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1. Executive summary

The Cooperation Platform for Research and Standards was initiated with the goal to improve the interface between IST research and standardization. It was set up early 2004 as a 3-year FP6 Specific Support Action by the three European Standards Organizations, CEN, CENELEC & ETSI, together with the Open Group and the World Wide Web Consortium. The two main objective for COPRAS are:

- To directly support FP6 IST projects in Calls 1 & 2 with their interfacing with the standards world, by helping them to structure their communication and cooperation with standards organizations, and;
- To support IST/ICT projects in future Calls and Framework Programmes by developing a set of Generic Guidelines helping them to contact the right standards organizations and to build in the interface to standardization into their project proposals and work programs.

During its second reporting period, between February 2005 and January 2006, COPRAS has produced several of its main deliverables, such as

- Standardization Action Plans for selected IST projects in FP6 Calls 1 & 2;
- Generic guidelines for IST projects interfacing with ICT standards organizations, and;
- A study mapping EU funded research with the standardization topics that are currently most relevant in Europe.

It has based these deliverables on the information, knowledge and experience it build up during its first reporting period, as well as on the feedback and recommendations it received during its first periodic review.

COPRAS' prime objective during the first reporting period was to ensure all projects that have standards-related output could be identified. This was addressed by gathering information on all projects in FP6 Calls 1 & 2, and subsequently by analyzing this information and selecting projects. For both Calls this generated response rates over 50% as shown in the tables below, which enabled COPRAS to establish contacts and cooperation with a substantial number of projects.

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	16
2	111	111	107	> 44	55	>9<11	41	>9<11	9
Total	**287**	**287**	**271**	**> 114**	**147**	**>23<29**	**81**	**>23<29**	**25**

As the table shows, these steps so far led to the development of Standardization Action Plans for 25 projects already, with additional plans still in the pipeline,[1] of which part are individual (i.e. focus on a specific project's standardization requirements) and part are clustered (i.e. define actions of several projects in a Strategic Objective towards common or joint standardization goals). The plans stretch across 13 out of the 18 Strategic Objectives in FP6 Calls 1 & 2 that COPRAS addressed, as the following table shows.

Standardization area	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	ARTEMIS	Individual	2.3.1.6
	SATINE	Individual	2.3.1.9
Multimodal interfaces	SIMILAR	Individual	2.3.1.11
	TALK	Individual	2.3.1.6

[1] Standardization Action Plans for the POLYMNIA project, the GRID cluster as well as for several projects in the Call 5 Collaborative Working Environments are expected to be completed during the first half of the last reporting period.

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
Embedded systems	HIJA	Clustered	2.3.2.5
	DECOS	Clustered	2.3.2.5
	ASSERT	Clustered	2.3.2.5
	ASSIST 2	Clustered	2.3.2.5
Wearable computing	wearIT@work	Individual	2.3.2.6
Cross-media content	IPerG	Individual	2.3.2.7
Risk management	EUROPCOM	Individual	2.3.2.9
eInclusion	EUAIN	Individual	2.3.2.10
	Support-EAM	Individual	2.3.2.10

Standardization Action Plans will help projects working towards realistic objectives that are actually achievable within the limitations of their own timing and resources, as well as within the boundaries of the main focus areas of the relevant standardization landscape. The plans encourage projects to start their interfacing with standards organizations at an earlier point in time and therefore decrease the 'standardization gap' that many times occurs at the end of a projects' lifespan.

As Standardization Action Plans generally cover a 12-18 month period, and the execution of plans for projects in Call 1 did not start until 6-8 months ago, it is still too early to demonstrate tangible results such as standardization deliverables, from the actions described in the plans. Although the actual execution of the plans is not a part of COPRAS' work plan, it will monitor progress, and document the results individual or clustered projects will achieve, through 'case study' brochures. Several of these brochures have already been produced (e.g. for the ENTHRONE and GANDALF projects), and more will follow throughout the course of COPRAS' final reporting period.

During its second reporting period COPRAS spend considerable effort using, transforming and translating the information and knowledge it build working with projects in Calls 1 & 2, into deliverables addressing the more generic aspects of RTD/standards interfacing in ICT. As a first step, COPRAS developed a set of 'Generic guidelines for IST projects interfacing with ICT standards organizations', helping for example projects in IST Calls 4 & 5 building their standardization activities into their work plans already at the start of their activities.

The guidelines, that can be found in their entirety at www.copras.org demonstrate the benefits of standardization to projects (and their consortium partners), and help determining whether or not an interface with standardization should be pursued. They explain the different social-economic purposes of standards and standardization processes while at the same time underlining that standardization can be quite beneficial to research projects.

The Generic Guidelines explain standardization as a process that begins at the concept stage of a proposal, and involves a sequence of actions to achieve a specific result, thus indicating the most important milestones within a project lifespan where standardization should be considered. However, as standardization processes may take up to 3 or 4 years, the guidelines also underline that it is recommended to plan interfacing with standards organizations at the beginning of a project's activities.

As the number of ICT standards bodies is quite large, the Generic Guidelines are expected to establish an important tool enabling future IST research projects to find the right organization to pass their output through. For the purpose of strengthening their impact, COPRAS developed additional support material such as a dedicated brochure and a dedicated section on its web site on the Generic Guidelines, and ensured the support from many different Units within the Commission for their distribution among the IST research community. In this respect, statistics show that with more than 50.000 direct hits on the generic guidelines related pages on the COPRAS web sites, its dissemination strategy can be called successful.

Although initial feedback with respect to the Generic guidelines has already been very positive, a more systematic analysis of the impact and usefulness of this material will be conducted by COPRAS among projects in Calls 4 (and possibly Call 5), during its last reporting period. This information will be combined with feedback received from other stakeholders such as the standards community and Commission Project Officers, and serve the upgrading of the Generic guidelines.

Following recommendations from its first annual review, COPRAS decided not to address projects in Call 3 in the same way as it hade addressed Calls 1 & 2, but instead to allocate more resources to improving the sustainability of its results, and to address several broader aspects of RTD/standards interfacing as well. Apart from the Generic guidelines, this also generated a reverse mapping report, holding the topics addressed by EU funded research against the most important areas identified by European standards organizations today.

In this respect, the picture of a relatively good balance already demonstrated by the variety of topics addressed in the Call 1 & 2 Standardization Action Plans, returns in the results of the reverse mapping analysis. Research areas addressed by projects in Calls 1 & 2 mapped against the main standardization topics of 11 different organizations, demonstrate the standards world actually sees most of its mainstream areas addressed by research., as also shown in the table below.

Standards organization	Number of main standardization areas	Number of areas covered at least by one of the projects	%
CEN/ISSS	13	10	76,9
CENELEC	10	5	50,0
ETSI	21	14	66,7
DVB	8	16	50,0
Ecma International	9	2	22,2
ERTICO	1	1	100,0
OASIS	19	19	100,0
OMG	7	7	100,0
RosettaNET	7	7	100,0
W3C	9	9	100,0
The Open Group	22	21	95,5
Total	**126**	**111**	**88,1**

Looking at its activities and results during the second reporting period, it can be concluded that COPRAS successfully developed a series of clustered and individual Standards Action Plans with projects in FP6 IST Calls 1 & 2, which will proceed through their execution phase during the last reporting period. Moreover, experience from, and information generated through the activities towards projects in Calls 1 & 2 were used to develop Generic guidelines for IST projects interfacing with ICT standards bodies, as well as to map research topics identified by projects in these Calls, against the currently most relevant standardization topics among the main European standards organizations.

For its last reporting period, COPRAS will focus on monitoring the execution of the Standardization Action Plans and on disseminating the results that will be achieved here. Moreover, it will further improve, and disseminate the Generic guidelines, while specifically focusing on the sustainability of its deliverables for projects in future Calls and Framework Programmes. Further, it will retrieve feedback from the relevant constituencies on the usage and usefulness of the guidelines and other deliverables developed by COPRAS, and evaluate these, in the broader context of the RTD/standards interfacing process in ICT , at an Open Meeting, as well as in evaluation reports.

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2. Objectives and achievements

The Cooperation Platform for Research and Standards (COPRAS) was initiated with the goal to improve the interface between IST research and standardization. It was set up early in 2004 as a 3-year FP6 Specific Support Action by three European Standards Organizations, CEN, CENELEC & ETSI, together with the Open Group and the World Wide Web Consortium, all constituent members of the ICT Standards Board, the coordinating forum for ICT standardization bodies in Europe.

The two main objective of COPRAS are directly to support FP6 IST projects in Calls 1 & 2 with their interfacing with the standards world, as well as to support IST/ICT projects in future Calls or Framework Programmes by developing a set of Generic Guidelines helping them to contact the right standards organizations and to build in the interface to standardization into their project proposals and work programs. While doing so, COPRAS will at the same time increase awareness of IST Research and Technical Development among the European standards community.

The background for the objectives and goals developed by COPRAS lies in the fact that the interface between standards and research is crucial to the success of both activities. Optimizing the interfacing process has therefore been considered at length, and one of the essential findings indicated the importance of ensuring 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 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 an initial single entry point for IST projects, enabling them to overcome potential barriers to developing standard-based solutions. This will allow research projects to avoiding part of the workload involved with determining whether – and if so, how, and with whom – they should interface in order to pass their output through standardization.

This second chapter of the Activity report for the second period intends to provide a brief overview of the goals that the consortium partners set out for the second reporting period, and also to provide a quick overview of the main results that were achieved and the corrective actions that had to be taken during this reporting period, in order to keep the project on track towards its main overall targets.

2.1 Goals and objectives for the reporting period

For the second reporting period, the above mentioned overall objectives were translated into the following operational goals for the activities in the Work Packages:

Although **WP2** activities towards Calls 1 & 2 had been almost completed by the time the first reporting period ended, a small part of the information gathering process also continued into the second reporting period. The main goal here was to ensure that those Call 2 projects that could be expected to generate output for standards bodies and that would most likely benefit from cooperation with COPRAS could be sufficiently identified. The target therefore remained to ensure feedback to the questionnaire from 40-50% of the projects in this Call was received, to ensure a sufficiently large basis for identifying and selecting those that would require an interface to standardization.

Similar to Call 1, for **WP3** the objective was to analyze the responses from those projects in Call 2 that provided feedback to the questionnaire, as well as the information on the projects' activities that was available from public sources, to select those projects that were most likely to benefit from cooperation with COPRAS, and to subsequently invite these to a "kick-off" meeting jump-starting the work on Standardization Action Plans.

In addition – and following the recommendations from the first project review – WP3 aimed to analyse to which extent the topics that are currently most relevant to the main standards organizations are addressed by projects in IST Calls 1 & 2, thus identifying possible gaps in terms of standards areas or standards organizations not being sufficiently covered.

Consequently, during the second reporting period, targets for the activities in WP3 were the following:

- analyze the information gathered for projects in Call 2 and select between 9 and 11 candidates that are likely to generate 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;
- invite the selected projects in Call 2 as well as other stakeholders (e.g. representatives standards organizations, Commission Project Officers or external experts) relevant to the standards areas addressed to the Call 2 kick-off meeting in order to initiate cooperation between at least 9 selected projects and standards bodies;
- perform a 'reverse mapping' analysis following the information analysis and project selection process for Call 2, identifying whether Commission funded projects sufficiently address the standardization topics currently regarded most relevant inside the standards environment.

WP4 objectives for the second reporting period encompass the development of the Standardization Action Plans for projects in Call 1 as well as in Call 2. Moreover, although formally not within the scope of COPRAS,[2] monitoring the start of the execution of the plans for the projects in Call 1 is one of the targets for this reporting period. This led to defining the following targets for this WP:

- conclude and agree Standardization Action Plans with at least 14 Call 1 projects (out of those that were invited to the kick-off meeting) that agreed to structure their cooperation with standards bodies in this way.
- conclude and agree Standardization Action Plans with at least 9 Call 2 projects (out of those that were invited to the kick-off meeting) that agreed to structure their cooperation with standards bodies in this way.
- put mechanisms in place to monitor and stimulate the execution of the Standardization Action Plans for Call 1 projects, keeping track of results being achieved and fine tuning possible COPRAS activity working towards this achievement.

Reaching the operational goals in Work Packages 2, 3 and 4 as specified above will enable COPRAS to reach the first of its main objectives, i.e. to act as a platform for FP6 projects wishing to upgrade their deliverables through standardization. An aggregate quantification of the targets in these 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		>9<11		>9<11	

The main target for activities in **WP5** during the second reporting period concentrates on COPRAS' second main goal, i.e. the preparation of generic tools and information on the interfacing process between IST projects and ICT standards bodies. This material can be used by project consortia (e.g. in FP6 Calls 4 and beyond) to build the interface to standardization already into their first proposals. It will also support Commission Project Officers and project reviewers in the evaluation of submitted proposals and results achieved.

Also taking into account the recommendations from the first COPRAS review, the objective for this WP during the second reporting period has been focussed on the development of the first version of the generic material, as well as on the dissemination and promotion of this, and other deliv-

[2] Executing Standardization Action Plans remains a matter between individual projects and standards organizations. COPRAS will however stimulate and monitor this process, supporting it according to the action steps determined in the plans.

erables and (interim) results, to all relevant constituencies. Operational targets for the second reporting period therefore were to:

- develop the document version of the "Generic Guidelines for IST projects interfacing with ICT standards organizations", aiming to support projects in IST Calls 4 & 5, and to develop a brochure creating awareness for, and promoting the usage of this deliverable;
- update the project's dissemination and exploitation plan and strategy, to focus these more specifically on the communication of the generic material to the IST project community, as well as on the available mechanisms to maintain this part of COPRAS' achievements on a longer term basis, beyond its own lifespan;
- update and re-vamp the COPRAS web site, both from a content and look-and-feel perspective and to build a first version of an interactive "Generic Guidelines Platform" to be launched towards the end of the second reporting period;
- reinforce the dissemination and communication strategy, presenting COPRAS, its benefits and its results to the IST community, the ICT standards environment and other relevant stakeholders such as Commission Project Officers;
- translate into brochures – following the execution of the Call 1 Standardization Action Plans – projects' experiences and results from their interfacing with standardization.

For **WP6**, target for the second reporting period, next to the overall coordination of the project, was the conclusion of the interim Evaluation Report, addressing the results achieved by COPRAS so far, and – to the extent possible – evaluating the effects of the Standardization Action Plans and the interim generic material. This needs however to take into account that halfway though the project may in fact be too premature for an assessment of the results achieved in these two specific areas.

2.2 Achievements and results

During the second reporting period COPRAS has been able to remain on track with respect to the quantitative targets it has set itself for Calls 1 & 2, and in this respect it has managed to keep the results of the project at the same level as it did for the first reporting period. This is also indicated 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	164	> 70	92	>14<18	40	>14<18	16
2	111	111	107	> 44	55	>9<11	41	>9<11	9

In the 3 Work Packages (WP2, WP3 & WP4) that establish the core of the COPRAS activities, the project managed to match the upper limits of its quantitative targets, with Standardization Action Plans developed for 28 projects. In this respect, the figures also show that the relatively high number of selected projects for both calls proved to be necessary in order to be able to conclude Standardization Action Plans with a sufficient number of projects.

The table also shows that there are no significant differences between the results achieved in Call 1 and those achieved in Call 2 despite the fact that projects in Call 1 were perhaps relatively more focused towards 'traditional' standardization areas and organizations, while those in Call 2 were more focused towards 'innovative' areas and organizations. This is also an indication that COPRAS, despite having most of its roots in the more traditional areas of standardization, did manage to cover the complete standardization landscape in a balanced way. A more detailed overview of the results achieved in Work Packages 2, 3 and 4 can be found in sections 3.1, 3.2 and 3.3 of this report.

This picture of a relatively good balance between standards areas and organizations addressed also returns in the results of the 'reverse mapping' that was carried out in WP3. For this activity, standards areas covered by projects in Calls 1 & 2 were mapped against the main topics currently addressed by 11 standards organizations participating in the ICT Standards Board. The table below,

indicating the percentage of these topics actually addressed by one or more projects, demonstrates that more than half of these organizations have virtually all relevant areas covered, although this figure is significantly below average for 4 organizations (Ecma International, DVB, CENELEC and ETSI).

Standards organization	Number of main standardization areas	Number of areas covered at least by one of the projects	%
CEN/ISSS	13	10	76,9
CENELEC	10	5	50,0
ETSI	21	14	66,7
DVB	8	16	50,0
Ecma International	9	2	22,2
ERTICO	1	1	100,0
OASIS	19	19	100,0
OMG	7	7	100,0
RosettaNET	7	7	100,0
W3C	9	9	100,0
The Open Group	22	21	95,5
Total	**126**	**111**	**88,1**

As far as COPRAS' second main objective for the second reporting period is concerned, i.e. the work on the development and dissemination of the interim generic material, several good results were achieved. First of all, the first version of the "Generic Guidelines for IST projects interfacing with ICT standards organizations", released 20 July 2005, was distributed to those Heads of Units, Deputy Heads of Unit, and Project Officers overseeing all Strategic Objectives in Calls 4 and 5. This was also done with the Generic Guidelines brochure, developed at the end of August 2005, in order to re-encourage Project Officers to share this information with those projects or project consortia in Calls 4 and 5 that they were overseeing.

Further to these 'direct' dissemination activities, both the Generic Guidelines and the brochure were made downloadable from the COPRAS web site, and marketed on the home page as well as through many other different means such as seminars, conferences, concertation meetings, etc. Although it remains difficult to assess the actual impact and usage of the Generic Guidelines through these figures, statistics show an encouraging number of almost 30,000 direct hits on the HTML and pdf versions of the Generic Guidelines and the brochure, since these were made available on line. A full account of the activities and results in WP5 is given in section 3.4 of this report as well as in the Plan for usage and disseminating knowledge and results in Annex A.

Reviewing COPRAS' achievements towards the two main goals for the second reporting period, it should be concluded that COPRAS remains well on track towards accomplishing its overall objectives. The project managed to develop Standardization Action Plans with more than 25 different projects, half of which clustered around a specific standardization area, and although not all of these plans may eventually generate tangible results, the envisaged number of six tangible contributions to standardization, seems well within reach. Further, the initial success and positive feedback received as a result of the first release of the Generic Guidelines not only confirm initial observations that there is a genuine demand among IST projects and other stakeholders for this type of support, but also provides COPRAS with a good starting position for retrieving structural feedback from the IST project community on the usefulness – and possible improvement – of such Generic Guidelines.

2.3 Issues and corrective actions

During the second reporting period again several (major) changes were made to the project's work plan, partly to implement the recommendations from the first project review, and partly to adjust to external circumstances, i.e. to put the project in a better position for reaching its targets, or to improve interim results. The main change in this respect was that it was decided, following one of the recommendations from the first project review, not to address Call 3 anymore, and instead allocate the resources becoming available to the improvement and dissemination of the interim generic material, i.e. the "Generic Guidelines for IST projects interfacing with ICT standards organizations. As a result of this, Call 3 milestones and deliverables were replaced with new deliverables, focus-

ing on the improvement, dissemination and evaluation of these Generic Guidelines. More specific information on this can be found in section 4.3.

Further to the changes resulting from COPRAS cancelling its activities towards projects in Call 3, only a few other corrective actions were necessary, mainly with respect to the re-scheduling of deliverables. The following sections briefly describe these other adjustments per Work Package; additional information on these can be found in the respective sections in chapter 3.

With respect to **WP3**, the requirement to perform a "reverse mapping" analysis (to be included in the information analysis report for Call 2) led to the postponement of the core deliverables in this Work Package for one month (i.e. from end of June 2005 to the end of July 2005), thus providing the additional time necessary to carry out the additional work involved in the reverse mapping. Ultimately it was decided not to carry out the reverse mapping for Call 2 only, but to address projects in Call 1 as well, and to publish the analysis in a new deliverable scheduled for end of August 2005. The adjustments and the insertion of the new deliverable have not affected the overall planning of the project.

As far as **WP4** was concerned, it proved that the development of Standardization Action Plans strongly depends on the input that can be provided by participating projects into the drafting of the plans, as well as on the participating projects' own internal processes for the approval of the plans. Where the latter aspect was largely responsible for the rescheduling of (and delays in) the completion of deliverable D11 (Standardization Action Plans for Call 1), synchronizing with projects in Call 2 (and hence ensuring timely input to the plans) appeared to be the major issue causing the rescheduling and delay of deliverable D16 (Standardization Action Plans for Call 2).

Although they could not be circumvented, to a certain extent COPRAS has managed the delays by splitting deliverables D11 and D16 into an "A" and a "B" version, the latter being a completed and updated version of the document. This option, rather than simply leaving out the plans for those projects that could not meet the original deadline, was chosen as it has not affected the overall planning of the project.

As documented further on in section 4.3, several new **WP5** deliverables have been inserted into the work plan as a result of the recommendations from the first project review. Nevertheless, the main deliverable (D15 – interim generic material), was initially (as documented in the Activity report over the first reporting period) pushed forward from August 2005 to May 2005. It had to be pushed backwards again to June 2005, and was finally delivered for distribution on 20 July 2005. The main reason for this was the fact that this enabled COPRAS to include findings from the Call 2 kick-off meeting (16 June 2005) into the first release of the Generic Guidelines.

In addition, delays with respect to the finalization of the Call 1 Standardization Action Plans have led to an initial postponement of the delivery of the first set of 'case study brochures' (deliverable D19) until the end of January 2006. Experience teaches that there are quite large differences in the time individual projects need to achieve standardization results that can be documented by means of a brochure. For this reason the delivery of two sizeable 'sets' of these brochures (D19 and D26) appears to be a less logical approach than producing the brochures when the information is available and when they are needed. Nevertheless, for those projects that have reached this stage, brochures have actually been prepared and are grouped together into deliverable D19.

3. Work Package progress

COPRAS' activities are distributed over 6 Work Packages (WPs). The first of these, WP1, encompasses the project management, and will be discussed in section 4 below. The (revised) scope, objectives, progress and achievements in the other five (WP2 to WP6 inclusive), covering the project's support activities, will be discussed in the subsequent sections.

WP2: (1) gathering information from IST projects in Calls 1 & 2 on their standards and standardization related activities and requirements;

(2) gathering feedback from projects in Calls 4 & 5 on their usage of the 'Generic Guidelines for IST projects interfacing with ICT standardization' (deliverable D15).

WP3: (1) analyzing the information gathered in WP2 from projects in Calls 1 & 2 and selecting those projects most likely to benefit from cooperation with COPRAS;
(2) mapping the main current standardization issues among the partners in the ICTSB with the standardization objectives of projects in Calls 1 & 2 of the FP6 IST work programme.

WP4: defining 'Standardization Action Plans', describing in detail concrete paths towards standardization objectives for – and together with – selected projects.

WP5: (1) promotion and dissemination of COPRAS' objectives and results and arranging liaisons with relevant stakeholders in the research, standardization and regulatory communities;
(2) development and promotion of document and interactive platform versions of Generic Guidelines for IST projects in FP6 Calls 4 and beyond helping them with their interfacing with standardization.

WP6: (1) strategic evaluation of the project and its results, specifically where the implementation of the Standardization Action Plans and the effect of the Generic Guidelines are concerned;
(2) overall coordination of the project at the management as well as on the 'working floor' levels.

During the second period, activities in all Work Packages was aimed at establishing contributions by individual (or clustered) projects, working towards Standardization Action Plans, as well as at the generic goals of the project, e.g. the development of Generic Guidelines and reverse mapping.

As far as the core activities for the second reporting period are concerned, focus has been on projects in 10 out of the 12 Strategic Objective in call 1, as well as on projects in 8 out of 10 Strategic Objectives in Call 2, as described in the tables below.

Strategic Objectives in Call 1	
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

Strategic Objectives in Call 2	
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 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

The following sections will describe in more detail per Work Package the 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 first part of the information gathering process, addressing IST projects in FP6 Calls 1 & 2, was formally completed already at the early beginning of the second reporting period, and the informa-

tion gathering report for Call 2 (deliverable D09), although formally a deliverable for the second reporting period, was already presented and discussed at the first project review 17 March 2005.

As it was recommended at the same review, to replace COPRAS' planned activities toward projects in Call 3 by a stronger emphasis on the more generic aspects of, and recommendations for, interfacing between IST projects and ICT standardization, further extensive activities with respect to the gathering of information from projects were not deployed during the second reporting period. For this reason, the overview of WP2 activities in this Activity report will only briefly touch upon the main issues.

The second aspect of the WP2 activities, i.e. gathering feedback from projects in Calls 4 & 5 on their usage of the Generic Guidelines, will fall entirely in the third reporting period, and hence cannot yet be addressed in this report.

3.1.1 WP2: Objectives at the start of the process

The main objective for the first part of the activities defined in WP2 was to ensure that projects expected to produce standards-related output, or indeed requiring an interface with standards bodies for other reasons, were sufficiently identified so they could be invited for closer cooperation and receive tailored support from COPRAS.

The ultimate goal for this part of the process in both Calls 1 and 2 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.

As already demonstrated in the Activity report over the first reporting period, the 56% response rate the Information gathering process for Call 1 generated indeed proved to be sufficient for the quantitative targets in WP3 and WP4 to be achieved as well. Therefore, there were no reasons either to change the objectives, or the targets for Call 2.

3.1.2 WP2: Progress towards the objectives

For Call 2, the information gathering process had already started at the end of November 2004, with targeted projects in 8 out of the 10 Strategic Objectives as listed in the table below:

Strategic Objectives in Call 2	
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

Most of the process steps, such as developing and distributing information packages, sending out questionnaires and following up on this process, were completed during the first reporting period, and have been described in the Activity report over the first period.

As the process however had not been terminated, the final results of the process in terms of responses received could not be indicated. The following table therefore shows this, and indicates a considerable increase of 8 additional responses, taking the total over the targeted 50% hurdle.

Timing	**Step in information gathering process**	**Responses**	**Percentage**
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 (reported in 1st Activity report (D10))	47	43,92%
T+11 weeks	Total	55	51,40%

When comparing the final results in Call 2 with the results in Call 1, it can be concluded that - although the process in Call 1 showed better results, the difference is not significant and in any case for Call 2 the target of > 50% was achieved. Taking a closer look at the distribution of the results across the different instruments, the table below shows that STREPS and IP projects (representing around ¾ of projects and therefore the core of the IST work programme), also take an equal – or higher – share of the results in the information gathering process (respectively 83% and 74% in Calls 1 and 2).[3]

Type of project	Projects addressed				Responses received			
	Call 2		Call 1		Call 2		Call 1	
STREP	54	51%	77	47%	26	47%	52	57%
IP	28	26%	45	27%	15	27%	25	26%
NoE	7	7%	26	16%	3	6%	9	10%
SSA & CA	18	18%	16	10%	11	20%	6	7%
Total	**107**	**100%**	**164**	**100%**	**55**	**100%**	**92**	**100%**

3.1.3 WP2: Deviations from the Work Programme and corrective actions

As there have been virtually no activities in WP2 during the second reporting period there have consequently not been any deviations from the work programme. Moreover, as the results generated by the Call 2 information gathering process again outperformed the targets set (the aggregate Call 1 and Call 2 response rate was even more than 54%), corrective actions as described in the contingency plan were not necessary.[4] Implicitly this was also confirmed by the activities and results towards Call 2 projects in the subsequent Work Packages.

3.1.4 Review planned milestones

As far as WP2 is concerned, there was only one milestone early in the second reporting period, as below. Indicated in the last column is the date of actual achievement.

Number	Title	Planned	Achieved
M2.6	Information Package & questionnaire call 1 ready	20/02/2005	23/02/2005

3.1.5 Deliverables produced

With the Information gathering report for Call 2 marking the end of the information gathering process for the time being, COPRAS produced only one deliverable (D09) subsequent to achieving the above mentioned milestone M2.6.[5] As the table below shows, this deliverable was delayed for one week due to several responses from Call 2 projects to COPRAS' questionnaire being received at a very later stage.

Number	Title	Planned	Delivered
D09	Information gathering report Call 2	28/02/2005	07/03/2004

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 project selection, and the organization of the kick off meeting with the selected projects. In addition, WP3 encompasses the report on the 'reverse mapping' of standards bodies and IST research projects, indicating to what extent the currently most relevant standardization issues in ICT are being addressed by the IST projects. This additional

[3] This table represents an updated version of the table already published in section 4.3.1 of the Information gathering report for call 2 (D09).
[4] See also the COPRAS Quality Plan (D03), section 4.1
[5] Due to the fact that the Information gathering report for Call 2 was finalized immediately after the first reporting period, it was submitted together with the other deliverables for the first period, and discussed at the 17 March 2005 first annual review.

deliverable has been produced based on the recommendations received in the Review Report 1 covering the first year of the project lifetime.

The work was largely based on the achievements in WP2 and aimed to select at least 8% of the projects that had been addressed in the previous Work Package.

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 2, took place took place over a period between March and the beginning of May 2005. The process followed the methodological steps described in section 4.1.2 of the COPRAS Quality Plan.

The final results of the Information gathering process including the late responses and additional contributions are given in the table below:

Strategic Objective	**Projects targeted**	**Responses received**	**Response rate**
Open development platforms for software and services	14	10	71,43%
Cognitive systems	8	1	12,50%
Embedded systems	16	5	31,25%
Applications for the mobile user and worker	20	9	45,00%
Cross-media content for leisure and entertainment	16	9	56,25%
GRID-based systems for solving complex problems	12	10	83,33%
Improving risk management	9	2	22,22%
eInclusion	13	9	69,23%
Total	**107**	**55**	**51,40%**

The objective of the second phase of the WP3, encompassing the project selection process, was to discuss and define criteria that could be applied with respect to the information analysis report, in order to define a list of research projects in call 2 that were most likely to benefit from participating in the COPRAS Community and Programme and that should be invited to the kick-off meeting. This phase aimed focus on organizing a kick off meeting, aiming to jump-start cooperation between (groups of) research projects and standardization working groups and 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 seeing 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 standards bodies a project seeks to interface with already pre-identified or not?

As applying these criteria to projects in call 1 generated good results, both from a qualitative as from a quantitative perspective, it was decided to use them as well for projects in call 2. Consequently they have been applied for analyzing call 1 projects responding to the questionnaire, and to determine those that could be candidates for the COPRAS Programme.

Having analyzed the information gathering report in order to identify communalities, trends, key issues and inter-project relationships from a standardization perspective, and having defined a set of criteria to short-list those projects that will be invited to contribute standardization related output to COPRAS and develop Standardization Action Plans, the project team selected so called 'first

tier' & 'second tier' projects for the Strategic Objectives 2.3.2.3 – 2.3.2.10. (first tier projects being those that were most evidently expected to benefit from cooperation with standards bodies, and second tier projects being those where this was a bit less evident).

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 (e.g. who is going to draft certain contributions, etc.);
- identifying the right people within the research project consortia actually working on specific standards.

Finally, an additional task was executed on the 'reverse mapping' of standards bodies and IST research projects, indicating to what extent the currently most relevant standardization issues in ICT are being addressed by the IST projects.

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 and the definition of a COPRAS Community, i.e. the selection of FP6 IST research projects that will produce standards related output or would benefit from getting access to information on ongoing – or newly initiated – standardization processes relevant to their specific Strategic Objective.

ETSI was the lead partner for WP3. However, the responsibility for the project analysis in the different strategic objectives was distributed over the partners in the following way:

Contacts with projects in Strategic Objective areas in call 2	**Partner responsible**
Open development platforms for software and services	The Open Group
Cognitive systems	W3C
Embedded systems	The Open Group
Applications and services for the mobile user and worker	ETSI
Cross-media content for leisure and entertainment	CENELEC
GRID-based systems for solving complex problems	W3C
Improving risk management	ETSI
eInclusion	CEN

During the information analysis and project selection processes, the methodological steps described in the COPRAS Quality Plan were followed. The selection criteria that had been developed as a second methodological step in the WP3 process, primarily aimed to serve as an instrument for defining which research projects in Call 2 would qualify for participating in the COPRAS Programme, which projects would benefit from being included in the COPRAS Community, and which projects do not need any support from COPRAS at all (e.g. because they are not concerned with standardization issues). An additional purpose of the criteria was to enable COPRAS to carry out the next step, selecting those projects within the group of qualifying projects for the COPRAS Programme that would benefit most from participating in the platform, and that would be invited to contribute standardization related output through COPRAS and develop Standardization Action Plans.

When reviewing all issues and considerations, it was decided to apply two levels of criteria (primary and secondary – see also Deliverable D12) when analyzing the results of the information gathering process and making the initial selection of projects for the COPRAS Community and Programme. It was decided that only those projects that responded to the questionnaire will be included in the analysis. In his or her Strategic Objectives, each of the members of the project team:

- analyzed the information and defined groups or clusters of projects that have a similar focus with respect to standardization issues
- defined a set of 'first tier' projects and a set of 'second tier' projects for the COPRAS Programme (taking into account there had 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 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 addressed Strategic Objectives 2.3.2.3 – 2.3.1.10, and allocated projects that were invited for the kick-off meeting.

The next step was aimed at project clustering. The objective was to define clusters of projects that have a similar focus with respect to standardization, and 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 below specifies the clusters as well as the projects participating in it:

Project acronym	Strategic Objective	Break-out session
DECOS	2.3.2.5	Embedded systems
HYCON		
HIJA		
SMMART		
UniGridS	2.3.2.8	Grid-based systems
Data Mining Grid		
EUROPCOM	2.3.2.9	Individual
wearIT@work	2.3.2.6	Individual

For the purpose of preparing the kick-off meeting, and 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 one month before the kick-off meeting, were either actual physical meetings, conference calls or exchanges of e-mail.

It was decided not to invite representatives from standardization working groups to the call 2 kick-off meeting. Instead, the responsibilities to chair the break-out sessions as well as to provide participating projects with an overview of ongoing standards activities potentially relevant to their project's activities were distributed among the COPRAS consortium members

The second COPRAS kick-off meeting marking the end of COPRAS WP3 activities and addressing projects in call 2 was held on 16 June 2005 at the CEN/CENELEC Meeting Centre in Brussels.

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.

Finally, an additional task has been executed on the 'reverse mapping' of standards bodies and IST research projects, indicating to what extent the currently most relevant standardization issues in ICT are being addressed by the IST projects. The analysis is based on reviewing project information publicly available (in particular that related to the stated objectives of each project), as well as on reviewing the answers to the questionnaires that were send out to and received from projects in FP6 Calls 1 and 2. For the standards bodies a similar analysis of public information available on their web sites was performed, focusing on the ICTSB members. Therefore the results indicate commonality when there is a significant correlation between general issues addressed by standards bodies and projects, rather than when topics on the periphery are concerned.

The analysis covers the European standardization organizations and their areas of interest. It should be mentioned however that many of the projects interface directly with organizations operating on a worldwide level, such as ITU, IETF, IEEE, ISO/IEC, UPnP or OSGi.

The 'reverse mapping' covers both the quantitative and the qualitative aspects, matching the number of main standardization areas across the European standardization landscape with the frequency these areas are addressed by the IST projects in Calls 1 and 2, while also assessing the qualitative aspects of the way the issues are taken into account by the projects.

The results of the 'reverse mapping' report generally indicate a good overlap between the main standardization areas and the way these areas are addressed in a qualitative and quantitative way by the research projects in Calls 1 and 2. This is however less the case with those standardization topics that can be found on the periphery of the standardization landscape.

3.2.3 WP3: Deviations from the Work Programme and corrective actions

During the Project Team AC call meeting (11/03/2005) it was decided that several milestones had to be postponed by one month. This additional month was mainly used for the 'reverse-mapping' that was referred to in recommendation 2 received in the 1st project review.

In addition:

- milestone M3.5 (information analysis report available) was postponed for 2 weeks to 29 April 2005;
- milestone M3.7 (list of projects available) was moved forward 10 days to Tuesday 7th September 2005;
- milestone M3.8 (kick off meeting call 2) was moved forward half a week to Thursday and/or Friday 14th and/or 15th October 2005.

The proposed changes were approved by the CSG at its 6th meeting, 24 June 2005, and did not affect the overall planning of the project.

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.

Number	Title	Due (planned)	Delivered
M3.5	Analysis report call 2 available	29/04/2005	05/05/2005
M3.6	List of projects call 2 available	29/04/2005	05/05/2005
M3.7	Kick-off meeting call 2	16/06/2005	16/06/2005
M3.9	Reverse mapping	22/08/2005	24/08/2005

3.2.5 WP3: Deliverables produced

The activities in WP3 generated four deliverables which are listed in the table below. All 4 are public documents and were produced and delivered according to the planned schedule. They are also available from the COPRAS web site.

Number	Title	Due (planned)	Delivered
D12	Analysis report call 2	31/07/2005	29/07/2005
D13	Project selection call 2	31/07/2005	29/07/2005
D14	Kick-off meeting report call 2	31/07/2005	29/07/2005
D18	Report on 'reverse mapping'	31/08/2005	07/09/2005

3.3 WP4: Developing appropriate standardization paths

This Work Package was launched during the previous 12-month reporting period, to assist the selected IST Call 1 projects in establishing Standardization Action Plans. The work package activities have expanded in the current reporting period to include assistance to IST Call 1 projects in the

implementation of those plans, and also the development of additional standards action plans for the selected IST Call 2 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 complete the Standardization Action Plans for the selected IST Call 1 projects, and assist where needed the selected IST Call 1 projects where standards action plans had been established, while also undertaking activities with the selected IST Call 2 projects for the development of new Standards Action Plans to carry forward the standards-related deliverables from these projects into the standards process. The individual Standardization Action Plans being developed in collaboration with the selected IST Call 2 projects are COPRAS deliverables scheduled for completion during this reporting period.

There were three milestones for this Work Package planned for the reporting period:

1. complete the standards action plans for IST Call 1 projects
2. gather inputs from selected IST Call 2 projects
3. complete the standards action plans for IST Call 2 projects

The IST Call 2 projects were identified from the work in Work Package 3 – Information Analysis and Project Selection. All three milestones have been achieved through collaboration between the COPRAS partners through further meetings with the selected IST Call 1 projects, and the Kick-off meeting and further follow-on meetings with the selected IST Call 2 projects, which so far has resulted in inputs to the Standardization Action Plans and collaboration from 22 projects from IST Call 2 with COPRAS.

During the reporting period ten standards action plans were completed in collaboration with 16 projects from IST Call 1. This includes action plans for two clusters of projects from IST Call 1 each involving four projects having shared standardization interests, and action plans for eight individual IST projects. In addition, standards action plans for a further nine projects from IST Call 2 have been completed during the reporting period, including one plan that involved a cluster of four projects, and five individual project plans.

3.3.2 WP4: Progress towards the objectives

During the reporting period the project partners made substantial progress with IST Call 1 and 2 projects (selected in Work Package 3) towards meeting the objectives of this Work Package by undertaking the following tasks:

- a rolling action plan was established for combined activities of the standards action plans for each of the selected IST Call 1 projects. The COPRAS partners used the rolling action plan to monitor the progress of each plan on a monthly basis.
- the COPRAS partners worked with each of the selected IST Call 1 projects to undertake the actions allocated to COPRAS within each of the plans according to the schedules and timelines established with the individual standards action plans.
- each of the IST Call 2 projects selected in Work Package 3 were contacted and the COPRAS partners discussed with the project coordinators and other project partners further details concerning potential standards, RTD work plans, and expected project results.
- the COPRAS partners utilised the framework established in the previous reporting period for gathering Standardization Action Plan inputs from the IST Call 2 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 2 project for developing the standardization action plans. The framework was utilised for discussions during the breakout sessions at the Call 2 Kick-off meeting, and afterwards to obtain the needed inputs from the selected IST projects for preparing the Standardization Action Plans.
- the COPRAS partners have worked with the IST Call 2 projects identified from Work Package 3 to discuss potential clustering of projects around a shared standardization objective;

during the reporting period, two clusters of IST Call 2 projects have been established and have collaborated with COPRAS towards a new or revised standard that supports each IST project's objectives; the two clusters include a total of 16 projects from IST Call 2 and are addressing the following standards area:

  - Safety-critical embedded systems (cluster of 4 projects)
  - GRID computing (cluster of all 12 projects in this Standardization Objective)

- In addition to these two clusters of projects, the COPRAS partners have worked with a further six individual IST Call 2 projects identified in Work Package 3, to gather inputs and to develop individual Standardization Action Plans. A total of 38 projects from IST Call 1 and 2 have collaborated with the COPRAS partners in preparing Standardization Action Plans, out of which 25 projects managed to conclude these plans before the review of the second COPRAS annual review.

- In developing the Standardization Action Plans for IST Call 2 projects during the reporting period, each of the COPRAS partners have undertaken the following tasks:

  i) contacted the appropriate standards bodies to understand better how the potential RTD results from IST projects 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, as specified in detail within each of the Standardization Action Plans.

All the COPRAS partners have contributed to the tasks within this Work Package through their collaboration with the selected IST Call 1 and 2 projects in both gathering of inputs and in developing the Standardization Action Plans. Each COPRAS partner has developed at least two 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 coordinated the development of the Standardization Action Plans assembled in deliverable D16 – Standards Action Plans for IST Call 2 projects.

3.3.3 WP4: Deviations from the Work Programme and corrective actions

There have been two deviations from the Work Programme for this Work Package during the reporting period. These were both due to a lack of availability of resources from the selected IST Call 2 projects. In particular the deadline for submission for IST Call 5, which had many strategic objectives similar to IST Call 2, consumed nearly all of the time of the partners in the selected IST Call 2 projects, as they prepared further proposals. This delayed the process of COPRAS gathering inputs from the Call 2 projects, and in turn delayed the completion of the standards action plans. The result was the following:

- "gather inputs from selected IST Call 2 projects" planned for M19 was actually completed at M22.

- "complete the standards action plans for IST Call 2 projects" planned for M21 was actually completed at M24.

There was also some small delay in completing the final version of the Standards Action Plans for IST Call 1 projects due to the projects taking longer than expected to review the plans within their consortia. These changes were monitored by the COPRAS project and are not expected to impact the overall results of the project.

3.3.4 WP4: Review planned milestones

There were three WP4 milestones scheduled for the second reporting period, as listed in the table below.

Number	Title	Due	Delivered
M4.2	Complete standards action plans for IST Call 1 pro-	01/04/2005	09/05/2005
M4.3	Gather inputs from selected IST Call 2 projects	01/09/2005	02/12/2005
M4.4	Complete standards action plans for IST Call 2 pro-	01/11/2005	08/02/2006

The project milestones for the Work Package were achieved during the reporting period and Standardization Action Plans have been completed during the reporting period for the following projects:

GANDALF	SECOQC	SIMILAR	ENTHRONE	TelCert
BROADWAN	SATINE	MediaNet	ePerSpace	ELeGI
SIMPLICITY	TALK	TEAHA	ICLASS	UNFOLD
ARTEMIS	ARTIST 2	IPERG	WearIT@work	Support-EAM
EUAIN	EUROCOM	HIJA	DECOS	ASSERT

3.3.5 WP4: Deliverables produced

Two deliverables for this Work Package were scheduled for completion during the reporting period. Due the different time spans involved with the approval by the projects of their Standardization Action Plans, as well the fact that the number of projects interested in collaborating with COPRAS increased, the first one of these (D11) was split up into D11A and D11B, the latter representing an updated version of the earlier released D11A, containing new Standardization Action Plans for some additional projects.

Number	Title	Planned	Delivered
D11A	Standardization Action Plans for projects in Call 1 (A)	30/04/2005	10/05/2005
D11B	Standardization Action Plans for projects in Call 2 (B)	10/06/2005	29/06/2005
D16A	Standardization Action Plans for projects in Call 2	31/12/2005	28/02/2006

The COPRAS partners expect updates, similar to the one seen for the Call 1 Standardization Action Plans, also for the Call 2 Standardization Action Plans (D16). Subsequent to releasing D16A at the end of the second reporting period, D16B will be submitted during the third reporting period.

3.4 WP5: Promotion, dissemination and liaison

During the first reporting period, Work Package 5 activities were among the first to be initiated in order to ensure availability of the project's web site as soon as possible. The web site served as a reference point for presentations and contacts made between COPRAS and research projects, as well as between COPRAS consortium partners.

During the current review period, the activities around WP5 primarily focused on the interim generic material, or the 'Generic guidelines for IST projects interfacing with ICT standards organizations', together with supporting material such as brochures and a dedicated page on the COPRAS web site.

Targeted groups for the Generic guidelines were the IST research community on one hand and Commission Project Officers on the other. The dissemination of the COPRAS results and deliverables at conferences and meetings therefore continued, albeit strongly focused on the dissemination of the Generic guidelines to these two main target groups. In addition – and in line with the directions presented at the first annual review – the ICT standards community was more specifically address in the overall COPRAS communication effort as well.

3.4.1 WP5: Objectives at the start of the process

The objectives for this Work Package during the reporting period were focused on the production of educative materials. Outreach in the first reviewing period was very successful and the second period needed to accommodate this recognition and leverage the widespread knowledge about

COPRAS to transport the core message about standardization. Furthermore the web site had to be updated to reflect the latest changes. A new dissemination and exploitation plan (D21) was scheduled to be produced and various other materials had to be created.

Nevertheless, the main goal in WP5 for the second reporting period was the creation of the interim generic material. In the first review period, the reviewers put a lot of emphasis on the importance of the generic material in the context of the upcoming IST FP6 Calls 4 & 5. In addition, the first review underlined the need to redesign the web site and to provide statistics documenting its usage to a certain level of detail, especially with respect to the downloads concerning the generic material. This had to planned as the growing web site would need considerable transformation to accommodate those expectations.

Also, COPRAS had to maintain its visibility in IST and beyond by presenting its results at various occasions where projects meet and standardization is discussed. Furthermore, the upcoming interactive generic material had to be developed and discussed as another major step in accomplishing the WP5 deliverables.

Finally, the project web site, as the main communication channel was expected to be up to date and provide the functionality required by the actions and aims of COPRAS.

3.4.2 WP5: Progress towards the objectives

During the reporting period the project partners produced high quality materials and made them available on the COPRAS web site. To improve the visibility of those publicly available materials, people were informed using push mechanisms such as e-mail. While the first e-mail contacts introduced the COPRAS framework and solicited feedback regarding standardization opportunities through the use of questionnaires, this time the project used the established e-mail contacts to raise awareness about the availability of education materials and explanatory brochures.

The generic material was produced and made publicly available on line. The Guidelines elaborate the benefits of interfacing with standardization, but also contain explanations on how to determine whether or not a project should actually plan to interface with standardization. Furthermore they help planning future projects as they include a how-to on how to reflect standardization within a project work plan, and how to best to allocate work packages and resources to standardization.

The Guidelines also provide an overview of the most common processes and procedures in standardization and their relationship with specific standardization deliverables. They list a set of transparent and comprehensive criteria that will assist projects in selecting the standards organization that best match the working methods, background and objectives of respective projects. All together, they provide basic information needed to determine whether a project should choose to exploit certain research results through the development of standards, and if so, how this should be structured.

To make it more interactive, the generic material was transformed to HTML and augmented with links to outside documents on the individual web sites of the most important European Standardization Organizations and ICTSB Members. This allows projects to even go deeper into details and get the appropriate contacts if necessary.

In conjunction with the generic material, project brochures, targeted in particular at research projects, were developed by providing information concerning the importance of standardization and guidance on how to approach the challenge of creating standards from research project results. The brochures contain a summary of the most important aspects of the generic material and funnel interest to the more detailed information on line. These brochures were distributed electronically using e-mail and also in printed form at various workshops, conferences and meetings involving research project participants. E-mails were specifically targeted at the project coordinators of research projects and those within the projects identified as leading standards related activities.

As basic infrastructure support an automatic meeting registration was implemented and used for the kick-off meeting for the Call 2 projects. Materials from all meetings were published on line and all presentations given by the project partners were transformed into a search engine friendly format and published on the web site. At the same time the web-statistics required by the reviewers were

implemented. They show 150.000 hits for 2005 with the generic material being responsible for a third of that traffic.

3.4.3 WP5: Deviations from the Work Programme and corrective actions

During the second reporting period there have been several deviations from the Work Programme. Due to the fact that more time appeared to be necessary for the production of the interim Generic Material and the final dissemination and exploitation plan, there was a shift in milestones and delivery dates of around 3 weeks for each of these deliverables. This has however not affected the overall planning of the project, nor has COPRAS' intentions related to these deliverables.

In addition there was a delay of almost a month in the delivery of the first set of brochures (D19). Moreover, although it was expected that a considerable number of projects would have achieved tangible standardization results that could be published by means of a brochure, many projects have suffered from delays, and only a very limited amount of brochures could actually be produced.

3.4.4 WP5: 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.

Number	Title	Planned	Achieved
M5.3	Interim generic material available	24/06/2005	08/07/2005
M5.4	Final dissemination and exploitation plan available	21/10/2005	26/10/2005
M5.5	First set of brochures ready	27/01/2006	24/02/2006

3.4.5 WP5: Deliverables produced

Activities in WP5 generated 4 deliverables which are listed in the table below. All 4 are public documents and can be downloaded from the COPRAS web site.

Number	Title	Planned	Achieved
D15	Interim generic material	30/06/2006	20/07/2005
D19	First set of brochures	31/01/2006	01/03/2005
D20	Generic Guidelines brochure	31/08/2005	31/08/2005
D21	Final dissemination and exploitation report	31/10/2005	25/11/2005

3.5 WP6: Strategic evaluation and coordination

Activities in WP6 aim to evaluate the results and achievements of COPRAS, and to coordinate the project during the course of its activities. During the second reporting period, COPRAS produced the first of two evaluation reports (D17), which will be briefly discussed in section 3.5.2, as will the coordinating activities in partners' meetings.

3.5.1 Objectives at the start of the process

The main objective in WP6 is to assess the project's achievements, both from a quantitative (did the project in fact manage to reach the quantitative, measurable targets it set itself?) and qualitative (did its activities actually generate the desired results?) perspective. Evaluation mechanisms in this respect include assessments of contributions made by research projects to standards bodies, as well as an assessment whether projects actually managed to generate the benefits for themselves through standardization, as perceived.

During the second reporting period, Standardization Action Plans for both Calls 1 and 2 had been planned by COPRAS, and for several projects in Call 1 it was originally expected that the execution of the plans would start shortly after – or even before – their formal delivery. When at a sufficiently mature stage, the execution of the plans established the first focus for the evaluation process in COPRAS.

In addition to the evaluation reports, WP6 encompasses the project's coordinative activities, both internally and in relation to the ICTSB or other standards bodies outside that forum. These are pri-

marily arranged through the COPRAS Steering Group (CSG), which is scheduled to meet on a regular, 3-4 monthly, basis throughout the three reporting periods. Apart from assessing the quality of the deliverables, and approving them, the CSG oversees and adjusts the work plan and the project's allocation of resources, monitors coordination and cooperation between consortium partners and arranges the liaisons with the standards world and the European Commission.

Based on good experience during the first reporting period, the aim was to have meetings and conference calls of the COPRAS project team on a roughly monthly basis during the second reporting period as well, to coordinate the project's day-to-day activities.

3.5.2 Progress towards the objectives

COPRAS coordination activities are carried out on a Steering Group (CSG) level as well as on a project team level. The CSG, establishing the main coordination platform for the project, for the second reporting period, consisted of the following members:

Consortium member	Represented by
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 three times during the second reporting period. Among the major issues addressed were:

- Assessment and evaluation of COPRAS' second reporting period, including the assessment and approval of the Activity report, the Management report, and the Plan for dissemination and usage of knowledge over this period;
- Assessment of the recommendations of the first project review, and transformation of these recommendations into new versions of the work programme, including the definition of a set of new deliverables;
- Re-definition of the project's strategy and planning, aiming to optimize the dissemination and usability of its 'generic material' deliverables.
- Assessment and approval of deliverables D09 to D21 inclusive, reflecting the activities and results in Work Packages 3, 4, 5 and 6, and addressing projects in Call 1 as well as in Call 2;
- Reviewing the project's promotion and dissemination strategy and overseeing the development of an updated version of the Dissemination and exploitation plan (D21);
- Coordination of the dissemination and presentation of COPRAS' results to its main stakeholders through meetings, seminars, exhibitions and conferences;
- Communication and coordination with the ICTSB and Commission Project Officers.

Also during the second reporting period, processes and sequence of the CSG meetings were considered satisfactory in view of enabling the project reaching its anticipated results, in view of managing the overall progress towards the planned deliverables and in view of managing the decision making process between consortium partners. Reports of the meetings, providing a full record of discussions and decisions, are attached to this activity report as Annexes C.1 to C.3.

In addition to the meetings of the COPRAS Steering Group, similarly to the first reporting period, a series of project team meetings and conference calls were scheduled, to coordinate the work in the different work packages, to prepare the decision making process in the COPRAS Steering Group, to update or alter the work plan when required, and to identify issues and (dissemination) opportunities for the project as such. The following table lists the project team meetings & conference calls:

Meetings	Date	Conference calls	Date
5th project team meeting	11/03/2005	7th project team conference call	11/02/2005

6th project team meeting	17/06/2005	8th project team conference call	28/04/2005
		9th project team conference call	27/05/2005
		10th project team conference call	20/07/2005
		11th project team conference call	25/08/2005
		12th project team conference call	26/09/2005
		13th project team conference call	26/10/2005
		14th project team conference call	06/12/2005
		15th project team conference call	10/01/2006

Next to the coordination of the project's activities, the evaluation of its results establishes the main focus of the activities in WP6. In this respect, the interim Evaluation Report (D17), produced after the first 18 months of its work, established an overview of the activities deployed by COPRAS during the first half of its lifespan.

The main conclusion from the Report's assessment of the work carried out over the first 18 months in Work Packages 2, 3 and 4, states that the quantitative targets, defined at the start of the project have been achieved, as COPRAS, for both Calls 1 & 2 succeeded in selecting at least 8-10% of research projects for cooperation towards the development of Standardization Action Plans, and, for Call 1, did actually establish this cooperation with 16 (i.e. 10%) out of 164 projects addressed. Further experience with the development of Standardization Action Plans for Call 2 projects, where this percentage is expected to be even higher, confirm this initial quantitative assessment.

Due to the fact that the Standardization Action Plans for Call 1 projects were delivered only just before Summer 2005, an overview of the status of execution of the plans could not yet be given in D17, as a result of which the evaluation of the results and achievements in this respect was done at a relatively high level. In this respect, the first conclusion should be that overall, the initial interaction between IST projects and their targeted standards bodies has been positive. Having said this, in many cases, considerably more time and resources are required than foreseen on the side of the projects.

Experience gathered over the second half of the second reporting period teaches that several interfacing processes put in place following the Standardization Action Plans are going well ahead towards generating tangible results. Nevertheless, signs should also be recognized that some projects may be struggling with putting the plans into effect, as they encounter unforeseen problems (e.g. a lack of financial resources to fund a standardization process), or are simply running out of time and hence cannot continue their work in standardization. The expectation in this respect is that a complete qualitative assessment of submissions made by the projects, the responses received from the target standards bodies, and the results finally achieved, will only really be possible in deliverable D28, towards the end of COPRAS lifespan.

Anticipating the evaluation of FP6 IST Calls 4 and 5 proposals and subsequent launch of projects in these Calls during 2006, COPRAS developed its first set of Generic Guidelines, as well as a brochure version of the document to support its dissemination. Although the Guidelines were distributed via Commission Project Officers to most project consortia in Calls 4 and 5 by various different means, it is still too early to assess the impact of this deliverable. Although initial feedback has been quite positive, a complete evaluation of the impact the Generic Guidelines will have on improving the RTD/standards interfacing process, is foreseen in the final Evaluation report (D28).

3.5.3 Deviations from the Work Plan and corrective actions

As far as WP6 activity is concerned, there have not been any deviations from the work plan and hence no need was felt to schedule additional COPRAS Steering Group meetings in addition to the ones foreseen. Scheduling project team meetings or conference calls on a 5-weekly basis has proven to be a good mechanism to coordinate and control the project on a day to day basis.

3.5.4 Review planned milestones

The milestones for WP6 during the first reporting period concern the three scheduled meetings of the COPRAS Steering Group, as well as the draft version of the Interim Evaluation report. The following table lists the meetings and indicates when the milestones were achieved.

Number	Activity	Planned	Achieved
M6.5	5th COPRAS Steering Group meeting	16/03/2005	16/03/2005
M6.6	6th COPRAS Steering Group meeting	24/06/2005	24/06/2005
M6.7	Draft Interim Evaluation report available	23/09/2005	30/09/2005
M6.8	7th COPRAS Steering Group meeting	24/11/2005	24/11/2005

3.5.5 Deliverables produced

WP 6 generated one deliverable during the second reporting period. As the table below indicates, the Interim evaluation report was scheduled to be submitted by the end of September 2005, but due to some delays in the internal COPRAS approval process, was delivered a week later.

Number	Title	Planned	Achieved
D17	Interim evaluation report	30/09/2005	07/10/2005

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 (or Progress reports), as well as the production of the Final report at the end of the project's lifespan. The first one of these Progress reports (deliverable D10), covering the project's activities over the first 12 months, was produced at the beginning of the second reporting period.

During the second reporting period, project management activities mainly focussed on the preparation of the first annual review and accompanying deliverables, as well as on the evaluation of the project reviewers' recommendations, and their implementation into the a review of the technical annex to the contract with the European Commission and into the project work plan.

Consequently, the project management activities were concentrated in the first half on the reporting period, and the only formal WP1 deliverable for the second reporting period (D10) was submitted as planned on 28 February 2005.

4.1 Implementation of project reviewers' recommendations

On 17 March 2005 COPRAS had its first annual review. For this, it has already submitted the annual Activity and Management reports, including the Plan for using and disseminating knowledge & results, as well as the following deliverables produced during the first reporting period:

Deliverable	Title	WP	Type	Status
D01	COPRAS web site	5	Other	Public
D02	Information package	2	Document	Public
D03	Quality plan	1	Document	Public
D04	Dissemination and exploitation plan	5	Document	Public
D05	Information gathering report Call 1	2	Document	Public
D06	Information analysis report Call 1	3	Document	Public
D07	List of selected projects Call 1	3	Document	Public
D08	Kick-off meeting report Call 1	3	Document	Public
D09	Information gathering report Call 2	2	Document	Public

Following the presentation of the project's achievements so far, all deliverables were accepted by the project reviewers, and in addition, the following recommendations were made:

1. Further focusing on needs and requirements from the constituency: the needs and feedback that have resulted and will result from the kick-off meetings and contacts with the IST projects should be made more evident, especially in terms of requirements for an effective support to the relationships between the IST constituency and the standardization environment (understanding of the mechanisms, of the standard bodies, industry and market groups scenario, themes, work methodology, procedures for interfacing, barriers to be overcome). The results should be included in the next analysis report (D12).

2. Performing a sort of standardisation/research "reverse mapping": the survey conducted with the IST projects should be used also to develop this "reverse mapping", identifying how the topics that are relevant for the different existing standards bodies and groups are mapped and covered by the funded projects, thus highlighting possible gaps and bodies not addressed at all or insufficiently covered (and documenting the results in the next analysis report D12).
3. Understanding COPRAS as a wider support action: COPRAS should put more relevance on the definition and implementation of an effective and comprehensive interface with the standardization community, in support to the wide IST constituency. It should aims at building a platform that goes beyond the action planning for some specific projects or the generic information dissemination on standards issues. It should aim at creating a wider impact, testing an effective methodology, mechanism and platform through the Standardization Action Plans and putting more relevance to the WP5 generic material.
4. Devoting more resources to D15 generic material, abandoning Call 3: the importance of the content and quality of D15, the "interim generic material", to act as a key building block for the COPRAS platform for R&D/Standards interfacing, imply that appropriate resources should be devoted to its preparation. Some effort could be saved through the abandoning of the work on call 3 and the related iterative cycle, given the nature of the Call, which did not fit well with COPRAS overall objectives. This implies some adjustments to the DoW, with some of the original Call 3-related deliverables no longer required, namely D18, D20, D21, D22 and D24. The released effort is being spent on implementing the listed recommendations, including those on WP5 for D15 and D27 development and promotion. D15 should first set clearly the "standards" scene, roles and working mechanisms of the different boards, and then offer guidelines on how to approach such a scene, also with regards to those preparing proposals for the IST programme Calls 4 and 5.
5. Ensuring a wider coverage of the IST S.O.: the short-listed projects that will be subject of a standardization action plan should present a wider coverage of the IST Strategic Objectives, going also beyond the boundaries of the direct competences of the actual COPRAS partners and allowing testing mechanisms of interaction also with third standardization bodies.
6. Evaluating the Standardization Action Plans and the generic material: COPRAS should appropriately monitor the implementation phase of the Standardization Action Plans that will be prepared for the involved IST projects, in order to assess their quality and effectiveness. This is necessary to appreciate the effective impact of the COPRAS work, reporting about any lesson learned in next D17. Here, also the usefulness and applicability of the generic material (D15), to be the basis for the COPRAS platform, should be carefully evaluated, also based on the feedback collected from the call 4 and call 5 projects.
7. Upgrading the project web-site: the COPRAS web site design should be upgraded, reflecting the content of the D15 "generic material", improving the graphical interface and implementing functionalities suitable to assess the level of usage of the site (mapping the hits, the number and type of organizations downloading the deliverables, etc.).
8. Preparing a new version of the project brochure: a revised project focus should be made evident also in the next version of the COPRAS brochure, indicating clearly that the overall project strategic objectives do not only include the support to specific IST FP6 projects, but also the development of a more generic platform, support material and guidelines addressed to all parties interested to set-up an effective link between IST research and the standardization environment.
9. Developing executive summaries of the deliverables: in order to make more attractive and less heavy for interested third parties some of the project deliverables and reports, the consortium is invited to consider the possibility to prepare some executive extracts of the most important parts of the reports, to be left available for downloading from the web site.
10. Updating the exploitation planning towards sustainability: the next version of the "living document" D04 on dissemination and exploitation planning should be prepared in time to be assessed at the next review meeting. It should focus more on the exploitation of the generic material as a key product of COPRAS. Such a generic material could also deserve a different

and more ambitious "brand name" (e.g. like "Research to Standards Guidelines", or "supporting platform", or "The R&D/standards BOOK", etc.). A worst case business plan scenario should be included as well (with the indication of the possible role of the partners and of the possible sources of financing), in order to address the sustainability of the COPRAS platform also after the project termination.

Early in June 2005 COPRAS responded to the above project reviewers' recommendations and implemented them into a new version of the Technical Annex to the contract with the Commission. The Commissions approval of this new version of 'Annex 1' was received on 22 November 2005. The following sections 4.1.1 to 4.1.5 will describe how the recommendations and the consequential changes to the technical annex have been implemented into the activities per Work Package.

4.1.1 WP2: Information and feedback gathering process

With respect to recommendation 6, the COPRAS consortium partners agree with the project reviewers that an evaluation of the Generic Guidelines usage could be very valuable to the further improvement of the RTD/standards interface. It should however be understood that collecting feedback from Call 5 projects using the interim generic material may turn out to be quite complicated, as most of these projects are not scheduled to start their activities until summer 2006. Call 4 projects on the other hand have not been able to use the first release of the Generic Guidelines in their proposals, since this Call closed 22 March 2005.

Consequently, this has led to the following adjustments in the work plan and other COPRAS deliverables, as far as WP2 is concerned:

- Executive summaries were prepared for deliverables D05 and D09 (the Information gathering reports for Calls 1 & 2), and updated versions of these deliverables were uploaded on the COPRAS web site.
- The information gathering report for Call 3 was removed as a deliverable from the COPRAS work plan.
- A new deliverable encompassing the gathering of feedback from projects in Calls 4 and 5 using the Generic Guidelines was inserted into the work plan.

4.1.2 WP3: Information analysis and project selection

With respect to recommendation 1, feedback from the kick-off meetings and other contacts with IST projects, indicating the requirements for improving the effectiveness of the relationship between the IST research community and the standardization environment, are included in the reports of the kick-off meetings (D08 and D14). Subsequently, these requirements have been reflected in the (interim) generic material. The Information analysis reports for Calls 1 and 2 (D06 and D12) address the information gathered via questionnaires and from public sources, and hence cover other areas of feedback from projects.

With respect to recommendation 2, it was recognized that a "reverse mapping", based on the results of the Call 1 and Call 2 surveys, identifying how the topics that are relevant for the different existing standard bodies and groups are mapped and covered by the funded projects, highlighting possible gaps and bodies not addressed or insufficiently covered, would be a very useful exercise. It was however decided to limit this reverse mapping process to the ICTSB member organizations, to take account of the available resources.

With respect to recommendation 5 it is believed that the projects selected to develop Standardization Action Plans with represent as wide a coverage as possible of the IST domain, with COPRAS consortium partners, ICTSB members, and organizations outside ICTSB being addressed. It should however be understood that for several reasons it will not be possible to have a "100% balanced" representation of projects from all Strategic Objectives addressed across the Standardization Action Plans.

This has led to the following adjustments in the work plan and other COPRAS deliverables, as far as WP3 is concerned:

- The Information analysis report for Call 3, the List of selected projects for Call 3, and the Kick-off meeting report for Call 3 were removed as deliverables from the COPRAS work plan;
- A "reverse mapping" report, covering both Call 1 and Call 2, has been produced as deliverable D18, end of August 2005. The report takes into account the main standardization topics currently addressed by the ICTSB members;
- Project selection criteria have been included in the new version of the technical annex to the contract with the European Commission.

4.1.3 WP4: Development of appropriate standardization paths

The project reviewers' recommendations have led to the following adjustments in the work plan as far as WP4 is concerned:

- A new version of deliverable D11 (Standardization Action Plans for Call 1, including an executive summary) was produced and uploaded on the COPRAS web site;
- The Standardization Action Plans for Call 3 were removed as a deliverable from the COPRAS work plan.

4.1.4 WP5: Promotion, dissemination and liaison

With respect to recommendation 3, we recognize that an effective and comprehensive interface with the standardization community should ideally encompass a platform that is capable of creating a wider and more permanent impact. This recommendation however had to be assessed in the context of available resources, noting in particular that designing and building the platform could rapidly exhaust COPRAS' resources, even taking account of the release of resources that would have been spent on Call 3. Moreover, longer-term maintenance and evaluation of such a platform had to be taken into account.

With respect to recommendation 4, a large part of the resources that became available by not addressing Call 3 was allocated to the (new) deliverables (D15, D20 & D22) encompassing the enhancement and improved dissemination of the Generic Guidelines for IST projects interfacing with ICT standards organizations. Moreover, the COPRAS web site was significantly upgraded, both from a look-and-feel, as well as from a content perspective.

With respect to recommendation 8, it was decided to produce a brochure highlighting the development of the Generic guidelines as well as the main issues these address.

Following recommendation 10, a new version of the Dissemination and exploitation plan was prepared, putting more emphasis on branding the interim generic material as a key deliverable and a set of guidelines or supporting platform to all involved in interfacing between standardization and IST research. This new version also included a worst case scenario for maintaining the platform and the tangible results of the COPRAS beyond the project's own lifespan.

These considerations and decisions have led to the following adjustments in the work plan and other COPRAS deliverables, as far as WP5 is concerned:

- The first version of the "Generic Guidelines for IST projects interfacing with ICT standards organizations" was published July 2005. This document reflects – at an aggregate level – feedback and issues put forward by IST projects with respect to their (intended) interfacing with standards organizations;
- A first release of a platform version of the Generic Guidelines was inserted into the work plan as a new deliverable pre-empting the final version of the generic material (D27);
- The Generic Guidelines (deliverable D15) and the Generic Guidelines brochure (deliverable D20) are prominently displayed on the COPRAS homepage. Mechanisms have been put in place to measure the downloading of the material;

- 5000 copies of a brochure summarizing the main aspects of the "Generic Guidelines for IST projects interfacing with ICT standards organizations" (deliverable D20) were produced, has and have been or will be distributed to all relevant stakeholders;.
- A new version of the Dissemination and exploitation plan was forwarded to the Commission end of November 2005. This new deliverable D21 focuses strongly on the dissemination of the generic material and includes a worst case scenario describing the options COPRAS has to maintain the platform and continue the dissemination of its results also beyond its own lifespan in a situation where no additional resources can be found for this purpose.

4.1.5 WP6: Strategic evaluation and coordination

With respect to recommendation 6, COPRAS agreed to appropriately monitor the implementation phase of the Standardization Action Plans, in order to assess their quality and effectiveness and include feedback on the impact of its work in the interim and final evaluation reports (D17 and D28). Therefore the following adjustment was made with respect to the WP6 deliverables:

- A first assessment of the execution of Call 1 Standardization Action Plans has been included in the interim Evaluation Report (D17), together with a first assessment of the Generic Guidelines dissemination activities. This will be continued and concluded in the final Evaluation Report (D28).

4.2 Quality management & contingency planning

The COPRAS Quality Plan describes how the consortium partners cooperate, and how the project is managed, both on a higher and on a working level. Moreover, it lists contingency measures that can be put in place in case there is a likeliness that targets set will not be met.

Similar to the first reporting period, all consortium members contributed actively – and in most cases equally – to the work and deliverables in all of the Work Packages, although each partner has the responsibility for achieving the targeted results, milestones and timely completion of the project's deliverables in the Work Package assigned to them and displayed in the table below.

WP	Description	Activity	Lead partner
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 second reporting period, this structure has remained unchanged as it has proven to function satisfactory. Moreover, there are no signs that changes will be necessary for the third and last reporting period, also because the implementations of the project reviewers' recommendations into the work plan proved to be possible without significantly changing the existing balance in the work loads between Work Packages.

When looking at the results that have been achieved over the second reporting period, it can be concluded that COPRAS is still well on track with respect to the (quantitative) targets it has set itself in terms of developing Standardization Action Plans. Adjustments in terms of reallocating or increasing human resources, or contingency measures defined in the Quality Plan into place are therefore not necessary. Nevertheless, it should also be recognized that a number of target dates directly relating to the delivery of Standardization Action Plans have shifted considerably during the second reporting period, and may continue to do so during the last reporting period. However, this is mainly caused by external delays, and not by a lack of internal COPRAS resources.

4.3 Work plan, deliverables & resources

The original timetable COPRAS was working on by the time the first Activity report was submitted is included as Annex B.2 to this Activity report. Also included is the current version of the work

plan, which can be found in Annex B.1. As the comparison shows, the following major changes have been made during the course of the second reporting period.

1) Following recommendations from the first project review, activities towards Call 3 projects as well as milestones and deliverables associated with these activities have been removed and replaced by new activities, milestones and deliverables. As far as the latter is concerned, the table below lists the old as well as the new deliverables and their planned delivery dates.

Del.	Title	Planned	Title	Planned
D18	Information gathering report Call 3	09/2005	Reverse mapping report	08/2005
D20	Information analysis report Call 3	01/2006	Generic Guidelines brochure	08/2005
D21	List of selected projects Call 3	01/2006	Final dissemination and exploitation report	10/2005
D22	Kick-off meeting report Call 3	01/2006	Interim release on line Generic material	02/2006
D24	Standardization Action Plans call 3	06/2006	Feedback gathering report Calls 4 & 5	09/2006

2) The task of producing the Interim generic material (D15) was moved backward one month (from end of May 2005 to end of June 2005), together with the accompanying milestone M5.3, to allow findings from the Call 2 kick-off meeting being included in the first release of the Generic Guidelines for IST projects interfacing with ICT standards organizations.

3) The delivery of the first set of brochures (D19) was pushed backward from end of October 2005 to end of January 2006, together with the accompanying milestone M5.5, in order to allow more time for projects in Call 1 to get to concrete standardization results.

In addition to these changes in the work plan, experience over the second reporting period, in conjunction with the replacement of the Call 3 deliverables by more labour intensive deliverables, led to the necessity to re-evaluate the allocation of budget and budget items to the COPRAS partners. Result of this evaluation has been that in order to complete the work currently scheduled while at the same time ensuring the quality of the deliverables as well as the overall project results, additional human resources are necessary for activities in Work Packages 2, 4 and 6.

In view of the importance of the above mentioned activities, it was decided to critically assess the other budget items (notably travel cost and other cost) in order to find the resources needed. This assessment led to a re-allocation of budget between cost items as well as between partners, however not affecting the overall project budget or the contribution required from the European Commission. More detailed information can be found in the management report covering the second reporting period.

4.4 Coordinating activities and cooperation with other projects

In addition to the overall project coordination in the COPRAS Steering Group and the project team (already discussed in section 3.5), similar to the first reporting period, COPRAS' progress was reported on a regular basis to the ICTSB, both by the CSG chair (at the meetings of 8 April 2005 and 17 November 2005) and the Project Manager (at the 23 June meeting). In addition, COPRAS' progress in specific areas was shared with relevant strategy/steering groups under ICTSB auspices, such as the DATSCG[6] and the SHSSG[7].

Whereas COPRAS had made a successful effort in setting up concrete forms of cooperation with CA or SSA projects in Call 1 Strategic Objectives, focussing on the dissemination and standardization activities deployed by research projects in their specific Strategic Objective, it has not managed to do this for Call 2. Despite this, the cooperation with the NextGRID project in Strategic Objective 2.3.2.8, already mentioned in the previous activity report, was continued. Cooperation with the MOCCA project could not be effectuated as the project was not able to attend the Call 2 kick-off meeting.

[6] Design for All & Assistive Technologies Standardization Co-ordination Group
[7] Smart House Standards Steering Group

During the second reporting period, COPRAS initiated cooperation with the FP6 FEP INTEREST project, which also focuses on the improvement of the RTD/standards interface, albeit that the project takes a more academic approach and does not exclusively aim at the ICT domain. An initial meeting between the two projects has led to the conclusion that pursuing further cooperation (e.g. mutual exchange of results or participation in each others' events) could be fruitful, and further contact will follow to this end.

Annex A: Plan for using and disseminating knowledge & results

Document	Plan for using and disseminating knowledge & results					
Milestone	1.7	**Deliverable**	D23	**Source**	Project Manager	
Distribution	European Commission					
Document history						
Version	**Remarks**					**Date**
0.1	First draft					21/02/2006
1.0	Final version					28/02/2006

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Introduction

Standards can not only be a good means for IST projects upgrading and disseminating their results, but also establish an important outcome of projects' activities, as their research is expected to contribute to furthering Europe's role as a leader in ICT standardization. These expectations are however not always easy to live up to for IST research projects, as effective interfacing with standards bodies sometimes requires specific knowledge or skills, and standards processes sometimes prove to be difficult to interface with.

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. It started its activities early February 2004 and, during its second reporting period, was capable of presenting its first tangible results. This report therefore provides a brief overview of these results and the way these were (and will be) shared with the relevant constituencies.

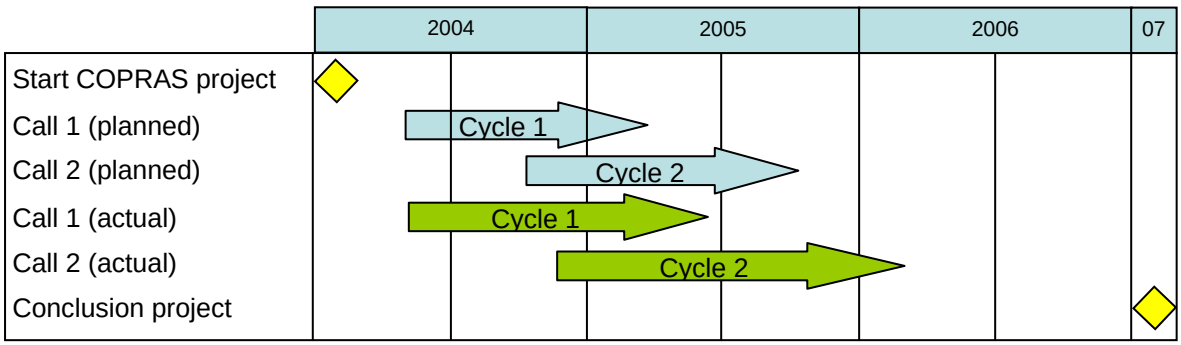
1. Exploitable results and their usage

COPRAS is a Specific Support Action (SSA) with a dual objective: it aims to facilitate cooperation between specific (selected) projects in FP6 Calls 1 & 2 and standards bodies, while – through this activity – also enabling it to produce guidelines on the overall aspects of the RTD/standards interfacing process, as well as other types of generic information.

During the second reporting period COPRAS managed to generate considerable knowledge in both categories mentioned above. The following sections will discuss this in more detail the nature of the results and knowledge produced in these two categories, as wall as the way these were packaged into concrete deliverables.

1.1 Project specific results

The first part of COPRAS' activities was structured into Work Packages 2, 3 and 4, aiming to survey, analyze and support the standardization objectives of FP6 IST projects in Calls 1 and 2 in two consecutive cycles.[8] This led to a selection of projects showing a clear requirement for interfacing with standards bodies, that COPRAS developed closer cooperation with. As the figure hereunder shows, the process of developing this cooperation (and hence of generating knowledge and results) however took considerably longer than originally expected. This was caused, among others, by the size and lifespan of certain projects.[9]



During the second year of its activities, COPRAS focused on developing Standardization Action Plans with projects in Calls 1 & 2. These plans indicate projects' standardization targets in more detail and match these with ongoing activity in specific standards organizations' technical commit-

[8] Originally COPRAS' intention had been to include FP6 Call 3 projects in its analysis as well, as indicated in the first Progress Report (deliverable D10). However, following discussions at the first project review, it was decided not to pursue this anymore.

[9] IP projects with 30-40 consortium partners require a longer period to agree amongst themselves on the definition of cooperation with other projects (e.g. COPRAS) an on the nature of that cooperation (e.g. a Standardization Action Plan); projects with a longer lifespan take more time in the beginning of their activities to define their standardization work.

tees and working groups. Moreover, they identify, at an early point in time, issues that may occur in the interfacing process, such as lack of resources, overlap, or conflicting approaches, and they establish cooperation between projects that are working towards similar standardization results.

Standardization Action Plans work towards determining a series of concrete action steps (e.g. defining technical work, creation of awareness, or constituency building) to be performed, either by the project itself or by COPRAS. However, in several cases, projects' – or their consortium partners' – standardization objectives are regarded confidential information, hence Standardization Action Plans produced by COPRAS have not been released in the public domain. This means that the decision whether and how to disseminate and use the information and results contained herein lies with the individual projects, and not with COPRAS.

1.2 Generic knowledge

Despite the fact that the dissemination and usage of detailed individual standards related information remains the prerogative of the projects themselves, the work on the Standardization Action Plans, as well their execution have also proven to generate a lot of valuable generic information that can and will be shared with the IST project community and other relevant stakeholders. This for example includes:

- More detailed insight into the qualitative and quantitative nature of standardization support requirements among the different instruments and Strategic Objectives in FP6, also showing that standardization support is an issue for more projects than originally anticipated;
- A better overall picture of the way standardization work is currently build into project's work plans and how this creates pitfalls when deploying the related activities, showing that poor preparations and bureaucratic situations often complicate RTD/standards interfacing;
- A better understanding why and how to match or synchronize (planned) standardization efforts in certain Strategic Objectives with ongoing standardization effort in specific ICT standardization domains at an early stage as industry circumstances may sometimes block the path through standardization as a dissemination tool;
- The need to narrow down projects' (usually broad) standardization goals and better map these with their available resources, with standards bodies' agendas, as well as with market needs, as market dynamics are essential when determining projects' output standardization potential.
- A better understanding of the overlap between the technical areas addressed by IST projects in a certain Strategic Objective, and the most relevant standardization topics among the main standards organizations overseeing that area.
- A better understanding where the gaps are between the current IST work program and the main standardization topics in Europe

The generic knowledge that was generated by COPRAS during second reporting period was compiled into two types of documents: a first release of a set of "Generic guidelines for IST projects interfacing with ICT standards organizations" (primarily aimed at projects and project consortia in IST Calls 4 & 5) and a "Reverse mapping report" (primarily aimed at Commission Project Officers, e.g. to support them with the evaluation and negotiation of project proposals).

1.3 Knowledge & results produced during the second reporting period

During the second reporting period, COPRAS produce several interim results, both of generic and project specific nature, that can – and were – used to disseminate the knowledge and results the project build up throughout the first two reporting periods.

1.3.1 Standardization Action Plans

As a result of COPRAS' activities in WP2 and WP3 during the first 18 months of its lifespan, it managed to establish closer cooperation towards standardization with more than 25 projects across FP6 Calls 1 & 2. The specific details of this cooperation, aiming to assist projects in better defining

– and achieving – their standardization goals, are contained in Standardization Action Plans concluded with each of the projects, either on an individual basis, or in a clustered approach (i.e. uniting several projects in a Strategic Objective around the same standardization goals). The projects that COPRAS has concluded these plans with are the following:

Standardization area	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	ARTEMIS	Individual	2.3.1.6
	SATINE	Individual	2.3.1.9
Multimodal interfaces	SIMILAR	Individual	2.3.1.11
	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
Embedded systems	HIJA	Clustered	2.3.2.5
	DECOS	Clustered	2.3.2.5
	ASSERT	Clustered	2.3.2.5
	ASSIST 2	Clustered	2.3.2.5
Wearable computing	wearIT@work	Individual	2.3.2.6
Cross-media content	IPerG	Individual	2.3.2.7
Risk management	EUROPCOM	Individual	2.3.2.9
eInclusion	EUAIN	Individual	2.3.2.10
	Support-EAM	Individual	2.3.2.10

Standardization Action Plans help projects define realistic objectives that are achievable within the limitations of their own timing and resources, and within the boundaries of the main focus areas of the relevant standardization landscape.

The plans encourage projects to start their interfacing with standards organizations at an earlier point in time, and provide projects with a series of logical sequential steps, based on experience build up by COPRAS and its consortium partners, helping them achieving their goals as much as possible before the end of their lifespan.

As the table above shows, Standardization Action Plans have been produced for a large variety of Strategic Objectives and hence spread these experiences over a wide area, in addition to helping projects, through the clustered Standardization Action Plans, benefit from each others knowledge and experience.

It should however be noted that, due to the – sometimes – confidential nature of project's or project consortium partners' standardization objectives, Standardization Action Plans were not released in the public domain by COPRAS (although in time projects may decide to do so themselves).

1.3.2 Generic guidelines for IST projects

The first version of the "Generic guidelines for IST projects interfacing with ICT standards organizations" establish the main result generated by COPRAS during the second reporting period. The document aggregates the (generic) knowledge and experiences the activities of the project generated during the first 18 months of its lifespan and demonstrates the benefits, as well as the ins and outs and the pitfalls of standardization to IST projects and their consortium partners, helping them determining whether or not to interface with standardization.

The guidelines explain the different purposes of standards and standardization processes, while at the same time documenting how standardization can be help research projects achieving their overall objectives and support the dissemination of their results. Also they explain standardization as a

process that begins at the concept stage of a proposal, and involves a sequence of actions to achieve a specific result, thus indicating the most important milestones within a project lifespan where standardization should be considered. Moreover, as standardization processes may take up to 3 or 4 years, they specifically underline that it is recommended to plan interfacing with standards organizations at the start of a project's activities.

Other aspects highlighted in the Generic guidelines include the notion that standardization processes are not always identical and even following the same basic steps may still lead to different types of results. Furthermore, projects have varying preferences with respect to the envisaged standardization results, and therefore may have to base the choice of an organization on the deliverables it pursues. Finally, the Generic Guidelines point out that the criteria applied for choosing standards organizations to interface with, should take into account circumstances and background of a project as well as its partners.

As the number of ICT standards bodies is quite large, the Generic Guidelines are believed to establish an important tool enabling future IST research projects to find the right organization to pass their output through, even in circumstances when the proposed technology is too advanced to build a constituency of market players around it, in which situations a project may for example want to focus on standards bodies providing 'incubator' facilities, allowing contributors of advanced concepts to ramp up their work inside a standardization environment towards the level of maturity required for initiating a formal processes.

1.3.3 Reverse mapping report

This deliverable aims to provide a detailed analysis whether – and to which extend – Calls 1 & 2 of the IST programme cover the areas where standards organizations are currently most active. In this respect, the main standardization topics of 11 standards organizations, all members of the ICTSB, were held against the research areas addressed by over 400 projects, most of which in FP6 Calls 1 & 2, taking into account that pre-identified synergies between projects and standards bodies does not also guarantee the effectuation of these synergies once project activities are being deployed.

The information contained in the report includes a short overview of relevant topics addressed by standards organizations, against work underway in projects, that is addressing the areas where the standards organizations are active. Also included are the qualitative and quantitative conclusions from this analysis, demonstrating overlap when there is a significant correlation between general issues addressed by standards bodies and projects' research focuses, thus leaving aside the topics on the periphery of the standards arena.

The analysis shows that the standards areas most relevant to the ICTSB members analyzed match the topics addressed by research projects fairly reasonably, although one should take into account that the industry consortia included in the analysis, contrary to the formal standards bodies, are more focused on specific areas corresponding to the profile of their constituency. Also, the results of the analysis do not take standards organizations operating on a global level into account, whereas many projects in Calls 1 & 2 interface directly with organizations like the IETF, IEEE, or ISO-IEC.

1.4 Expected results for the final reporting period

In addition to the second reporting period, that already generated a number of tangible (interim) results, the third and final reporting period (01/02/2006 - 31/01/2007) will complete and update these results by including feedback from IST projects as well as other stakeholders on the usage of the Standardization Action Plans and the Generic guidelines. In terms of the dissemination of the knowledge generated, COPRAS will focus on 4 main deliverables during the last reporting period. These are briefly described in the following sections.

1.4.1 Execution of Standardization Action Plans & development of 'case study' brochures

At the early beginning of the third reporting period, the Standardization Action Plans for Call 2 will have been finalized, and – similar to Call 1 – the plans will enter the execution phase. The results

the projects achieve when executing these plans, and the experience they will build up while interfacing with standards organizations will be reported by COPRAS in "case study brochures". Although experience teaches that there are considerable differences between projects in terms of the time and resources required for projects to generate tangible results, an effort will be made to document all projects' paths through standardization; nevertheless, at the end, COPRAS may not be able to fully achieve this target, among others because several projects it has developed Standardization Action Plans with, will continue for a considerable period after COPRAS terminated its activities.

1.4.2 Generic Guidelines platform

With deliverable D22, the first version of the interactive platform version of the Generic guidelines will be launched at the start of the third reporting period. The purpose of this platform, that will be upgraded and improved throughout this last reporting period, is to provide projects, project consortium partners, as well as other stakeholders for whom this would be suitable (e.g. Commission Project Officers or project reviewers), with a single entry point to acquire information on, as well as to plan interfacing with standards bodies.

The process of upgrading the platform will be fed by the various types of feedback that will be retrieved by COPRAS during the third reporting period from all stakeholders such as IST projects, standards organizations, Commission Project Officers, etc. using the Generic guidelines, the Generic guidelines platform, or other relevant COPRAS deliverables.

1.4.3 Feedback gathering from projects in Calls 4 & 5

Between July and October 2005, the Generic guidelines, as well as the Generic guidelines brochure, have been distributed to the Heads of Unit of all Units within the Commission overseeing projects in the Call 4 and Call 5 Strategic Objectives, together with the invitation to distribute the material to the projects, as well as to Project Officers.

As section 2.2.1 will show, this invitation received a lot of positive response, and the Generic guidelines were made available using many different means, to projects or project consortia in Calls 4 and 5, in some cases possibly before they submitted their initial project proposals. Furthermore, the impressive number of direct hits (50.000) on the Generic guidelines and the Generic guidelines brochure on the COPRAS web site confirms the likeliness that many projects in these calls had accesses – and possibly reviewed or used – the Generic guidelines before the start of their activities.

Following up on these dissemination actions, COPRAS will retrieve feedback from projects in Calls 4 & 5 with respect to their evaluation and usage of the Generic guidelines. This feedback, that will be aggregated in deliverable D24, will serve as input for producing an upgraded version of the document version as well as of the platform version of the Generic guidelines.

1.4.4 Open Meeting

At the end of COPRAS' lifespan, an Open meeting for stakeholders will be organized, focusing on the generic aspects of RTD/standards interfacing, as well as on the presentation and dissemination of COPRAS' results and deliverables. The Open Meeting will target a wide variety of stakeholders, and plans to address aspects such as:

- The background against which COPRAS' defined its objectives and goals when it set out in February 2004 and to which extend did it manage to achieve these goals;
- The tangible results achieved, in terms of successfully executed Standardization Action Plans and concrete standardization results;
- The most important long term deliverables and the way these are expected to improve interfacing between ICT research and standardization in the near future;
- Recommendations resulting from the project's activities and possibilities to implement these.

- The role of RTD standards interfacing in the Commission's overall aim of furthering the Information Society in Europe and – in conjunction with that, Europe's leading position in ICT development;
- Issues encountered by IST projects when interfacing – or trying to interface – with ICT standards organizations;
- Issues encountered by ICT standards organizations when trying to incorporate research projects' results into their standardization processes;
- A global perspective on 'best practice' experience in other relevant regions such as the US, China or Japan;

2. Dissemination of knowledge and results during the second reporting period

During the second reporting period, COPRAS produces its first tangible results and disseminated these among its main constituencies. As a consequence, the promotional and dissemination activities have been more focused around these deliverables rather than on creating awareness with respect to the COPRAS objective, as was done during the first reporting period. The following sections will describe in more detail the promotional strategy and its results during the second reporting period.

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.[10]

2.2 Dissemination activities during the second reporting period

During the second reporting period, several of the main COPRAS deliverables have been produced, such as the Standardization Action Plans for projects in Call 1, and the interim Generic material. Dissemination activities during this period strongly relate to these deliverables and are described in the following sections.

2.2.1 Activities related to the Generic guidelines

During the second reporting period, 3 additional specific activities were deployed to support and encourage the dissemination, usage, impact and improvement of the Generic guidelines:

- A brochure was developed, providing a quick overview of the contents of the Generic guidelines, and highlighting the benefits of the document for IST projects;
- A first step was made to transform the guidelines document into an on line interactive tool on the COPRAS web site;

[10] 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.

- A worst case scenario was included in an updated version of the project's dissemination and exploitation plan, describing how the accessibility and maintenance of the generic guidelines can be ensured also beyond COPRAS' lifespan.

As far as the dissemination of the Generic guidelines was concerned, the first focus has been on projects and project consortia in Calls 4 & 5. Therefore, upon completion of the Generic guidelines and the accompanying brochure, the following 17 Units within DG INFSO were approached for support in disseminating the information to projects in Calls 4 & 5:

Unit	Overseeing Strategic Objective(s):	Call
D1	Broadband for all	4
	Mobile and wireless systems and platforms beyond 3G	4
D2	Networked audio-visual systems and home platforms	4
D3	Software and services	5
D4	Towards a global dependability and security framework	4
D5	ICT for networked businesses	5
E1	Multimodal interfaces	5
E2	Semantic-based knowledge and content systems	4
E3	Technology-enhanced learning	4
	Access to and preservation of cultural and scientific resources	5
E5	Cognitive systems	4
F2	Advanced Grid Technologies, Systems and Services	5
F3	Research networking testbeds	5
F4	Collaborative Working Environments	5
G3	Embedded systems	5
G4	eSafety - Co-operative Systems for Road Transport	4
G5	ICT for Environmental Risk Management	5
H1	Integrated biomedical information for better health	4
H3	eInclusion	5

Following COPRAS' request, more than 75% of the Units approached indicated the Generic guidelines would be distributed to projects in Calls 4 & 5, while almost 60% indicated the intention to include (or consider including) a link to the electronic version of the Generic Material on their respective CORDIS web pages, or to otherwise publish the web addresses for the Generic guidelines and/or the brochure. Only one Unit decided not to distribute the material due to the fact that the projects it is overseeing do not feel the need to interface with standards organizations.

In addition to the direct dissemination of the Generic guidelines, the material was also presented, together with other COPRAS deliverables, at several events, described in more detail in the following section.

2.2.2 General dissemination activities

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

Date	Type	Audience type	Countries	Audience size	Partners involved
04/03/05	EMayor workshop	eGovernment research community	EU	50 - 60	CEN
13/04/05	OMG Enterprise Interoperability Information Day	OMG membership and EC projects addressing interoperability	Global	60-70	The Open Group
25/05/05	D2 concertation meeting	2.3.1.8 project community	EU	50 - 60	CENELEC
22/06/05	ICTSB-DATSCG meeting	eInclusion standardization community	EU	15	CEN
22/06/05	ICTSB-SHSSG meeting	SmartHouse standardization community	EU	15	CENELEC
23/06/05	ICTSB plenary meeting	European standardization community	EU	15	CEN

30/06/05	eBIF plenary meeting	eBusiness standardization community	EU	25	CEN
20/07/05	Interim Generic material (Generic guidelines for IST projects)	Commission Project Officers; Call 4 & 5 research community	EU	17 Units	All
26/08/05	Article on IST results web site	IST research community	EU	unknown	CEN
31/08/05	Generic guidelines brochure	Commission Project Officers; Call 4 & 5 research community, standardization community	EU	5000 copies	All
07/09/05	COPRAS presentation at PRIME project general meeting	ICT privacy & security research community	EU	20	W3C
23/09/05	MOSSA workshop	Satellite technology research community	EU	20	CENELEC
05/10/05	COPRAS presentation at W3C-Global GRID Forum high level meeting	Senior WEB & GRID standardization representatives	Global	10	W3C
09/11/05	Meeting with Japanese Telecommunications Technology Committee	Japanese telecommunications standardization community	Global	5	CEN
16/11/05	INTEREST Workshop	European research & standardization community	EU	20	CEN
28/11/05	TEAHA Open Forum	NAVSHP research community	EU	50 - 60	CENELEC
12/12/05	Panel session BBEurope 2005	Broadband for all research community	EU	30	ETSI
21/12/05	Informal i2010 concertation meeting for Collaborative working environments projects	2.5.9 project community	EU	35	The Open Group
23/01/06	IT architecture Practitioners Conference	IT architecture research & standardization community	Global	300	The Open Group
27/01/06	UDEF Forum	UDEF membership	Global	20	The Open Group

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) Standardization meetings & conferences: as announced in the previous Plan for using and disseminating knowledge and results, COPRAS would focus more stronger on communicating knowledge and results, specifically related to the Standardization Action Plans, to the standards community during the second reporting period. Consequently it has addressed several meetings and events, both at the ICTSB and at member organization level, organized by COPRAS consortium members as well as organizations outside the consortium. The presentations aimed to document the results COPRAS had achieved, and to encourage cooperation between the standards world and research projects.

2) Concertation & cluster meetings: these type of events remain a good opportunity for COPRAS to disseminate its results as most projects in a certain Strategic Objective attend them. Nevertheless, concertation meetings are significantly less common for Call 2 Strategic Objectives than they are for Call 1, for which reason COPRAS could not use this type of dissemination tool as frequently as it did during the first reporting period.

3) Workshops: next to the previous two categories, workshops organized by other projects again established a useful dissemination platform for COPRAS as these events, similar to concertation meetings, attract a focused audience that is also concerned with the standardization is-

sues in their specific area. During the second reporting period, COPRAS addressed the following workshops:

a. EMAYOR clustering event, 4 March 2005, on "Secure Information Processing in the Public Sector" organized in conjunction with the TCGOV 2005 conference in Bolzano; here COPRAS presented its activities with respect to projects in Strategic Objective 2.3.1.9 (Networked businesses and governments)
b. Together with MOSSA, COPRAS organized a workshop on standardization development in the satellite domain, addressing parts of the NAVSHP and Broadband research communities.
c. At the TEAHA workshop, organized in conjunction with the Net@Home conference, COPRAS presented its results from working with projects in the NAVSHP area.
d. INTEREST workshop on the improvement of interfacing between research and standardization; the INTEREST project approaches these issues from a more academic perspective and also addresses the complete scientific and standards landscape rather than just the ICT part.

4) Publications: similar to the first reporting period, one article was published on the IST results web site of the Commission, describing COPRAS' objectives and achievements in general terms.[11]

5) Brochures: a new brochure was produced, summarizing and highlighting the main elements and issues from the Generic guidelines for IST projects interfacing with ICT standards organizations. The brochure was developed to promote the material to all stakeholders, presenting a clear and easy to understand case why and how it will be valuable to IST projects and other stakeholders; the brochure was printed in 5000-fold and was distributed by the consortium partners to Project Officers, IST projects and the standards community through various means.

2.3 Results from the dissemination strategy

For the second reporting period, COPRAS' dissemination strategy has been largely focused on the dissemination of the results it has achieved (in terms of concluding and executing Standardization Action Plans) with respect to improving interfacing and cooperation between selected projects in Call 1 and the standards community, as well as on the dissemination of the first release of the Generic guidelines for IST projects interfacing with ICT standards organizations.

Where the latter is concerned, it is still too early to assess the impact of the dissemination activities, but the positive response and cooperation from the European Commission, as well as the fact that an encouraging 50.000 out (of the 150.000 hits on the COPRAS web pages) were generated by the Generic guidelines and the Generic guidelines brochure, underline that at least the initial goals of the intensive marketing campaign for the Generic material have been achieved.

Similarly, the impact of the strategy to use the Standardization Action Plans for creating more awareness of the issues involved in RTD/standards interfacing will have to be assessed at a later point in time during the projects lifespan; despite this, in some areas (e.g. eInclusion) some initiatives have in fact been deployed by the standards community as a result of COPRAS activities, to establish better interfacing and exchange between specific projects and standards organizations.

2.4 Planned activities for the final reporting period

As the overview shows, COPRAS dissemination strategy during the second reporting period has been much more focused when compared to the first reporting period where it was clearly more diversified across different areas and instruments. Reasons for this focusing obviously are the core deliverables of the project during this period, and the marketing requirement that came with it. In this respect, COPRAS managed to accomplish 4 out of the 5 specific dissemination goals it had set itself in the first Plan for using and disseminating knowledge and results, only missing the planned presence at the larger (thematic) conferences.

[11] Also see: http://istresults.cordis.lu/index.cfm/section/news/tpl/article/BrowsingType/Features/ID/78141

As discussed in section 1.4, during the third reporting period COPRAS plans to complete and update the tangible results it generated so far, among others by including feedback from IST projects as well as other stakeholders on the usage of the Standardization Action Plans and the Generic guidelines. Several promotional tools will be used for this, such as the development and distribution of 'case study' brochures for those IST projects that executed their Standardization Action Plans, and the organization of an Open Meeting on the RTD/standards interface.

Taking this into account, the main spearheads for the dissemination strategy in the third period will be:

- A stronger focus on the larger (thematic) conferences to disseminate the projects results to larger and broader audiences; possible targets are the annual EASST, I-ESA, eChallenges or IST2006 conferences & exhibitions.
- A Continuous focus on communicating the results from the Standardization Action Plans to the standards community. This will not only aim at the standards bodies identified in these plans, but also on the broader ICT standardization world.
- A continuous communication of COPRAS' knowledge and results to Commission Project Officers, also to gather feedback with respect to the interim Generic Material. This feedback gathering process will also involve the Call 4 & 5 projects communities.
- A permanent distribution of the Generic guidelines as well as the case study brochures, the latter promoting the initial results of the Standardization Actions Plans. Target audience for this will be the IST research community, standards bodies, Commission Project Officers and other relevant stakeholders.
- Continuous and regular presence at concertation meetings, workshops, cluster events, etc. keeping IST research communities informed on progress achieved in their Strategic Objective, and allowing projects that are about to launch their activities, to take notice of the recommendations, guidelines and other supportive tools COPRAS developed.

2.5 Recommendations for future calls and Framework Programmes

As a result of one of the recommendations from the first project review, COPRAS decided not to develop activities towards projects in FP6 Call 3 but instead to use the resources reserved for this, to improve the quality and dissemination of the Generic guidelines. This would also increase the sustainability of the project's results, and hence improve the chances that these could remain available – as a platform – to projects in future Framework Programmes.

In addition, the increased dissemination activity also created new possibilities for supporting projects in Calls 4 and 5, other than providing these projects similar levels of support from COPRAS as Calls 1 & 2 had received. This will be discussed a bit more in detail in the following sections.

Most FP6 projects in calls 4 & 5, will have received – or were encouraged to take notice of – the Generic guidelines for IST projects interfacing with ICT standards organizations, as well as the accompanying brochure. Although this does not substitute the level of support and attention projects in Calls 1 & 2 received from COPRAS, it does provide them with the opportunity to evaluate whether the interface to standardization has been sufficiently build into their project proposals and work plans and, when applicable, it stimulates the projects to develop standards related activity at an early point in time during their projects' lifespan.

Call 4 as well as Call 5 projects will start their activities during the third and last COPRAS reporting period. COPRAS will therefore approach all projects it is able to contact in order to obtain feedback with respect to the usefulness of the Generic guidelines. Purpose of this exercise will be to feed this information back into the Generic material deliverables and improve the material so that it will be able to better support the projects, even beyond the lifespan of COPRAS.

This continuous support will mainly be established by transforming the Generic Guidelines into an interactive platform version, creating a dynamic deliverable supporting the sustainability of the outcome and results of the COPRAS project. The platform will offer all stakeholders broader functionality in terms of supporting interfacing between research and standardization.

As this platform will however require continuous maintenance, an effort will be made during the last reporting period, to ensure the resources necessary for the sustainability of the platform. However, in case the necessary resources for maintaining the COPRAS platform in the way it was developed, cannot be found by the time the project terminates, the COPRAS partners will keep the platform operational for as long as practicable, but will only offer its core functionality, i.e. providing access to (updated versions of the) interactive Generic Guidelines, in addition to other types of functionality that the COPRAS consortium partners may decide upon at that moment.

During the second reporting period, the COPRAS consortium partners also addressed the issue – amongst themselves as well as in discussions with the European Commission – of how to best embed the interface between research and standardization into FP7. Main reason for this is that COPRAS' experience shows its results and platform will be able to provide some support to projects in this Framework Programme, but many issues still remain to be addressed.

With respect to addressing the (continued) improvement of the RTD/standards interface in FP7, the COPRAS consortium partners therefore evaluated several options such as:

- Additional coordinating effort, e.g. through a permanent policy group (also including European Commission representatives) under the ICTSB, specifically addressing RTD/standards interfacing;
- Continuation of the COPRAS work through a support project in FP7, possibly in conjunction with initiating COPRAS-like projects in relation to European Technology Platforms or other instruments, supporting research projects in the field in a way consistent with the COPRAS methodology and supervised by the ICTSB policy group should be pursued.

Also, an effort will be made to initiate a meeting between the ICTSB chair and members of the Chairman's Advisory Group with senior representatives off the European Commission to address the issues at a policy level. In view of the FP7 timelines, it was additionally decided by the COPRAS consortium members to make an effort providing input on RTD/standards interfacing in FP7, through several of the events organized for this purpose by the Commission in spring 2006.

3. Publishable results

When COPRAS set out early 2004, all its deliverables were designed to become public documents. Although this is still the case for virtually all results generated so far, an exception was made with respect to the Standardization Action Plans for Calls 1 and Call 2. Experience showed that these plans sometimes necessarily have to contain information that may be considered confidential by some of the consortium members of the projects involved. Therefore COPRAS decided not to release the Standardization Action Plans in the public domain itself, but to leave this up to the projects concerned.

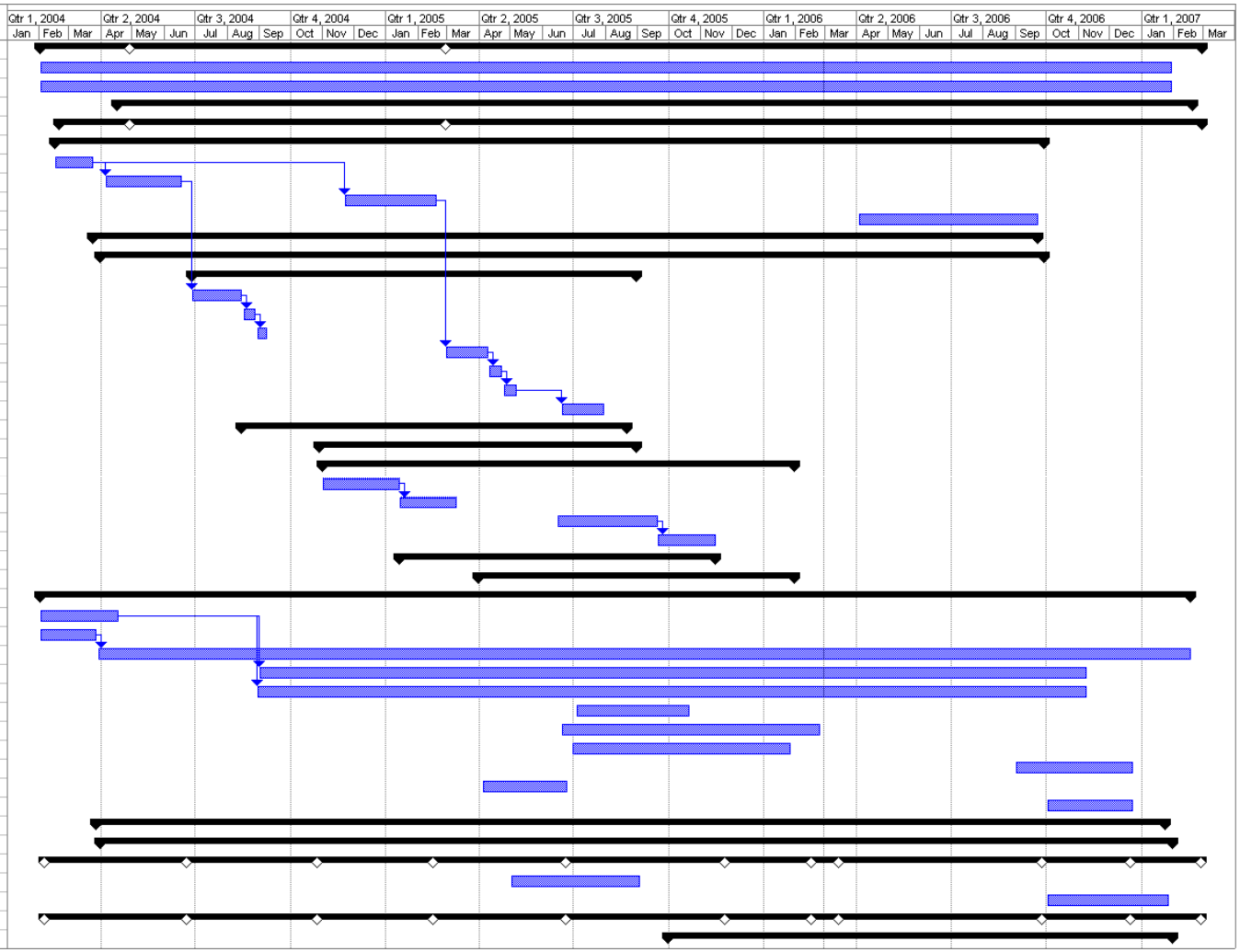
All other deliverables can be from the public section of the COPRAS web site, together with – for the most relevant deliverables – the executive summaries. The main documents in which the knowledge and results generated throughout the second reporting period are published, are:

- Deliverable D09: Information gathering report for call 2 (published early March 2005)
- Deliverable D12: Information analysis report Call 2 (published end of July 2005)
- Deliverable D14: Kick-off meeting report for Call 2 (published end of July 2005)
- Deliverable D15: Generic guidelines for IST projects interfacing with ICT standards organizations (published mid June 2005)
- Deliverable D17: Interim evaluation report (published early October 2005)
- Deliverable D18: Reverse mapping report (published early September 2005)

Similar to the first reporting period, the information and knowledge contained in these documents have also been presented at various workshops, conferences and concertation meetings. These presentations can also be downloaded from the COPRAS web site.

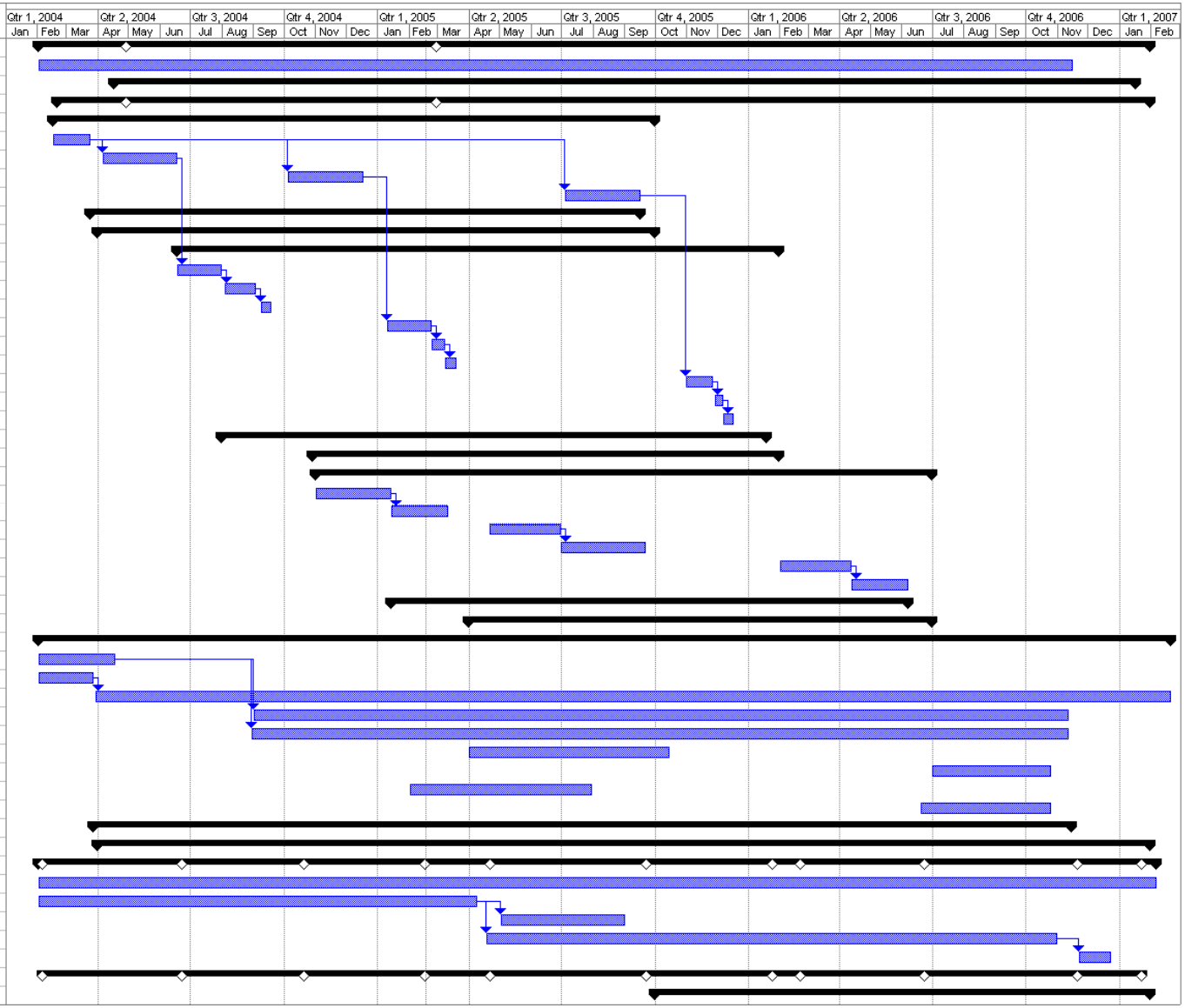
Annex B.1: COPRAS' current project work plan

ID	Task Name
1	**WP1 Project Management**
2	T1.1 - Planning and administration
3	T1.2 - 2 Coordination and organisation
4	**Milestones**
11	**Deliverables**
30	**WP2 Gathering project Information**
31	T2.1 - Information Package preparation
32	T2.2 - Project survey (contacting projects Call 1)
33	T2.3 - Project survey (contacting projects Call 2)
34	T2.4 - Feedback gathering (contacting projects Call 4 & 5)
35	**Milestones**
43	**Deliverables**
48	**WP3 Information Analysis and Project Selection**
49	T3.1 - Projects analysis Call 1
50	T3.2 - Definition selection criteria call 1
51	T3.3 - Project selection Call 1
52	T3.4 - Projects analysis Call 2
53	T3.5 - Definition selection criteria Call 2
54	T3.6 - Project selection Call 2
55	T3.7 - Reverse mapping Call 2
56	**Milestones**
66	**Deliverables**
74	**WP4 Development of appropriate standardization paths**
75	T4.1 - Invite projects to give contributions Call 1
76	T4.2 - Develop tailor-made measures for standardization Call 1
77	T4.3 - Invite projects to give contributions Call 2
78	T4.4 - Develop tailor-made measures for standardization Call 2
79	**Milestones**
86	**Deliverables**
89	**WP5 Promotion, Dissemination and Liaison**
90	T5.1 - Interim dissemination & exploitation plan
91	T5.2 - Web site creation
92	T5.3 - Web site maintainance
93	T5.4 - Dissemination of projects results (for all Calls)
94	T5.5 - Promotion and liaison (for all Calls)
95	T5.6 - Final dissemination and exploitation plan
96	T5.7 - Development on line version Generic Material
97	T5.8 - Brochure development (first set)
98	T5.9 - Brochure development (last set)
99	T5.10 - Development of generic guidance material (first set)
100	T5.11 - Development of generic guidance material (final set)
101	**Milestones**
112	**Deliverables**
123	**WP6 Strategic Evaluation**
124	T6.2 - Assessment of the project's main interim achievements
125	T6.4 - Assessment of the project's main achievements
126	**Milestones**
141	**Deliverables**



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

ID	Task Name
1	**WP1 Project Management**
2	T1.1 - Planning and administration
3	**Milestones**
9	**Deliverables**
27	**WP2 Gathering project Information**
28	T2.1 - Information Package preparation
29	T2.2 - Project survey (contacting projects Call 1)
30	T2.3 - Project survey (contacting projects Call 2)
31	T2.4 - Project survey (contacting projects Call 3)
32	**Milestones**
42	**Deliverables**
47	**WP3 Information Analysis and Project Selection**
48	T3.1 - Projects analysis Call 1
49	T3.2 - Definition selection criteria call 1
50	T3.3 - Project selection Call 1
51	T3.4 - Projects analysis Call 2
52	T3.5 - Definition selection criteria Call 2
53	T3.6 - Project selection Call 2
54	T3.7 - Project analysis Call 3
55	T3.8 - Definition selection criteria call 3
56	T3.9 - Project selection Call 3
57	**Milestones**
70	**Deliverables**
80	**WP4 Development of appropriate standardization paths**
81	T4.1 - Invite projects to give contributions Call 1
82	T4.2 - Develop tailor-made measures for standardization Call 1
83	T4.3 - Invite projects to give contributions Call 2
84	T4.4 - Develop tailor-made measures for standardization Call 2
85	T4.5 - Invite projects to give contributions Call 3
86	T4.6 - Develop tailor-made measures for standardization Call 3
87	**Milestones**
97	**Deliverables**
101	**WP5 Promotion, Dissemination and Liaison**
102	T5.1 - Dissemination & exploitation plan
103	T5.2 - Web site creation
104	T5.3 - Web site maintainance
105	T5.4 - Dissemination of projects results (for all Calls)
106	T5.5 - Promotion and liaison (for all Calls)
107	T5.6 - Brochure development (first set)
108	T5.7 - Brochure development (last set)
109	T5.8 - Development of generic guidance material (first set)
110	T5.9 - Development of generic guidance material (final set)
111	**Milestones**
120	**Deliverables**
128	**WP6 Strategic Evaluation**
129	T6.1 - Coordination and organization
130	T6.2 - Ongoing assessment for Interim Report
131	T6.3 - Identification of main interim achievements
132	T6.4 - Ongoing assessment for Final report
133	T6.5 - Identification om main achievements for Final reprt
134	**Milestones**
149	**Deliverables**



Annex C.1: Reports from the 5th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 5th Meeting of the COPRAS Steering Group, 16 March 2005, Sophia Antipolis, 9:30 - 1700**

Agenda item: **3.1**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting, welcomed the participants, and thanked W3C for hosting the meeting. In view of the preparations for the first annual review, the CSG invited Mr. James Boyd and Prof. Tatiana Kovacikova to attend the meeting. Participating to the meeting were: Mr. John Ketchell, representing CEN (Chair) Mr. Jon Echanove, representing CENELEC Mr. Scott Hansen, representing the Open Group Mr. Daniel Dardailler, representing W3C Mr. Rigo Wenning, representing W3C Mr. Yves Chauvel, representing ETSI Mr. James Boyd, representing CEN (part of the meeting) Prof. Tatiana Kovacikova, representing ETSI (part of the meeting) Mr. Bart Brusse, COPRAS Project Manager
2	**Approval of the Agenda** The agenda was approved.
3	**Approval report previous CSG meetings**
3.1	**Approval report 4th CSG meeting & review actions** The report of the 4th CSG meeting was approved. With respect to actions 4/01 and 4/02 it was noted that a repository had been set up but included very few activities. In this respects the Chairman mentioned CEN currently has some contacts with PRESTOSPACE (call 1). The project had been sent a link to the on-line questionnaire. With respect to actions 4/12, 4/15 and 4/16, the Project Manager mentioned developing listings of relevant events and submissions to newsletters had been discussed during one of the recent project team meetings. Conclusion was that pursuing these actions would require considerable resources, while the value of the outcome remained uncertain. The Project Manager therefore advised the CSG not to pursue these activities any further in an active way.
Decision 5/01	The CSG **decided** to discharge action items 4/12, 4/15 and 4/16, leaving open the possibility to reconsider a COPRAS newsletter once tangible output requiring further dissemination will be available.

	Although action items 4/13 and 4/14 were completed, so far little response was received from Commission Project Officers. This may however come once relevant dissemination opportunities occur for COPRAS in respect of certain Strategic Objectives. All other action items were completed.
3.2 **Decision 5/02** **Decision 5/03**	**Approval report special CSG meeting 25 February 2005 & review actions** The report of the special CSG meeting 25 February 2005 was approved and the CSG **decided** to endorse the decisions made at this meeting. All actions from this meeting were completed, except for action 02, which is being attended to by CENELEC. With respect to the information gathering process, the CSG **decided** the questionnaire should remain on line as more projects may still want to co-operate with COPRAS over the next months
4	**Communication and interaction with the Commission** The Project Manager reported that an initial discussion with the Commission on the possibility of COPRAS addressing projects in calls 4 and 5 had taken place end of November 2004. One of the options discussed here was to enable COPRAS to provide input during call 4 and call 5 information days organized by the Commission. Although this was not possible for call 4, the Chairman mentioned there may be already one opportunity for addressing call 5 projects during a workshop on 13 April, to which CEN was invited. Other issues discussed with the Commission included moving the delivery of D15 (the interim Generic Material) several months forward, and arranging links from the Commission's web pages to the COPRAS web site (which should be put in place once the interim Generic Material is available). The Chairman regretted that as far as DG INFSO was concerned, the Commission had no possibility to extend COPRAS' funding. Extending COPRAS' activities therefore could only be addressed through having multiple SSA projects, unless any call 6 enabled a horizontal SSA. The Chairman also mentioned discussions with DG ENTRI on possible funding additional for COPRAS activity were continuing, although this may prove to be quite complicated a route to follow. The deadline for submitting proposals to DG ENTRI would be 31 May 2005. In discussion, Scott Hansen proposed that, although calls 4 and 5 do not seem to include 'horizontal' support actions, for call 5 (which is expected to close end of November or early December 2005) smaller and focused COPRAS-type projects could possibly be submitted in specific Strategic Objectives. These smaller projects could nevertheless be retained under the overall umbrella of the existing COPRAS structure. In this context it should be kept in mind that in some Strategic Objectives, projects focusing on combining standardization efforts with which COPRAS or its consortium partners may seek to interface with (e.g. the ATHENA project that CEN is currently in the process of setting up a dialog with), sometimes exist. In any case, communication with the Commission on these issues should continue, also because Project Officers will keep playing a key role in convincing IST projects to cooperate with standards bodies.
5	**Contractual issues**

	The only pending contractual issue concerns the requirement for CENLEC to prepare an amendment to the contract, allowing it to subcontract activities in Work Packages 2, 3, 4 & 5 and to cover WP6 activities itself. This is currently being taken care of.
6	**Project Organisation**
6.1	**Project Manager's report** The Project Manager introduced his report encompassing the project team's activities since the last CSG meeting. These activities concentrated on Work Packages 1, 2, 4 and 5. In WP1, the Activity Report, the Plan for using and disseminating knowledge and the Management Report covering the first COPRAS reporting period (01/02/2004 – 31/01/2005) were produced and submitted to the Commission end of February/mid March 2005. WP2 activities encompassed the information gathering process for call 2, resulting in the Information gathering report for call 2 that was submitted to the Commission early March 2005. The results of the work were not as good as in call one but still comfortably within the targeted range. WP4 activities started in November 2004 but had not yet been completed because obtaining contributions to the Standardization Action Plans from selected projects was suffering from delays caused by projects being caught up in project reviews or call 4 submissions. Although the Project Team had started out with a comprehensive template for the Standardization Action Plans, more time than expected appears to be necessary for discussions with projects and tailoring the templates to the specifics of the respective situations. Some additional discussion may be required on this issue before the start of the WP4 activities for call 2.
Decision 5/04	The CSG **decided** to postpone the D11 deadline from end of March to end of April, as proposed by the Project Manager. For WP5 several COPRAS presentations were given at smaller workshops as well as at larger conferences. Also the exhibition and networking event organized at IST2004 was successful. The Project Manager indicated that all milestones were met according to plan with the exception of milestone M4.2 (availability of Standardization Action Plans for call 1), which had been shifted towards the end of March in line with postponing the D11 deadline to the end of April. In addition all deliverables were produced on time with the exception of D09 (Information gathering report for call 2), which was one week late. For the upcoming months most of the project team's attention will be focused on WP3, i.e. the information analysis and project selection process for call 2. In this respect the Project Manager proposed to drop milestone 3.6 (selection criteria for call 2 available) as the selection criteria for call 1 can be used. In addition he proposed to combine milestone 3.5 and 3.7 into one and set this for 29 April, creating more time between the selection of projects and the date of the kick-off meeting.
Decision 5/05	The CSG **decided** to approve the WP3 milestone changes for call 2 as proposed by the Project manager. With respect to the upcoming WP3 activities Rigo Wenning mentioned that issues in certain Strategic Objectives (e.g. GRID-based systems for solving complex problems) may need considerable discussion before output for standards bodies can even be produced.
Decision	The CSG **decided** issues arising from the different levels of maturity

5/06	across the Strategic Objectives should be discussed at the next CSG. As far as resources are concerned, the Project Manager mentioned all consortium partners have contributed to the production of the deliverables. An analysis of the resources spend over the first reporting period shows there have not been any major deviations from the planned budget, and the project should be in good shape to continue the rest of its work.
Decision 5/07	The CSG **decided** to approve the Project Manager's quarterly report.
6.2	**Deliverables submitted to the Commission** The following deliverables had been submitted to the Commission since the last CSG meeting: D06: Information analysis report call 1: 31 October 2004 D07: List of selected projects call 1: 31 October 2004 D08: Kick-off meeting report call 1: 31 October 2004 D09: Information gathering report call 2: 7 March 2005 D10: Activity report 1st reporting period: 28 February 2005 D10: Management report 1st reporting period: 14 March 2005
6.4	**Promotional activities** <u>Review COPRAS promotion and dissemination strategy</u> When looking at the promotional strategy the Project Manager indicated the fact that COPRAS would be producing more tangible results during the next reporting period could justify refocusing part of the promotional strategy (e.g. more aiming at Project Officers) There was however no consensus in the project team on this issue as staying on track with the current strategy provided more certainty with respect to positive results.
Decision 5/08	The CSG **decided** not to change the promotional strategy until more clarity on the positive effect of a change in strategy could be demonstrated. <u>Communicating European Research 2005, 14-15 November 2005, Brussels</u> The CSG discussed this event, which is not strictly ICT-oriented, and agreed COPRAS could possibly establish the core of a networking event or workshop organized around IST standardization in general. Presence at the exhibition should not be pursued. <u>COPRAS display material</u> The Chairman introduced document 05 (05) 18, showing two alternatives for producing COPRAS promotional material for use at conferences or exhibitions. The first option encompasses the development of 4 new portable banners (Bannerfix Snap 80 standard), specifically suitable for small exhibition spaces. The second option encompasses replacing the graphics of the existing CEN/ISSS pop-up standards with 5 new ones. This stand however is not portable.
Decision 5/09	The CSG **decided** to produce 2 COPRAS banners for use at smaller exhibitions, for which CEN will arrange the design.
Action 5/01	**James Boyd to propose a design and a budgetary solution for the production of the banners for the upcoming CSG meeting, together with the Project Manager.** <u>Other upcoming events & concertation meetings</u> A submission has been made for eChallenges 2005 that will be held 19-21 October in Ljubljana. The conference offers sponsorship opportunities but does not include an exhibition.

	CEN was invited to a call 5 preparatory workshop on Collaborative Working Environments, 13 April 2005 in Brussels. CEN was invited to present COPRAS itself at the ITS conference in Hanover 1-3 June; this opportunity will be addressed by the Chairman. Scott Hansen will participate in an OMG conference in Athens during the first half of April 2005.
6.5	**Planning of the project for the next quarter** For WP4 on Standardization Action Plans for projects in call 1 the aim is to complete the work end of March 2005 and have final drafts of the plans available for discussion by COPRAS early April 2005. After the approval by the individual projects, implementation can start early May when the plans have been submitted to the Commission. The information analysis process had only recently started. The Strategic Objectives have been distributed over the consortium partners and contributions to the Information analysis and project selection report will have to be provided between 15 and 22 April. The report will be submitted for approval by the CSG 29 April. For the selection of projects, COPRAS will apply the same criteria it defined for call 1. The kick-off meeting for call 2 will take place 16 June in Brussels, and the project team will largely follow the same procedures throughout the WP3 activities as it did for call 1. WP5 activities for the coming period will focus on the development of the interim Generic Material. Rigo Wenning explained that the main issue for this deliverable is the definition of its scope, as COPRAS cannot deal with all issues and cannot rewrite the 'bible' of standardization; an HTML-based layered structure could therefore be helpful for guiding users through the material. Scott Hansen underlined the material could for example demonstrate the options currently available and hence reinforce the position of existing organizations. The main question should however be what it is, that the users of the material need. The material should therefore probably contain guidelines how to approach standards bodies as well as some criteria for selecting the standards body best fit to address the issues a project is dealing with. For the purpose of discussing the scope of the interim Generic Material, a first draft of the document has been made available on the COPRAS web site.
Action 5/02	**All consortium partners to deliver contributions to the discussion on the scope of the interim Generic Material by the end of March**
Action 5/03	**The Chairman and the Project Manager to evaluate the first round of comments**
Action 5/04	**Rigo Wenning to distribute the first draft of the interim Generic Material 2nd half of April**
7	**Annual project review**
7.1	**Review agenda annual review** Although the original agenda proposed by the Commission for the annual review was agreed by COPRAS, the Chairman reported that he had agreed with Mr. Peter Wintlev-Jensen to make an effort to complete the meeting no later than 15:00. There will be no need for COPRAS for further discussion with the reviewers after these have had their internal discussions.

7.2	**Review & discussion planned presentations** For the annual review the following 7 presentations were prepared: • General introduction to COPRAS by the Chairman • Overview of the activities in WP2 by CENELEC • Overview of the activities in WP3 by ETSI • Overview of the activities in WP4 by the Open Group • Overview of dissemination activities by the Project Manager • Brief overview of the project's web site by W3C • Presentation of planned steps for the second reporting period by the Chairman
Decision 5/10	The CSG reviewed the presentations for the annual review and, taking into account a number of editorial changes, **decided** to approve these. In addition the editorial remarks, it was noted by the Chairman that the number of NoE projects responding to the questionnaire and participating in the COPRAS programme was remarkably low. According to Rigo Wenning and Yves Chauvel this may however be caused by the fact that the primary goals of these projects often is to build a community rather than to develop practical implementations. With respect to the development of Standardization Action Plans the Chairman mentioned the work in the eLearning cluster also showed a good example of how seamless transitions eventually can be made between the work done in COPRAS and the activities of the individual consortium partners.
7.2	**Review Management report first reporting period** James Boyd introduced the management report for the first reporting period, that had been sent to the Commission on 14 March 2005. He explained most of the project's resources spend are within reasonable limits of the budget (which was fixed at one third of the total project budget). Nevertheless, some overspending occurred with respect to CEN's travel cost, W3C's cost for WP5 and CENELEC's overall resources spend. All these deviations can however be explained referring to the additional promotional effort and the fact that the first 18 months of the project encompass activities requiring more than 50% of its resources. The latter aspect was also stressed by the Project Manager, who explained that the project had not "overspent" in any of the areas except WP5, when taking the amount of projects (and hence workload) in the different calls into account. Mr. Boyd explained that some consortium partners' budgets for the Work Packages may need to be adjusted for the other two reporting periods, but also the allocation of extra cost may need attention, possibly leading to (minor) changes in consortium partners' overall project budgets.
Decision 5/11	The CSG **decided** to address the remaining budgetary issues at its next meeting in June 2005.
Decision 5/12	The CSG **decided** to approve the Management Report for the first reporting period. Following this approval, James Boyd introduced the presentation on WP1 (Project Management) activities for the annual review. He explained there had been no need to activate the contingency plan or call upon the help from Project Officers, as results so far have been satisfactory, although, as Daniel Dardailler underlined, this might have generated even better results.

	The presentation underlined that all deliverables were produced on time and included several graphics showing the projects cost against the budget, as well as the areas where some overspending had been taking place.
Decision 5/13	Taking into account some editorial changes, the CSG **decided** to approve the presentation of the Management report.
7.3	**Additional preparations & arrangements** There were no additional preparations or arrangements regarded necessary for the annual review
8	**AOB**
8.1	**INTEREST project** The Chairman introduced document 05 (05) 06, a summary and fact sheet on the INTEREST (INTEgrating REsearch and STandardization) project. This is a STREP under the FP6's Policy-oriented research Priority, responding to the task of "Standardization and optimization of the interface of standards and research". The project aims to produce a taxonomy of standardization products and, based on this, sets out to produce best-practice guidelines for researches, standards bodies and policy makers on how knowledge and technology transfer from research should be supported and accomplished.
Decision 5/14	The CSG **decided** interfacing with INTEREST could be possible in the event that output from COPRAS that could be addressed by the project can be identified.
9	**Close and review planning for 2005 CSG meetings** The CSG agreed to have its 6th meeting on Wednesday 22 June 2005 at CEN or CENELEC in Brussels. The 7th meeting is scheduled for Thursday 24 November 2005, and will be held at ETSI in Sophia Antipolis

Annex 1: List of decisions from the 5th COPRAS Steering Group meeting 16/03/2005

Number	Decision
5/01	The CSG decided to discharge action items 4/12, 4/15 and 4/16, leaving open the possibility to reconsider a COPRAS newsletter once tangible output requiring further dissemination will be available.
5/02	The report of the special CSG meeting 25 February 2005 was approved and the CSG decided to endorse the decisions made at this meeting.
5/03	With respect to the information gathering process, the CSG decided the questionnaire should remain on line as more projects may still want to cooperate with COPRAS over the next months
5/04	The CSG decided to postpone the D11 deadline from end of March to end of April, as proposed by the Project Manager.
5/05	The CSG decided to approve the WP3 milestone changes for call 2 as proposed by the Project manager.
5/06	The CSG decided issues arising from the different levels of maturity across the Strategic Objectives should be discussed at the next CSG.
5/07	The CSG decided to approve the Project Manager's quarterly report.
5/08	The CSG decided not to change the promotional strategy until more clarity on the positive effect of a change in strategy could be demonstrated.
5/09	The CSG decided to produce 2 COPRAS banners for use at smaller exhibitions, for which CEN will arrange the design.
5/10	The CSG reviewed the presentations for the annual review and, taking into account a number of editorial changes, decided to approve these.
5/11	The CSG decided to address the remaining budgetary issues at its next meeting in June 2005.
5/12	The CSG decided to approve the Management Report for the first reporting period.
5/13	Taking into account some editorial changes, the CSG decided to approve the presentation of the Management report.
5/14	The CSG decided interfacing with INTEREST could be possible in case output from COPRAS that could be addressed by the project can be identified.

Annex 2: List of actions from the 5th COPRAS Steering Group meeting 16/03/2005

Number	Action	Status
5/01	James Boyd to propose a budgetary solution for the production of the banners for the upcoming CSG meeting, together with the Project Manager	Completed
5/02	All consortium partners to deliver contributions to the discussion on the scope of the interim Generic Material by the end of March	Completed
5/03	The Chairman and the Project Manager to evaluate the first round of comments	Completed
5/04	Rigo Wenning to distribute the first draft of the interim Generic Material 2nd half of April	Completed

Annex C.2: Reports from the 6th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 6th Meeting of the COPRAS Steering Group, 24 June 2005, Brussels, 9:30 – 13:00**

Agenda item: **3.1**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** In the absence of its Chairman, John Ketchell, the CSG appointed Scott Hansen to chair the 6th meeting of the CSG. Having accepted this, the interim Chairman opened the meeting and welcomed the participants. Luc Van den Berghe, participating on behalf of CEN, informed the CSG that John Ketchell is doing well considering circumstances and that he will be away from office until September 2005. The CSG wished him well. Participating to the meeting were: Mr. Jon Echanove, representing CENELEC Mr. Scott Hansen, representing the Open Group and interim Chairman Mr. Daniel Dardailler, representing W3C Mr. Yves Chauvel, representing ETSI Mr. Luc Van den Berghe, representing CEN Mr. Bart Brusse, COPRAS Project Manager
2	**Approval of the Agenda** In addition to the items listed, the CSG agreed to also address the production of the new version of the generic brochure reflecting the interim Generic Material under item 6.3. With this addition the agenda was approved.
3	**Approval report 5th CSG meeting** The report of the previous meeting was approved. All actions items have either been completed or resolved. All decisions taken by the CSG at the previous meeting have been addressed as well.
4	**Communication and interaction with the Commission** The official report of the first COPRAS review was received 8 April 2005. A first response to the reviewers' recommendations contained in this report was sent to the Commission 18 May 2005. No formal reaction to this response has yet been received, although Mr. Peter Wintlev-Jensen did indicate the shifting of the D12, D13, D14 and D15 delivery dates was acceptable taking into account the reviewers' recommendations. The Project Manager indicated that the Commission will probably want to look at the revised version of Annex 1 that COPRAS plans to deliver end of June 2005. This will hopefully also clarify whether some changes proposed by ETSI with respect to the amount of subcontracted work are acceptable. Scott Hansen underlined that although changes in cost models and ad-

	justment of subcontracted work can be discussed with the Commission, experience has shown that these areas often require detailed discussions to fully understand the Commission guidelines. Some internal discussion within COPRAS clarifying the issues may therefore be helpful, also in view of the communication with the Commission.
Action 6/01	**Scott Hansen to discuss and clarify ETSI issues on cost model and subcontracting together with Yves Chauvel and James Boyd**
5	**Contractual issues** The Project Manager introduced the new version of Annex 1 that was prepared to reflect COPRAS' response to the reviewers' recommendations contained in document 06 (05) 05.
Decision 6/01	The CSG **decided** that in addition to the changes proposed, the following new deliverables should be included replacing the ones that were removed due to COPRAS reallocating resources previously planned for call 3 in alignment with the reviewers comments: - Call 2 reverse mapping report - Interim Generic Material Brochure - Second release dissemination and information report - Interim release on line version Generic material - Feedback gathering report call 5
Decision 6/02	With the inclusion of the additional deliverables and taking into account some editorial changes, the CSG **decided** to approve the revision of Annex 1.
Action 6/02	**The Project Manager to adjust Annex 1 according to the CSGs decisions and submit it to the Commission.** Following the discussion on the revision of Annex 1, the CSG discussed those elements in the COPRAS budget that do not relate to person/months. Although it was recognized that some re-allocations may eventually be necessary in view of the experience over the first 18 months and as a result of the revision of Annex 1, overall no major adjustments seem to be necessary at the moment. However, if required, the CSG will address the issues again at its next meeting.
6	**Project Organization**
6.1	**Project Manager's report** The Project Manager introduced his quarterly report and briefly mentioned the follow-up from the kick-off meeting and the work done on revision of Annex 1 and re-allocating the resources that became available due to COPRAS reallocating call 3 resources. He mentioned that most of the resources during the previous months were spent on WP3 activities, mainly encompassing information analysis and the organization of the kick-off meeting for projects in call 2. With respect to the latter, the Project Manager underlined that although few of the invited projects attended the meeting, due to this meeting coinciding with several other events, the results were relatively good and COPRAS will most likely be able to achieve its target of developing Standards Action Plans with 9-11 projects in call 2. Another positive aspect of the call 2 kick-off meeting was the active participation of the Project Officers for the Embedded systems Strategic Objective and for the GRID-based systems Strategic objective, 2 areas where COPRAS may well be capable of arranging clusters around a Standards Action Plan. This was also acknowledged by Scott Hansen who underlined that Project Officers have increasingly been encouraging research projects

	to interface with standardization. With respect to WP4, the development of Standardization Action Plans, the Project Manager mentioned the project team had completed its work developing plans for call 1 projects and had submitted the final version of deliverable D11 to the CSG for approval.
Decision 6/03	The CSG **decided** to approve the Project Manager's quarterly report
6.2	**Deliverables submitted to the Commission** Since the last CSG meeting only deliverable D11A, the first release of the Standards Action Plans for Call 1, was delivered to the Commission on 10 May 2005, which is 10 days later than originally planned. Scott Hansen briefly introduced deliverable D11B, which is the final version of the aggregate Standards Action Plans for call 1 projects. He highlighted the additional plans for the SIMILAR, TALK, GANDALF and SIMPLICITY projects that were now contained in the deliverable and pointed the CSG members' attention towards the 'rolling action plan', contained in an Annex to D11, chronologically listing all the planned action steps with all the projects in call 1. Following the introduction of the document Scott Hansen also underlined that the implementation of the plans will be the real challenge for COPRAS. This will generate a considerable amount of information that will establish the basis for the case studies COPRAS will produce to document its cooperation with individual projects.
Decision 6/04	The CSG **decided** to approve deliverable D11B, which will subsequently be sent to the Commission. Following the approval of the Standards Action Plans for call 1, the Project Manager, referring to the revised policy towards this deliverable as indicated on page 29 of the revised version of Annex 1, recommended not to determine D11 as a public deliverable in view of the sensitivity of some of the information contained in the document.
Decision 6/05	The CSG **decided** that D11 should remain confidential and asked the Project Manager to inform the Commission accordingly.
6.3	**Promotional activities** Scott Hansen explained the project team had discussed how to follow up on the recommendation from the project reviewers to produce a new version of the generic brochure. This had led to the conclusion that an 8-12 page A4 brochure should be developed containing an abstract version of the contents of D15. This brochure should be distributed over the next 12 months, not only among IST projects or IST project consortia, but to the wider community involved in RTD/standards interfacing. Following this introduction, Jon Echanove explained that a quotation from the printer had been received for the production of 2000 or 5000 8 page, non-stapled, double folded brochures. In the concept there will be 6 pages for text in addition to a front and back cover. Prices are € 4.000,-- for 2000 copies and € 5.250,-- for 5000 copies. In case the order will be placed Monday 27 June and the printer can start to work on the design, the brochures will be in Brussels by 29 July.
Decision 6/06	As they will have to be used for many – normally well-attended – events, the CSG **decided** to order 5000 new generic brochures. The brochure will refer to the more complete versions of the Generic material available on the COPRAS web site and will serve as a multipurpose

	information document for a wider community. For this reason, it will be mentioned that the brochure is produced by the COPRAS project, but the information on the COPRAS consortium partners will be limited and in a separate section of the brochure rather than in the core text. This will ensure the brochure can still be used, also when COPRAS as a project is terminated.
Action 6/03	**The Project Manager to distribute a draft of the brochure text by 1 July**
Action 6/04	**The Project Manager to deliver the final text for the brochure by 8 July**
	Following the CSG's previous decision to produce 2 COPRAS banners for use at smaller exhibitions, as a budgetary solution for this, the Project Manager proposed to use part of the kick-off meeting budget that became available due to COPRAS abandoning call 3.
Decision 6/07	The CSG **decided** to finance the COPRAS banners from the original budget for the kick-off meetings
	The Project Manager mentioned that much of the promotional activities over the past few months had focused on standards groupings, rather than IST project related events. This will however change during the next period, when the focus will be on concertation or cluster events for calls 4 and 5. Also COPRAS will be working on a standardization workshop together with the MOSSA project (23 September) and will be submitting a paper for the BB Europe 2005 conference in Bordeaux.
6.4	**Planning of the project for the next quarter**
	The Project Manager mentioned that the main focus for the next month will be on the WP3 deliverables D12 (Information analysis report for call 2), D13 (List of selected projects for call 2) and D14 (Kick-off meeting report for call 2). Final drafts of this deliverables will be distributed for comments and approval to the CSG 22 July 2005; planned delivery to the Commission is end of July 2005. In addition to this, the project team will submit the new deliverable focusing on the reverse mapping for call 2.
	Although the interim Generic Material (D15) was scheduled to be delivered to the Commission end of June 2005 (and a draft was scheduled to be distributed to the CSG members 24 June), this timeline could not be met due to the amount of work in other Work Packages. The Project Manager therefore proposes to shift the planning for the delivery of D15 for 2 weeks.
Decision 6/08	The CSG **decided** that D15 will be delivered to the Commission first half of July.
	With WP3 coming to an end, the Project Manager stated that the project team's activities will gradually change into a different mode. While the first 18 months strongly concentrated on carrying out activities in Work Packages 2, 3 and 4, the second half of the project will concentrate more on dissemination, promotion and evaluation activities, as well as on the execution of the Standards Action Plans.
	As far as the interim Evaluation report (D17, planned for the end of September 2005) is concerned, focus will be on the actual qualitative and quantitative achievements rather than on the process aspects of the project. Also an attempt will be made to see what the impact has been so far on the IST program, although it may still be too early for collecting feedback, e.g. from projects or standards bodies.
7	**AOB**

	The Project Manager raised the issue that call 5 is open until mid September, and that there may be opportunities for submitting a proposal for a COPRAS-like support action project in those Strategic Objectives where there would seem to be a good potential for addressing other projects standardization needs. Scott Hansen underlined that although it may not be so easy to submit a proposal where the added value is evident, considering COPRAS is still active for the next 18 months, the fact that it is not able to address calls 4 and 5 the way it has addressed calls 1 and 2 may provide opportunities.
Action 6/05	**Scott Hansen to investigate in which Call 5 Strategic Objectives proposals for focused COPRAS like support actions could be made.**
8	**Close and review planning for 2005 CSG meetings** The next meeting of the CSG will be held 24 November 2005 at W3C, 2004 route des Lucioles, Sophia Antipolis. The meeting thereafter will be scheduled in conjunction with the second project review.

Annex 1: List of decisions from the 6th COPRAS Steering Group meeting 24/06/2005

Number	Decision
6/01	The CSG decided that in addition to the changes proposed, the following new deliverables should be included and replace those associated with call 3: - Call 2 reverse mapping report - Interim Generic Material Brochure - Second release dissemination and information report - Interim release on line version Generic material - Feedback gathering report call 5
6/02	With the inclusion of the additional deliverables and taking into account some editorial changes, the CSG decided to approve the revision of Annex 1
6/03	The CSG decided to approve the Project Manager's quarterly report
6/04	The CSG decided to approve deliverable D11B, which will subsequently be sent to the Commission
6/05	The CSG decided that D11 should remain confidential and asked the Project Manager to inform the Commission accordingly
6/06	As they will have to be used for many – normally well-attended – events, the CSG decided to order 5000 new generic brochures
6/07	The CSG decided to finance the COPRAS banners from the original budget for the kick-off meetings
6/08	The CSG decided that D15 will be delivered to the Commission first half of July

Annex 2: List of actions from the 6th COPRAS Steering Group meeting 24/06/2005

Number	Action	Status
6/01	Scott Hansen to discuss and clarify ETSI issues on cost model and subcontracting together with Yves Chauvel and James Boyd	Completed
6/02	The Project Manager to adjust Annex 1 according to the CSGs decisions and submit it to the Commission.	Completed
6/03	The Project Manager to distribute a draft of the brochure text by 1 July	Completed
6/04	The Project Manager to deliver the final text for the brochure by 8 July	Completed
6/05	Scott Hansen to investigate in which Call 5 Strategic Objectives proposals for focused COPRAS like support actions could be made.	Overtaken

Annex C.3: Reports from the 7th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 7th Meeting of the COPRAS Steering Group, 24 November 2005, W3C Sophia Antipolis, 9:30 – 17:30**

Agenda item: **3.1**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and thanked Scott Hansen for standing in as Chairman in the previous meeting, and Luc Van den Berghe for having represented CEN. In addition he noticed that feedback from stakeholders (e.g. Commission Project Officers) indicated the project is well looked at and making good progress, which may result in successfully bridging COPRAS' results to FP7. Participating in the meeting were: Mr. John Ketchell, representing CEN (chair) Mr. Yves Chauvel, representing ETSI Mr. Scott Hansen, representing the Open Group Mr. Rigo Wenning, representing W3C Mr. Bart Brusse, COPRAS Project Manager Mr. Jon Echanove, representing CENELEC, sent his apologies due to other commitments.
2	**Approval of the agenda** The agenda was approved.
3	**Approval report previous CSG meeting** The report was approved. With respect to the action items, it was noticed that items 6/02, 6/03 and 6/04 had been completed, while items 6/01and 6/05 had been overtaken, and were replaced by other agenda items.
4	**Communication and interaction with the Commission**
4.1 **Action 7/01**	**Status approval amendments Annex 1** The Project Manager reported that the Commission still had not formally responded to the amended version of Annex 1 to the contract with the Commission submitted by COPRAS several months ago. Mr. Peter Wintlev-Jensen had however recently indicated he expected such a formal response within days rather than weeks, and also indicated that he did not expect any specific issues to be raised, at least with respect to the contents of the document. **The Chairman to contact Mr. Peter Wintlev-Jensen early in December in case a formal response to the amended version of Annex 1 has not been received from the Commission by then**
4.2	**Status implementation recommendations 1st Project Review** The Project Manager introduced document 07 (05) 06, addressing the

	status of implementation of the recommendations from the first project review. The CSG discussed the document and concluded that generally speaking implementation of the recommendations was well on track however, in addition to this:
Decision 7/01	The CSG **decided** additional feedback from the IST research community should be included in updated versions of the Generic Guidelines (either in document or on-line format)
Decision 7/02	The CSG **decided** that in order to retrieve feedback from projects using the Generic Guidelines, a two-step approach should be adopted addressing both call 4 and call 5 projects
Decision 7/03	The CSG **decided** summaries of the relevant deliverables as indicated in recommendation 9 should be available by 31 January 2006
Action 7/02	**The Project Manager to ensure executive summaries of maximum 1 page are being prepared for deliverables D05, D06, D08, D09, D11, D12, D14, and D17**
Action 7/03	**The Project Manager to circulate the new versions of the deliverables, including the executive summaries via the CSG mailing list at the latest by 31 January 2006**
	In addition, the CSG discussed the project web site and noticed that the promotion and dissemination of COPRAS' objectives and results would most likely benefit from some additional work on the content and "look-and-feel" aspects. Issues highlighted included: - the home page should be re-styled and include a comprehensive text summarizing the main objectives and results of COPRAS so far, and headers should be used to underline these; - the content on the main pages (e.g. the presentations) should have a more promotional character, rather than serving as a project-internal collaboration tool; - a presentation for a wider audience explaining the objectives and results of the project should be made available rather than a list of all presentations addressing specific targeted audiences; - it should be made easier (e.g. by using interactive tools) for specific constituencies (e.g. SME companies) to find the specific benefits standardization and COPRAS cab bring to them; - the structure of the site should be reviewed and if necessary buttons should be added to bring the navigation structure of the site more in line with other FP6 project sites; - there should be a better separation between the promotional aspects of the site and the areas that are meant to serve as management tools for the project itself. A re-vamped version of the COPRAS web site should be ready by 13 February 2006 (date of the next CSG meeting) and in conjunction with this the CSG defined the following action items:
Action 7/04	**The Chairman and Project Manager to make proposals for the content on the home page at the latest by 31 January**
Action 7/05	**All CSG members to send suggestions with respect to the home-page content to the Chairman and Project Manager**
Action 7/06	**W3C to implement the changes to the content as well as the look-and-feel aspects at the latest by 10 February 2006**

4.3	**Possible activities towards FP6 IST call 6** Scott Hansen introduced document 07 (05) 05, aiming to extend the impact of COPRAS achievements into FP7, while also taking into account the specific structures and instruments (e.g. the European Technology Platforms and Joint Technology Initiatives) within or related to this Research Programme, and better align standardization processes with future Commission funded ICT research. The document, that encompasses a draft for a call 6 road map proposal, defines the work necessary to map European ICT standardization activity with (planned) research, identifying gaps, actions, timings, risks, contingencies and recommended FP7 Programme elements to achieve greater standardization of FP7 research results, thus increasing the support standardization can bring to the Programme achieving its core economic goals.
Decision 7/04	The CSG **decided** the possibilities to submit a call 6 road map proposal, bridging towards FP7 should be further investigated
Action 7/07	**Scott Hansen to check whether there are arrangements made by the Commission to fund horizontal activity in FP6 call 6**
Action 7/08	**All CSG members to send their comments with respect to the proposal to Scott Hansen at the latest by Friday 9 December 2005**
4.4	**Possible activities towards FP7** The Chairman introduced document 07 (05) 09, providing a set of recommendations with respect to the improvement of the RTD/standards interface in FP7. These recommendations suggest: - A meeting between the ICTSB chair and members of the Chairman's Advisory Group with senior people in DG INFSO should be organized to address the issue at a policy level; - A policy group in which the European Commission would be represented as well should be established under the ICTSB addressing the issues; - Opportunities for establishing a support project continuing the work on improving the RTD/standards interface in FP7 should be pursued; - Opportunities for initiating COPRAS-like projects in relation to European Technology Platforms or other instruments, supporting projects in the field in a way consistent with the COPRAS methodology and supervised by the ICTSB policy group should be pursued. The CSG discussed the document and its recommendations and among others concluded that actions were necessary in view of the expected call 6 and FP7 call 1 time lines that would have to be taken into account. Also it recognized that new structures (such as a policy group) could be necessary to coordinate between the standards world and, for example, the European Technology Platforms.
Decision 7/05	The CSG **decided** that a meeting between the ICTSB Chair, members of the Chairman's Advisory Group and Mr. Colosanti of the Commission should be organized
Decision 7/06	The CSG **decided** that the proposal contained in document 07 (05) 05 should serve as a basis for establishing a support project continuing the work on improving the RTD/standards interface in FP7
Action 7/09	**All CSG members to provide their ideas and suggestions with respect to the establishment of a policy group under the ICTSB as well as with respect to the opportunities for initiating COPRAS-like projects**

	at the latest by 2 December 2005
Action 7/10	**The Chairman to initiate a dialogue with Peter Wintlev-Jensen to elaborate in more detail the options available for addressing the establishment of a policy group under the ICTSB as well as the opportunities for FP7**
5	**Contractual issues**
5.1	**Review remaining budget** The Project Manager introduced document 07 (05) 04 and stated that an analysis of the project's budget spend during the first half of COPRAS' lifespan indicated some reallocation between budget items as well as between partners may be necessary to complete the project's activities as planned. The CSG discussed the situation on the budget and concluded that 100% clarity with respect to the figures and the actual distribution of the budget items between the consortium partners could not be reached during the meeting. In addition it concluded that at least 4 of the partners will most likely need to transfer non-human resource-related budget to budget for person/months to complete their tasks in good order.
Decision 7/07	The CSG **decided** that re-allocating part of the ETSI non-human resources related budget to the person/months budget of the other partners should be further discussed between the partners at a meeting in Brussels on 6 December 2005.
Action 7/11	**The Project Manager and Project Coordinator to verify the exact and actual distribution of budget over the consortium partners and to draft a detailed proposal, how budget items can be re-allocated to achieve the required increase in the human resources budget**
6	**Project Organization**
6.1	**Project Manager's report** The Project Manager introduced his quarterly report and mentioned most of the project team's activities had been focused on finalizing the WP3 activities with the report on 'Reverse Mapping', on the development of Standards Action Plans for Call 2 projects and the execution of these plans for Call 1 projects in WP4, as well as on the production, distribution and promotion of the 'Generic Guidelines for IST projects interfacing with ICT standards organizations, which are part of WP5. In addition, as part of the WP6 activities, the team produced an interim Evaluation Report. The Project Manager indicated that although there was no direct necessity to address the project's resources or planning, the CSG should reconsider the planning for deliverable D24 (Call 5 feedback report). As it seems now, Call 5 will not start until June 2006, while Call 4 projects are expected to launch January 2006. In order to evaluate the impact of the Generic Material, COPRAS will therefore either have to delay the delivery of D24 for several months (e.g. until October 2006) or concentrate on Call 4, rather than Call 5 projects as far as D24 is concerned. In this respect it should also be taken into account that – due to various circumstances – COPRAS so far has not been able to check which projects actually did receive the Generic Guidelines, for which reason a larger sample from Call 4 and 5 projects may be necessary to generate sufficient (meaningful) feedback.
Decision 7/08	The CSG **decided** to take a two-step approach with respect to deliverable D24, addressing projects in Call 4 as well as in Call 5 (as far as possible within the project's timing constraints
Decision 7/09	The CSG **decided** to approve the Project Manager's quarterly report

6.2	**Deliverables submitted to the Commission** The following deliverables were produced between end of June 2005 and end of November 2005: D12: Information analysis report for Call 2 D13: List of selected projects for Call 2 D14: Call 2 kick-off meeting report D15: Generic Guidelines for IST projects interfacing with ICT standards organizations D17: Interim Evaluation report D18: Reverse mapping report D20: Generic Guidelines brochure All these deliverables had been approved by the CSG by correspondence and submitted to the European Commission, albeit one or two weeks later than planned in several cases.
6.3	**Deliverables for approval** The Project Manager introduced deliverable D21, the final version of the COPRAS dissemination and exploitation plan. Although an earlier version of this deliverable had already been distributed for approval by correspondence, the section on maintenance and sustainability of the Generic Material had required additional discussion. The CSG therefore discussed the projects options for guaranteeing the sustainability of the project's results and achievements, including a 'worst case' scenario. In such a case, e.g. if the necessary resources for maintaining the COPRAS platform in the way it was developed had not been found by the time the project terminated, the COPRAS partners would keep the platform operational for as long as practicable, but would only offer its core functionality. The meeting felt this should be the provision of access to (updated versions of the) interactive Generic Guidelines, in addition to other types of functionality that the COPRAS consortium partners may decide upon at that moment. In any case, as the COPRAS web site is hosted by W3C, the material will be retained indefinitely, but in static mode under that organization's Persistence Policy.
Decision 7/10	Taking into account the additions on the 'worst case' scenario, the CSG **decided** to approve deliverable D21 with minor amendments.
Action 7/12	**The Project Manager to send the approved version of D21 to the European Commission**
	In addition to the scenarios for maintaining COPRAS' achievements, the CSG also discussed the Open Meeting planned for the autumn of 2006. It was agreed that activities to organize the meeting should start earlier and that a draft agenda, listing deliverables/topics to be presented/addressed, and proposing a list of invited speaker, should be discussed at the next CSG. Also, the proposed agenda should be discussed with Peter Wintlev-Jensen and it should be checked whether Mr. Colosanti would be available for doing the keynote speech at the Open Meeting
Action 7/13	**The Project Manager to prepare a first draft agenda for the Open Meeting for discussion at the next CSG meeting.**
6.4	**Promotional activities** Promotional activities between July and November 2005 had mostly focused on the dissemination of the Generic Guidelines, specifically addressing projects and project consortia in Calls 4 and 5. This involved presentations at several occasions, but focused in particular on Commission Project Officers in those Units overseeing activities in Calls 4 and 5.

	Therefore, there has been considerable communication with the Commission, and although the response to COPRAS' request for support in disseminating the Generic Guidelines to Call 4 and 5 projects was different across the Units concerned, overall reactions were very positive, resulting in various types of support such as links to the Generic Guidelines on CORDIS pages, handing out brochures to projects when they come in for contract negotiations; and the distribution of electronic versions of the brochure to projects and project consortia concerned. In order to involve Commission Project Officers even more in the dissemination of the Generic Guidelines to projects in Calls 4 and 5, several additional opportunities were discussed between the Project Coordinator, the Project Manager and Mr. Peter Wintlev-Jensen. In this respect the latter suggested COPRAS could organize a half training session for Commission Project Officers, addressing the developments in RTD/standards interfacing in general and underlining the importance of the Generic Guidelines.
Action 7/14	**The Project Manager to contact Peter Wintlev-Jensen to set a date for an RTD/standards interfacing training session in February 2006** Further to the above mentioned promotional actions, larger quantities of the Generic Guidelines brochure are currently being distributed by the COPRAS consortium members among their members and stakeholders. In addition, the other ICTSB members will be send smaller quantities of the brochure to be put on display, and projects in Calls 1 & 2 will be send an electronic version.
6.5	**Planning of the project for the next quarter** The Project Manager reported that the Project Team would focus on finalizing the Call 2 Standards Action Plans as well as on preparing the first 'Case study brochures' documenting the achievements of Call 1 projects interfacing with standards bodies.
7	**AOB** The Project Manager mentioned he had been invited to present the COPRAS achievements at a workshop organized by the INTEREST project, that focuses on the integration of research and standardization in general (i.e. also beyond the ICT domain). As a result it was suggested that additional discussion on coordination or cooperation could be beneficial for the projects as well as for their stakeholders.
Action 7/15	**The Project Manager to set up a meeting in Brussels between COPRAS and INTEREST in January 2006**
8	**Close and planning upcoming CSG meetings** The next meeting of the CSG is planned for 13 and 14 February at ETSI in Sophia Antipolis. The meeting will start in the afternoon of the 13, and will end the next day before lunch. The subsequent meeting was provisionally scheduled for either 14 or 21 March 2006 in conjunction with the second annual review meeting.
Action 7/16	**The Project Manager to suggest 15 or 22 March 2006 for the annual review to Peter Wintlev-Jensen**

Annex 1: List of decisions from the 7th COPRAS Steering Group meeting 24/11/2005

Number	Decision
7/01	The CSG decided additional feedback from the IST research community should be included in updated versions of the Generic Guidelines (either in document or on-line format)
7/02	The CSG decided that in order to retrieve feedback from projects using the Generic Guidelines, a two-step approach should be adopted addressing both call 4 and call 5 projects
7/03	The CSG decided summaries of the relevant deliverables as indicated in recommendation 9 should be available by 31 January 2006
7/04	The CSG decided the possibilities to submit a call 6 road map proposal, bridging towards FP7 should be further investigated
7/05	The CSG decided a meeting between the ICTSB Chair, members of the Chairman's Advisory Group and Mr. Colosanti of the Commission should be organized
7/06	The CSG decided that the proposal contained in document 07 (05) 05 should serve as a basis for establishing a support project continuing the work on improving the RTD/standards interface in FP7
7/07	The CSG decided that re-allocating part of the ETSI non-human resources related budget to the person/months budget of the other partners should be further discussed between the partners at a meeting on 6 December 2005
7/08	The CSG decided to take a two-step approach with respect to deliverable D24, addressing projects in Call 4 as well as in Call 5 (as far as possible within the project's timing constraints
7/09	The CSG decided to approve the Project manager's quarterly report
7/10	Taking into account the additions on the 'worst case' scenario, the CSG decided to approve deliverable D21

Annex 2: List of actions from the 7th COPRAS Steering Group meeting 24/11/2005

Number	Action	Status
7/01	The Chairman to contact Mr. Peter Wintlev-Jensen in the beginning of December in case a formal response to the amended version of Annex 1 has not been received from the Commission by then	Completed
7/02	The Project Manager to ensure executive summaries of maximum 1 page are being prepared for deliverables D05, D06, D08, D09, D11, D12, D14, and D17	Completed
7/03	The Project Manager to circulate the new versions of the deliverables, including the executive summaries via the CSG mailing list at the latest by 31 January 2006	Completed
7/04	The Chairman and Project Manager to make proposals for the content on the home page at the latest by 31 January	Completed
7/05	All CSG members to send suggestions with respect to the home-page content to the Chairman and Project Manager	Completed
7/06	W3C to implement the changes to the content as well as the look-and-feel aspects at the latest by 10 February 2006	Completed
7/07	Scott Hansen to check whether there are arrangements made by the Commission to fund horizontal activity in FP6 call 6	Completed
7/08	All CSG members to send their comments with respect to the proposal to Scott Hansen at the latest by Friday 9 December 2005	Overtaken
7/09	All CSG members to provide their ideas and suggestions with respect to the establishment of a policy group under the ICTSB as well as with respect to the opportunities for initiating COPRAS-like projects at the latest by 2 December 2005	Completed
7/10	The Chairman to initiate a dialog with Peter Wintlev-Jensen to elaborate in more detail the options available for addressing the establishment of a policy group under the ICTSB as well as the opportunities for initiating COPRAS-like projects in more detail	Completed
7/11	The Project Manager and Project Coordinator to verify the exact and actual distribution of budget over the consortium partners and to draft a detailed proposal, how budget items can be re-allocated to achieve the required increase in the human resources budget	Completed
7/12	The Project manager to send the approved version of D21 to the European Commission	Completed
7/13	The Project Manager to prepare a draft agenda for the Open Meeting for discussion at the next CSG meeting	Completed
7/14	The Project Manager to contact Peter Wintlev-Jensen to set a date for an RTD/standards interfacing training session in February 2006	Completed
7/15	The Project Manager to set up a meeting in Brussels between COPRAS and INTEREST in January 2006	Completed
7/16	The Project Manager to suggest 15 or 22 March 2006 for the annual review to Peter Wintlev-Jensen	Completed