragraph, it seems however unlikely that certain areas require more standardization support than others. Moreover, it is probable that projects in Strategic Objectives

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<sup>10</sup> In view of the multitude of standards bodies research projects in call 1 expect to interface with (the information gathering process identified >100 organizations), coordinating a regular flow of information from all these organizations to the projects appeared to be far outside the scope of COPRAS resource capabilities.

<sup>11</sup> For example IP projects plan for the first 18 months, and the larger ones cannot always generate a complete picture on what will be going on inside the whole of the projects in terms of standards related issues over the whole lifespan.

2.3.1.7 (Semantic-based knowledge systems), 2.3.1.9 (Networked businesses and governments) and possibly 2.3.1.11 (eHealth) will eventually benefit from COPRAS support – or at least its ability to put projects in touch with standards groups - as well.

## **1.4 Expected results for the second reporting period**

The second reporting period (01/02/2005 – 31/01/2006) will generate results of a much more tangible nature than those in the first reporting period as a result of COPRAS' structure and the planning of its methodological cycles addressing calls 1, 2 and 3.

### **1.4.1 Standardization Action Plans for projects in calls 1 and 2.**

At the end of March 2005, the Standardization Action Plans for the projects listed in section 1.3.1 will be completed and aggregated into a 'rolling action plan'. Execution of the individual plans is expected to start shortly afterwards, and some concrete results from projects pursuing their standardization objectives with the support of COPRAS may already be available for the second COPRAS activity report.

Further to call 1, Standardization Action Plans for projects in call 2 will be available (and aggregated into the above mentioned 'rolling action plan') by the end of November 2005. Although concrete and tangible results from the projects in call 3 will not be available until mid 2006, The expectation is that the Standardization Action Plans from projects in calls 1 and 2 will establish the main deliverables in WP4, and hence the second reporting period is expected to see the vast majority of tangible results that are relevant to specific individual projects.

### **1.4.2 Interim Generic Material**

The delivery of the interim version of the Generic Material (deliverable D15) was moved forward from August 2005 to May 2005. This was done to enable this document to be used (e.g. by Commission Project Officers) for supporting consortia submitting proposals for FP6 call 5. Rather than addressing the actual execution of the Standardization Action Plans, the interim Generic Material will aggregate the feedback and knowledge generated during COPRAS' activities in Work Packages 2, 3 & 4 for the cycle addressing projects in call 1.

The main goal of the Generic Material is to enable IST research projects to meet their obligations to inform the Commission and the European Standardization Organizations about knowledge which may contribute to the preparation of European or international standards, or to an industrial consensus on technical issues, in the manner that is most efficient to them and most effective to all stakeholders. It will enable those in the process of making proposals for IST research projects in future calls to build the most appropriate and cost effective way of interfacing with standards bodies already into their bids. Moreover, it will support Project Officers reviewing proposals, it will help those evaluating IST research projects and it will be useable at concertation meetings giving guidance to projects seeking to interface with the standards community.

## **2. Dissemination of knowledge and results during the first reporting period**

During the first reporting period, COPRAS has not been able to disseminate concrete results as these mostly will be generated during the second reporting period. Its promotional and dissemination activities have therefore strongly focused on generating critical mass within the 3 main constituencies it addresses – IST research projects, the standards community, and Commission Project Officers.

### **2.1 Dissemination and promotion strategy**

For the first reporting period, COPRAS has decided to aim at relatively small, but focused, events (e.g. workshops, concertation meetings, seminars) both for promoting its objectives as well as its interim results and knowledge it generated while carrying out its activity. Also it decided to target primarily the IST project community and Commission Project Officers during this reporting period,

rather than standards bodies, in order to establish a more prominent target for the second and third reporting periods. The rationale behind this strategy was the fact that the broader dissemination of results and knowledge (also to the standards community and at the larger conferences) requires tangible results, while in order to generate these, cooperation from projects and Project Officers is a prerequisite. For this reason, COPRAS has also systematically tried to establish close cooperation with CA and SSA projects that operate within specific Strategic objectives, as several of these projects have focuses (partly) similar to COPRAS.<sup>12</sup>

## 2.2 Dissemination activities during the first reporting period

The following table lists chronologically the project's dissemination activities over the first reporting period. Short descriptions of the items are included in the subsequent sections.

<b>Date</b>	<b>Type</b>	<b>Audience type</b>	<b>Countries</b>	<b>Audience size</b>	<b>Partners involved</b>
11/03/04	2.3.1.8 Concertation meeting	2.3.1.8 project community	EU	50 - 60	CENELEC
12/03/04	New Media Council kick-off meeting	Audio-visual industry	EU	40 - 50	CENELEC
23/03/04	Press release	Standardization community & other stakeholders	Global	± 2000	All
31/03/04	Project web site	IST research and standards community	EU	± 4000 hits/month	W3C
31/03/04	Targeted Information Packages	Projects in call 1	EU	164	CENELEC
02/04/04	Workshop & presentation	Commission Project Officers	EU	5	CEN
28/07/04	BioSec workshop	2.3.1.5 project community	EU	40 - 60	ETSI
27/08/04	4S-EASST conference	Software industry	EU	8 - 10	CEN
20/09/04	General COPRAS brochure	IST research & standards community; Commission Project Officers	All	5000 copies printed	All
21/09/04	2.3.1.3 & 2.3.1.4 Concertation meeting	2.3.1.3 & 2.3.1.4 project community	EU	50 - 60	CENELEC
29/10/04	Workshop at eChallenges conference	eBusiness & eGovernment industry, regulatory & research community	EU	15 - 20	CEN
15/11/04	Exhibition stand at IST2004	IST research community	EU	50 - 60	CEN & ETSI
16/11/04	Networking event at IST2004	IST research community	EU	15 - 20	CEN, ETSI & The Open Group
25/11/04	Information Packages	Projects in call 2	EU	105	All
01/12/04	Publication in JITSR <sup>13</sup>	ICT standardization community	Global	unknown	CEN
02/12/04	2.3.1.8 Concertation meeting	2.3.1.8 project community	EU	80 - 90	CENELEC
09/12/04	Workshop at BB Europe conference	Broadband industry & research community	EU	10 - 20	CENELEC & ETSI
17/12/04	2.3.1.6 Cluster meeting	2.3.1.6 project community	EU	20 - 30	CEN
19/01/05	Biometrics workshop	Biometrics industrial & academic community	EU	50 - 60	CEN

<sup>12</sup> Many CA or SSA projects focus on joint promotion and dissemination of project's results (of which standards are an important part of) within a specific Strategic Objective and with a specific context; while support from COPRAS to individual projects may help these CA and SSA projects achieve their goals, coordinating efforts from these projects may also help to save resources on the side of COPRAS and help it to improve its results.

<sup>13</sup> International Journal of IT Standards and Standardization Research, Volume 3, Issue 1

The following sections provide a short description of the activities as listed in the table below, per category, rather than per event or item.

- 1) **Information packages:** these contained a brief outline of the COPRAS project, its objectives & methodology, and addressed the question why cooperation with standards bodies was beneficial to research projects and how they could benefit. The Information Package initiated COPRAS' communication to research projects and from a functional perspective should be regarded as a very limited pre-release of the interim Generic material (deliverable D15).
- 2) **Concertation & cluster meetings:** throughout the reporting period, COPRAS has addressed projects and Project Officers within several Strategic Objectives in order to communicate its methodology and objectives, to invite projects to participate, and to share its interim results and knowledge. As concertation meetings are not equally common across all Strategic Objectives, the main focus has been on Broadband for all/Mobile and wireless systems beyond 3G, Networked audio-visual platforms and home networks, and Multimodal interfaces. The meetings are generally attended by the vast majority of projects and have proven to be one of the better dissemination opportunities for COPRAS.
- 3) **Press releases:** only one press release has been issued so far, covering the launch of the COPRAS project.
- 4) **COPRAS web site:** this was launched March 2004 and functions as a communication tool between the consortium partners as well as between COPRAS and its target constituencies; the web site therefore encompasses public and COPRAS-only mailing lists, public (downloadable) documents, provides contact details for all consortium members and also enables research projects to fill out questionnaires on line; finally, all COPRAS documentation and all presentations given at the events listed in this section can be downloaded from the COPRAS web site: [www.copras.org](http://www.copras.org).
- 5) **Workshops:** next to concertation meetings, workshops have establish the main dissemination focus area; these events attract a limited but focused audience and have generated useful input to the project; COPRAS has organized or contributed to the following workshops:
  - a. COPRAS workshop for Commission Project Officers; this workshop was organized at an early point (i.e. only a few months after most FP6 projects in call 1 had launched) in order to inform Project Officers of the support COPRAS could give the projects they were overseeing; although feedback was good, the audience was quite limited and it was decided to use the concertation mechanism for continuing this activity.
  - b. BioSec workshop; this event took place at a relatively early stage of the project and it provided a good opportunity to promote the COPRAS approach for collaborating on standardization among security projects, and to get feedback from projects present.
  - c. Workshop on eGovernment standardization at eChallenges 2004; here, COPRAS presented the initial results from the kick-off meeting as far as projects in Strategic Objective 2.3.1.9 (Networked businesses and governments) were concerned.
  - d. Standardization workshop at BroadBand Europe; here COPRAS focused specifically on the dissemination of its interim results (e.g. from the call 1 kick-off meeting) among the present broadband & mobile industry and research community.
- 6) **Conferences:** COPRAS was presented to a general ICT-related Conference, that of European Association of Software Science and Technology, but in a particular session dealing with the research/standards interface; the COPRAS general approach was welcome to this audience.
- 7) **Networking event:** the networking session COPRAS organized at IST2004 briefly introduced the spectrum establishing the COPRAS consortium and shared the results of the kick-off meeting with attending representatives from FP6 research projects and other relevant stakeholders; in addition it provided an overview of the various paths towards standardization IST projects could choose (and hence could receive support from COPRAS for); the session was well attended and generated valuable feedback for the project; a report can be downloaded from the web site:

- 8) Publications: Only one article was published during the first reporting period (see table above), mainly describing COPRAS' objectives; so far no citations have been noticed.
- 9) Brochures: a generic leaflet was produced for the purpose of communicating COPRAS' objectives, benefits and targeted results to its main constituencies; the brochure was printed in 5000-fold and is distributed by the consortium partners at all events relevant to COPRAS they are attending; the brochure is also available from the COPRAS web site in pdf-format.
- 10) Exhibitions: the stand that COPRAS had at IST2004 drew attention from several sides:
  - a. FP5 projects, that are experiencing difficulties when trying to deploy standardization activity beyond their lifespan;
  - b. FP6 projects that had not participated in the COPRAS kick-off meeting, but nevertheless already found they required some support in standardization matters;
  - c. Parties planning to submit projects for call 4, looking for guidelines and support towards building in a standards interface into their projects;
  - d. Other interested parties from the IST research community (Commission Project officers, representatives from other research programmes and industry or university representatives)

As a result of the COPRAS stand at the exhibition, information (both electronically or in the form of leaflets) has been distributed to interested parties, arrangements for cooperation (e.g. participation in workshops) have been made and additional projects have established working contacts with COPRAS.

## **2.3 Results from the dissemination strategy**

The main goal underlying the dissemination strategy for the first reporting period was to promote COPRAS' objectives and benefits among the IST research community and Commission Project Officers, and to keep specifically these two groups of stakeholders updated on progress made and interim results achieved, in order to generate sufficient critical mass generating the cooperation and feedback it needed to produce its main deliverables: the Standardization Action Plans and the (interim) Generic Material.

As a result of this strategy, a series of very focused (rather than generic) and cooperative dissemination activities were deployed gradually generating increased awareness throughout the course of COPRAS' activities during the first reporting period, and ramping up towards the first kick-off meeting and the IST2004 Exhibition and Networking Event.

Although there are no measurable results documenting this, it is obvious the chosen strategy has helped significantly in establishing sufficient momentum for COPRAS at the right time in order for it to be able achieving its call 1 quantitative and qualitative targets in Work Packages 2, 3 and (although not finalized yet) most likely also in Work Package 4.

## **2.4 Planned activities for the second reporting period**

As discussed in section 1.4, many of COPRAS' tangible results will be produced during the second reporting period. This will require some adaptations to the promotional strategy, i.e. lowering the focus on creating awareness by sharing interim results and knowledge and emphasizing the dissemination of actual and balanced knowledge and results. Cornerstones for the second reporting period will therefore be:

- Stronger focus on the larger (thematic) conferences to promote dissemination to larger and broader audiences; possible targets are the annual IST Mobile & wireless conference early summer 2005 or the IFIP and eChallenges2005 conferences early autumn; feedback from earlier submissions teaches there is considerable interest in COPRAS' results among these conferences' target audience.
- Stronger focus on communicating knowledge and results to the standards community as a logical consequence of the finalization of Standardization Action Plans. This will not only aim at the standards bodies identified in these plans, but also on the broader ICT standardization world.

- Stronger focus on communicating knowledge and results to Commission Project Officers as a logical consequence of the availability of the interim Generic Material. In this perspective a specific effort will be made to involve the call 4 and call 5 research projects communities in this dissemination process.
- A first series of project or cluster specific brochures, promoting the objectives, substance, benefits and – when available – initial results of the Standardization Actions Plans for calls 1, will be produced and distributed autumn 2005. Target audience will be the IST research community, standards bodies, Commission Project Officers and other relevant stakeholders.
- Continuous and regular presence at concertation meetings keeping IST research communities informed on progress achieved in their Strategic Objective, allowing projects that decided at a later stage to seek cooperation with COPRAS getting on board and informing projects in calls 4 and 5.

## 2.5 Recommendations for future calls and Framework Programmes

During the first reporting period, in which COPRAS addressed projects in FP6 calls 1 and 2, the Commission started preparations for FP6 calls 4 and 5 as well as for the consecutive Framework Programme, FP7. As a consequence, COPRAS assessed the options for supporting projects in future calls and Framework Programmes as well.

### 2.5.1 Supporting projects in FP6 calls 4 & 5

COPRAS was initiated to support FP6 projects in calls 1, 2 & 3, which were all that was envisaged at the time COPRAS was under negotiation, and therefore has budgeted its resources on that pre-assumption. At its 4<sup>th</sup> meeting, the COPRAS Steering Group discussed a number of options with respect to the project supporting FP6 IST projects in calls 4 and 5, taking into account the limitation of COPRAS' resources and the timing of the release of the 'Interim generic material'. At this meeting, two options were identified for COPRAS to provide support to these projects:

1. Providing projects with information and guidelines on the interface between IST research and standardization, at the time when they are actually putting together their proposals (i.e. before the closing of calls 4 and 5); this could be done through:
  - a. Providing an earlier release of the Interim generic material (Deliverable D15, originally due for end of August 2005) before or immediately after the opening of call 5 (this information could for example include an information package & (adapted) questionnaire, a template for structuring contributions to standardization and an outline of a concrete standards proposal);
  - b. Organizing information sessions (e.g. in parallel to the meetings organized by the Commission) on the interface between IST research and standardization early after call 4 and/or call 5 have opened;
  - c. Providing a link on the CORDIS web site to those COPRAS web pages where relevant information on building an interface between IST research and standardization into a project proposal can be found.
2. Surveying projects – similar to processes currently ongoing for projects in calls 1 & 2 – for the purpose of selecting those that would benefit most from closer cooperation with standards bodies, and hence from tailored Standardization Action Plans.

However, when evaluating these possibilities and the best way to support projects in calls 4 and 5, the following aspects had to be taken into account:

1. The opening and closing dates of calls 4 and 5;
2. The availability of resources within the COPRAS project team at the time the activities mentioned above need to be deployed;
3. The actual starting date and (average) lifespan of projects in calls 4 and 5;
4. The volume of projects in calls 4 and 5.

As call 4 opened already in November 2004, and taking into account the fact that the period between November 2004 and March 2005 is a very busy time with considerable activity and deliverables in WP2, WP4 and WP5 on the way, producing a pre-release of the interim Generic Material at the start of this call was not seen as a viable option. Addressing projects in call 4 at (Commission organized) information sessions however was seen as a possibility.

As far as call 5 was concerned, it was decided providing the interim Generic Material at the start of this call will most likely be possible. This was consequently done by moving the due date of this deliverable forward to the end of May, i.e. 2 months after the finalization of the call 1 Standards Action Plans. Obviously, projects in call 5 will be addressed through information sessions as well.

In addition to the actual deployment of information oriented activities for call 4 and 5, linking from the relevant pages on the CORDIS web site to the relevant pages on the COPRAS web site would be required to boost the effectiveness of these activities.

When looking at the possibilities for COPRAS supporting projects in call 4 and 5 in the same way the project supported projects in calls 1 and 2, it was concluded that this was not possible within the current 36 month lifespan of the project, ending 31<sup>st</sup> January 2007. Assuming projects in call 4 and 5 will start their activities, and assuming – as it is currently the case – a 7 to 8 months delay between the calls, COPRAS will not be able to finalize the conclusion of Standards Action Plans for projects in call 4 before the end of its current lifetime.

On the other hand, in case the lifespan of the project is extended with another 12 months, projects in both calls 4 and 5 could be supported in the same way, as Standards Action Plans for call 5 projects would expectedly be finalized by September 2007. This would then still leave enough time for producing the necessary reports concluding the project as well as for arranging the associated (public) meetings. In order to address and support projects in calls 4 and 5 in a similar way as COPRAS is currently supporting projects in calls 1 and 2, the lifespan of the project therefore needs to be prolonged from 36 to 48 months and an additional 36 man/months of resources will have to be made available.

It is our present understanding that the nature of the calls foreseen will not allow for a further extension project to be submitted under the IST programme. This is unfortunate; it would be helpful if other funding sources could be found, since to “leave the job unfinished” as far as IST FP6 is concerned does not look a sensible option. We have begun to explore whether DG ENTR could provide support under their eEurope standards action plan support, but the funding still available during 2005 appears insufficient.

We would request consideration of this issue by the Commission services.

## **2.5.2 Supporting projects in Framework Programmes beyond FP6**

For IST research projects in the 6<sup>th</sup> Framework Programme, there is an obligation to interface with standards bodies during the course of their project, as this is one of the means to translate projects' results into tangible output that will actually be beneficial to industry and society. Moreover, cooperation with research projects can also be beneficial to standards bodies as it may generate valuable input to ongoing standardization processes, reduce overlap, or open up new areas of standardization. These issues were addressed by COPRAS over during its first reporting period (and will be during consecutive reporting periods), consequently helping projects to interface with relevant standards bodies already during the course of their activities, and facilitating passing of relevant output through the proper organizations and making tangible results available at an earlier point in time.

Despite these efforts, experience has also demonstrated there to be a number of structural deficits or shortcomings with respect to the required – or perceived – cooperation between standards bodies and research projects, that cannot be addressed by either side for the full 100%. This refers to the fact that most projects have to carry out their activities in a specific, logical order, usually generating the majority of their results that can actually be passed through standards bodies, towards the end of their lifetime. Although cooperation at an early point in time can help in the development of a specification or standard, and can serve to synchronize processes on both sides, thus shortening

the actual standardization period, in most cases it cannot make the actual output available at an earlier point in time.

Although several standards organizations over time developed 'short-cuts' speeding up the delivery of specifications and standards to the industry (also anticipating the ever more rapidly changing technological environment), most standardization processes still take more time than most projects have left at the end of their lifespan, when they are producing their output for standardization. This generally means projects do not have resources anymore for carrying out the actual standardization process (as these will sometimes run for several years after the formal conclusion of their activities), while standards bodies cannot call upon other members or upon their own resources either. Although in some cases (e.g. where larger IPs are concerned) this may be addressed by a project's individual consortium members, experience shows that those projects relying mostly on SME or academic participation cannot carry on standardization processes beyond their formal lifespan.

A possible way of addressing the issue for current and future FP6 projects (also in calls 4 and 5) may be through SSA projects dealing with this 'standardization gap' at the end of a project's lifespan. This type of supportive projects will however not be able to address all projects, unless they are equipped with considerable resources, making this method less suitable as a structural solution for future Framework Programmes.

For FP7 it would therefore be advisable to build sufficient means and mechanisms into the Programme itself providing projects as well as standards bodies a more structural and hence more cost effective way dealing with this issue, and preventing potential valuable input from FP7 projects to standardization processes from not being processed.

### **3. Publishable results**

All deliverables from COPRAS are public documents. They have been shared with the participating projects as well as with the European Commission and can be downloaded from the public section of the COPRAS web site. The main documents containing (interim) results and knowledge are:

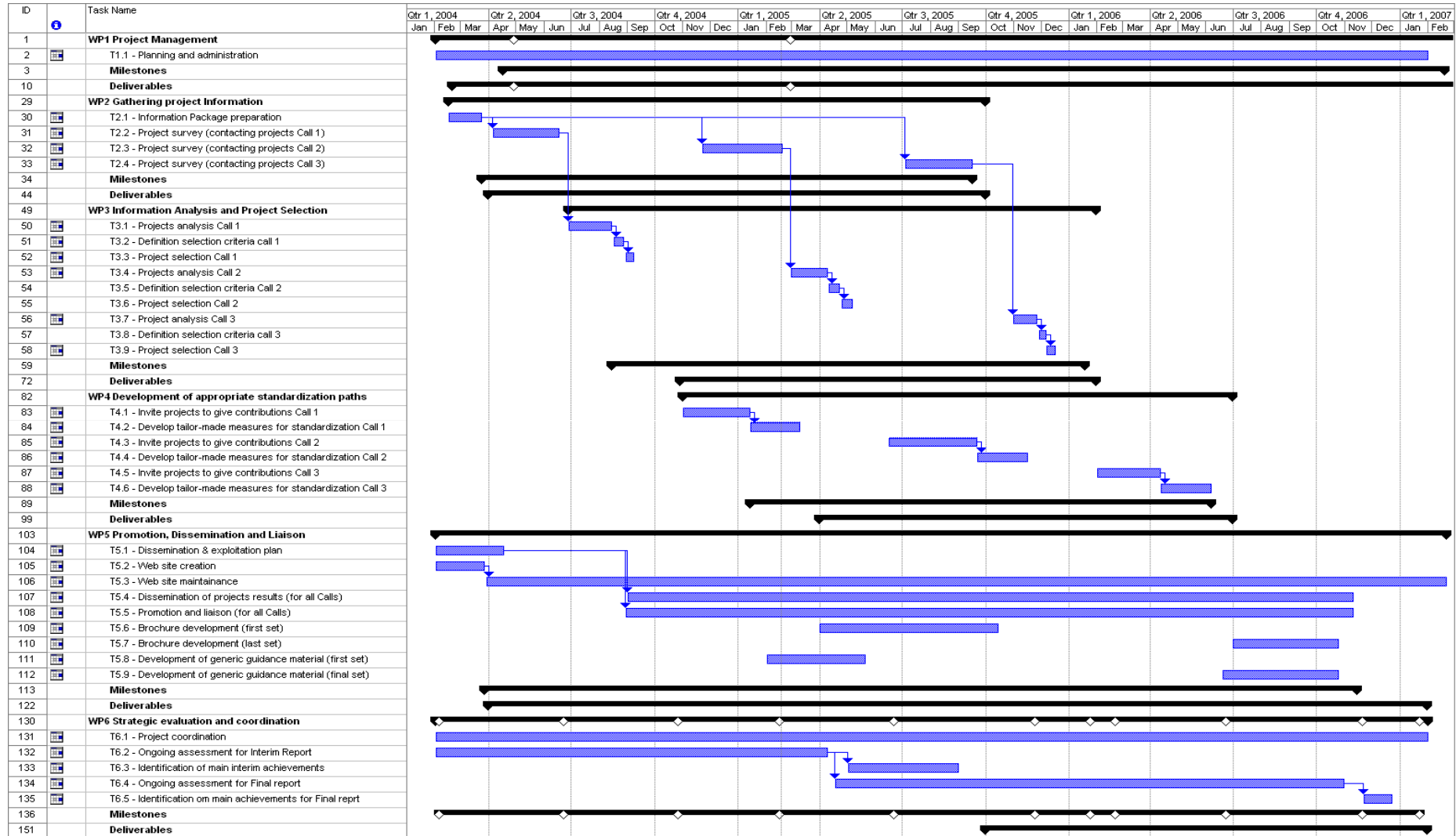
- Deliverable D05: Information gathering report for call 1 (published early July 2004)
- Deliverable D06: Information analysis report for call 1 (published early November 2004)
- Deliverable D07: List of selected projects for call 1 (published early November 2004)
- Deliverable D08: Kick-off meeting report for call 1 (published early November 2004)

Information and knowledge contained in these documents have also been published (in part) in various presentations given at a series of workshops, conferences and concertation meetings during the first reporting period. These are also downloadable from the COPRAS web site.

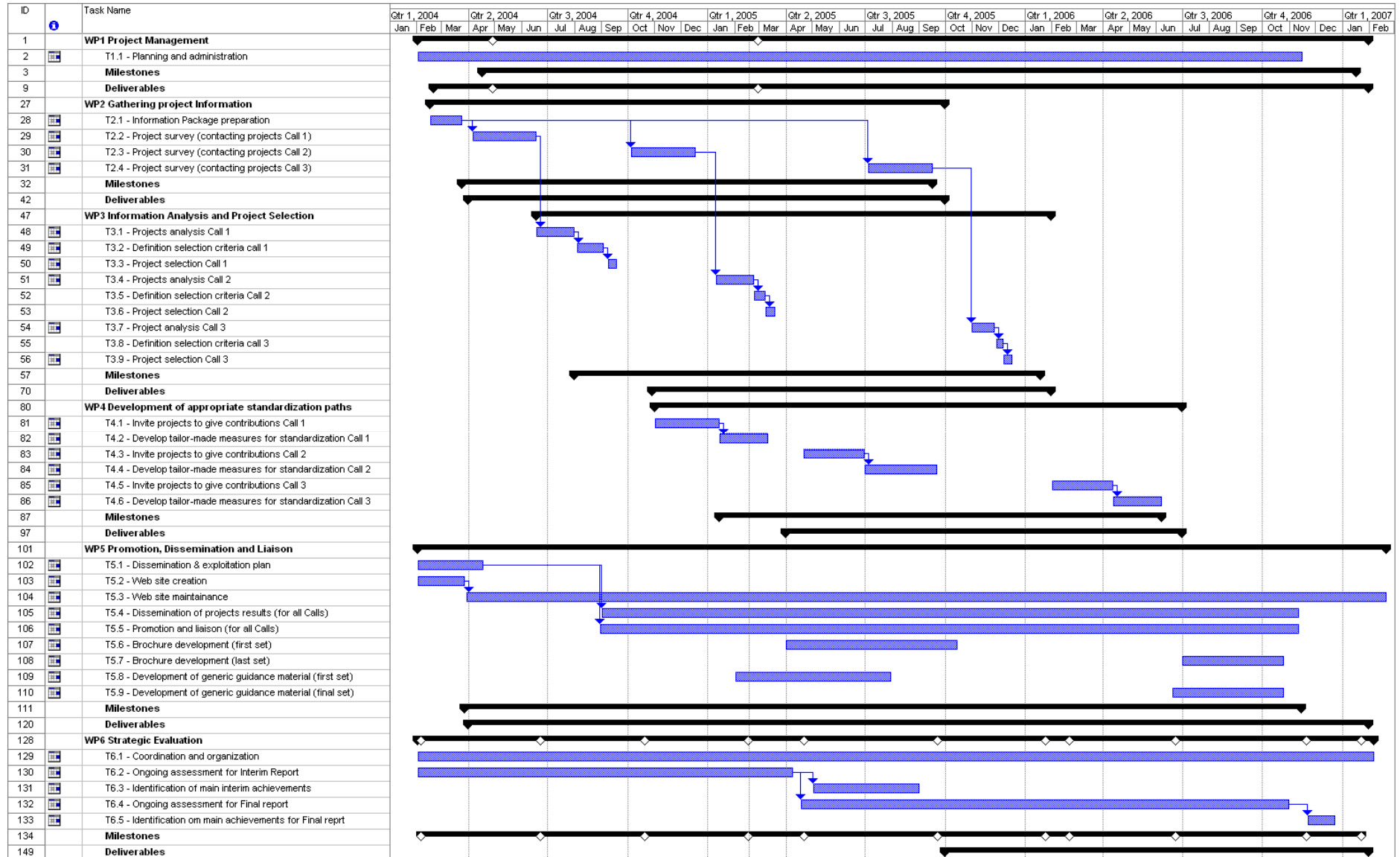
As documented in previous sections the above mentioned documents describe interim results that as such do not yet establish knowledge or complete results that can be applied by targeted 'customers'. Moreover, as an SSA, COPRAS does not produce concrete (prototypes of) products with underlying IPR that have exploitation potential in a traditional sense.



# Annex B.1: COPRAS current project work plan



## Annex B.2: COPRAS' project work plan at the start of the project



## Annex C.1: Reports from the 1<sup>st</sup> COPRAS Steering Group (CSG) meeting

**Source:** COPRAS Project Manager

**Title:** Report 1<sup>st</sup> Meeting of the COPRAS Steering Group, 6 February 2004, ETSI, Sophia Antipolis, 9:30 – 15:00

**Agenda item:** 2

**Document for:** Approval

Agenda Item	Topic	Document
1	<p><b>Opening of the meeting</b></p> <p>The chairman opened the meeting and welcomed the participants. Attending the meeting are:</p> <p>Mr. John Ketchell, representing CEN (chair)            Mr. Jørgen Friis, representing ETSI            Mr. Paco Cabeza-Lopez, representing CENELEC            Mr. Rigo Wenning, representing W3C            Mr. Scott Hansen, representing the Open Group            Mr. Bart Brusse, COPRAS Project Manager</p>	
2	<p><b>Approval of the Agenda</b></p> <p>The Chairman introduced the items on the agenda as well as the respective documents.</p> <p>Jørgen Friis mentioned the opportunity to submit a paper for the IST Mobile &amp; Wireless Communications Summit 2004, 27-30 June 2004 in Lyon, France. It was decided to discuss this under item 9, AOB</p> <p>Several participants underlined the issue of representation in the COPRAS Steering Group and possible invitations to additional experts. It was agreed to discuss this under item 5, Consortium Agreement.</p> <p>With these additions, the agenda was approved.</p>	01 (04) 01
3	<p><b>Appointment of Chair</b></p> <p>John Ketchell was unanimously appointed Chairman of the COPRAS Steering Group</p>	
4	<p><b>EC Contract – Accession to contract by other partners</b></p> <p>Scott Hansen explained the procedure for signing the consortium agreement. Consortium partners will all sign on 5 pages and return these to CEN; in this way all partners will have a complete set. The extra article 19 proposed for the Consortium Agreement spelled out this procedure. The meeting <b>approved</b> the extra article 19.</p>	

<p>5</p> <p><b>Art. 2.4</b></p> <p><b>Art. 5.5</b></p> <p><b>Art. 7.4</b></p> <p><b>Action 1/01:</b></p> <p><b>Art. 10.4</b></p> <p><b>Art. 10.8</b></p> <p><b>Art. 12.1</b></p>	<p><b>Consortium Agreement (CA) version 9</b></p> <p>The meeting discussed comments to the CA put forward by W3C:</p> <p>The meeting <b>agreed</b> article 2.4 was not necessary. This article will therefore be <b>deleted</b>.</p> <p>The meeting <b>agreed</b> article 5.5 was not necessary in view of the possibility to retrieve potential costs associated with transferring payments to Consortium partners. This article will therefore be <b>deleted</b>.</p> <p>Although the principle described in article 7.4 was agreed, the wording of the second sentence should better read:</p> <p>“Any losses, claims or expenses whatsoever arising from an infringement or alleged infringement of a patent, design or copyright shall be borne by the PARTY <u>introducing the exploitation of the intellectual property.</u>”</p> <p><b>The Consortium partners to check internally and confirm this wording by Monday February 9<sup>th</sup>.</b></p> <p>For reasons of clarity the meeting decided to agree on the following text for article 10.4:</p> <p>“The PROJECT COORDINATOR shall only pay a claim from a PARTY after receiving the corresponding payments from the COMMISSION.</p> <p>The section:</p> <p>“and after receiving a written claim from a PARTY;</p> <p>would be deleted while the section:</p> <p>“the PROJECT COORDINATOR shall inform the PARTIES of a model text of the claim.”</p> <p>would be moved to article 10.3.</p> <p>It was decided that the Project Coordinator will use all reasonable efforts to re-distribute pre-financing over the Consortium partners within 45 days after the money has been received from the Commission.</p> <p>It was suggested by W3C there should be a paragraph in article 12.1 stating documents and results must be sent to the Commission 30 days before publication.</p> <p>The meeting decided the COPRAS policy on publication of documents should be explained in the Dissemination and Exploitation plan rather than being included in this clause. This is a deliverable the Commission will have to approve. Also the Commission will be provided with regular reports.</p> <p>However, as article 12 deals with IP and confidentiality, it will be checked by CEN whether there is a need to include an article covering cases where IP or other material may be exploited.</p> <p>John Ketchell underlined that the Consortium Agreement needed to be finalized on short notice in view of the 30 days accession period. A new version (10) should therefore be available by Tuesday 10/02/04.</p>	<p><b>01 (04) 02</b> <b>01 (04) 03</b></p>
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<p><b>Annex 3:</b></p>	<p>Several Consortium Partners were still in the process of reviewing the Consortium Agreement but did not see major issues at the moment. All Consortium Partners were asked to send their accession papers to CEN a.s.a.p.</p> <p>Following the discussion on the CA Paco Cabeza-Lopez mentioned CENELEC was considering subcontracting about 50-60%. In the context of FP6 projects this may constitute a problem, although there may be ways and procedures to accommodate this. It was decided this will be discussed between CEN (James Boyd) and CENELEC (Gunter De Clercq), however, the CA and accession process should be completed first.</p> <p>With respect to Consortium partner representation in the Steering Group it was decided Steering Group members can be replaced by other representatives from the same organization. In addition it was decided other persons – even people outside the Consortium – could be brought to Steering Group meetings, though of course every Consortium Partner would still have one vote. It was however decided the Chairman and the Project Manager will be notified of additional people proposed to be attend meetings, in case of any objections. This procedure will not have to be included in the Steering Group's Terms of Reference.</p>	
<p><b>6</b></p> <p><b>Action 1/02:</b></p> <p><b>Action 1/03:</b></p>	<p><b>Call 1 Projects - list of initial projects</b></p> <p>An initial list of FP6 Call 1 projects was not yet available from the Commission. Nevertheless it was clear that several partners already have information on the projects they're involved in.</p> <p><b>The Project Manager to contact James Boyd in order to set a meeting with Mr. Timo Hallantie (DG-INFSO).</b></p> <p><b>The Steering Group Members to forward available information on approved projects and contact persons to the Project Manager.</b></p>	
<p><b>7</b></p>	<p><b>Project Organization</b></p>	
<p><b>7.1</b></p> <p><b>D01</b></p> <p><b>Action 1/04:</b></p> <p><b>Action 1/05:</b></p> <p><b>Action 1/06:</b></p>	<p><b>Preparation of first deliverables (for first quarter)</b></p> <p>The responsible partner for the <b>Website</b>, W3C envisaged having this up and running shortly, although at first only with basic information. The website will have a public and a private section. After some discussion it was decided to register <a href="http://www.copras.org">www.copras.org</a> as the domain name for the project. Traffic should automatically be redirected to the W3C server hosting the project's website.</p> <p><b>Rigo Wenning to check whether this can technically be arranged by W3C.</b></p> <p><b>John Ketchell to register the domain name pending feedback from W3C whether things can be arranged as agreed</b></p> <p>W3C will also set up the necessary mailing lists for the project. Consortium partners should forward the e-mail addresses of those working on the project for this purpose.</p> <p><b>The Project Manager to contact Rigo Wenning for set-</b></p>	

<p><b>Action 1/07:</b></p> <p><b>Action 1/08:</b></p> <p><b>Action 1/09:</b></p> <p><b>Action 1/10:</b></p> <p><b>D02:</b></p> <p><b>Action 1/11:</b></p> <p><b>D03:</b></p> <p><b>Action 1/12:</b></p> <p><b>D04:</b></p> <p><b>Action 1/13:</b></p> <p><b>Action 1/14:</b></p> <p><b>Action 1/15:</b></p>	<p><b>ting up an e-mail exploder.</b></p> <p>Although W3C is the lead partner in the Consortium with respect to design and content of the website, the meeting noted that all partners have a responsibility here, and need to think about the information that should be on the site, links it should contain, etc. For the beginning the website should contain some minimum content such as the planned press release and a short description of the project's intentions. Annex 1 to the Consortium Agreement could be useful in this respect.</p> <p><b>W3C to propose a lay-out for the COPRAS website.</b></p> <p><b>W3C and the Project Manager to produce a short narrative on the Project for the website</b></p> <p><b>Paco Cabeza-Lopez to produce a reader-friendly version of Annex 1 for the project's website</b></p> <p><b>All Consortium partners to nominate one person inside their organisations as contact with respect to the COPRAS web-site</b></p> <p>CENELEC will start up activity with respect to the <b>Information Package</b> on short notice, although some internal issues may have to be addressed in this respect. A first draft of the questionnaire should be available by the end of February 2004. The complete Information Package should be available by the end of March 2004. Material used by CEN in the previous project may be helpful.</p> <p><b>The Project Manager to contact James Boyd with respect to material used by CEN in FP5 C-ECOM projects.</b></p> <p>The <b>Quality Plan</b> will have to be produced by the Project Manager and is due for end of April 2004. Also in this area previous experience from CEN may be helpful.</p> <p><b>The Project Manager to contact James Boyd with respect to material used by CEN in FP5 C-ECOM projects.</b></p> <p>The first draft of the project's <b>Dissemination and exploitation plan</b> will be made available 2<sup>nd</sup> half of March. The plan is the joint responsibility of W3C and the Project Manager. This is an important deliverable in view of the evaluation of the project.</p> <p><b>John Ketchell to forward models used in the C-ECOM project.</b></p> <p><b>7.2: Other deliverables</b></p> <p>The Project Manager underlined that the holiday season will have to be taken into account when planning the project and its deliverables. In this respect he will provide his view on deliverables and timescales and also discuss this with Timo Hallantie. He invited the Consortium partners to identify a.s.a.p. those inside their organisations working in the specific areas of the COPRAS project and forward him the contact details of these persons.</p> <p><b>The Project Manager to provide a more detailed overview of the timing of deliverables.</b></p>	
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	<b>All Consortium partners to forward the contact details of those persons inside the organisations working on the COPRAS project to the Project Manager.</b>	
<b>8</b>	<b>Immediate announcements</b>	
<b>8.1</b>	<p><b>Press release</b></p> <p>Several comments had been received with respect to the first draft of a press release on the launch of the COPRAS project, produced by Mr. James Boyd. In addition to these changes the meeting decided there was no need to list the strategic objectives in calls 1 &amp; 2, although overall quantitative information was needed. Also the meeting decided there should be only a single contact point cited; this will be James Boyd of CEN. Although the press release will go out later, it is decided to back-date it to 06/02/04. A new version will have to be produced on Monday 09/02/04.</p> <p><b>Action 1/15: The Open Group and W3C to provide James Boyd with the names of contact persons inside their organizations with respect to the press release.</b></p> <p><b>Action 1/16: Scott Hansen and Paco Cabeza-Lopez to inform James Boyd of changes in the press release.</b></p>	<b>01 (04) 04</b>
<b>8.2</b>	<p><b>Report to ICTSB meeting</b></p> <p><b>Action 1/17: John Ketchell to provide a short written report plus the COPRAS press release to the ICTSB meeting 17 March 2004.</b></p> <p>In case further information is needed, other ICTSB members were welcome to contact the Project Manager for further details.</p>	
<b>9</b>	<p><b>AOB</b></p> <p>Jørgen Friis mentioned the opportunity to submit a paper for the IST Mobile &amp; Wireless Communications Summit 2004, 27-30 June 2004 in Lyon, France. The deadline for this conference however is probably too early for much COPRAS material to be provided. The meeting therefore decided members with a direct interest should pursue this within the bounds of possibility.</p> <p>Nevertheless an effort should be made to get a project information package into the conference, and a message will be sent that COPRAS was interested in being included in the programme, although it is not yet in a position to provide papers. Also other events should be looked into in relation to the dissemination of the project.</p> <p>Scott Hansen suggested that lead contractors should come up with a more detailed plan regarding the deliverables they are responsible for.</p> <p><b>Action 1/18: The Project Manager to produce an adjusted project plan that can be maintained on the project's website.</b></p> <p>The meeting noted that we needed an auditable tracking system for the costs associated with the project. Also it needed to be discussed how the project manager could access this information to prevent overspending.</p> <p><b>Action 1/19: CEN to arrange the cost tracking system and discuss</b></p>	

	<b>with the Project Manager.</b>	
<b>10</b>	<b>CSG Meeting dates for 2004</b> <ul style="list-style-type: none"><li>• Tuesday 20<sup>th</sup> April 2004 - Brussels (hosted by the Open Group - venue to be decided)</li><li>• Wednesday 23<sup>rd</sup> June 2004 - venue to be decided, possibly hosted by W3C in Sophia Antipolis</li><li>• Thursday 21<sup>st</sup> October 2004 - venue to be decided</li></ul>	



## Annex C.2: Reports from the 2<sup>nd</sup> COPRAS Steering Group (CSG) meeting

**Source:** COPRAS Project Manager

**Title:** Report 2<sup>nd</sup> Meeting of the COPRAS Steering Group, 20<sup>th</sup> April 2004, Hilton Hotel, Brussels, 9:30 - 17:30

**Agenda item:** 3

**Document for:** Approval

Agenda Item	Topic	Document
1	<p><b>Opening of the meeting</b></p> <p>The Chairman opened the meeting and welcomed the participants. Attending the meeting were:</p> <p>Mr. John Ketchell, representing CEN (Chair)            Mr. Jørgen Friis, representing ETSI            Mr. Pierre Heinrichs, representing CENELEC            Mr. Scott Hansen, representing the Open Group            Mr. Bart Brusse, COPRAS Project Manager</p> <p>Mr Rigo Wenning, representing W3C was on urgent mission in Vienna and sent his apologies.</p>	
2	<p><b>Approval of the Agenda</b></p> <p>With the addition of a new item 3 covering the report and actions of the previous meeting, and an item 7.1 covering subcontracting issues, the agenda was approved. Further to this the meeting decided decisions and actions should be numbered and highlighted separately in the minutes and put on a separate decision and action list.</p>	02 (04) 01
3.	<p><b>Approval of minutes and review of actions</b></p> <p>The report of the previous meeting (document 01 (04) 05) was approved.</p> <p>All action items had been completed with the exception of item 1/03 concerning consortium partners' involvement in FP6 IST projects. In this respect the CSG confirms it expects consortium members to supply the necessary information and to ensure the return of the questionnaire with respect to research projects they are involved in; for this purpose, they will provide the project manager with the necessary information.</p> <p><b>Action 2/01</b> <b>All consortium partners to inform the project manager of the projects in call 1 they are involved in</b></p> <p>With respect to action item 1/15 concerning project team, the CSG agreed an updated version of the team members' contact details will be maintained in the non-public section</p>	01 (04) 05

<p><b>Action 2/02</b></p>	<p>of the COPRAS web site. For this purpose partners will inform the project manager of any of their representatives involved in COPRAS. <b>All consortium partners to communicate the names and contact details of project team members to the project manager.</b></p>	
<p><b>4</b></p> <p><b>Decision 2/01</b></p> <p><b>Decision 2/02</b></p>	<p><b>Project Manager's report quarterly report (PM)</b></p> <p>The project manager introduced the first of his quarterly reports. The report was structured along the principles indicated in the Quality Plan (document 02 (04) 03) and addressed the status of the project and the work plan, resource management, promotional issues and the communication and cooperation with the European Commission.</p> <p>The project manager mentioned the main focus of the work during the first quarter had been on WP1 and the delivery of the Implementation and Quality Plans while the focus during the second quarter would be on WP2. With respect to the upcoming tasks, the meeting confirmed the general principle underlying the planning of the work, that all partners should actively contribute to all Work Packages. The project manager stressed that the involvement of all consortium partners is essential to the success of the project.</p> <p>With respect to the communication with and involvement of standardization bodies other than the consortium partners, the meeting decided it would primarily involve ICTSB members in view of its initial communications on the COPRAS project to the standards community. This will also involve individual technical groups. On the other hand, where non-ICTSB members were clearly the main target group on a specific topic, these would have to be involved.</p> <p>As a general remark on the distribution of the project manager's report and other COPRAS documents, the CSG <b>decided</b> target audience and circulation should be clearly indicated on all documents.</p> <p>Subject to the approval from W3C to be made electronically, the CSG <b>decided</b> to approve the project manager's quarterly report</p>	<p><b>02 (04) 02</b></p>
<p><b>5</b></p>	<p><b>Reporting to ICTSB meeting 17/03/2004 (Chairman)</b></p> <p>The Chairman reported that the March ICTSB meeting, which had been attended by all the COPRAS consortium partners, had received an update on the COPRAS project and is aware of the status of the project. It was mentioned that the press release on the launch of the project coincided with the launch of the COPRAS web site.</p>	
<p><b>6</b></p>	<p><b>Communication and interaction with the Commission</b></p> <p>The project manager mentioned the positive results from several meetings with, and presentations to EU Project Officers. He underlined that the process of selecting IST research projects for COPRAS platform participation may not yet be sufficiently transparent to Commission representatives and other stakeholders.</p> <p>The CSG noted this but at the same time underlined that</p>	

<p><b>Decision 2/03</b></p> <p><b>Action 2/03</b></p>	<p>selection criteria will be necessary to ensure the quality of the research projects' input into the standardization processes, although we should avoid "locking out" any relevant projects. For example, projects that may not be selected may still have relevant output for standards bodies.</p> <p>The CSG <b>decided</b> more substantial discussion on the project selection process is necessary. This will be scheduled for the next CSG meeting, 23<sup>rd</sup> June 2004. The project manager will arrange input for this discussion together with Mr. Jørgen Friis.</p> <p><b>The project manager to prepare a discussion paper on the project selection process in WP3 together with the lead contractor (ETSI).</b></p> <p>Further the project manager mentioned that we should make an effort to present COPRAS at further concertation meetings on different key topics. Communications with Project Officers on this issue had started.</p>	
<p><b>7</b></p>	<p><b>Contractual issues</b></p>	
<p><b>7.1</b></p> <p><b>Action 2/04:</b></p>	<p><b>Subcontracting (CENELEC)</b></p> <p>Discussions between CEN, CENELEC and Mr. Timo Hallantie of the Commission led to acceptable proposed modifications to the contract, allowing CENELEC to subcontract an element of their activity. The latter will propose the text for these modifications; these will have to be agreed by the consortium partners and Mr. Timo Hallantie.</p> <p>According to the Chairman it should be possible to arrange this within a few days. The text will be distributed among the CSG members for formal approval. As it does not concern substantial changes to the contract, no objections are expected.</p> <p><b>CENELEC to distribute to the CSG members the modifications to the contract text relating to subcontracting issues.</b></p> <p>Mr. Jørgen Friis mentioned the deadline for the 'Call for Experts' ETSI issued for COPRAS was 20<sup>th</sup> May. Interviews will be held one week later. The ETSI contribution to WP2 however will in the meantime be taken care of by the regular ETSI staff members.</p>	
<p><b>8</b></p>	<p><b>Project Organization</b></p>	
<p><b>8.1</b></p> <p><b>Decision 2/04</b></p> <p><b>Decision 2/05</b></p>	<p><b>Review tasks, milestones &amp; resources (PM)</b></p> <p>The project manager introduced the revised version of the work plan, contained in the COPRAS Implementation Plan. He presented the scheduling of milestones (concluding specific tasks) and formal deliverables, as well as the way the CSG meetings were scheduled in order to address both.</p> <p>As proposed by the project manager, the CSG <b>decided</b> to schedule a coordination meeting of the project team at the start of WP3, e.g. immediately after the 3<sup>rd</sup> CSG meeting.</p> <p>In addition it <b>decided</b> the list of criteria for the selection of projects in WP3 should become a milestone in the work plan, and should be approved by the CSG.</p>	

<p><b>8.2</b></p> <p><b>Action 2/05</b></p> <p><b>Decision 2/06</b></p> <p><b>Decision 2/07</b></p> <p><b>Decision 2/08</b></p>	<p><b>Deliverables</b></p> <p>The project manager mentioned the submission of deliverables D01 (COPRAS web site) and D02 (Information Package) to the Commission on 31<sup>st</sup> March 2004.</p> <p>The CSG noted the deliverables but expressed some concern with respect to the design quality of the web site. It recognized this is the project's main communication tool, and therefore suggests additional attention may improve the quality, also in comparison with of other FP6 IST project's web sites.</p> <p><b>The project manager and Chairman to investigate possible steps to bring the quality of the web site up to FP6 IST project standards, and discuss these with W3C.</b></p> <p>In addition the project manager submitted the Quality Plan (D03) and the Dissemination and exploitation plan (D04) for approval.</p> <p>The CSG discussed the Quality plan and <b>decides</b> to approve it, subject to electronic approval from W3C.</p> <p>The CSG also discussed the Dissemination and Exploitation Plan and suggested the project team review section 3.3 for the purpose of producing additional wording here. Subject to these changes as well as subject to the electronic approval of W3C the CSG <b>decided</b> to approve the Dissemination and Exploitation Plan.</p> <p>With respect to both deliverables, CSG members were given until Monday 26<sup>th</sup> April 2004 to review the document and propose editorial changes.</p> <p>With respect to the distribution of documents the CSG <b>decided</b> these should at least be distributed via e-mail to all CSG members, although they may additionally be made available in HTML format via the project's Web site.</p>	
<p><b>8.3</b></p> <p><b>Action 2/06</b></p>	<p><b>Promotional activities</b></p> <p>A press release had been issued on the launch of the project. This generated positive feedback. At the moment no other press releases were foreseen.</p> <p>The contribution that was submitted to the Lyon Mobile Conference had been rejected by the organizers. The Chairman mentioned that this appeared to be a misunderstanding that we were intending to present research results. He had signaled this to Mr. Timo Hallantie, who would try and address the issue.</p> <p>The initial draft contribution to the eChallenges conference had been accepted by the organizers. Useful comments were received, highlighting those areas where clarification of the project's objectives or processes may be necessary. A formal paper will have to be submitted by 30<sup>th</sup> April 2004.</p> <p><b>The project manager to prepare a draft contribution for comments by Monday 26<sup>th</sup> April 2004.</b></p> <p>The project manager indicated consortium partners' involvement in promoting COPRAS at concertation meetings</p>	<p><b>01 (04) 04</b></p>

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<p><b>Action 2/07</b></p>	<p>is required, specifically for the upcoming months. The Chairman in this respect underlined that an advance schedule for concertation meetings as well as specific invitations to these meetings would need to be obtained. In case the project manager is not able to attend these meetings, this should be signaled to the consortium partners, in which case a replacement will be found.</p> <p><b>The project manager to obtain a schedule for planned concertation meetings in close cooperation with the consortium partners.</b></p> <p>Finally the project manager reported that a general meeting organized for Commission Project Officers had generated useful feedback despite the fact that it was not very well attended.</p>	
<p><b>8.4</b></p>	<p><b>Activities and tasks in progress</b></p> <p>These had been already discussed under item 4 of the agenda.</p>	
<p><b>8.5</b></p>	<p><b>Planning of the project for the next quarter (PM)</b></p> <p>The project manager reported that the project team would focus on the information gathering process and the preparation of the information gathering report. The first draft of this report will be available by 16<sup>th</sup> June 2004.</p>	
<p><b>8.6</b> <b>Decision 2/09</b></p>	<p><b>Project resource management (PM)</b></p> <p>The CSG <b>decided</b> consortium partners should indicate on a quarterly basis the days spent on a specific Work Package and – if possible – on a deliverable to the project manager, for the purpose of managing the project’s overall resources.</p>	
<p><b>9</b></p>	<p><b>AOB</b></p> <p>There were no additional issues</p>	
<p><b>10</b></p>	<p><b>Close and confirmation 2004 meeting schedule &amp; venues</b></p> <p>The next CSG meeting will be held Wednesday 23<sup>rd</sup> June 2004 in Sophia Antipolis, hosted by W3C (subject to confirmation).</p> <p>The meeting thereafter was tentatively set for Thursday 28<sup>th</sup> October 2004 in Geneva.</p>	

**Annex 1: List of decisions from the 2<sup>nd</sup> COPRAS Steering Group meeting 20/04/2004**

<b>Number</b>	<b>Decision</b>
2/01	Target audience and circulation should be clearly indicated on all documents distributed.
2/02	The Project Manager's quarterly report was approved.
2/03	A more substantial discussion on the project selection process was necessary and scheduled for the next CSG meeting, 23 <sup>rd</sup> June 2004.
2/04	A coordination meeting of the project team will be scheduled at the start of WP3, e.g. for call 1 immediately after the 3 <sup>rd</sup> CSG meeting.
2/05	The list of criteria for the selection of projects in WP3 will become a milestone in the work plan, and will have to be approved by the CSG.
2/06	The Quality Plan was approved, subject to electronic approval from W3C.
2/07	The Dissemination and Exploitation Plan was approved subject to the electronic approval of W3C.
2/08	Documents should at least be distributed via e-mail to all CSG members although they may additionally be made available in HTML format via the project's Web site.
2/09	Consortium partners will indicate on a quarterly basis the days spent on a specific Work Package and – if possible – on a deliverable to the project manager, for the purpose of managing the project's overall resources

**Annex 2: List of actions from the 2<sup>nd</sup> COPRAS Steering Group meeting 20/04/2004**

<b>Number</b>	<b>Action</b>	<b>Status</b>
2/01	All consortium partners to inform the project manager of the projects in call 1 they are involved in.	Completed
2/02	All consortium partners to communicate the names and contact details of project team members to the project manager.	Completed
2/03	The project manager to prepare a discussion paper on the project selection process in WP3 together with the lead contractor (ETSI).	Completed
2/04	CENELEC to distribute to the CSG members the modifications to the contract text relating to subcontracting issues.	Completed
2/05	The project manager and Chair to investigate possible steps to bring the quality of the web site up to FP6 IST project standards and discuss with W3C.	Completed
2/06	The project manager to prepare a draft contribution for the eChallenges conference and to distribute this for comments by Monday 26 <sup>th</sup> April 2004.	Completed
2/07	The project manager to obtain a schedule for planned concertation meetings in close cooperation with the consortium partners	Ongoing

## Annex C.3: Reports from the 3<sup>rd</sup> COPRAS Steering Group (CSG) meeting

**Source:** COPRAS Project Manager

**Title:** Report 3<sup>rd</sup> Meeting of the COPRAS Steering Group, 23<sup>rd</sup> June 2004, ETSI, Sophia Antipolis, 9:30 – 16:15

**Agenda item:** 3

**Document for:** Approval

Agenda Item	Topic	Document
1	<p><b>Opening of the meeting</b></p> <p>The Chairman opened the meeting and welcomed the participants. Attending the meeting were:</p> <p>Mr. John Ketchell, representing CEN (Chair)            Mr. Jørgen Friis, representing ETSI            Mr. Paco Cabeza-Lopez, representing CENELEC            Mr. Scott Hansen, representing the Open Group            Mr. Rigo Wenning, representing W3C            Mr. Daniel Dardailler, representing W3C            Mr. Bart Brusse, COPRAS Project Manager</p>	
2	<p><b>Approval of the Agenda</b></p> <p>The agenda is approved.</p>	03 (04) 01r1
3	<p><b>Approval report 2<sup>nd</sup> CSG meeting &amp; review actions</b></p> <p>There was no comment on the wording of the minutes and the report from the 2<sup>nd</sup> CSG meeting was approved.</p> <p>Rigo Wenning regretted that decisions on the project's web site had been taken in the absence of the responsible partner, However, the Chairman noted that decisions had to be taken in view of time constraints; on the other hand, all formal decisions at the previous meeting had been made conditional on W3C approval, which had readily been given.</p> <p>In addition the CSG noticed the considerable improvement of the web site and registered the appreciation of W3C's efforts on this issue.</p> <p>The Project Manager reported that all actions from the previous CSG meeting had been either completed or overtaken by other actions or events.</p> <p>With respect to action 2/02, the Chairman announced CEN would appoint Mr. James Boyd as its representative in the project team and Mr. Jørgen Friis stated ETSI intended to bring in more resources in addition to Dr. Tatiana Kováčiková who had been recently appointed. On behalf of the project team the Project Manager wel-</p>	02 (04) 05



	<p>comed Dr. Kováčiková, who is an associate professor at Žilina University of Slovakia and will represent ETSI specifically in WP3 and WP4.</p> <p>With respect to action 2/04 additional text for the contract had not been circulated by CENELEC; however this was take over by the 18<sup>th</sup> June contract request send to the Commission by the coordinating partner. This proposal, containing a new version of Annex 1, will also be circulated among the consortium partners.</p> <p><b>Action 3/01</b> <b>The Chairman to forward the new contract proposal to the consortium partners</b></p> <p>With respect to action 2/06 the Project Manager reported that a submission had been made to eChallenges but unfortunately not accepted by the organizing committee. The Chairman stated he had some exchange of thoughts on this issue with Kai Jakobs from the University of Aachen, leading to the conclusion there may still be an opportunity for COPRAS to present itself in the conference's standards track.</p> <p><b>Action 3/02</b> <b>The Project Manager to contact Kai Jacobs and follow up on the opportunity.</b></p> <p>With respect to action 2/07 the Project Manager mentioned a list of upcoming concertation meetings had been prepared, although for many Strategic Objectives these meetings have not (yet) been planned for the near future. A more systematic approach, possibly with help from the Commission, may be helpful in order to improve the success of COPRAS' promotional efforts.</p> <p><b>Decision 3/01</b> The CSG <b>decided</b> ETSI will (re)present COPRAS at the 21<sup>st</sup> September concertation meetings for Strategic Objectives 2.3.1.3 &amp; 2.3.1.4 in Brussels.</p>	
<p><b>4</b></p> <p><b>Action 3/03</b></p>	<p><b>Approval of the Project Manager's report (PM)</b></p> <p>The Project Manager introduced his report, covering the second quarter of the project. During this period most of the resources were spent on the information gathering process and the COPRAS questionnaire, which so far generated 90 responses from research projects in call 1 (almost 55%).</p> <p>Projects that have not yet responded to the questionnaire will still have the opportunity to do so as the information gathering process will be ongoing, even in parallel to the information analysis process.</p> <p><b>The Project Manager to arrange together with W3C that projects in call 1 that have not yet responded can fill out the questionnaire on line and to arrange a standing invitation on the COPRAS web site inviting them to do so.</b></p> <p>The Project Manager's report mentioned deliverables D03 and D04 were formally submitted to the Commission following the last CSG. So far no comments have been received.</p> <p>The project team's activities during the 3<sup>rd</sup> quarter will</p>	<p><b>03 (04) 03</b></p>

<p><b>Decision 3/02</b></p> <p><b>Decision 3/03</b></p> <p><b>Decision 3/04</b></p>	<p>primarily be focused on the information analysis process addressing call 1 (WP3). This is expected to produce additional recommendations for the work on the information gathering process addressing call 2, starting end of September 2004.</p> <p>The CSG <b>decided</b> the work in WP3 should specifically produce feedback for subsequent work in WP2 (e.g. for calls 2 and 3).</p> <p>As far as resources are concerned, COPRAS has not used all man/months planned for WP2. However, WP3 and (specifically where W3C is concerned) WP5 may require more resources than originally planned and some re-allocation may therefore be necessary. This should however not lead to a situation where more IST projects are participating in the COPRAS platform than the consortium partners can handle.</p> <p>The CSG <b>decided</b> to approve the Project Manager's report.</p> <p>With respect to the distribution of the documents COPRAS produces, some discussion was raised on formats these documents should be available in.</p> <p>The CSG <b>decided</b> that:</p> <ul style="list-style-type: none"> <li>• formal deliverables can be made available in HTML but will have to be made available as well in pdf-format;</li> <li>• material that does not establish a formal deliverable but is intended to be a public document can be made available in HTML format only;</li> <li>• internal (working) document may be made available in HTML but will also be made available via the web site in their original formats.</li> </ul>	
<p><b>5</b></p> <p><b>Action 3/04</b></p>	<p><b>Communication and interaction with the Commission</b></p> <p>With respect to communication with Commission representatives, the Project Manager mentioned very little activity had been taking place. In particular with respect to discussing COPRAS' presence at Commission-organized conferences, and also concerning contractual issues, a meeting may however be helpful</p> <p><b>The Project Manager to set a meeting with Mr. Peter Wintlev-Jensen of the Commission in order to discuss several contractual issues as well as a possible coordinating effort aiming at the promotion of the project.</b></p>	
<p><b>6</b></p>	<p><b>Contractual issues</b></p> <p>As discussed under agenda item 3 above, a request to amend to the present contract had been sent to the Commission accompanied by a new draft version of Annex 1. The request did not affect the budget but addresses the issue of consortium partners subcontracting their activities in COPRAS as well as the applicability of the AC or FC cost models.</p>	

<b>7</b>	<b>Project Organization</b>	
<b>7.1</b>	<p><b>Review tasks, milestones &amp; resources (PM)</b></p> <p>The Project Manager reported that the milestones so far have been met according to schedule. Some milestones in WP3 however may have to be adapted due to the holiday period and the required approval of the project selection criteria by the CSG.</p>	
<b>7.2</b>	<p><b>Deliverables for approval</b></p> <p>The Project Manager introduced deliverable D05, the information gathering report for call 1. He mentioned the targets set in the implementation plan had been met with an almost 55% response rate. The actual information gathered in the process is contained in two excel files of which a summary is included in the Information gathering report.</p> <p><b>Decision 3/05</b></p> <p>The CSG <b>decided</b> the report should reflect the fact that the information gathering process will continue, as responses to the questionnaire may keep coming in through web submission</p> <p><b>Decision 3/06</b></p> <p>The CSG <b>decided</b> there will not be any references to specific projects in the report other than in the list of projects in Annex A to the information gathering report.</p> <p><b>Decision 3/07</b></p> <p>The CSG <b>decided</b> to approve the document subject to additional reading by CEN and W3C and subject to the inclusion of the required changes covered by decisions 3/05 and 3/06.</p>	<b>03 (04) 04</b>
<b>7.3</b>	<p><b>WP5: Promotional activities</b></p> <p>Mr. Rigo Wenning introduced document 03 (04) 05, encompassing a review of the COPRAS marketing strategy.</p> <p>With respect to the project web site, one of the elements currently missing is a list of events. There should however be a distinction between events in the past, where COPRAS participated and presentation material is available via the web site; and upcoming events, where COPRAS will be participating. Also for internal usage, a calendar listing project meetings as well as events where COPRAS (or one of the consortium partners representing COPRAS) will be present would be helpful.</p> <p><b>Decision 3/08</b></p> <p>With respect to the web site the CSG <b>decided</b> a calendar page listing relevant events should be included.</p> <p><b>Action 3/05</b></p> <p><b>Mr. Scott Hansen to prepare a first proposal of a list of events relevant to COPRAS.</b></p> <p><b>Action 3/06</b></p> <p><b>Mr. Paco Cabeza-Lopez to assemble a list of private project meetings where COPRAS could be presented</b></p> <p><b>Action 3/07</b></p> <p><b>All consortium partners to forward relevant information with respect to action 3/06 to Paco Cabeza-Lopez.</b></p> <p><b>Action 3/08</b></p> <p><b>The Project Manager to forward relevant events where COPRAS will be present, a list of internal</b></p>	<b>03 (04) 05</b>

	<p><b>meetings and a list with the dates for the formal deliverables to W3C for inclusion in the calendar, for internal usage only.</b></p>	
<p><b>Decision 3/09</b></p>	<p>The CSG discussed the possibility of having a liaison page on the project's web site and <b>decided</b> this will be addressed during a later stage when more clarity on the message COPRAS should send exists, as a result of the project team's findings.</p>	
<p><b>Decision 3/10</b></p>	<p>The CSG <b>decided</b> IST research projects should be invited subscribing to the COPRAS mailing list and should receive the Information gathering report.</p>	
<p><b>Action 3/09</b></p>	<p><b>The Project Manager to contact W3C in order to produce a better description of the function of the mailing list in the project's overall promotional effort.</b></p>	
<p><b>Decision 3/11</b></p>	<p>The CSG <b>decided</b> a generic brochure promoting the intentions and benefits of the COPRAS project should be produced.</p> <p>The brochure should be in line with the overall design and should be downloadable from the web site in pdf format. The resources remaining from the budget for the Information Package may be used for this. Approval of the brochure will be done by correspondence in view of time pressure.</p>	
<p><b>Action 3/10</b></p>	<p><b>Paco Cabeza-Lopez to produce an outline of content and design for a generic brochure in cooperation with the Project Manager.</b></p> <p>The CSG briefly discussed the option of having exhibition panels or posters (e.g. promoting the Open Meeting) but will deal with this at a later stage during the project when the matter will be more relevant.</p>	
<p><b>Action 3/11</b></p>	<p><b>The Project Manager to contact Marie-Claire Forgue with respect to the possibility of promoting COPRAS through Alpha Galileo.</b></p>	
<p><b>Action 3/12</b></p>	<p><b>Paco Cabeza-Lopez to inform W3C on the possibility of promoting COPRAS via the Info-newsletter.</b></p>	
<p><b>Decision 3/12</b></p>	<p>The CSG <b>decided</b> to adopt the marketing plan that should be maintained as a living document providing and overview of the actions required to implement dissemination plan.</p>	
<p><b>Action 3/13</b></p>	<p><b>Mr. Rigo Wenning to re-circulate the reference to the update version of the document via the mailing list.</b></p> <p>With respect to upcoming conferences Mr. John Ketchell mentioned he will be speaking at a Paris conference that has a standards track in August, and will present COPRAS here as well.</p>	
<p><b>7.4</b></p>	<p><b>Planning of the project for the next quarter</b></p> <p>The Project manager mentioned the project team will subsequently focus on the analysis of the information gathered for call 1, the selection of projects for the COPRAS Community and the COPRAS program and</p>	<p><b>03 (04) 06</b></p>



**Annex 1: List of decisions from the 3<sup>rd</sup> COPRAS Steering Group meeting 23/06/2004**

<b>Number</b>	<b>Decision</b>
3/01	The CSG decided ETSI will (re)present COPRAS at the 21 <sup>st</sup> September concertation meetings for Strategic Objectives 2.3.1.3 & 2.3.1.4 in Brussels.
3/02	The CSG decided the work in WP3 should specifically produce feedback for subsequent work in WP2 (e.g. for calls 2 and 3).
3/03	The CSG decided to approve the Project manager's report.
3/04	The CSG decided that: <ul style="list-style-type: none"> <li>• formal deliverables can be made available in HTML but will have to be made available as well in pdf-format;</li> <li>• material that does not establish a formal deliverables but is intended to be a public document can be made available in HTML format only;</li> <li>• internal (working) document may be made available in HTML but will also be made available via the web site in their original formats.</li> </ul>
3/05	The CSG decided the report should reflect the fact that the information gathering process will continue as responses to the questionnaire may keep coming in.
3/06	The CSG decided there will not be any references to specific projects in the report other than in the list of projects in Annex A to the information gathering report.
3/07	The CSG decided to approve the document subject to additional reading by CEN and W3C and subject to the inclusion of the required changes covered by decisions 3/05 and 3/06.
3/08	With respect to the web site the CSG decided a calendar page listing relevant events should be included.
3/09	The CSG discussed the possibility of having a liaison page on the project's web site and decided this will be discussed during a later stage when more clarity on the message COPRAS should send exists as a result of the project team's findings.
3/10	The CSG decided IST research projects should be invited subscribing to the COPRAS mailing list and should receive the Information gathering report.
3/11	The CSG decided a generic brochure promoting the intentions and benefits of the COPRAS project should be produced.
3/12	The CSG decides to adopt the marketing plan that should be maintained as a living document providing and overview of the actions required to implement dissemination plan.
3/13	The CSG discusses the document and decided as follows with respect to the usage of selection criteria: <ul style="list-style-type: none"> <li>• The project team should primarily follow COPRAS' target as indicated in chapter 7 of the project's Implementation Plan;</li> <li>• The project team should apply a limited set (i.e. 4 or 5) transparent criteria in order not to complicate the process;</li> <li>• The project team should use a qualitative rather than a quantitative approach when applying the selection criteria;</li> </ul>

**Annex 2: List of actions from the 3<sup>rd</sup> COPRAS Steering Group meeting 23/06/2004**

<b>Number</b>	<b>Action</b>	<b>Status</b>
3/01	The Chairman to forward the new contract proposal to the consortium partners	Completed
3/02	The Project Manager to contact Mr. Kai Jacobs and follow up on the opportunity	Completed
3/03	The Project Manager to arrange together with W3C that projects in call 1 that have not yet responded can fill out the questionnaire on line and to arrange a standing invitation on the COPRAS web site inviting them to do so.	Completed
3/04	The Project Manager to set a meeting with Mr. Peter Wintlev-Jensen of the Commission in order to discuss several contractual issues as well as a possible coordinating effort aiming at the promotion of the project.	Completed
3/05	Mr. Scott Hansen to prepare a first proposal of a list of events relevant to COPRAS.	Overtaken
3/06	Mr. Paco Cabeza-Lopez to assemble a list of private project meetings where COPRAS could be presented	Overtaken
3/07	All consortium partners to forward relevant information with respect to action 3/07 to Paco Cabeza-Lopez	Overtaken
3/08	The Project Manager to forward relevant events where COPRAS will be present, a list of internal meetings and a list with the dates for the formal deliverables to W3C for inclusion in the calendar, for internal usage only.	Completed
3/09	The Project Manager to contact W3C in order to produce a better description of the function of the mailing list in the project's overall promotional effort.	Completed
3/10	Paco Cabeza-Lopez to produce an outline of content and design for a generic brochure in cooperation with the Project Manager.	Completed
3/11	The Project Manager to contact Marie-Claire Fogue with respect to the possibility of promoting COPRAS through Alpha Galileo.	Overtaken
3/12	Paco Cabeza-Lopez to inform W3C on the possibility of promoting COPRAS via the InfSo-newsletter.	Completed
3/13	Mr. Rigo Wenning to re-circulate the reference to the update version of the document via the mailing list.	Completed
3/14	The Project Manager to submit a final list of selection criteria to the CSG for approval by correspondence by the end of August 2004	Completed
3/15	The Project Manager to modify document 03 (04) 06 into a guidance framework for the use of project selection criteria by the project team, in coordination with the Chairman	Overtaken

## Annex C.4: Reports from the 4<sup>th</sup> COPRAS Steering Group (CSG) meeting

**Source:** COPRAS Project Manager

**Title:** Report of the 4<sup>th</sup> Meeting of COPRAS Steering Group, 27<sup>th</sup> October 2004, EBU, Geneva, 10:30 – 17:00

**Agenda item:** 3

**Document for:** Approval

Agenda Item	Topic	Document
1	<p><b>Opening of the meeting</b></p> <p>The Chairman opened the meeting and welcomed the participants, specifically Mr. Jon Echanove from CENELEC (who will replace Mr. Paco Cabeza-Lopez) and Mr. Yves Chauvel from ETSI (who will replace Mr. Jørgen Friis). Attending the meeting were:</p> <p>Mr. John Ketchell, representing CEN (Chair)  Mr. Jørgen Friis, representing ETSI  Mr. Jon Echanove, representing CENELEC  Mr. Scott Hansen, representing the Open Group  Mr. Daniel Dardailler, representing W3C  Mr. Yves Chauvel, representing ETSI  Mr. Bart Brusse, COPRAS Project Manager</p> <p>The Chairman thanked everyone for the good cooperation over the past months, and underlined that the COPRAS acronym seemed to get more widely known, even though it has the difficult task of addressing the complete IST area. In addition the Chairman expressed his appreciation to Jørgen Friis for his contributions to the project's establishment, and to Paco Cabeza-Lopez for his work on the COPRAS brochures, which had been very well received.</p>	
2	<p><b>Approval of the Agenda</b></p> <p>The agenda was approved.</p>	04 (04) 01
3	<p><b>Approval report 3<sup>rd</sup> CSG meeting &amp; review actions</b></p> <p>There were no comments with respect to the minutes of the previous meeting and the report was approved.</p> <p>With respect to action 3/01 Jørgen Friis mentioned several pages containing the required amendments to the contract with the Commission had been received to replace the original places in the existing contract; a new page with the full budget description was distributed later by the Project Officer Peter Wintlev-Jensen. A new formally signed copy of the contract was not therefore necessary.</p> <p>With respect to action 3/03, a facility for the remaining pro-</p>	03 (04) 07



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<p><b>Decision 4/01</b></p> <p><b>Action 4/01</b></p> <p><b>Action 4/02</b></p>	<p>jects in call 1 to reply to the questionnaire had not yet been put in place. The Chairman underlined there should still be a possibility for these projects to respond.</p> <p>The responsibility to contact these remaining projects in call 1 will be transferred to individual consortium partners, dealing with this outside COPRAS and avoiding the project to overload itself.</p> <p>In order for COPRAS being able to track the contacts that will be set up this way, they will have to be recorded on the COPRAS web site.</p> <p><b>The Project Manager to contact W3C in order to set up a repository of information containing consortium partners contacts with IST projects outside COPRAS.</b></p> <p><b>All consortium partners to notify relevant actions or contacts with projects through this repository.</b></p> <p>Actions 3/05, 3/06, 3/07, 3/09 and 3/11 are still pending but were dealt with under item 7.4. All other actions were completed or overtaken by the course of events.</p>	
<p><b>4</b></p> <p><b>Decision 4/02</b></p> <p><b>Action 4/03</b></p> <p><b>Decision 4/03</b></p> <p><b>Action 4/04</b></p> <p><b>Action 4/05</b></p>	<p><b>Approval of the Project Manager’s report</b></p> <p>The Project Manager introduced his report of the previous months and highlighted the milestones achieved and the promotional actions completed. With respect to the latter issues he identified an additional challenge for COPRAS marketing itself “internally” (e.g. focusing on technical bodies or working groups) as well as creating higher visibility among ICTSB members in general. A more comprehensive publicity approach (e.g. using the generic brochure now available) may help in this respect.</p> <p>The CSG <b>decided</b> to reinforce the importance of a comprehensive internal marketing approach.</p> <p>The Project Manager’s report was approved noting that an additional presentation given by the Chairman in Paris will be added to the list in section 1a of the report.</p> <p><b>The Chairman to forward the slides of the presentation he gave in Paris to the Project Manager.</b></p> <p>As far as the project’s management of resources is concerned, the Project Manager mentioned that different policies among consortium partners in tracking days spent on the project created some complications with respect to the level of detail in the project’s resource management. The project’s tracking of resources may therefore need to be reviewed.</p> <p>The CSG <b>decided</b> reporting on resources spend will be done on an annual level (i.e. in the Progress reports) rather than on a quarterly basis.</p> <p><b>All consortium partners to provide information on resources spent to the Project Manager in time for the Progress reports.</b></p> <p><b>All consortium partners to signal any upcoming complications with respect to available resources to the Project Manager.</b></p>	<p><b>04 (04) 03</b></p>

<b>Action 4/06</b>	<b>The Project Manager to distribute a template for reporting on resources spent among the consortium partners, as well as a forecast with respect to the resources required for the project.</b>	
<b>Action 4/07</b>	<b>The Open Group to forward a cost statement and activity reporting template to the Project Manager.</b>	
<b>Decision 4/04</b>	The CSG <b>approved</b> the transfer of 2 man/months of W3C's WP4 resources to its WP5 resources.	
<b>Action 4/08</b>	<b>The Project Manager to record the transfer of W3C's resources from WP4 to WP5 in the first Progress report.</b>	
<b>Decision 4/05</b>	Taking into account some editorial changes to be made, the CSG <b>approved</b> the Project Manager's quarterly report.	
<b>5</b>	<p><b>Communication and interaction with the Commission</b></p> <p>The Chairman, accompanied by James Boyd and the Project Manager had a useful discussion with Peter Wintlev-Jensen from the Commission on cascading information to various people in DG INFSO. The Commission may be able to improve things and in fact more references to COPRAS are gradually emerging in Commission circles. In this respect the project seemed to have raised interest among those preparing for FP7 as well and a more specific focus on standards (e.g. in one of the calls) had been put forward by the Chairman in one FP7 consultation meeting.</p> <p>With respect to FP6 calls 4 and 5 the CSG discussed a number of options how it would be able to support projects in these calls, taking into account the limitation of COPRAS' resources and the timing of the release of the 'Interim generic material'. Several possibilities in this respect were discussed (e.g. a pre-release of the Interim generic material based on the information package and/or the questionnaire, a template for structuring contributions to standardization or an outline of standards proposal). In any case, material should be downloadable from the COPRAS web site and a link should be available on the CORDIS web site.</p> <p><b>Decision 4/06</b></p> <p>It is <b>decided</b> the possibilities for COPRAS supporting projects in FP6 calls 4 and 5 should be discussed with the Commission.</p> <p><b>Action 4/09</b></p> <p><b>The Project Manager to make a proposal how to support projects in FP6 calls 4 and 5 and to arrange a meeting with Peter Wintlev-Jensen.</b></p>	<b>04 (04) 02</b>
<b>6</b>	<p><b>Contractual issues</b></p> <p>The contractual issues had been already discussed under other agenda items. All current issues had been resolved.</p>	
<b>7</b>	<b>Project Organization</b>	
<b>7.1</b>	<p><b>Review tasks, milestones &amp; resources</b></p> <p>These have already been addressed in the Project manager's quarterly report; at the moment there are no issues to be dealt with by the CSG.</p>	
<b>7.2</b>	<b>Deliverables for approval</b>	<b>04 (04) 04</b>

	<p>The Project Manager presented the Information analysis report for call 1 (deliverable D06), that was prepared by Dr. Tatiana Kovacikova on behalf of ETSI, the WP3 lead partner, and was extracted from the draft Information analysis and project selection report submitted to the CSG 27<sup>th</sup> August 2004.</p> <p>The Chairman underlined the conclusions as stated in chapter 4 of the document, stating that it presented a detailed and useful record that can be referred back to on future occasions. It should be mentioned however that COPRAS was not able to address eSafety projects although some clear links with ongoing standardization processes had been indicated in the report. This may be addressed through the ICTSB/ITSSG although more impetus needs to be put on the matter. A liaison with the eSafety initiative and/or ERTICO may also be helpful here.</p> <p>In those areas where the response rates are still low, COPRAS may not be able to give a lot of support as projects may still be in an implementation phase and many may not yet have reached the critical mass required for approaching standards bodies. Projects may therefore decide just to start working with the technology they developed building on consensus achieved on an ad-hoc basis rather than through standardization processes.</p> <p><b>Decision 4/07</b></p> <p>The CSG <b>decided</b> to approve the Information analysis report for call 1 (deliverable D06).</p> <p>Following the approval of the Information analysis report the Project Manager introduced the list of selected projects (deliverable D07), that was prepared by Dr. Tatiana Kovacikova on behalf of ETSI, the WP3 lead partner, and was also extracted from the draft Information analysis and project selection report submitted to the CSG 27<sup>th</sup> August 2004.</p> <p><b>Decision 4/08</b></p> <p>Taking into account several editorial comments, the CSG <b>approved</b> the list of selected projects (deliverable D06).</p> <p>Finally, the Project Manager introduced the Kick-off meeting report for call 1 (deliverable D08), the last document that was prepared by Dr. Tatiana Kovacikova on behalf of ETSI, the WP3 lead partner.</p> <p>Following remarks already discussed in respect of the Project manager's quarterly report, it was observed that relatively few standards technical groups were actually present at the kick-off meeting. This may be due to practical circumstances, but on the other several organizations still need to be persuaded of the added value COPRAS is generating. On the other hand it was recognized the actual interfaces between projects and standards bodies will be arranged during WP4.</p> <p>Among other things the Chairman concluded different break out sessions may have adopted different approaches, which may not necessarily be wrong as it may reflect differences between areas of standardization. Consequently, the level of commonality between projects</p>	<p><b>04 (04) 05</b> <b>04 (04) 06</b></p>
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<p><b>Decision 4/09</b></p>	<p>would differ also between break-out sessions. According to Scott Hansen, in some cases it showed it was not so easy to define what the actual clusters were and some may have to be split differently for the action plans. Some break out sessions had turned into more of an exchange of visions. Also COPRAS may not be optimal for helping IPs because of its own limited planning horizon; the second (implementation) phase of IPs would usually follow after the completion of a first 18 to 24 months period. Nevertheless most clusters had good results and got somehow on the way of starting a standards action plan. Also the pre-meeting mechanism worked well.</p> <p>The Project Manager underlined that in general there was not enough time for discussions in the meeting. In future such meetings, projects should probably be encouraged to provide more slides on actual standards-related issues and fewer on general project presentations.</p> <p>In was also recognized by the CSG that COPRAS has sufficient members to create activities in the event that there is no relevant work elsewhere. Nevertheless, if the feeling amongst the standards bodies is that a project should rather not pursue certain standardization goals, this should be communicated as well. Also it should be clear – as a general rule – that the respective COPRAS consortium partners are responsible for the actions and issues resulting from the break-out sessions, also with respect to fitting together things when multiple standards bodies are interested in addressing a single piece of project output.</p> <p>Taking into account a number of editorial comments the CSG <b>approved</b> the Kick-off meeting report for call 1 (deliverable D08).</p>	
<p><b>7.3</b></p>	<p><b>Discussion on COPRAS' policy with respect to projects that multiple consortium partners have an interest in</b></p> <p>More than one COPRAS consortium partner may have an interest in a certain project. These situations will have to be addressed on a case by case basis amongst the consortium partners. Also the issue will have to be addressed as appropriate in the Standards Action Plan.</p>	
<p><b>7.4</b></p> <p><b>Decision 4/10</b></p> <p><b>Action 4/10</b></p>	<p><b>Promotional activities</b></p> <p>The Project Manager introduced a revision of the COPRAS Marketing Plan, as agreed during the last CSG meeting. The new version of the document is focused on the project's short and mid range marketing and dissemination policy, rather than covering the whole range of WP5 activities.</p> <p>The CSG discussed the new version of the Marketing Plan as well as the actions listed and agreed on the following decisions and actions:</p> <p>A liaison page on the COPRAS web site targeting other standards bodies is not seen as necessary anymore.</p> <p><b>Daniel Dardallier to check what the actual number of hits on the COPRAS web site is.</b></p>	<p><b>03 (04) 05r1 03 (04) 05 04 (04) 07</b></p>

<p><b>Decision 4/11</b></p>	<p>Mailing lists will be organized on a per cluster basis and relevant technical groups will be added. The general COPRAS mailing list will have a 'broadcast' character rather than a 'forum' character.</p>	
<p><b>Action 4/11</b></p>	<p><b>Rigo Wenning to write a proposal with respect to usage of mailing lists.</b></p>	
<p><b>Decision 4/12</b></p>	<p>As a list of relevant standards meetings and events could be quite long, this list will be structured according to the clustering of projects.</p>	
<p><b>Action 4/12</b></p>	<p><b>The Open Group and CENELEC to collect a list of relevant public events (summits, (small) congresses, conferences, consortium meetings, workshops, CA or SSA organized meetings, etc.).</b></p>	
<p><b>Decision 4/13</b></p>	<p>The CSG <b>decided</b> to contact Commission Project Officers with respect to COPRAS attending (specifically call 1 projects') concertation meetings by means of a generic mail.</p>	
<p><b>Action 4/13</b></p>	<p><b>The Chairman to address Commission Project Officers in a generic mail.</b></p>	
<p><b>Action 4/14</b></p>	<p><b>The Project Manager to inform the Chairman where names and e-mail addresses of relevant Commission Project Officers can be found on the CORDIS web site.</b></p>	
<p><b>Decision 4/14</b></p>	<p>Publications in newsletters will be dealt with on a case by case basis.</p>	
<p><b>Action 4/15</b></p>	<p><b>All partners to notify relevant opportunities with respect to COPRAS publications in newsletters to W3C.</b></p>	
<p><b>Action 4/16</b></p>	<p><b>W3C to consider a COPRAS newsletter type activity the same banner as the public mailing list.</b></p> <p>The Project Manager informed the CSG that a proposal for a networking event had been submitted for IST2004, next to the stand COPRAS already has at the exhibition. In case the proposed event will be confirmed, the session will have to be prepared.</p>	
<p><b>Decision 4/15</b></p>	<p>If the networking event submitted for IST2004 will be confirmed, COPRAS will base it on the kick-off meeting presentations and results, and present the project, its interim results and possible roads towards standardization.</p> <p>For the networking session, it was not regarded necessary to promote standardization in general, as one would not want us to push this, except on the level of how COPRAS can support projects.</p>	
<p><b>Action 4/17</b></p>	<p><b>All consortium partners to signal their interest in the COPRAS networking session on the CORDIS web site.</b></p> <p>With respect to generic display material, all consortium partners indicated they started distributing the generic brochure. No information on additional generic display material (e.g. self-standing banners for other conferences) is available yet; budget may however be available for producing panels for exhibition stands. For IST2004 this is however not relevant as the exhibition space is too small and lead time too short.</p>	

<b>Action 4/18</b>	<p><b>CEN to prepare a proposal for COPRAS generic display material including a cost calculation and circulate this electronically.</b></p> <p>With respect to other upcoming events the Project Manager informed the CSG that COPRAS would be present at the Bruges broadband conference 8<sup>th</sup> – 10<sup>th</sup> December as well as at the NAVSHP D2 concertation meeting in Nice in early December. He also indicated that proposals for the 2005 Mobile and Wireless summit in Dresden will have to be submitted at the latest by 31<sup>st</sup> January 2005.</p>	
<b>7.5</b>	<p><b>Planning of the project for the next quarter</b></p> <p>During the next months the project team will be defining and implementing the Standards Action Plans for call 1 projects. The Open Group will be the lead partner in this Work Package. The work on Standards Action Plans will be in line with the definition of clusters in the break-out sessions and aim to establish Memorandums of Understanding between COPRAS and clusters of projects. The Plans will focus on actions and actual tasks to be done by each of the participants and contain specifications of delivery dates, resources, technical work, specification activities, consensus building work, dissemination actions, or just information for projects helping them how to get support for their ideas. The first step in this process is planned for mid-December while the first tangible results should be available by the first half of January 2005. The end of March 2005 will see the consolidation of the individual Standards Action Plans, having a 2 year horizon, as well as a 'rolling action plan' for monitoring the execution of the plans. The latter however is not a formal deliverable. The next meeting of the project team will be held on 8<sup>th</sup> December in Bruges.</p>	
<b>Action 3/19</b>	<p><b>The Chairman to check who can represent CEN at the next project team meeting.</b></p> <p>In view of the start of WP2 activities addressing call 2, the Project Manager indicated the allocation of Strategic Objectives over consortium partners, originally determined in section 6.1.4 of the Implementation plan, may need to be reconsidered. This may however also depend on the number of projects in the Strategic objectives.</p>	
<b>Decision 4/16</b>	<p>The CSG decided that 'Cross-media content for leisure and entertainment' will be allocated to CENELEC while 'Open development platforms for software and services' will be assigned to CEN.</p>	
<b>Action 4/20</b>	<p><b>The Project Manager to distribute the list of projects for discussing allocation of Strategic Objectives to consortium partners.</b></p>	
<b>Action 4/21</b>	<p><b>W3C to check whether they could address Strategic Objective 'GRID-based systems for solving complex problems'.</b></p>	
<b>8</b>	<b>AOB</b>	
<b>9</b>	<b>Close and proposed 2005 CSG meetings:</b>	
<b>Decision</b>	The CSG <b>decided</b> to schedule its 5 <sup>th</sup> meeting for 16 <sup>th</sup>	

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<b>4/17</b>	<p>March 2005 at W3C in Sophia Antipolis, its 6<sup>th</sup> meeting on 22<sup>nd</sup> June 2005 at CEN in Brussels, and its 7<sup>th</sup> meeting 24<sup>th</sup> November 2005 at ETSI in Sophia Antipolis.</p> <p>The Chairman expressed the CSG's appreciation for the excellent work of the project team and closed the meeting.</p>	
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**Annex 1: List of decisions from the 4<sup>th</sup> COPRAS Steering Group meeting 27/10/2004**

<b>Number</b>	<b>Decision</b>
4/01	The responsibility to contact these remaining projects in call 1 will be transferred to individual consortium partners, dealing with this outside COPRAS and avoiding the project to overload itself.
4/02	The CSG decided to reinforce the importance of a comprehensive internal marketing approach.
4/03	The CSG decided reporting on resources spend will be done on an annual level (i.e. in the Progress reports) rather than on a quarterly basis.
4/04	The CSG approved the transfer of 2 man/months of W3C's WP4 resources to its WP5 resources.
4/05	Taking into account some editorial changes to be made, the CSG approved the Project Manager's quarterly report.
4/06	It is decided the possibilities for COPRAS supporting projects in FP6 calls 4 and 5 should be discussed with the Commission.
4/07	The CSG decided to approve the Information analysis report for call 1 (deliverable D06).
4/08	Taking into account several editorial comments, the CSG approved the list of selected projects (deliverable D06).
4/09	Taking into account a number of editorial comments the CSG approved the Kick-off meeting report for call 1 (deliverable D08).
4/10	A liaison page on the COPRAS web site targeting other standards bodies is not seen as necessary anymore.
4/11	Mailing lists will be organized on a per cluster basis and relevant technical groups will be added. The general COPRAS mailing list will have a 'broadcast' character rather than a 'forum' character.
4/12	As a list of relevant standards meetings and events could be quite long, this list will be structured according to the clustering of projects.
4/13	The CSG decided to contact Commission Project Officers with respect to COPRAS attending (specifically call 1 projects') concertation meetings by means of a generic mail.
4/14	Publications in newsletters will be dealt with on a case by case basis.
4/15	If the networking event submitted for IST2004 will be confirmed, COPRAS will base it on the kick-off meeting presentations and results, and present the project, its interim results and possible roads towards standardization.
4/16	The CSG decided that 'Cross-media content for leisure and entertainment' will be allocated to CENELEC while 'Open development platforms for software and services' will be assigned to CEN.
4/17	The CSG decided to schedule its 5 <sup>th</sup> meeting for 16 <sup>th</sup> March 2005 at W3C in Sophia Antipolis, its 6 <sup>th</sup> meeting 22 <sup>nd</sup> on June 2005 at CEN in Brussels and its 7 <sup>th</sup> meeting 24 <sup>th</sup> November 2005 at ETSI in Sophia Antipolis.



**Annex 2: List of actions from the 4<sup>th</sup> COPRAS Steering Group meeting 27/10/2004**

<b>Number</b>	<b>Action</b>	<b>Status</b>
4/01	The Project Manager to contact W3C in order to set up a repository of information containing consortium partners contacts with IST projects outside COPRAS.	Completed
4/02	All consortium partners to notify relevant actions or contacts with projects through this repository.	Ongoing
4/03	The Chairman to forward the slides of the presentation he gave in Paris to the Project Manager.	Completed
4/04	All consortium partners to provide information on resources spent to the Project Manager in time for the Progress reports.	Completed
4/05	All consortium partners to signal any upcoming complications with respect to available resources to the Project Manager.	Ongoing
4/06	The Project Manager to distribute a template for reporting on resources spent among the consortium partners, as well as a forecast with respect to the resources required for the project.	Completed
4/07	The Open Group to forward a cost statement and activity reporting template to the Project Manager.	Completed
4/08	The Project Manager to record the transfer of W3C's resources from WP4 to WP5 in the first Progress report.	Completed
4/09	The Project Manager to make a proposal how to support projects in FP6 calls 4 and 5 and to arrange a meeting with Peter Wintlev-Jensen.	Completed
4/10	Daniel Dardallier to check what the actual number of hits on the COPRAS web site is	Overtaken
4/11	Rigo Wenning to write a proposal with respect to usage of mailing lists.	Completed
4/12	The Open Group and CENELEC to collect a list of relevant public events (summits, (small) congresses, conferences, consortium meetings, work shops, CA or SSA organized meetings, etc.)	Overtaken
4/13	The Chairman to address Commission Project Offices in a generic mail.	Completed
4/14	The Project Manager to inform the Chairman where names and e-mail addresses of relevant Commission Project Officers can be found on the CORDIS web site.	Completed
4/15	All partners to notify relevant opportunities with respect to COPRAS publications in newsletters to W3C.	Ongoing
4/16	W3C to consider a COPRAS newsletter type activity the same banner as the public mailing list.	Overtaken
4/17	All consortium partners to signal their interest in the COPRAS networking session on the CORDIS web site.	Completed
4/18	CEN to prepare a proposal for COPRAS generic display material including a cost calculation and circulate this electronically.	Pending
4/19	The Chairman to check who can represent CEN at the next project team meeting.	Completed
4/20	The Project Manager to distribute the list of projects for	Completed

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	discussing allocation of Strategic Objectives to consortium partners.	
4/21	W3C to check whether they could address Strategic Objective 'GRID-based systems for solving complex problems'	Completed