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1. Executive summary

Early February 2004, the Cooperation Platform for Research and Standards (COPRAS), an FP6 Specific Support Action Project set up by the three European Standards Organizations, CEN, CENELEC & ETSI, together with the Open Group and the World Wide Web Consortium, started its activities aiming to improve the interface between IST research and standardization. The project's two main objectives in this respect were:

- To provide projects in FP6 IST Calls 1 & 2 with individual support, helping them to arrange their communication and cooperation with standards organizations, and;
- To develop a set of Standardization Guidelines that will help projects in subsequent Calls and Framework Programmes contacting the right standards organizations and building the interface to standardization into their project proposals and work programs.

During the last reporting period, ending 31 January 2007, the project on one hand concluded, and analysed the impact and effectiveness of the activities it initiated during earlier reporting periods, and on the other hand upgraded and extended one of its key deliverable, the COPRAS Standardization Guidelines. Tasks and deliverables during the last reporting period therefore focused on:

- Gathering of feedback from those projects in FP6 Calls 4 & 5 that had received, and used the initial version of the COPRAS Standardization Guidelines, produced in the summer of 2005;
- Extension of the Standardization Guidelines into an interactive version that could establish a basis – also beyond COPRAS' own lifespan – for a generic ICT research/standards platform;
- Supporting the execution of Standardization Action Plans that COPRAS developed for selected projects in Calls 1 & 2, and the production of 'case study brochures' documenting the standardization results achieved by these projects;
- Organizing an Open Meeting, gathering the relevant stakeholders to the research/standards interfacing process to discuss the COPRAS' results and recommendations for FP7.

When evaluating the quantitative outcome of several of the activities carried out during the last reporting period, the first aspect emerging is the fact that COPRAS managed to outperform most of the targets it set itself. As the table below shows, instead of the targeted 8-10%, COPRAS finally produced Standardization Action Plans for 14% of the projects in Calls 1 & 2, and even for several projects in Call 5. Also, instead of the anticipated 25-30% feedback from projects in Calls 4 & 5, it managed to get responses from almost 40% of projects in these calls, on their appreciation and usage of the COPRAS Standardization Guidelines.

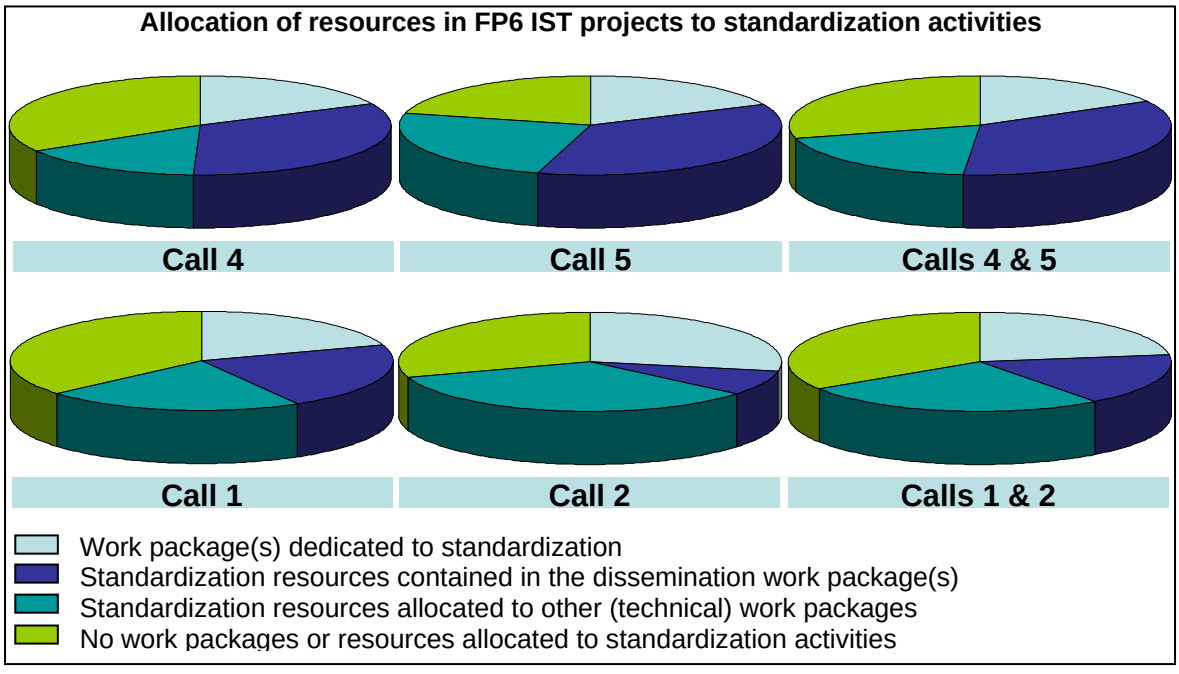
Call	Number of Projects in Call	Work Package 2				Work Package 3		Work Package 4	
		Addressed		Responding		Selected & invited		SAP development	
		Target	Result	Target	Result	Target	Result	Target	Result
1	176	176	164	> 70	92	>14<18	40	>14<18	16
2	111	111	107	> 44	55	>9<11	41	>9<11	26
1 & 2	**287**	**287**	**271**	**> 114**	**147**	**>23<29**	**81**	**>23<29**	**42**
4		234		234	230	> 59	102		
5		164		230	150	> 41	53		
4 & 5		**398**		**398**	**380**	**> 100**	**155**		

Moreover, instead of the anticipated number of 6 tangible standardization results, so far projects that worked through Standardization Action Plans managed to generate impact in standardization processes in at least 10 different cases, and instead of the 10 anticipated case study brochures, 11 were actually completed, documenting the standardization results achieved by projects in Calls 1 & 2.

In addition to good quantitative results, COPRAS' deliverables also managed to generate concrete impact. First of all, this concerns the impact that the projects COPRAS worked with managed to generate with respect to the standardization processes they participated in. The following table provides a brief overview of the 10 most obvious results:

Project	Standardization Impact
Embedded Systems Cluster	Creation of a new working group within the Java Community Process (JCP) that adopted the HIJA project results as the basis for a new safety-critical standard for the Java programming language.
SIMILAR	Promotion of UsiXML as a new standard in W3C.
GRID Cluster	Establishment of a new Technical Committee in ETSI, working towards a first set of specifications for new GRID standards.
e-Learning Cluster	Dramatic increase of the number of 'Units of Learning' produced using the IMS Learning Design standard specification.
TALK	Creation of a constituency in W3C around the advanced research technologies developed within the project.
POLYMNIA	Submissions to the W3C Semantic Web Deployment Working Group.
TEAHA	Submission of several UPnP contributions to the Home Gateway Initiative (HGI).
Call 5 CWE Cluster	Formalising the process for establishing a common architecture across as a new industry reference for use in building collaborative working tools and applications.
EUAIN	Creation of a CEN/ISSS Workshop on Accessible Document Processing.
MediaNet	Contribution of a reference architecture to IETF; contributions to the DSL Forum as well as to ETSI TISPAN on Video over IP.

Further, the feedback towards projects in Calls 4 & 5, not only showed that the vast majority of IST projects foresee the need to interface with standards organizations at a certain point during their lifespan, but also pointed out that the Standardization Guidelines did already have an impact. This is for example demonstrated in the graph below, showing the allocation of resources to standards activities among projects in the Calls that were addressed by COPRAS. As the charts show, while the number of projects that did not allocate any resources remains relatively stable in Calls 1, 2 and 4, it suddenly decreased in Call 5, which encompasses the first group of projects that had the opportunity to use the Standardization Guidelines before submitting their project proposals.



The analysis of the response further showed that the vast majority of projects that received or downloaded the Standardization Guidelines actually used (or planned to use) these during the course of their work, but that improvements in a number of areas would be necessary.

The feedback received from projects in Calls 4 & 5, as well as feedback received from other constituencies was taken on board in the Standardization Guidelines upgrading process, as well as in the process of transforming these guidelines into an interactive, FAQ-based platform, where representatives from different groups of stakeholders to the research/standards interfacing process can easily find their way through the issues that are most relevant to them. The platform, that is available at http://www.w3.org/2004/copras/docu/faq/Overview.html, was put on line only a week be-

fore Christmas, but already received several hundreds of hits, running up to the Open Meeting in January. Expectation is that it will rapidly take over the role of the document versions of the Standardization Guidelines, versions that received between 400-500 hits on a monthly basis.

The COPRAS platform was formally launched at the COPRAS Open Meeting. This conference, for which more than 200 participants registered, featured speakers and delegates from all constituencies and was held 17 January 2007 in Brussels. The conference, that in addition to the launch of the platform, addressed a variety of themes relating to research/standards interfacing in FP7, generated as its main conclusions:

- Standards establish a bridge between research results and the implementation of innovative products. Standardization is therefore an essential component for boosting innovation;
- The current pace of technological development forces standardization and research to proceed in parallel; starting standards activity early provides better chances for being successful;
- There are still many barriers for projects participating in standardization such as membership fees or confidentiality rules; also more tools are needed to find the right standards organization and to determine the differences between various bodies;
- Competition between standards organizations forces the latter to put more effort into marketing, specifically towards the SME community;
- Interfacing with standardization remains an important aspect in FP7. Additional measures are needed and continuation of COPRAS' efforts to bring European research and standardization closer together is a necessity to reinforce Europe's position as a leading provider of technologies for the global information society.

Despite the good results that COPRAS managed to achieve, it is clear that it was only able to address a limited number of issues. Moreover, the Standardization Guidelines do not represent a panacea, and will require considerable upgrading and maintenance over the next years. Additional (horizontal) support actions in FP7 should build upon the COPRAS achievements in FP6, as many barriers to optimizing research standards interfacing, such as confidentiality, IPR or membership of a standards organization, mapping research activities with standards work, or finding the standards and standards organizations most relevant to a project and contacting them, remain to be addressed.

Also, additional activity from the side of the research and standards communities, as well as from the side of the European Commission will be required to establish structural improvements so that ICT research projects' overall contribution to innovation processes in Europe as well as on a global level can be improved. An active policy is needed and specific arrangements need to be made to encourage relevant projects to pass their output through European standards organizations. However, three aspects should specifically be addressed:

- A more permanent and unified platform, system and/or methodology for research projects and standards organizations to facilitate the start of their cooperation is required;
- Better internal coordination between project consortium partners as well as within individual consortium partners enabling projects to work towards output that can be submitted to standards organizations when the opportunity arises is necessary;
- Additional mechanisms within research programmes that will enable projects to continue their standards work also beyond their project's lifespan are necessary.

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2. Objectives and achievements

The overriding objective of the Cooperation Platform for Research and Standards (COPRAS) was to improve the interface between IST research and standardization. For this reason it was initiated 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, and has now come to an end, 31 January 2007.

During the whole period, COPRAS has been focusing on the dual goal of directly supporting FP6 IST projects in Calls 1 & 2 in their interfacing with standards organizations on one hand, while also creating tools supporting IST/ICT projects in future Calls or Framework Programmes on the other. During the previous reporting periods it pursued these goals by concluding Standardization Action Plans for individual or clustered projects in Calls 1 and 2, and by developing a set of Standardization Guidelines helping projects to build in the interface to standardization into their project proposals and work programs.

The objectives for the last reporting period were focused on monitoring the execution of the Standardization Action Plans that were previously developed for individual projects, and to draw conclusions that would support the overall improvement of the research/standards interfacing process. In addition, the objective was to generate feedback with respect to the applicability and usage of the Standardization Guidelines, so that it would be possible to upgrade the initially released document. Finally, the objective was to bring the relevant stakeholders to the research/standards interfacing process together in order to discuss the results of the project as well as to recommend steps that would lead to amore permanent improvement of cooperation and cross-fertilization between ICT research and standardization.

The following sections will provide a brief overview of the goals that were defined per individual Work Package reflecting these overall objectives, and will also provide a quick overview of the main results that were achieved in these Work Packages. Finally, section 2.3 will briefly touch upon some of the (minor) corrective actions that were taken during this last reporting period.

2.1 Goals and objectives for the reporting period

For the third and last reporting period, the generic objectives described in the previous section were translated into a number of operational goals for the activities in the Work Packages 2, 4, 5 and 6:

As a result of the recommendations following the review of the first reporting period, **WP2** activities, originally focussed on gathering information from projects in Calls 1 & 2, were extended towards gathering feedback from projects in Calls 4 & 5 with respect to their usage of the COPRAS Standardization Guidelines. The primary goal here was to determine:

- Whether these Standardization Guidelines did address a need among projects to receive more support in determining whether and how to embed the interface to standardization into their initial proposals or work plans;
- What the areas and/or aspects of the research/standards interfacing process are where specific support or guidance is needed, either from the standards organizations or from other institutions;
- Whether there are specific aspects of the Standardization Guidelines that need to be extended, improved or corrected, or whether there are aspects missing that need to be added in an updated version of the document.

In order to achieve these goals, it was decided to carry out a feedback gathering process during the last reporting period, among projects in Calls 4 & 5, mirroring those Strategic Objectives that were also addressed in Calls 1 & 2. Similar to the information gathering process, target here was to obtain contact details for all projects in the 21 relevant Strategic Objectives, and to generate feedback from at least 25-30% of them. This target was considerably lower for four reasons:

- Contrary to projects in Calls 1 & 2, COPRAS had no support to offer projects in Calls 4 & 5, for which reason there was no concrete benefit to be offered to these projects in return for taking 15 – 30 minutes to fill out the (multiple choice) questionnaire.

- Time was pressing, as COPRAS would be working towards its final key deliverables, for which reason the feedback gathering process – contrary to the information gathering processes before that – had to be closed at a certain point (and consequently had to settle for a lower feedback rate).
- Contrary to Calls 1 & 2, the Commission was not able to provide upfront contact details for project coordinators in Calls 4 & 5, for which reason COPRAS had to use other – less reliable – public sources to obtain this information (which could eventually lead to a lower number of projects being addressable).
- The number of projects in Calls 4 & 5 was considerably (>40%) larger than the number of projects in Calls 1 & 2. This meant that also a smaller sample could be useful to draw meaningful conclusions.

Ultimate goal of the activities in this Work Package was to funnel the analysis of the feedback obtained from the projects back into the work in WP5, upgrading the quality of the deliverables here (notably the Open Meeting report and the (interactive) Standardization Guidelines).

The objectives for **WP4** during the last reporting period were to complete the standardization action plans for the selected IST Call 2 projects and undertake their implementation, while also monitoring and assisting where needed the execution of the Call 1 Standardization Action Plans. In this respect, there were three milestones for this Work Package planned for the third reporting period:

- Completion of the Standardization Action Plans for the selected projects in Call 2;
- Assisting Call 1 projects with respect to the execution and completion of their Standards Action Plans;
- Assisting Call 2 projects in implementing the first steps in their Standardization Action Plans.

With respect to the latter, the quantitative goal, to develop Standardization Action Plans for at least 8-10% of projects in a Call was already met in deliverable D16A, that listed these plans for 9 projects out of 111 in Call 2 (=8%).

For the last reporting period, **WP5** established the main focus point in terms of defining COPRAS' targets and objectives. This primarily encompassed the upgrade of the Standardization Guidelines and the transformation of these guidelines into an interactive platform where stakeholders to the research/standards interfacing process would be able to find the information relevant to their particular situation in an easy way. Further, case study brochures were planned, documenting the results projects in Calls 1 & 2 had achieved executing their individual Standardization Action Plans, and, towards the end of COPRAS' lifespan, an Open Meeting was targeted as a closing events where the results of the project as well as the recommendations it generated could be discussed with representatives from all constituencies. Finally – and specifically addressing recommendations put forward by the project reviewers – one of the objectives for the last reporting period was to document the alternatives for guaranteeing the sustainability of the main COPRAS results.

In more concrete terms, the operational targets for the second reporting period therefore can be summarized as follows:

- upgrade of the document version of the COPRAS Standardization Guidelines, based on feedback received from projects in IST Calls 4 & 5;
- transformation of the Standardization Guidelines into an interactive platform that would provide specific constituencies within the research community (e.g. SME companies, universities, larger industry, governmental bodies, etc.), as well as other (groups of) stakeholders (e.g. Commission Project Officers, standards organizations, projects reviewers, etc.) easier access to the information on the research/standards interfacing process, that would be most relevant to them;

- conclusion of a set of 7 case study brochures documenting the standardization experiences and achievements of individual projects in Calls 1 & 2;[1]
- organize an Open Meeting towards the end of the projects, bringing together 150-200 representatives from the relevant constituencies;
- define a number of scenarios supporting the sustainability of the COPRAS deliverables also after the termination of the project's activities;
- focus the marketing and communication strategy of the project on the dissemination of the COPRAS Standardization Guidelines and the promotion of the Open Meeting, specifically addressing the research and standards communities, as well as Commission Project Officers.

For **WP6**, the main target for the last reporting period, next to the overall coordination of the project, was the conclusion of the Final evaluation report, addressing the results that were achieved by COPRAS, specifically focusing on the impact generated by the Standardization Action Plans and the Standardization Guidelines. Target in this respect was for this report to take specific notice of:

- the outcome of the rolling action plan
- the key learning points as documented in the case study brochures;
- the feedback received from projects in Calls 4 & 5 using the Standardization Guidelines, and;
- the conclusions and recommendations from the Open Meeting.

2.2 Achievements and results

Similar to the previous two reporting periods, COPRAS was not only able to remain on track with respect to the quantitative targets it has set itself, but in some cases outperformed these targets to a considerable extend. This is for example the case for the processes in Work Packages 2, 3 and 4, as 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	26
1 & 2	**287**	**287**	**271**	**> 115**	**147**	**>23<29**	**81**	**>23<29**	**42**
4	234	234	230	> 59	102				
5	164	164	150	> 41	53				
4 & 5	**398**	**398**	**380**	**> 100**	**155**				

In **WP2**, the number of projects in Calls 4 & 5 that responded to the questionnaire ramped up to almost 39% of targeted projects in these calls (and to almost 41% of projects addressed), instead of the lower threshold of 25% that was initially set.[2] The process thus generated a considerably higher response rate than originally expected, and not only showed that research/standards interfacing was an increasingly important issue for IST research projects, but it also demonstrated that the Standardization Guidelines did manage to have an impact, although several areas were pointed out where improvements could be made.

Nevertheless, the feedback gathering process also pointed to further steps required to structurally improve the research/standards interfacing process. Here, a single platform facilitating cooperation between research projects and standards bodies, as well as means that would enable projects to continue their standards work beyond their lifespan were among the most frequently mentioned issues.

[1] Taking into account that the target set for the total number of case study brochures early 2006 was 10, and taking into account that 3 had already been produced during the second reporting period as deliverable D19, the target for deliverable D26 (second set of brochures), was 7.

[2] These percentages reflect the number of projects for which the response was taken on board in the feedback gathering report (D24). However, several additional responses from Call 5 projects were received after the conclusion of the report, for which reasons the figures are slightly higher (i.e. 40%, respectively 42%).

In **WP4**, COPRAS managed to increased the number of projects in concluded Standardization Action Plans with significantly, from 9 in deliverable D16A, to 26 in deliverable D16B, the updated version of the Call 2 Standardization Action Plans submitted in June 2006.

Similar to what was stated in the second Activity report, the table does not shows significant differences between the results achieved in Call 1 and Call 2, or between those achieved in Calls 4 and 5.[3] Moreover, as the more detailed overview of the results achieved in Work Packages 2 and 4 will demonstrate, responses are spread reasonably even across the different Strategic Objectives, showing that COPRAS was able to cover the broad spectrum of IST research and standardization.

Further, substantial progress was made with respect to Call 1 & 2 projects achieving their objectives as listed in the Standardization Action Plans. A rolling action plan was used to monitor the progress of each plan on a monthly basis, and The COPRAS partners worked with the projects to execute the action steps according to the schedules and timelines established in the individual plans. The COPRAS partners in this respect assisted by providing guidance on establishing a constituency for support of project standardization proposals, advice on procedures and required content for submissions to standards bodies, and assistance in undertaking actions for creating awareness and support amongst key individuals within the standards bodies that might influence and assist the acceptance of proposals made by the selected projects.

In addition, representatives of the standards bodies targeted by projects in Calls 1 & 2 were interviewed to better understand the interactions taken by the projects, the reactions within the standards bodies, and to understand the effectiveness of the projects in carrying out the standards action plans. This information was used to update the Standardization Guidelines to provide further advice and assistance to other IST projects so that they can gain from the experience of others and be more successful in interacting with standards bodies.

In **WP5**, the Standardization Guidelines released in July 2005 were used as a basis for a COPRAS interactive platform. This platform was build up during the second half of the last reporting period and is accessible directly from the home page of the COPRAS web site. It offers different stakeholders the opportunity to go through research/standardization issues most relevant to their organization or constituency, by means of an FAQ-based navigation concept. The platform was launched at the COPRAS Open Meeting and also addresses – as much as possible – feedback received from those constituencies.

In addition to preparing a platform version of the Standardization Guidelines, an update of the document version was prepared as well. This was distributed at the Open Meeting, and together with the FAQ platform, established deliverable D27. The Standardization Guidelines, regardless of its shape, should however be regarded as 'living documents' that require maintenance and future updates. Several of the alternatives that are available for this after the conclusion of the COPRAS project itself will be discussed in the Final plan for using and dissemination knowledge and results, that is annexed to the Final report (deliverable D29).

On 17 January 2007, COPRAS organized its closing conference in Brussels, addressing ICT research and standardization – towards FP7. The conference was very successful, not only because more than 200 people registered for the conference, but also because statistics showed a very balanced representation across the different constituencies, that all participated actively in the discussions at the conference. In the delegate pack of the conference, 6 case study brochures (out of the 11 that were finally produced by COPRAS) were distributed in addition to the updated version of the Standardization Guidelines.

Apart from the high quality of the speakers, and the relevance of the themes addressed by the conference, one of the reasons for the Open Meeting turning into a success was the very active marketing campaign during the 4-5 prior to the conference. In the marketing strategy, the COPRAS web site was given a central role, both by making COPRAS results, documentation and information available to the targeted stakeholders, and by communicating the importance of the event. With

[3] Although the number of projects participating in Standardization Action Plans in Call 2 looks rather large compared to Call 1, it should be understood that D16B included a plan for a cluster of projects in Call 5, and included a plan for the GRID projects that featured all 12 projects in Strategic Objective 2.3.2.8. The actual number of 8 Standardization Action Plans in Call 2 against 10 in Call 1 however does seem to reasonably reflect the ratio between projects in these Calls.

more than 100.000 hits on the COPRAS web site over 2006, and more than 60.000 between October 2006 – January 2007, this strategy has proven to be successful.

At the end of the project, the results achieved and the impact generated were discussed and evaluated in the Final evaluation report (**WP6** deliverable D28), and the recommendations emerging from COPRAS' findings were compiled in a comprehensive way, showing the additional steps that could – and should – be undertaken to structurally improve the research/standards interfacing process.

Reviewing COPRAS' achievements towards its goals for the last reporting period, it can be concluded that the project has been fairly successful in achieving its overall objectives. It managed to outperform many of the quantitative targets it set itself, and – as the Final evaluation report will show in more detail, also managed to produce a set of deliverables that did have an impact already in bringing research and standardization closer together. Nevertheless, it is also clear the more and additional activity will be necessary, both from the side of the standards community and the European Commission. The results COPRAS has achieved may however establish a good starting position for establishing a more structural improvement of research/standards interfacing in FP7.

2.3 Issues and corrective actions

During the third and last reporting period there were no major changes made to the project's work plan, primarily because the recommendations from the second project review provided no cause for this. Moreover, in view of the fact that the project remained on track with respect to its (measurable) interim targets, also during the last reporting period, it was not felt major adjustments were necessary.

Nevertheless a few corrective actions, mostly re-adjusting milestones rather than deliverables should be mentioned. The following sections therefore briefly describe these per Work Package; additional information on can be found in the respective sections in chapter 3.

In **WP2**, the feedback gathering process towards projects in Calls 4 & 5 was extended considerably because in almost half of the Strategic Objectives in Call 5 COPRAS set out to address, projects did not start their activities until September 2006. As it was considered essential to have sufficient feedback from projects in both Calls, so that meaningful comparisons could be made, it was decided to postpone the milestones in this task, as well as the target date for the deliverable.

This lead to relevant milestones and delivery dates being postponed 6-8 weeks, but, as the Final evaluation report (deliverable D28) shows in more detail, with the desired effect. Moreover, interim findings emerging from the feedback gathering process found their way into other processes such as the organization of the Open Meeting and the installation of the COPRAS interactive platform, so that the overall work plan was not affected, and remaining deliverables could be completed as scheduled.

As already mentioned in the Activity report over the previous reporting period, in **WP4**, similar to deliverable D11 (Standardization Action Plans for Call 1), deliverable D16 (Standardization Action Plans for Call 2) were split up in a version A and (an updated) version B. This was done to manage the delays that sometimes occur in the delivery of Standardization Action Plans as a result of sometimes complicated processes within individual projects for achieving approval for the plans.

For the Call 2 Standardization Action Plans, this lead to the necessity to postpone delivery until the end of April 2006; however, although this has also affected some of the milestones in other Work Packages (notably with respect to the case study brochures – see below), there were no other deliverables affected, and it did not affect the overall project plan.

As far as **WP5** was concerned, circumstances created the necessity to reschedule a few milestones, although this did not affect the timing for the corresponding deliverables. This was mainly caused by the delays that had occurred in the feedback gathering process and the execution of the (Call 2) Standardization Action Plans (see above)

First, an initial release of the COPRAS interactive platform, that – as recommended by the project reviewers – was originally planned for the end of September, had to be postponed, among others because the gathering (and hence evaluation) of the feedback from projects in Calls 4 & 5 that was

to serve as input for the platform, was delayed as a result of a substantial amount of projects in Call 5 not starting their activities until September 2006. Eventually, this lead to the platform being put on line in December 2006, more than a month prior to its official launch at the Open Meeting on 17 January 2007.

Second, as a result of the large variety in timelines between projects working towards the execution of their Standardization Action Plans, the milestone for the second set off brochures (originally set for October 2006) could not be formally met until the last brochure (for the projects in the Call 5 Collaborative Working Environments cluster) had been completed, and therefore had to be re-scheduled. Nevertheless, this did not prevent COPRAS either distributing those brochures that had been completed at the COPRAS Open Meeting, or meeting the target date for the corresponding deliverable (D26). The procedure adopted here therefore follows the statement in the previous Activity report (D23) that the delivery of two sizeable 'sets' of these brochures would be less logical than producing the brochures when the information is available and when they are needed (which was ultimately done.

3. Work Package progress

COPRAS' activities are distributed across 6 Work Packages (WPs). The first WP encompasses the project management activities, that will be discussed in chapter 4. This chapter will provide an overview of the scope, objectives, progress and achievements in WP2, 4, 5 and 6 covering the project support activities during the last reporting period.[4] In brief, these WPs encompassed the following tasks in this last reporting period:

WP2: gathering feedback from projects in Calls 4 & 5 on their usage of the 'Generic Guidelines for IST projects interfacing with ICT standardization' (deliverable D15).

WP4: finalizing 'Standardization Action Plans' for projects in Call 2, and monitoring & supporting the execution of the plans by keeping track of the processes through a 'rolling action plan'.

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 the document and interactive platform versions of the COPRAS Standardization Guidelines.
(3) finalization of a set of case study brochures documenting the achievements of individual projects working towards standardization following the steps in their Standardization Action Plans.
(4) organization of an 'Open Meeting' towards the end of COPRAS' lifespan, bringing together all stakeholders to the research/standards interfacing process to discuss COPRAS' results and recommendations for the future.

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 third and last reporting period, activities have mostly been aimed at the dissemination, evaluation and improvement of the (interim) results that were achieved by COPRAS as a result of their work with individual (or clustered) projects in the previous reporting period, working towards Standardization Action Plans. Many activities in this respect have been clustered around the usage, upgrading, and evaluation of the Standardization Guidelines.

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

[4] Please note that during the last reporting period there have not been any activities anymore in WP3, that focused on information analysis, projects selection and reverse mapping. All deliverables in this WP were submitted during the first two reporting periods. Moreover, the analysis of the information generated in the feedback gathering process was analysed as part of the activities in WP2

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 information and feedback from projects

This WP covers the gathering of information from projects in FP6, for the purpose of creating a basis for further processes or deliverables (e.g. Standardization Action Plans) in other WPs. In this respect, the original focus for WP2 was on Calls 1, 2 and 3, where the aim was to gather the information, that would enable COPRAS to select those projects benefiting most from receiving standardization support.

However, as a result of the first project review, it was decided not to include Call 3 projects into the original information gathering process, but instead to gather feedback from projects in Calls 4 and 5 on their usage of the COPRAS Standardization Guidelines. These guidelines were produced by COPRAS early summer 2005 and distributed to projects in these Calls during July and August 2005.

While the information gathering process towards projects in Calls 1 and 2 was addressed in the Activity reports covering the first two reporting periods (deliverables D10 and D23) The process of gathering feedback from projects in Calls 4 and 5 covered virtually the entire third reporting period and will be addressed in the next sections of this report.

3.1.1 WP2: Objectives at the start of the process

During the first half of its lifespan COPRAS produced a first set of Standardization Guidelines[5], based on its experience working towards Standardization Action Plans with (selected) projects in Calls 1 and 2. These Standardization Guidelines, that were first published July 2005, aim to support IST projects in FP6 Calls 4 & 5, as well as in subsequent Framework Programmes, in their interfacing with standardization, and describe the steps that should be taken by projects to determine, and establish interfacing with standards organizations and processes relevant to their project.

As it was recommended to build these guidelines into an interactive platform towards the end of COPRAS' lifespan early 2007, accompanied by an update of the document version, it was important to get as much feedback as possible on the document from its main target constituency, i.e. the IST research community, and preferably from projects that actually had had an opportunity to use the guidelines. A substantial part of COPRAS' activities during the last 18 months was therefore committed to gathering feedback from this group of stakeholders.

As a last step in WP2 COPRAS therefore decided to initiate a feedback gathering process towards projects in Calls 4 & 5. The objective of this exercise was to determine:

- how relevant interfacing with standards organizations was for projects in these calls;
- whether they had been able to use COPRAS' Standardization Guidelines (and how these guidelines could be improved), and;
- whether other measures outside the scope of COPRAS could improve the research/standards interfacing process.

For this part of the process the targeted feedback rate was set at 25-30%, i.e. lower than the 40-50% target that was used during the information gathering process towards Calls 1 & 2. This recognized the fact that the incentive to respond to a questionnaire could be lower in a situation where no concrete benefits could be offered to projects in exchange (i.e. the development of a Standardization Action Plan). The following section briefly documents what has been achieved in this respect.

3.1.2 WP2: Progress towards the objectives

As Calls 4 and 5 largely mirror the Strategic Objectives in Calls 1 and 2, it was decided to also focus on those areas that had been the main targets for COPRAS in the first two calls. This lead to the feedback gathering process being aimed at the projects in the following Strategic Objectives:

[5] This COPRAS deliverable D15 can be downloaded from http://www.w3.org/2004/copras/docu/D15.html.

Strategic Objectives in Call 4	
2.4.3	Towards a global dependability and security framework
2.4.4	Broadband for all
2.4.5	Mobile and wireless systems and platforms beyond 3G
2.4.6	Networked audio-visual systems and home platforms
2.4.7	Semantic based knowledge and content systems
2.4.8	Cognitive systems
2.4.9	ICT research for innovative government
2.4.10	Technology enhanced learning
2.4.11	Integrated biomedical information for better health
2.4.12	eSafety – cooperative systems for road transport
2.4.13	Strengthening the integration of the ICT research effort in an enlarged Europe
Strategic Objectives in Call 5	
2.5.3	Embedded systems
2.5.4	Advanced GRID technologies, systems and services
2.5.5	Software and services
2.5.6	Research networking testbeds
2.5.7	Multimodal interfaces
2.5.8	ICT for networked businesses
2.5.9	Collaborative working environments
2.5.10	Access to and preservation of cultural resources
2.5.11	eInclusion
2.5.12	ICT for environmental risk management

For the feedback gathering process, the same basic procedures were applied as those that had proven to be successful in the information gathering process towards projects in Calls 1 & 2. This meant that the following steps were deployed:

1) During July and August 2005, several Units in DG Information Society and Media of the European Commission were addressed with the request to make the COPRAS Standardization Guidelines available to projects or project consortia in Calls 4 & 5. This resulted in the document being distributed electronically or in paper, being signalled on units' web pages, or being referred to in newsletters.[6]

   An important aspect in the distribution of the Standardization Guidelines was the fact that Call 4 projects received the document after the closing of the Call, while Call 5 projects received it before their Call closed. This created the possibility to check whether the document had actually had an impact in terms of Call 5 projects putting more emphasis on research/standards interfacing in their initial project plan. However, to measure this, COPRAS had to ensure that there was a reasonable balance in the feedback gathered between the two calls (i.e. the feedback rates had to be reasonably comparable), which could lead to the process having to be prolonged longer than originally expected.

2) A list of generic information on the projects was assembled, enabling COPRAS to contact projects and distribute its questionnaires.

3) Prior to the launch of the feedback gathering process in June 2006, a 9-items multiple choice questionnaire was developed that could be filled in on line as well as in document format.

4) Questionnaires were send out to all Call 4 & 5 project coordinators for which contact details could be established before the end of the feedback gathering process. For Call 4, this was done June 2006, and for Call 5 this was done end of September 2006 and end of October 2006.

[6] More information on this process can be found in Annex A to deliverable D23

5) Similar to the process applied for Calls 1 & 2, reminders were send out to those projects that did not respond to the initial invitation to send out the questionnaire. Typically, these reminders were send out 4-5 weeks after the first invitation.

7) Mid December 2006, the responses to the Call 4 & 5 questionnaire were aggregated and analysed in a Feedback gathering report, that was approved by the COPRAS Steering Group January 2007.

Between July and December 2006, the feedback gathering process towards projects in Calls 4 & 5 in total generated 155 responses. The table below shows the distribution of this response across the Calls and – as a comparison – shows the response rate that was achieved in the Call 1 & 2 information gathering process.

Calls	Targeted projects	Contacted projects	% of projects targeted	Response	% of projects contacted
Call 1 information gathering	171	164	95,90%	92	56,10%
Call 2 information gathering	111	107	96,40%	55	51,40%
Overall Call 1 & 2 result	282	271	96,10%	147	54,24%
Call 4 feedback gathering	234	230	98,29%	102	44,35%
Call 5 feedback gathering	164	150	91,46%	53	35,33%
Overall Call 4 & 5 result	398	380	95,48%	155	40,79%
Total	**680**	**651**	**95,74%**	**302**	**46,39%**

The results in the table show that for both Calls 4 and 5 the actual response rate outperformed the target of 25-30%. Moreover, the aggregate response rate across the two Calls ended up at more than 40%. Although this is still 15% lower than the aggregate response rate that was achieved for Calls 1 and 2, it is still considerably higher than was expected, and lifts the overall response rate across all Calls addressed by COPRAS to 46,39%. This result confirms the overall high interest in standardization issues among IST projects.

Further analysis of the responses to the individual questions showed not only that the vast majority of projects in fact does foresee the need to interface with standards organizations at a certain point during their lifespan, but also pointed out that the Standardization Guidelines most likely did have an impact in terms of more resources being allocated to standards activities by projects in Call 5.

Further, the feedback demonstrated that most projects that received or downloaded the Standardization Guidelines actually used (or planned to use) these during the course of their work. However, the analysis also showed that the nature of this usage is quite divers: standardization support cannot confine itself to only one or two aspects, and for many projects active support throughout (and beyond) a project's lifespan will remain necessary to optimise their standardization results.

Finally, the feedback gathering process also provided some answers with respect to further actions that should be undertaken from the side of the research and standards communities, as well as from the side of the European Commission. Clearly, a single platform facilitating the cooperation between research projects and standards organizations is necessary, as are a better internal coordination between project consortium partners and additional mechanisms within research programmes that will enable projects to continue their standards work also beyond their lifespan.

3.1.3 WP2: Deviations from the Work Programme and corrective actions

At the time when COPRAS decided to insert deliverable D24 into its Work Programme (spring 2005), the target was primarily to address projects in Call 5. Reason for this was that at that time, Call 4 had already closed, hence project consortia would not be able anymore to use the Standardization Guidelines when preparing their initial submissions. Moreover, projects in Call 5 (that closed September 2005) were expected to launch their activities end of spring 2006, thus providing the ideal target group for a feedback analysis.

While progressing it was however recognized that the Standardization Guidelines could establish a useful tool during the project negotiation phase, and also during the first months of projects' activities as well. In addition, it showed that most projects in Call 5 would not start their activities before

autumn 2006, which would potentially mean that many would not be able to provide input to the feedback gathering process.

As a consequence it was decided to focus on both Calls 4 and 5 for the feedback gathering process. This would not only provide the possibility of comparing between projects that were able to use the Standardization Guidelines prior to launch, but it would also provide more certainty in a quantitative sense, i.e. in case COPRAS would not be able to gather sufficient feedback from Call 5 projects before its termination, it would still have the Call 4 feedback results to feed into the Standardization Guidelines upgrading process.

Although, as sections 3.1.4 and 3.1.5 below will show, this has lead to some delay in the feedback gathering process, the adaptations to the process have been successful in providing COPRAS with a better insight in the impact of the Standardization Guidelines, and a better understanding of projects' requirements with respect to research/standards interfacing.

3.1.4 Review planned milestones

As a result of the changes that were made in the Work Programme with respect to the scope of the feedback gathering process, the milestone for the delivery of the report, that was originally set for 22 September 2006, was postponed for 2 months. However, in view of the relatively late start of a significant number of Call 5 projects, the feedback gathering process could not be completed until just before Christmas 2006 and the milestone was not achieved until early January 2007, as shown in the table below.

Number	Title	Planned	Achieved
M2.7	Feedback gathering report Calls 4 & 5 available	24/11/2006	02/01/2007

3.1.5 Deliverables produced

As the table below shows, deliverable D24 was considerably delayed as a result of the corresponding milestone M2.7 not being achieved in time (see section 3.1.4 above). However, as the additional information and feedback was regarded necessary, and did not affect the overall planning of the process, the decision was taken to delay the process, rather than to cut it short. It is believed that this has lead to demonstrably more useful deliverable.

Number	Title	Planned	Delivered
D24	Feedback gathering report FP6 IST Calls 4 & 5	30/11/2006	31/01/2007

3.2 WP4: Developing appropriate standardization paths

This Work Package continued during the final 12-month reporting period to assist the selected IST Call 1 and Call 2 projects in establishing standardization action plans. In addition, support was provided to a cluster of projects from IST Call 5 undertaking an innovative approach to establishing standardization actions while still at the negotiation and early stages of their projects. The work package activities have expanded in the current reporting period to providing further assistance to IST Call 1 projects, and also completing the standardization action plans for IST Call 2 and entering the implementation phase of the IST Call 2 plans. The selection of the additional projects from IST Call 2 was undertaken in the previous reporting period in Work Package 3.

3.2.1 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 2 projects and undertake their implementation, while also monitoring and assisting where needed the selected IST Call 1 projects where standards action plans had been established. The individual standardization action plans for IST Call 2 projects generally extend beyond the formal completion of the COPRAS project; however, each plan included steps to be completed during the reporting period.

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

1. Complete the standards action plans for IST Call 2 projects

2. Assist IST Call 1 projects in completing their standards action plans
3. Assist IST Call 2 projects in implementing the first steps in their standards action plans

All three milestones have been achieved through collaboration between the COPRAS partners and ongoing interactions meetings with the selected IST Call 1 and Call 2 projects. During the reporting period, the COPRAS partners interacted with 42 projects including 5 clusters of projects having common interests in standardization topics.

During the reporting period 9 standards action plans have been completed in collaboration with 26 projects from IST Call 2. This includes action plans for 3 clusters of projects from IST Call 2, two of which involve 4 projects each, and a third involving 12 projects. Within each cluster the projects have shared standardization interests, and are working together to implement a combined action plan prepared in collaboration with the COPRAS partners.

3.2.2 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 maintained for combined activities of the standards action plans for each of the selected IST Call 1 and Call 2 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 and Call 2 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.
- The COPRAS partners utilised their contacts within standards organisations to assist and progress specific objectives of the selected IST Call 1 and Call 2 projects by providing guidance on establishing a constituency for support of project standardization proposals, advice on procedures and required content for submissions to standards bodies, and assistance in undertaking actions for creating awareness and support amongst key individuals within the standards bodies that might influence and assist the acceptance of proposals made by the selected projects.
- The COPRAS partners have interviewed representatives of the standards bodies targeted by the selected IST Call 1 and Call 2 projects to better understand the interactions taken by the projects, the reactions within the standards bodies, and to understand the effectiveness of the projects in carrying out the standards action plans. This information has been collected and utilised in Work Package 5 to update the Generic Guidelines to provide further advice and assistance to other IST projects so that they can gain from the experience of others and be more successful in interacting with standards bodies.
- In carrying out the standardization action plans for IST Call 1 and Call 2 projects during the reporting period, each of the COPRAS partners have undertaken the following tasks:
    i) contacted the appropriate standards bodies to better understand the potential for RTD results from IST projects to progress towards standardization within their grouping;
    ii) refined and adapted the approaches that to be used to build awareness and consensus for standardization around the RTD results from the selected IST projects;
    iii) coordinated resources within each of the IST projects and the COPRAS partners for supporting and implementing the standardization activities in the standardization action plans;
    iv) provided 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 of the COPRAS partners have contributed to the tasks within this Work Package through their collaboration with the selected IST Call 1 and Call 2 projects in both developing the standardization action plans, and in particular during this reporting period, in the implementation of the agreed action plans. The Open Group has been the Work Package leader, and with contributions from all

COPRAS partners, has coordinated the implementation of the standardization action plans assembled in deliverables D11 – Standards Action Plans for IST Call 1 projects, and D16 – Standards Action Plans for IST Call 2 projects.

3.2.3 WP4: Deviations from the Work Programme and corrective actions

There have not been any major deviations from the COPRAS Work Programme for this Work Package during the reporting period. The COPRAS partners have on several occasions needed to press the IST projects to progress the action steps identified within the standards action plans as project activities were sometimes delayed or other development actions within the projects required more time by the projects than was expected. The activities allocated to the COPRAS partners within the standards action plans for the reporting period have been implemented and completed.

3.2.4 WP4: Review planned milestones

The major milestones for this work package were completed during the previous reporting period with the submission of Deliverable D16 – Standards Action Plans for IST Call 2 projects, which contained 9 standards action plans. An update to D16 was submitted during the current reporting period which included three further standards action plans.

The project milestones for the Work Package were achieved during the reporting period and standardization action plans have been implemented during the reporting period for the following projects:

GANDALF	SECOQC	SIMILAR	ENTHRONE	TelCert
BROADWAN	SATINE	MediaNet	ePerSpace	ELeGI
SIMPLICITY	TALK	TEAHA	ICLASS	UNFOLD
ARTEMIS	ARTIST2	IPERG	WearIT@work	Support-EAM
EUAIN	EUROPCOM	HIJA	DECOS	ASSERT
POLYMNIA	ECOSPACE	COSPACES	Collaboration@Rural	LABORANOVA
Akogrimo	CoreGRID	DataMiningGrid	GridCoord	HPC4U
InteliGrid	K-Wf GRID	NextGRID	OntoGrid	Provenance
SIMDAT	UniGrids			

3.2.5 WP4: Deliverables produced

There was one deliverables for this Work Package that was updated during the reporting period. Due the different time spans involved with the approval by the projects of their Standardization Action Plans, as well as due to the fact that the number of projects interested in collaborating with COPRAS increased, the D16 was split up into D16A (delivered earlier), and D16B, the latter representing an updated version of the earlier released D16A, containing new Standardization Action Plans for some additional projects.

Number	Title	Planned	Delivered
D16B	Standardization Action Plans for projects in Call 2	23/06/2006	23/06/2006

The COPRAS partners indicated in the previous reporting period that D16 would be delivered in two releases in order to support further projects where the timing of the IST Call 2 projects were not aligned with the deliverable dates of the COPRAS Work Programme.

3.3 WP5: Promotion, dissemination and liaison

Already at the first review, COPRAS was steered towards promotion of Standardization in Research. This is reflected by encouragements from the reviewers to improve the online material and the recognition for successful work of outreach. During the second review period, the focus shifted from outreach and conferences on to a longer term approach. Special attention in this respect was given to the web site. It's design changed in the second review period and more – and improved – feature were added. Part of these were the case study brochures that give IST projects a tangible first hand witness of other project's experiences, helping them position themselves towards standardization and optimize their own impact through standardization.

In preparation of the Open Meeting and in parallel to Call 5 of FP6 and Call 1 of FP7, the Interactive Standardization Guidelines were designed to help projects overcoming the 'standardization gap' at the end of their lifespan, and to lead them to successfully generating impact on standardization processes though their projects' output.

Finally, at the Open Meeting, for with more than 200 representatives from the ICT research and standards communities, as well as from the European Commission registered, brought the main COPRAS deliverables and findings together in a comprehensive way and created a platform for discussing these with the project's main target groups.

3.3.1 WP5: Objectives at the start of the process

The objectives for this Work Package during the reporting period were focused on the production of a second set of case study brochures, the Interactive Standardization Guidelines and the Open Meeting. Although most of the promotional activities, contrary to the first and second reporting periods, focused on the promotion of the Standardization Guidelines and the Open Meeting, feedback shows that the overall visibility of COPRAS and its deliverables benefited from this as well and triggered many discussions in the research and standards communities. In the communication process, the web site became a prime tool. A lot of effort was spent to keep it in excellent shape and to provide a maximum of information on standardization without forcing people to go through a confusing maze of information available from a large and heterogeneous number of sources.

There were three core objectives for this Work Package during the last reporting period:

- To organize an 'Open Meeting', gathering all relevant stakeholders to the research/standards interfacing process and address the results of the projects as well as the recommendations for improving the process in future Framework Programmes;
- To Produce a set of Case study brochures that would document the results that individual projects in Calls 1 and 2 had achieved through executing the Standardization Action Plans;
- To produce an updated version of the Standardization Guidelines and to transform these into an interactive platform that could establish the basis for a generic research/standards platform providing all stakeholders to the process with the information they need.

3.3.2 WP5: Progress towards the objectives

During the last reporting period the project partners added more high quality documentation to the COPRAS web site. For example, the mechanism to send out questionnaires and receive feedback from projects in Calls 4 and 5 was changed and is now entirely web based with increased facilities to respond. Result is that the vast majority of answers for Call 5 were being received quicker and were automatically made available to all COPRAS consortium partners. Further, the web site was well maintained and kept up to date. All new deliverables have were published and abstracts where added where this was seen as beneficial.

Upon request of the project reviewers, different feedback channels were added. The implementation of those mechanisms made changes in the database necessary. A new scheme of keys was introduced to not only allow identified feedback but also to secure the privacy of visitor data. The menu structure of the whole web site was changed to make the feedback mechanism accessible easily from the homepage. For the Open Meeting, COPRAS created a dedicated area on its web site containing all the necessary information on the event. This included the program, accommodation information, information about the speakers and an online registration system.

Considerable time and effort was spent on the establishment and implementation of the Interactive Standardization Guidelines. Several options were evaluated by the COPRAS Steering Group, that for example discussed the merits of a complex hierarchy of questions, bundled together with an artificial intelligence engine, leading users through the platform. However, at the end of the day it was decided to opt for reliable technology, also in view of the discussions around the sustainability of the COPRAS platform. Another aspect that played a role in the technological choices made was the reconciliation that visitors could easily get lost in the vast amount of information on standardization on the web in case sophisticated RSS or Atom 2.0 based systems would be used. Therefore the CSG decided that the best way to present the expertise of the project would be through a com-

prehensive set of around 30 'Frequently Asked Questions' and answers covering 95% of the research/standards issues. Subsequently linking the answers to the questions to related issues allows users of the Interactive Standardization Guidelines to follow several path through the platform and quickly address the issues relevant to them, without being confronted with a large pool of detailed information.

More than a month prior to the Open Meeting, where the interactive platform was launched, the URL was send out to hundreds of representatives from the research and standards communities, as well as from the European Commission, inviting them not only to use the platform but also to evaluate it and provide COPRAS with comments. As the standardization landscape is continuously changing, the FAQ-structure of the platform is open to future developments, and the feedback tools implemented on the COPRAS web site will allow keeping the platform up to date.

About half a year before the actual date of the Open Meeting preparations for the event were started. In addition to the main themes for the conference and the speakers that should be invited, the publicity campaign, the practical arrangements, the documentation for the delegates and the budget for the conference were discussed in detail.

As the quantitative target for the conference was set at 150-200 participants, it was recognized that the publicity campaign would be essential to this result being achieved. Therefore it was decided to start the communication process several months in advance, and to use a broad mix of channels. Consequently, from September 2006 onwards, the following activities were deployed:

- Promotion of the conference via distribution of flyers and brochures at major events targeting the research and standards communities (e.g. IST2006 and conferences organised by COPRAS consortium partners);
- Conference announcement and publication of the programme on the COPRAS web site;
- Direct and regular email communications with FP6 projects and European Commission representatives;
- Announcements of the conference via the mailing lists of the COPRAS consortium partners, addressing the standards community;
- Announcements via partner newsletters as well as via European Commission newsletters, addressing both the research and standards communities.

This marketing strategy has been successful, not only in achieving a balanced mix between constituencies in the attendance to the conference, but also in raising interest among more than 200 stakeholders that registered for the conference. Moreover, the event was much appreciated by the audience that actively entered into discussion with the speakers and panellists, and received an overall valuation from the participants of 3,5 on a scale of 1-4.

Finally, a second set of case study brochures was produced during the last 6 months of COPRAS' lifespan. These brochures document the results that individual projects managed to achieve through their cooperation with standards organizations, but also list a number of key learning points, thus providing a means to check the Standardization Guidelines with 'real-life' experience.

A set of 8 additional brochures produced during the third reporting period completed the 3 that had already been made available during the second reporting period. This total of 11 means that the revised target of 10 brochures that was set early 2006 was achieved. The reason reviewed the original target was threefold:

- Not all projects had finalised their standards work by the time COPRAS produced the brochures (this is specifically the case for Call 2 projects);
- Some projects – due to many different circumstances – were not able to complete their standards work as originally planned;
- Many projects cooperated in clustered standardization action plans, and pursued standardization issues strongly overlapping with other projects in that same cluster, that a brochure was prepared for.

Not all brochures were produced in the same timeframe, as the standardization paths addressed in them all had different timelines. However, those that were available before the Open Meeting were distributed in the delegate pack of the event; those that were produced afterwards were made downloadable from the COPRAS web site.

3.3.3 WP5: Deviations from the Work Programme and corrective actions

Despite the fact that a few milestones were not achieved in time (as explained in more details in the subsequent section), there only one corrective action had to be carried out in this Work Package. The availability of the final set of Case study brochures (milestone M5.8) had to be pushed backwards considerably because of the fact that several projects in Call 2 experienced delays in the execution of their Standardization Action Plans. This led to a situation where specifically for these projects, brochures documenting on the results of their standards activity could not yet be concluded. As a consequence, it was decided to postpone this milestone until the end of January 2007, and in the mean time, to distribute brochures that could be concluded on an individual basis (e.g. in the delegate pack of the Open Meeting). This corrective action has led to the desired result as it enabled COPRAS to produce the 10 case study brochures it had planned.

3.3.4 WP5: Review planned milestones

For the dissemination Work Package, the following milestones were scheduled for the last reporting period:

Number	Title	Planned	Achieved
M5.6	First release on line version generic guidelines	23/02/2006	23/02/2006
M5.7	Updated version generic Guidelines platform	31/10/2006	13/12/2006
M5.8	Brochures ready (last set)	26/01/2007	26/01/2007
M5.9	Generic Guidelines (final document version)	15/12/2006	10/01/2007
M5.10	Global Open Meeting	17/01/2007	17/01/2007
M5.11	Global Open Meeting report available	26/01/2007	25/01/2007

As the table shows, not all milestones were achieved as planned, specifically those relating to the final (document and interactive) version of the COPRAS Standardization Guidelines (i.e. the Generic Material). This was caused by the fact that several other processes (for example the Call 4 & 5 Feedback gathering report) were delayed as well. However, this has not had a negative affect with respect to COPRAS meeting the target dates for this deliverable.

3.3.5 WP5: Deliverables produced

Activities in WP5 generated 3 deliverables that are listed in the table below. All these were delivered according to schedule and are public documents that can be downloaded from the COPRAS web site.[7]

Number	Title	Planned	Achieved
D22	Interim release on line Generic Material	28/02/2006	28/02/2006
D25	Open Meeting report	31/01/2007	31/01/2007
D26	Final set of case study brochures	31/01/2007	31/01/2007
D27	Generic material	12/01/2007	12/01/2007

3.4 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

[7] With respect to D26, it should be understood that this document as a whole can be downloaded, while the case study brochures that are contained in an Annex to this document can be downloaded individually as well. With respect to D27 it should be noted this deliverable consists of a document part that can be downloaded, and an interactive part that cannot be downloaded but can be accessed on the COPRAS web site: http://www.w3.org/2004/copras/docu/faq/Overview.html.

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.

3.4.1 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 primarily 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.

3.4.2 Progress towards the objectives

COPRAS' activities are coordinated at a Steering Group (CSG) level as well as on a project team level. The CSG has represented the main coordination platform for the project; during the last reporting period it consisted of the following consortium members and persons:

Consortium member	Represented by
CEN	Mr. John Ketchell (Chair)
CENELEC	Mr. Jon Echanove / Ms. Cathérine Vigneron
ETSI	Mr. Yves Chauvel
The Open Group	Mr. Scott Hansen
W3C	Mr. Rigo Wenning
COPRAS	Mr. Bart Brusse (Project Manager)

The CSG met six times during the last reporting period. Among the major issues addressed were:

- Preparation of the second project review and approval of the Activity and Management reports over that period;
- Evaluation and re-allocation of the budget between consortium partners and Work Packages;
- Assessment of the recommendations of the second project review, and implementation of the reviewers' recommendations into the work programme;
- Evaluation of the COPRAS web site, definition of the COPRAS Platform as an FAQ based tool for stakeholders to the research/standards interfacing process, and review of the Standardization Guidelines;
- Evaluation of options and scenarios through which the sustainability of the main COPRAS results and deliverables could be guaranteed after the project's termination, also including possibilities in FP7;
- Organization of the COPRAS Open Meeting, and promotional/organization activities to ensure the conference achieving its goals;

- The evaluation of the 'rolling action plan' and the assessment of the impact projects' standardization efforts generated in terms of tangible standardization results;
- Monitoring the project team's process towards the completion of planned deliverables, and assessment and approval of deliverables D16B, and D24 to D30, reflecting the activities and results in Work Packages 1, 2, 4, 5 and 6;
- Reviewing and directing the project's promotion and dissemination strategy, specifically focusing on the COPRAS Open Meeting;
- Communication and coordination with the ICTSB and Commission Project Officers.

As pointed out in section 3.4.3, the number of Steering Board meetings in the last reporting period was higher than in the previous ones, because more frequent coordination between partners at CSG level was perceived necessary to enable the project reaching its anticipated results, specifically with respect to the Open Meeting, the sustainability of COPRAS' results, the upgraded – and interactive) Standardization Guidelines, and the execution of the Standardization Action Plans. Reports of the meetings, providing a full record of discussions and decisions, are attached to this activity report as Annexes B.1 to B.6.

In addition to the meetings of the COPRAS Steering Group, day to day progress of the project was coordinated through a series of project team conference calls. Scope of these calls was securing the progress in the different Work Packages towards the scheduled deliverables, keeping the overall pace of the project, preparing the deliverables and the decision making process in the COPRAS Steering Group, and identifying issues and (dissemination) opportunities. The following table lists the project team meetings & conference calls:

Conference calls	Date
16th project team conference call	09/02/2006
17th project team conference call	03/05/2006
18th project team conference call	13/06/2006
19th project team conference call	21/07/2006
20th project team conference call	07/09/2006
21st project team conference call	05/10/2006
22nd project team conference call	06/11/2006
23rd project team conference call	14/12/2006
24th project team conference call	25/01/2007

Next to the coordination of the project's activities, the main deliverable in this Work Package was the Final evaluation report (D28), this report follows the interim evaluation report produced after the first 18 months of COPRAS' activities and, although at certain points referring to results achieved over the full 36 months of project activities, specifically focuses on the results – and the impact of these results – achieved over the last 18 months.

Taking the outcome of the execution of the Standardization Action Plans, as well as the key learning points from the case study brochures, the results of the feedback gathering report, and the outcome of the Open Meeting into account, the report clearly shows that COPRAS managed to generate considerable impact among its main targeted constituencies. The Standardization Action Plans did contribute to standardization deliverables becoming available that otherwise would have taken a longer time, or might not have been produced at all, and the Standardization Guidelines were used by many projects and already caused an increase in resources allocated to standardization among those projects that could use the guidelines prior to submitting their initial proposals.

However, the report also pointed out that additional issues need to be addressed to improve research/standards interfacing in future Framework Programmes. Most frequently pointed out here were the insufficient means to complete standards activities at the end of a project's lifespan, and the fact that the ICT standards world does not provide proper mechanisms for encouraging and facilitating research projects to initiate a cooperation process. Further, issues such as confidentiality, IPR or membership of a standards organization, mapping research activities with standards work, or finding the standards and standards organizations most relevant to a project and contacting them,

were underlined. In this respect the Final evaluation report also clearly stated that despite the fact that the (improved) Standardization Guidelines will contribute to more research output finding its way to usage in industry and society more rapidly, the guidelines will not be able to address all issues to the full 100%. Additional COPRAS-type support activity directed at individual or clustered projects in Framework Programmes will therefore remain necessary.

Finally, the report summarized the impact of the project on its three main constituencies, i.e. the ICT research and standards communities as well as Commission Project officers, and stated that, in addition to having its main and most direct impact among research projects, COPRAS clearly raised the importance of research/standards interfacing issues, thus contributing to the European Commission as well as the ICT standards community addressing these issues and establishing a more structural improvement of the research/standards interfacing process.

With respect to the latter, concrete recommendations were made, underlining the fact that a higher level of support was needed from the standards community, that more effort will have to be put into marketing the benefits of making as well as applying standards, that an active policy to encourage and facilitate projects passing their output through European standards organizations has to be implemented, and that European research programmes should provide mechanisms enabling research projects to acquire additional resources in situations where standards work exceeds a project's lifespan.

3.4.3 Deviations from the Work Plan and corrective actions

For WP6 there have not been any deviations from the work plan, other than the fact that a 13th COPRAS Steering Group meeting was scheduled in addition to the 12 that were originally planned. This was done because more frequent coordination between the project partners appeared necessary in view of the organization of the Open Meeting in month 36. This also led to an additional milestone, as is shown in the table in section 3.5.4.

3.4.4 Review planned milestones

The 5 scheduled COPRAS Steering Group meetings and the availability of the Final evaluation report together establish the original milestones for WP6 during the last reporting period. In addition, for coordination purposes, another milestone was added for a last CSG meeting prior to the Open Meeting, early January. The following table lists the meetings and indicates when the milestones were achieved.

Number	Activity	Planned	Achieved
M6.9	8th COPRAS Steering Group meeting	16/02/2006	13/02/2006
M6.10	9th COPRAS Steering Group meeting	14/03/2006	14/03/2006
M6.11	10th COPRAS Steering Group meeting	29/06/2006	16/06/2006
M6.12	11th COPRAS Steering Group Meeting	28/09/2006	12/09/2006
M6.13	Final evaluation report available	22/12/2006	29/01/2007
M6.14	12th COPRAS Steering Group Meeting	03/01/2006	07/11/2006
M6.15	13th COPRAS Steering Group Meeting	not planned	10/01/2007

3.4.5 Deliverables produced

WP 6 generated one deliverable during the last reporting period. As the table below indicates, the Final evaluation report was submitted as scheduled, towards the end of January 2007.

Number	Title	Planned	Achieved
D28	Final evaluation report	31/01/2007	31/01/2007

4. Consortium management

WP1 encompasses COPRAS' consortium management activities, and largely consists of project planning, administration, and annual reporting. The main deliverables for this Work Package are the annual Activity and Management reports (together also referred to as Progress Reports) and,

towards the end of the project's lifespan, the Final report, also including a Final Management report and – as an annex to the Final report – a Final plan for usage and disseminating knowledge and results. The first two Progress reports (deliverables D10 and D23), covering the project's activities over the first and second reporting periods, were produced February 2005 and February 2006.

During the last reporting period (01/02/2006 – 31/01/2007), project management activities mainly focussed on the preparation of the second annual review 15 March 2006, as well as on the accompanying Activity and Management reports. In addition, between 01/02/2007 and 16/03/2007, the project focused on the preparation of its final reporting, i.e. the present Activity report over the third reporting period, as well as the Management report over that period, the Final report, and the Final Management report.

The following sections first address how the reviewers' recommendations from the second project review have been implemented, and subsequently evaluate the quality management activities, the development and changes with respect to the work plan, and the coordinating activities, e.g. with other projects, or with the ICT Standards Board.

4.1 Implementation of project reviewers' recommendations

The second COPRAS project review was held 15 March 2006. During the review meeting, in addition to the annual Activity and Management reports (D23), COPRAS presented and discussed the following deliverables, that were produced during the second reporting period:

Deliverable	Title	WP	Type	Status
D11	Standardization Action Plans Call 1 project	4	Document	Restricted
D12	Information analysis report Call 2	3	Document	Public
D13	List of selected projects Call 2	3	Document	Public
D14	Kick-off meeting report Call 2	3	Document	Public
D15	Generic Guidelines	5	Document	Public
D16A	Standardization Action Plans Call 2 projects	4	Document	Restricted
D17	Interim evaluation report	6	Document	Public
D18	Reverse mapping report	3	Document	Public
D19	First set of case study brochures	5	Other	Public
D20	Generic Guidelines brochure	5	Other	Public
D21	Final dissemination and exploitation report	5	Document	Public
D22	Interim release on line Generic Material	5	Other	Public

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

1. Developing an interactive COPRAS platform: An interactive web-based COPRAS platform should be developed, based on the inclusion of on-line navigation and searching functionalities linked in particular to the generic material and guidelines and finding in the SAPs elements of instantiation and concrete case-study applications. Tools should allow obtaining relevant information on standardisation issues, searching and filtering mechanisms should allow any interested actor to identify seamlessly standard issues, the proper bodies for their interest, sector, technology or application and the practicalities to interface and establish links with such standard bodies or working groups. A glossary of main terminology used in the standardisation processes should be added as well. Case studies should become show cases on the web platform, exemplifying the benefits and impact of interacting with standardisation bodies, other than the feasibility of the whole process and the enabling role of the COPRAS platform. A preliminary version of such an interactive platform (representing a pre-view of D27) should be made available at month 32, allowing 3 to 4 months of assessment before project completion.
2. Improving the generic material": The generic material should be improved, based on the feedback obtained by Call 4 and 5 projects, on the lessons learned developing and monitoring the deployment of the SAPs and also through the inclusion of information and links to standard bodies outside the ICTSB membership.

3. Postponing D24 delivery: D24 (Feedback gathering report call 5) delivery should be postponed until month 32, in order to allow sufficient time for a full interaction with Call 5 projects.
4. Completing and evaluating SAPs: SAPs should be completed ensuring the envisaged wide coverage of the IST FP6 SOs. The deployment of such plans should be monitored, with the scope to assess the efficiency and impact of the COPRAS support, also considering the target of delivering formal standard contributions. Results should be detailed in next D28.
5. Understanding the final Open Meeting as a launch event: The final open event should also serve the scope to promote the platform and its exploitation widely in the community, in particular through the official launch of an innovative and sustainable "research vs. standardisation" portal.
6. Improving "customer" messages in the final COPRAS brochure: D26, the final project brochure, should expand the message offered to the readers by the actual COPRAS brochure, passing from the "simple" message of availability of some generic material to the promotion of a real interactive platform or portal with the indication of the functionalities and services offered through such a portal.
7. Delivering an updated final version of D21: An updated version of D21 (Final dissemination & exploitation plan) should be prepared by the end of the project. Here, updated exploitation plans should reflect the obvious influence coming from the platform development, the feedback obtained from the consortia who made use of the guidelines (especially from Calls 4 and 5) and the results and effect of the SAPs. The updated D21 should also include a proper business plan considering possible sustainability of the platform not only through future public funds, but also from eventual private funding (e.g. from support from the projects and companies needing support to interface with standardisation, or charging for consulting on development of standard action plans, or seeking financial support from the same standardisation bodies interested to experiment a new way of working, taking benefit from a bottom-up portal that could represent a privileged track for obtaining membership and participation from new organisations to their working groups).
8. Further discriminating visitors to the COPRAS web site: The COPRAS web site should include a filter allowing understand which type of organisations are downloading the pdf version of the generic material. A request for filling in a simple form with the indication of the type of organisation downloading the material could be sufficient for the scope.

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 WP1: Project management

Although none of the recommendations directly referred to (changes in) WP1, it was decided, as suggested on page 7 of the report of the second review, and together with the COPRAS Project Officer, to embed an updated version of deliverable D21 into the Final plan for usage and disseminating knowledge and results, rather than producing a separate updated version of this deliverable. This plan, that can be found in Annex A of deliverable D29, therefore addressed **recommendation 7**.

4.1.2 WP2: Information and feedback gathering process

Following **recommendation 3**, deliverable D24 was rescheduled to the end of September 2006 (month 32) allowing COPRAS to include feedback from Call 5 projects into this report. Nevertheless, as explained in section 3.1.3, the deliverable had to be rescheduled again (to the end of November 2006) to allow sufficient time for completing the feedback gathering process towards projects in this Call, as several of these had not launched their activities until the end of September 2006.

4.1.3 WP4: Development of appropriate standardization paths

After the second project review, COPRAS completed the work on the development of Standardization Action Plans for projects in Call 2, and released deliverable D16B. This updated version of D16 contained 3 additional plans for the POLYMNIA project, the GRID projects cluster (encompassing all projects in Strategic Objective 2.3.2.8), and the ECOSPACE, LABORANOVA, COSPACES and COLLABORATION@RURAL projects in Strategic Objective 2.5.9 (Collaborative Working Environments) of Call 5.

With the completion of D16B, COPRAS has addressed 42 projects across 14 (out of the 18 it addressed) Strategic Objectives in FP6 Calls 1 and 2, which is not only considerably more – from a quantitative perspective – than the 10% originally anticipated, but – with almost 80% of research areas, and a large variety of standards areas covered – also addresses the *"wide coverage of the IST FP6 SOs"*, referred to in **recommendation 4**.

During the last reporting period, the progress with respect to the action steps specified in the Standardization Action Plans was monitored on a regular basis by means of a 'rolling action plan' and discussed at COPRAS Steering Board meetings. This monitoring process focussed on both the implementation status of the action steps, as well as on the actual impact projects managed to achieve through their standardization activities. The final status of the rolling action plan at the end of COPRAS' lifespan is contained in the Final evaluation report (deliverable D28).

4.1.4 WP5: Promotion, dissemination and liaison

Following upon **recommendation 1**, COPRAS developed an interactive platform on its web site, that addresses most of the issues research projects face when planning their interaction with standards organizations. The platform was constructed as an FAQ (Frequently Asked Questions) approach, recognizing that the various constituencies involved in research/standards interfacing have concrete – although different – questions on the subject. The COPRAS platform is based on the Generic Guidelines, as well as on the findings emerging from the Standardization Action Plans, and navigates the different stakeholders using a few simple steps through the information most relevant for them. This allows them for example to define how relevant standardization is to them, and how they should best cooperate with the organization of their choice. For this purpose, the platform links to other information on the COPRAS web site, on COPRAS partner web sites, or on other third party web sites, for example standards organizations outside the COPRAS or ICTSB membership.

The Generic Guidelines that were first released July 2005 were distributed to projects in Calls 4 and 5 and subsequently, towards the end of COPRAS' lifespan, upgraded and improved, addressing **recommendation 2**. In this process many new elements were added to the document, elaborating for example on:

- the nature, form and type of projects' contributions to standards organizations;
- finding the standard(s) that could be relevant to a project's activities;
- cost for a project of initiating or participating in standards processes;
- synchronizing a project's work plan with (ongoing) standardization activities;
- how to initiate a new standards process;

In addition to adding these aspects, many sections, for example on categorization of standards, Intellectual Property Rights policies, membership issues, and the openness of standardization processes were updated, among others to address feedback received from projects. For the COPRAS Open Meeting, the Generic Guidelines were printed and included as a booklet in the conference delegate pack.

With respect to **recommendation 5** that addresses the Open Meeting, it was decided to let the launch of the COPRAS platform coincide with the opening of the first Call in the FP7 Programme. As the Open Meeting was organized shortly after this Call was launched, but more that 3 months before the closing of the Call, it was considered the ideal timing for communicating the importance of research/standards interfacing to the ICT research community, encouraging those involved in

planning submissions for FP7 also to use the COPRAS platform to help them embed the interface to standardization into their initial proposals and work plans. The conference programme therefore focused on launching the platform in the more generic context of improving research/standards interfacing in FP7, thus ensuring that the importance of the platform could be communicated to those for which it would be most useful.

In addition to the updated version of the COPRAS Standardization Guidelines, the delegate pack for the COPRAS Open Meeting also contained a number of Case study brochures. These brochures, that together establish deliverable D26, point out – as originally planned – the experiences and results of individual projects that COPRAS developed Standardization Action Plans for, from their working towards standardization. **Recommendation 6** could therefore not be addressed as such, because the brochures encompassed by deliverable D26 were not suitable to communicate a generic COPRAS message. Nevertheless, for the Open Meeting, 2000 brochures also highlighting the launch of the COPRAS platform, were produced and distributed aggressively – both in paper and electronic format – among the 3 main constituencies (research and standards communities and European Commission representatives).

Installing a mechanism that would allow discriminating between the different backgrounds of those downloading the generic material, as mentioned in **recommendation 8**, was debated several times in the COPRAS Steering Group. Reason for this is that several – potentially conflicting issues had to be considered: while on one hand the information gathered could be helpful for fine tuning the material, privacy issues had to be considered, as well as the fact that such a filtering mechanism could act as a barrier to those wanting to download the document. Therefore it was decided to implement a small, voluntary questionnaire on the same page where the Standardization Guidelines can be downloaded, inviting visitors to fill it in, rather than forcing them to go through the questionnaire in order to be able to download the material. This however did not generate a sufficiently large amount of reactions to draw conclusions from, possibly as a result of the voluntary character.

4.2 Quality management & contingency planning

In its working plan, COPRAS had defined 5 Work Packages addressing support activities (each led by one of the consortium partners), in addition to the project management Work Package that was led by CEN, the Project Coordinator. This structure, that is displayed in more detail in the table below, has remained the same throughout the projects full lifespan, as it proved to be very efficient, in addition to ensuring that all consortium members contributed actively – and in most cases equally – to the work and deliverables in all of the Work Packages.

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

Despite the structure remaining the same, experience generated throughout the project's lifespan, as well as the changes made to the technical Annex after the first project review, led to a re-allocation of resources across the different Work Packages and deliverables (for example increasing the effort in WP5, in view of the prioritization of the Standardization Guidelines, the COPRAS Platform and the Open Meeting). Nevertheless, this has not led to a significant shift between partners or Work Packages. More information on this can be found in the Management report over the last reporting period.

In the 'Quality management & contingency planning' section of the Activity report covering the previous reporting period, it was stated 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"*. This assumption has proven to be generally accurate. From a quantitative perspective COPRAS managed to conclude Standardization Ac-

tion Plans with more than 15% of the projects it originally contacted (where the original target had been 8-10%). Moreover, as the Final evaluation report (deliverable D28) explains in more detail, this generated a number of tangible contributions to standardization, in line with original expectations. For these reasons, there has been no need to put contingency measures into place.

Although the execution of the Standardization Action Plans was not included in the scope of the project, COPRAS did keep track by means of a 'rolling action plan', and – where necessary – intervened in processes (e.g. by setting up additional meetings and/or conference calls between projects, standards organizations and COPRAS, or by providing projects with alternative contacts in alternative standards organizations). As these interventions have generally led to the anticipated results, no necessity was felt to put (additional) contingency measures into place.

4.3 Work plan, deliverables & resources

Annex B.1 and B.2 contain the current (and final) version, as well as the original version of the work plan COPRAS set out with. Most of the major changes to this work plan resulted from the first project review, and – as they were implemented during the second reporting period – have already been documented in the Activity report over that period (deliverable D23). Also the report of the second review did not recommend major changes to the work plan, a few adjustments should be highlighted.

1) Following recommendations from the second project review, the Feedback gathering report addressing projects in Calls 4 & 5 (D24) was rescheduled to the end of November in order for COPRAS to be able to complete the feedback gathering process also among the projects in Call 5.
2) The number of CSG meetings was increased towards the end of the project in order to address the higher coordination requirements resulting from the organization of the Open Meeting and the deliverables and communication challenges relating to this event.
3) As a result of the Open Meeting being rescheduled from its originally planned date in October 2006 to mid January 2007, several milestones, e.g. relating to the availability of the final set of case study brochures, and the final evaluation report, were pushed backward as well. More information on this can be found in section 3.3.3.

Although these changes caused the need to make some minor adjustments with respect to the allocation of resources, allowing an increased effort on WP5, in general, the re-allocation of budget between, that was carried out at the end of the second reporting period as a result of a re-evaluation of budget and budget items between the COPRAS partners, has proven to be sufficient and effective. More information can be found in the Management report over the last reporting period.

4.4 Coordinating activities and cooperation with other projects

Similar to the first two reporting periods, COPRAS' activities were reported on a regular basis to the ICTSB (at its 30 March 2006, 27 June 2006 and 20 October 2006 meetings) by the CSG Chair as well as by the Project Manager. Moreover, during the last reporting period, coordination with ICTSB was intensified, specifically focusing on steps and measures that could be taken to guarantee the sustainability of the COPRAS results and on the cooperation towards the Open Meeting (for example resulting in the ICTSB chair introducing the COPRAS platform to the conference audience). A dedicated COPRAS/ICTSB meeting on this issue was held 13 September 2006.

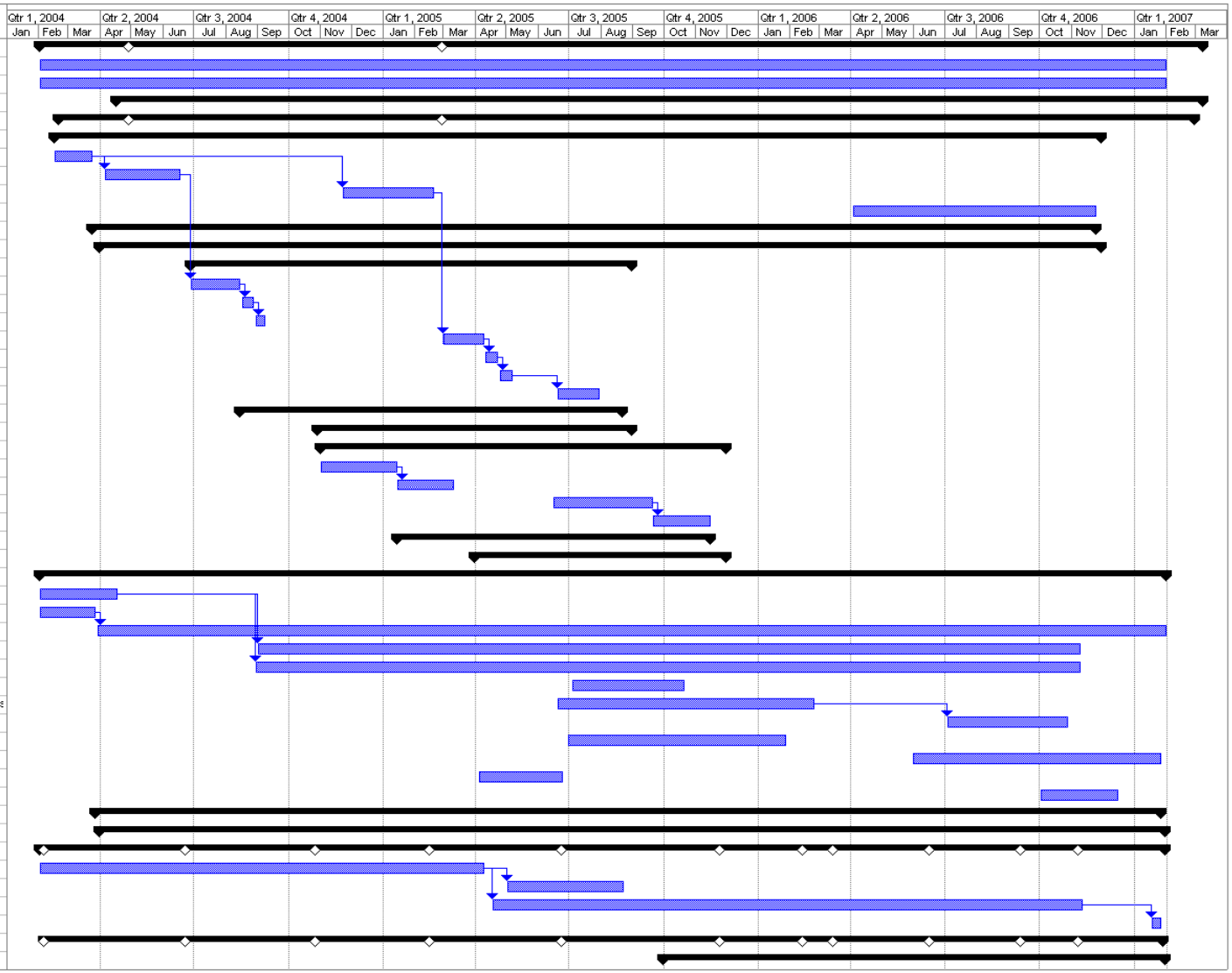
Although most of the coordinating and cooperation activities with other projects took place in the context of monitoring and supporting the execution on the Standardization Action Plans (see also section 3.2), specifically the (continuing) coordination with the GRID projects in Strategic Objective 2.3.2.8, as well as the cooperation with 4 IP projects in Strategic Objective 2.5.9 (Collaborative Working Environments) should be mentioned. Where the latter is concerned, COPRAS support was directed at helping the ECOSPACE, LABORANOVA, COSPACES and COLLABORATION@RURAL project consortia to synchronize their standards related activities already before they submitted their final project proposals in FP6 Call 5.

During the last reporting period, the coordinating activities with the FP6 FEP INTEREST project, that were initiated during the second reporting period, have been continued. The INTEREST project also focuses on the improvement of the RTD/standards interface, but does not exclusively aim at the ICT domain, and takes a more academic focus towards the issue. As and initial meeting between the two projects had already led to the conclusion that for example an exchange of results could be fruitful, COPRAS and INTEREST shared some of the outcome of their activities during several standards related sessions at the EASST2006 conference in Lausanne, 24 August 2006. In addition, a last meeting was held 8 November 2006, prior to the INTEREST closing workshop on 9 November 2009, in which COPRAS representatives participated as well.

Finally, COPRAS was regularly approached by projects in other European Research programmes (e.g. CELTIC), with requests for support in standards related matters. Despite its main orientation towards FP6, it was decided to support these projects as much as possible (and within COPRAS' possibilities in terms of resources), and for example to put them into contact with the relevant standards organizations, or to advice them on steps best to be followed through standardization processes.

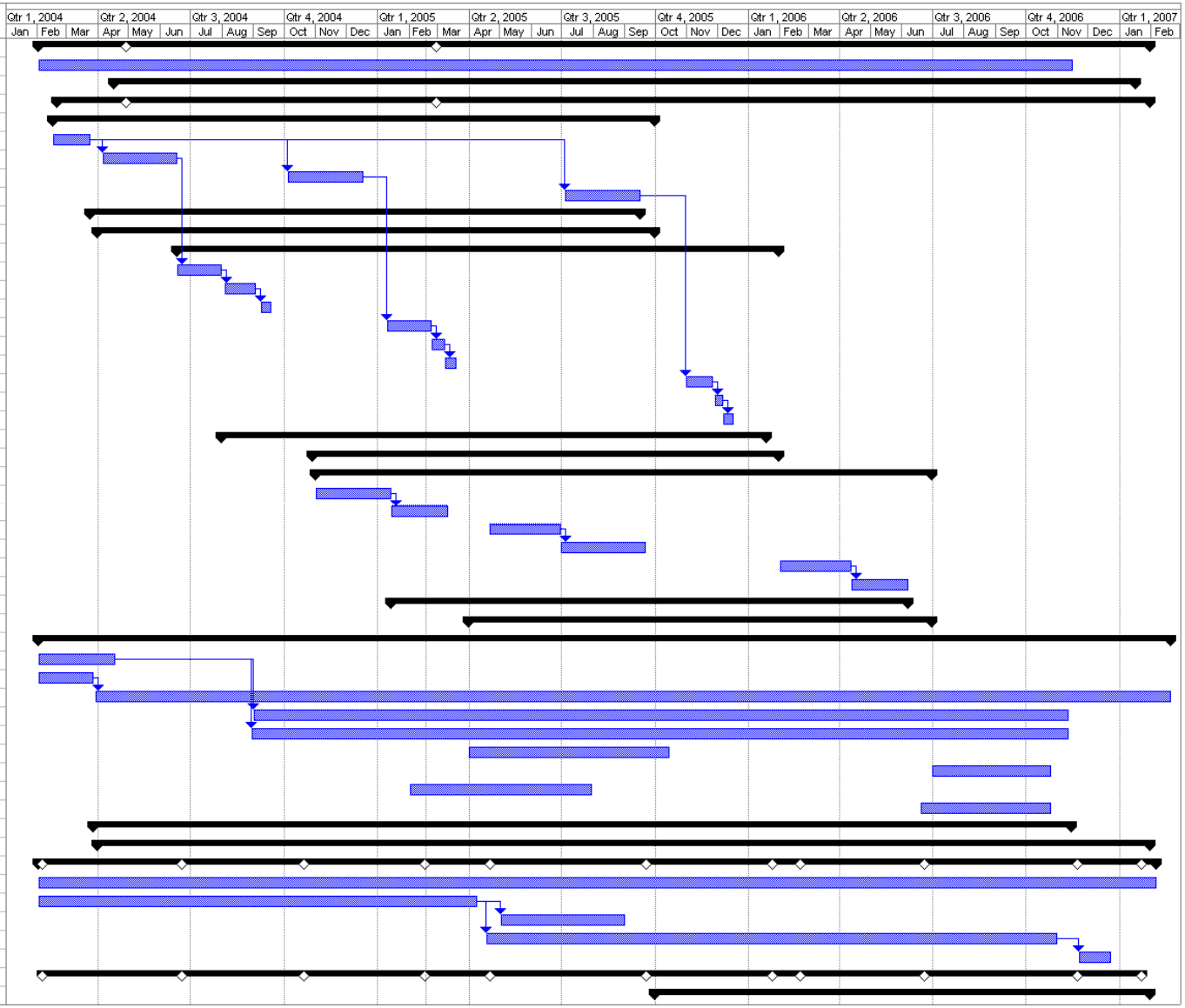
Annex A.1: COPRAS' current project work plan

ID	Task Name
1	**WP1 Project Management**
2	T1.1 - Planning and administration
3	T1.2 - 2 Coordination and organisation
4	**Milestones**
12	**Deliverables**
31	**WP2 Gathering project Information**
32	T2.1 - Information Package preparation
33	T2.2 - Project survey (contacting projects Call 1)
34	T2.3 - Project survey (contacting projects Call 2)
35	T2.4 - Feedback gathering (contacting projects Calls 4 & 5)
36	**Milestones**
44	**Deliverables**
49	**WP3 Information Analysis and Project Selection**
50	T3.1 - Projects analysis Call 1
51	T3.2 - Definition selection criteria call 1
52	T3.3 - Project selection Call 1
53	T3.4 - Projects analysis Call 2
54	T3.5 - Definition selection criteria Call 2
55	T3.6 - Project selection Call 2
56	T3.7 - Reverse mapping Call 2
57	**Milestones**
67	**Deliverables**
75	**WP4 Development of appropriate standardization paths**
76	T4.1 - Invite projects to give contributions Call 1
77	T4.2 - Develop tailor-made measures for standardization Call 1
78	T4.3 - Invite projects to give contributions Call 2
79	T4.4 - Develop tailor-made measures for standardization Call 2
80	**Milestones**
87	**Deliverables**
90	**WP5 Promotion, Dissemination and Liaison**
91	T5.1 - Interim dissemination & exploitation plan
92	T5.2 - Web site creation
93	T5.3 - Web site maintainance
94	T5.4 - Dissemination of projects results (for all Calls)
95	T5.5 - Promotion and liaison (for all Calls)
96	T5.6 - Final dissemination and exploitation plan
97	T5.7 - Development first version on line version Generic Guidelines
98	T5.8 - Upgrading Generic Guidelines platform
99	T5.8 - Brochure development (first set)
100	T5.9 - Brochure development (last set)
101	T5.10 - Development of Generic Guidelines
102	T5.11 - Updating Generic Guidelines document
103	**Milestones**
115	**Deliverables**
126	**WP6 Strategic Evaluation**
127	T6.1 - Ongoing assessment for Interim Report
128	T6.2 - Identification of main interim achievements
129	T6.3 - Ongoing assessment for Final evaluation report
130	T6.4 - Identification om main achievements for Final ev. report
131	**Milestones**
147	**Deliverables**



Annex A.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 B.1: Report from the 8th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 8th Meeting of the COPRAS Steering Group**

Agenda item: **3**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and welcomed the participants. Attending 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 could not participate due to illness.
2	**Approval of the agenda** The agenda was approved.
3	**Approval report previous CSG meeting** The report was approved with some minor editorial remarks; the CSG noticed most actions were either completed or overtaken.
4	**Communication and interaction with the Commission**
4.1	**Status approval amendments Annex 1** The formal approval from the Commission had been received by CEN on 22 November 2005.
4.2	**Status actions/activities towards FP6 IST call 6** With respect to action 7/07, Scott Hansen reported that it would probably be quite difficult for the COPRAS consortium partners to find a budget line item in FP6 Call 6 that would be suitable for a road map project addressing the RTD/standards interface and bridging between FP6 and FP7. The conclusion is that the idea would probably have to be abandoned.
4.3	**Status actions/activities towards FP7** The Chairman mentioned he had a good meeting with Peter Wintlev-Jensen and Timo Hallantie (who will be replacing Peter Wintlev-Jensen as the Project Officer for COPRAS as from 1 March 2006) on possibilities in FP7 for COPRAS type actions or projects. The discussion had underlined that – although more discussion on the issue will be needed – a single COPRAS type project may not be the best way to proceed in FP7, although a generic type activity may be required in conjunction with actions more dedicated to specific technology areas. The CSG recognized there may be possibilities in FP7 for trying to embed

	the RTD/standards interface as a 'normal institution' in IST programme. This may for example be organized within the European Technologies Platform concept, although at the end it may not be possible to address all technology areas through such a platform, and in addition a more generic – or miscellaneous – project proposal might still be required. It was concluded that the dialog with the European Commission on RTD/standards interfacing in FP7 should be continued.
Action 08/01	**The Chairman and Project Manager to investigate further possibilities for COPRAS-type projects or actions in FP7** Another option for COPRAS-type activities could be the European Framework Programme for Competitiveness and Innovation (CIP) addressing the 2007 – 2013 timeframe. This initiative aims to integrate a number of existing Community programmes, in the very fields that have been identified as most critical to boosting European productivity growth. A Call for this new programme is not out yet; it would not start before 2007.
Action 08/02	**The Chairman and Project Manager to provide an input paper for the upcoming ICTSB meeting on the possibilities for addressing the RTD/standards interface in future Framework Programmes** As a general conclusion, the CSG agreed it should be signaled to the Commission that the interface to standardization should be well embedded into future Framework Programmes. In this respect, it was suggested during the meeting with Peter Wintlev-Jensen and Timo Hallantie, that possibilities to do so may occur during upcoming Conferences on the European ICT-Research and Innovation Policy – i2010 (22-23 March 2006) and European Technology Platforms (4-5 May 2006) under the Austrian presidency.
Action 08/03	**The Chairman to seek to progress with the Commission the idea that a standards interface could and should be inserted into future Framework Programmes, and to investigate possibilities for funding**
4.4	**Review Project Officers training session** The training session for Project Officers on RTD/standards interfacing, organized by Peter Wintlev-Jensen and COPRAS was well attended and generated useful feedback for COPRAS. Project Officers underlined the relevance of the reverse mapping report and suggested that providing access to the more detailed information underlying this report would be highly appreciated by a significant number of Project Officers.
5	**Contractual issues**
5.1	**Review remaining budget** The Project Manager introduced a revised version of the entire 3-year COPRAS budget, based on an analysis of cost items vs. actual spending per consortium partner during the first two reporting periods. He underlined that the new budget that is being proposed does not require additional funding from the Commission, but does address individual project partners' requirements per cost item a lot better. Following the introduction by the Project Manager, Scott Hansen mentioned that – when accepted by the CSG – the budget changes should be notified to the Commission. In this respect the speaker also underlined that it would probably be advisable – in addition to the review of the cost items – to review whether the original rates for personnel applied in the budget still match the actual cost of the personnel the consortium partners actually allocated to COPRAS. Also it would probably be more transparent to do the project's financial reporting for the second period against the new budget.

Decision 08/01	The CSG **decided** to accept the new budget presented by the Project Manager, subject to the approval of CENELEC
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 during the past months had been focused on the execution of the Call 1 Standardization Action Plans (including the preparation of the 'case study' brochures), as well as on the finalization of the Standardization Action Plans for Call 2 projects. In this respect he underlined that both processes, for various reasons, had been suffering from delays. As a result, the number of case study brochures ready in time for the second project review would be limited to 3, whereas deliverable D16 (Standardization Action Plans for Call 2), similar to those for Call 1, had to be split in a version A (that will be ready in time for the second project review) and a version B (that will hold a complete set of plans and will be released several weeks after the second project review). The Chairman in this respect mentioned that the delays indicate that funding standardization processes is an important issue, and projects need to realize that they should apply for financial support from the Commission in due time in order to be able to start their standards work as planned. Upon questions from Yves Chauvel, the Project Manager explained that several projects in Call 1 are in fact experiencing 'typical' problems such as not being able to push forward standardization processes beyond the project's lifespan. Of course, such projects had no access to the new COPRAS material at their planning stage. Moreover, as far as projects in Call 2 were concerned the Project Manager explained many of these projects address non-traditional areas of standardization which may result in more time being necessary to define the standardization deliverables or even the action steps to the required level of detail (for example, the need to create a dedicated new technical group). This has lead to several projects (and thus COPRAS) needing more time to finalize Standardization Action Plans.
Decision 08/02	The CSG **decided** that deliverable D16 (Standardization Action Plans for Call 2) will be split into an A and a B version. Following the discussion on the Standardization Action Plans, the Project Manager provided an overview of the project's dissemination activities and mentioned several submissions for larger conferences had been (or would be) made.
Decision 08/03	The CSG **decided** to approve the Project Manager's quarterly report
6.2	**Deliverables submitted to the Commission** The Project Manager noted only one formal deliverable (D21 – Final dissemination and exploitation plan) had been submitted to the Commission since the previous meeting, following its approval there.
6.3	**Deliverables for approval** Apart from the annual Activity and Management Report (D23), several deliverables that were planned for the end of January could not yet be submitted to the CSG for approval, as documented in the Project Manager's quarterly report. With respect to the Standardization Action Plans for Call 2, it was men-

	tioned that 6 plans have now been submitted while 2 more are still anticipated. Nevertheless, the 6 plans that are available already encompass 9 projects, which was COPRAS' minimum target for Call 2. With the two additional plans, the project will therefore exceed its target considerably. In addition to this, Scott Hansen mentioned that an additional plan will be developed for 4 IP projects in the Call 5 Collaborative Working Environments Strategic Objective. COPRAS has been asked to assist at the start of the negotiation with the Commission, as the latter requires the plan to be annexed to the contracts with the projects. The Project Manger mentioned that case study brochures (as part of deliverable D19) are being prepared for the GANDALF, UNFOLD and ENTHRONE projects. The process however has suffered from some delays as feedback is required from projects that sometimes have already terminated their activities. An important upcoming deliverable is the first launch of the re-vamped platform version of the COPRAS web site, which has been planned for the end of February 2006. In this respect the Project Manager introduced a suggested basic new design, style and content concept for the web site. Having discussed the proposals, the CSG agreed an effort should be made to accommodate the proposed changes respecting to the extend possible the overall structure of the current site, and taking into account the following remarks & issues: • The 3-column design should include all relevant buttons either at the left or right sides of the central text rather than having buttons at the bottom of the (home)page • The new design may eventually cause the web site rating to go down if link structure is changes as well. • A decision will have to be made whether (and if so which) parts of the information in the non-public section can be moved to the public section. • Work on the web site will have to continue throughout the project as continuous updating of information and functionality will be required.
Action 08/04	**The Project Manager to oversee the implementation of the new COPRAS web site design in cooperation with Rigo Wenning and Bert Bos of W3C on 24 February 2006, and to advise on 'loose ends'.**
Action 08/05	**All CSG members to suggest content from the restricted sections to be moved to the public section of the renewed COPRAS web site**
Decision 08/04	The CSG **decided** that the new release of the COPRAS web site will have to be on line by the end of February 2006. The Project Manager introduced the first draft of the annual Activity Report. This did not yet contain the executive summary and the Plan for using and disseminating knowledge and results or other annexes, hence establishes only the 'core' of the report. These will however be forwarded to the CSG during the second half of February.
Action 08/06	**The Project Manager to distribute a complete version of the Activity Report for the second reporting period no later than Thursday 23 February 2006**
Action 08/07	**The CSG members to forward their comments with respect to the Activity Report for the second reporting period no later that Monday 27 February 2006**

Action 08/08	**The Project Manager to send the final version of the Activity Report for the second reporting period to the Commission no later than 28 February 2006**
	In addition to the Activity Report the CSG briefly addressed the annual Management Report. As information from several consortium partners could not be made available yet, the final version of the document will have to be circulated at a later point in time. In view of the audit certificates, this should however be possible on relatively short notice.
Action 08/09	**The Project Coordinator to prepare a new draft of the Management Report for the second reporting period and distribute this at the latest by 23 February 2006**
Action 08/10	**The Project Coordinator to distribute the final version of the Management Report for the second reporting period at the latest by 28 February 2006**
6.4	**Promotional activities**
	Open Meeting: the Project Manager presented document **08(06)05**, a concept structure for the COPRAS Open Meeting, planned to be held at the end of its last reporting period. Upon this, the Chairman stated the concept established a good basis for an agenda, although some issues should probably be adjusted, such as the number of speakers from other regions and the need for having parallel sessions.
Decision 08/05	The CSG **decided** to re-schedule the COPRAS Open Meeting on 17 January 2007 in Brussels, at a venue to be determined
Action 08/11	**The Chairman to discuss the logistics for the Open Meeting internally in CEN**
Action 08/12	**All CSG members to comment the Open Meeting concept structure before the next CSG meeting**
	Concerning the status of the development COPRAS display material (banners): the Chairman introduced document **08 (06)15**, briefly describing the status of the process of the development of the 4 COPRAS banners. So far two quotes have been received and a third had arrived and the supplier selected, the design would be commissioned.
	Yves Chauvel mentioned the banner topics as proposed seem to be rather oriented towards COPRAS' objectives whereas it could be good to underline the project's achievements as well. The Chairman agreed to this and suggested this could be done in the third banner.
Action 08/13	**The Chairman to circulate the banner design once this has been made available**
Action 08/14	**All CSG members to provide comments with respect to the banners within one week after it has been circulated**
	Concerning past and upcoming events: the Project Manager mentioned that papers and/or workshop proposals had been made – or will be made – to several large conferences such as EASST, I-ESA and eChallenges.
	The Chairman mentioned so far only the I-ESA submission had been accepted by the organizers as a "poster session". It was however not fully clear what the quality and quantity of the exposure is, as apparently there would still be a plenary presentation. The detail may have to be balanced against the cost involved.
Action 08/15	**The Chairman to inquire with the I-ESA organizers into the nature of a poster session**

6.5	**Planning of the project for the next quarter** The Project Manager mentioned that – apart from the annual review and the recommendations resulting from it – the project team's main focus during the next quarter would be on feedback gathering from projects in Calls 4 and 5 in WP2. In addition, work will continue with respect to the development of case study brochures for projects in Call 1 and with respect to the finalization and execution of the Call 2 Standardization Action Plans.
7	**Annual review**
7.1	**Status implementation recommendations 1st Project Review** The Project Manager reported that the executive summaries for the most relevant COPRAS deliverables had been prepared and had been distributed to the CSG. With this last action all the recommendations from the first project review have been addressed and implemented.
Action 08/16	**All CSG members to provide comments (if any) with respect to the executive summaries before the end of February**
Action 08/17	**The Project Manager to address comments received on the executive summaries and publish these on the COPRAS web site no later than 1 March 2006**
7.2	**Focus areas, presentations and draft agenda** The CSG briefly discussed the preparations for the upcoming project review.
Decision 08/06	In view of the focus areas and achievements of the second reporting period the CSG **decided** to present the following aspects at the second COPRAS project review: • Overview deliverables & achievements (Project Manager) • Generic Guidelines (Project Manager) • Standardization Action Plans (The Open Group) • Reverse mapping (ETSI) • Web site (W3C) • Focus areas & main activities last reporting period (CEN)
Action 08/18	**Al partners to prepare their presentations for the second project review and distribute these no later than 10 March 2006 for review by the CSG**
Action 09/19	**The Project Manager to send an agenda proposal for the second project review to the Commission, based on the agenda for the first review**
8	**AOB** The Chairman and the Project Manager had a meeting on 25 January 2006 with the INTEREST project (that covers areas similar to COPRAS) on possibilities for cooperation. In view of timing, it was agreed to discuss this issue at the next CSG meeting.
9	**Close and planning upcoming CSG meeting(s)** The next CSG meeting is planned for Tuesday 14 March 2006, 11:30 until 17:00, at the CEN/CENELEC meeting centre in Brussels.

Annex 1: List of decisions from the 8th COPRAS Steering Group meeting 16/02/2006

Number	Decision
08/01	The CSG decided to accept the new budget presented by the Project manager, subject to the approval of CENELEC
08/02	The CSG decided that deliverable D16 (Standardization Action Plans for Call 2) will be split into an A and a B version
08/03	The CSG decided to approve the Project manager's quarterly report
08/04	The CSG decided that the new release of the COPRAS web site will have to be on line by the end of February 2006
08/05	The CSG decided to re-schedule the COPRAS Open Meeting on 17 January 2007 in Brussels, at a venue to be determined
08/06	In view of the focus areas and achievements of the second reporting period the CSG decided to present the following aspects at the second COPRAS project review: • Overview deliverables & achievements (Project Manager) • Generic Guidelines (Project Manager) • Standardization Action Plans (The Open Group) • Reverse mapping (ETSI) • Web site (W3C) • Focus areas & main activities last reporting period (CEN)

Annex 2: List of actions from the 8th COPRAS Steering Group meeting 16/02/2006

Number	Action	Status
08/01	The Chairman and Project Manager to investigate further possibilities for COPRAS-type projects or actions in FP7	
08/02	The Chairman and Project Manager to provide an input paper for the upcoming ICTSB meeting on the possibilities for addressing the RTD/standards interface in future Framework Programmes	
08/03	The Chairman to seek to progress with the Commission the idea that a standards interface could and should be inserted into future Framework Programmes, and to investigate possibilities for funding	
08/04	The Project Manager to implement the new COPRAS web site design in cooperation with Rigo Wenning and Bert Bos of W3C on 24 February 2006, and to decide on 'loose ends' caused by the new design	
08/05	All CSG members to suggest content from the restricted sections to be moved to the public section of the renewed COPRAS web site	
08/06	The Project Manager to distribute a complete version of the Activity Report for the second reporting period no later than Thursday 23 February 2006	
08/07	The CSG members to forward their comments with respect to the Activity Report for the second reporting period no later that Monday 27 February 2006	
08/08	The Project Manager to send the final version of the Activity Report for the second reporting period to the Commission no later than 28 February 2006	
08/09	The Project Coordinator to prepare a new draft of the Management Report for the second reporting period and distribute this at the latest by 23 February 2006	
08/10	The Project Coordinator to distribute the final version of the Management Report for the second reporting period at the latest by 28 February 2006	
08/11	The Chairman to discuss the logistics for the Open Meeting internally in CEN	
08/12	All CSG members to comment the Open Meeting concept structure before the next CSG meeting	
08/13	The Chairman to circulate the banner design once this has been made available	
08/14	All CSG members to provide comments with respect to the banners within one week after it has been circulated	
08/15	The Chairman to inquire with the I-ESA organizers into the nature of a poster session	
08/16	All CSG members to provide comments (if any) with respect to the executive summaries before the end of February	
08/17	The Project Manager to address comments received on the executive summaries and publish these on the COPRAS web site no later than 1 March 2006	
08/18	Al partners to prepare their presentations for the second project review and distribute these no later than 10 March	

	2006 for review by the CSG	
08/19	The Project Manager to send an agenda proposal for the second project review to the Commission based on the agenda for the first review	

Annex B.2: Report from the 9th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 9th Meeting of the COPRAS Steering Group**

Agenda item: **3**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and welcomed the participants. Attending 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 Jon Echanove, representing CENELEC could not attend the meeting due to urgent other commitments.
2	**Approval of the agenda** The agenda was approved.
3	**Approval report previous CSG meeting** The report was approved. As far as the action are concerned, the Chairman mentioned work was ongoing with respect to investigating possibilities for extending COPRAS into FP7, and a communication to the ICTSB on the subject is being prepared. In addition to noticing that the other action items were completed, the Chairman thanked Rigo Wenning, Bert Bos, and the Project Manager for their work on the COPRAS web site following up on action item 08/04. He also noted that although comments had not been received on the initial proposal for the Open Meeting agenda, a conference call between the current and next CSG meeting may be required on the subject in view of the decisions that will have to be taken on some urgent organization aspects of the Open Meeting.
4	**Communication and interaction with the Commission** Other than sending the agenda proposal for the 2nd annual review there has been little communication with the Commission over the last months, although requests were send by COPRAS with respect to a list of Call 4 projects, and the opportunity for the project to attend the EU meeting on European Technology Platforms in Vienna 4-5 May.
5	**Contractual issues** There were no contractual issues that needed to be discussed.
6	**Project Organization**
6.1	**Project Manager's report**

	The Project Manager introduced his report over the months and indicated that most of the project team's activity had been focused on the preparation of the upcoming project review, in addition to finalizing the work on the Call 2Standardization Action Plans and the Call 1 'case study' brochures. He further mentioned that 4 formal deliverables (D16A, D19, D22 & D23) had been produced and send to the Commission end of February & early March in view of the upcoming annual review. The preview of the upcoming tasks showed the activities for the coming months will be concentrated on Work Packages 2, 4 and 5, but that no re-allocation of resources or adjustment in milestones seems necessary at the moment.
Decision 09/01	The CSG **decided** to approve the Project Manager's report
6.2	**Deliverables for submitted to the Commission** Scott Hansen briefly introduced deliverables D16A (first release Standardization Action Plans for Call 2 projects) and D19 (first set of case study brochures). He indicated that although COPRAS had met its quantitative target with 9 Standardization Action Plans for 9 projects in Call 2, 3 more plans are being worked on (for the GRID-based systems cluster, the Call 5 Collaborative working environments, and the POLYMNIA project).
Decision 09/02	The CSG **decided** that the second release of the Standardization Action Plans for Call 2 (D16B) should be planned for the second half of April 2006 With respect to the case study brochures Scott Hansen mentioned that these should be carefully thought about as the material will be actively send out go out into the public domain. The first 3 brochures submitted to the Commission therefore may have to undergo some changes after having discussed these with the project reviewers. In any case, the CSG agreed that the brochures should not contain too much jargon and abbreviations.
Action 09/01	**All CSG members to have a close look at the current three brochures and provide comments at the latest by 14 April 2006**
Decision 09/03	The CSG **decided** the remaining case study brochures for projects in Call 1 will be produced throughout the last reporting period while those for Call 2 projects will be produced towards the end of COPRAS' lifespan. Following this, the Project Manager introduced the first release of the upgraded COPRAS web site and underlined the overall positive response this had triggered among the COPRAS consortium partners. He underlined that the web site's features and functionality, specifically with respect to the Generic Guidelines may gradually expand over the last reporting period, also as a result of feedback that will be received from stakeholders. The CSG recognized this but also noted that the project should be careful with implementing resource- or maintenance-intensive features, such as a discussion forum, although this may be welcomed by stakeholders Forum for comments could be an idea but may be too resource intensive. Also it agreed that more work on the list of standards was clearly necessary.
Action 09/02	**Yves Chauvel to circulate via e-mail suggested improvements and/or changes to the current list of standards on the COPRAS web site** Finally, the Project Manager introduced the Activity report of the second reporting period, that had been prepared following the comments received

	from the CSG on the initial drafts circulated 14 and 26 February 2006.
Decision 09/04	The CSG **decided** to approve deliverables D16A, D19, D22 and D23
6.3	**Promotional activities**
	The Chairman introduced the final design for the 4 COPRAS banners. The banners are being produced on short notice in order to have them available for the poster session at the I-ESA conference in Bordeaux 22 March.
	The CSG approved the banner design but noted that a typing error on one of the banners should be corrected and the W3C logo should be adjusted.
	Following the introduction of the banners by the Chairman, the Project manager mentioned that the COPRAS submission for the EASST conference 23-25 August in Lausanne had been accepted, and that a submission to eChallenges had been made.
7	**Annual review**
7.1	**Review agenda annual review**
	The Project manager introduced the draft agenda for the project review that was send to – and approved by – the Commission. The CSG approved the agenda but recognized that – similar to the first review – the reviewers may not need all the time reserved, hence it should be left up to them to determine whether or not they want to continue the meeting with COPRAS representatives after their 'internal' discussions.
7.2	**Review and discussion planned presentations**
	For the COPRAS review, 7 presentations have been prepared by the members of the project team, addressing items 2.1 to 2.7 on the review's agenda.
	After the introduction and discussion of the presentations, the CSG agreed the first presentation, kicking off the overview of COPRAS' activities and results should be shortened, while the slides documenting in more detail the achievements in the various Work Packages should be added to the presentation on the implementation of the recommendations from the first review. Further to this, and taking into account several editorial changes, the CSG approved the presentations prepared for the second COPRAS review.
Action 09/03	**The Project Manager to implement the editorial changes and to update the presentations for the review**
7.3	**Review Management report second reporting period**
	The Project Manager introduced the Management report over the second reporting period. He mentioned that the report, as well as the underlying financial and administrative data – in respect of the recent adjustments to the COPRAS budget agreed by the CSG at its 8th meeting – had been discussed and agreed in two meetings, where all COPRAS consortium partners affected by the budgetary changes had been present.
	Although all financial information had been received from the consortium partners, the Project manager in addition mentioned that some (minor) changes might have to be made to the figures pending the audit certificates from some partners
Decision 09/05	The CSG **decided** to approve the Management report of the second reporting period, taking into account some editorial adjustments
Action 09/04	**The Project Manager to implement the editorial changes in the Management report and arrange for the report to be send to the Commis-**

	sion
8	**AOB** The Chairman mentioned a meeting was held 25 January 2006 between COPRAS and the INTEREST project on possibilities for cooperation. Although the INTEREST project takes a more academic approach than COPRAS and covers the full range of RTD/standards interfacing, there may be complementary issues and cooperation possibilities. The original idea however, of combining events both projects intend to organize at the end of their lifespan may not be valid anymore since COPRAS decided to postpone the target date for its own Open Meeting to mid January 2007. The CSG agreed that another meeting between the projects may be helpful as duplication or overlap should be prevented. Further, COPRAS may offer to present its results at the INTEREST event.
Action 09/05	**The Chairman to communicate the CSG's decisions to the INTEREST project and propose another meeting for discussing further cooperation possibilities**
9	**Close and planning upcoming CSG meeting(s)** The next formal CSG meeting will be held Friday 16 June at ETSI in Sophia Antipolis. An interim meeting is tentatively scheduled for Tuesday 23 May at the CEN/CENELEC meeting centre in Brussels

Annex 1: List of decisions from the 9th COPRAS Steering Group meeting 14/03/2006

Number	Decision
09/01	The CSG decided to approve the Project Manager's report
09/02	The CSG decided that the second release of the Standardization Action Plans for Call 2 (D16B) should be planned for the second half of April 2006
09/03	The CSG decided the remaining case study brochures for projects in Call 1 will be produced throughout the last reporting period while those for Call 2 projects will be produced towards the end of COPRAS' life-span
09/04	The CSG decided to approve deliverables D16A, D19, D22 and D23
09/05	The CSG decided to approve the Management report of the second reporting period, taking into account some editorial adjustments

Annex 2: List of actions from the 9th COPRAS Steering Group meeting 14/03/2006

Number	Action	Status
09/01	All CSG members to have a close look at the current three brochures and provide comments at the latest by 14 April 2006	
09/02	Yves Chauvel to circulate via e-mail suggested improvements and/or changes to the current list of standards on the COPRAS web site	
09/03	The Project Manager to implement the editorial changes and to update the presentations for the review	
09/04	The Project Manager to implement the editorial changes in the Management report and arrange for the report to be send to the Commission	
09/05	The Chairman to communicate the CSG's decisions to the INTEREST project and propose another meeting for discussing further cooperation possibilities	

Annex B.3: Report from the 10th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 10th Meeting of the COPRAS Steering Group**

Agenda item: **3**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and welcomed the participants. Attending 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 Ms. Catherine Vigneron, representing CENELEC, could not attend the meeting due to urgent other commitments. The Chairman suggested that, in view of the time pressure COPRAS will be under for the last 7 months of its lifespan, an effort should be made to install phone links, accommodating those partners that are not able to attend (parts of) the CSG meetings, to facilitate the process of making decisions.
2	**Approval of the agenda** The agenda was approved.
3	**Approval report previous CSG meeting** The report of the previous CSG meeting was approved. All actions had been completed, and with respect to action 09/05 the Chairman mentioned he had spoken to representatives of the INTEREST and INTEROP projects at the I-ESA conference in Bordeaux. In view of the Open Meeting COPRAS is planning, collaboration possibilities with these projects should be evaluated, and a coordination meeting between COPRAS, INTEREST and INTEROP could possibly be scheduled end of summer 2006.
Action 10/01	**The Chairman to organize a coordinative meeting between COPRAS, INTEREST and INTEROP in the September/October 2006 timeframe**
4	**Communication and interaction with the Commission** Since the last COPRAS review there had not been much communication with the Commission. The Chairman however noted that a meeting with the Project Officer should be scheduled on short notice in order to get the Commission's feedback on the draft agenda for the COPRAS Open Meeting. When presenting the reviewers report, the Project Manager pointed out the reviewers had probably misinterpreted deliverable D26 (Final set of case study brochures) as it was referred to as the 'final COPRAS bro-

	chure' in the report. However, taking into account the total variety of promotional documentation COPRAS plans to produce for the Open Meeting, the intention of recommendation 6 in the report will most likely be addressed anyway. Apart from this, all other recommendations would either be addressed under different agenda items, or had already been taken into account in the COPRAS work plan. Recommendation 8, addressing distinguishing between different groups of stakeholders visiting (or downloading from) the COPRAS web site, will be addressed through a small, voluntary questionnaire, that will not address personal data.
Action 10/02	**Rigo Wenning to implement a small, voluntary, questionnaire allowing COPRAS to distinguish between groups of visitors and their reasons for visiting, or downloading material from, the COPRAS web site**
5	**Contractual issues** There were no contractual issue to be discussed. The Chairman mentioned that the Management Report over the second COPRAS reporting period had been submitted to the Commission, together with a virtually complete set of the required financial documentation. The audit report from CEN will however follow later as this is still in the pipeline.
6	**Project Organization**
6.1	**Project Manager's report** The Project Manager introduced his quarterly report and indicated that work had been going on in various Work Packages. While initial results of the feedback gathering process focusing on projects in call 4 were showing interesting and encouraging results, the project team has also started work in WP6 on retrieving feedback from standards organizations. In WP 4, the second version of the Standardization Action Plan for Call 2 projects was completed; the document also contains a plan for a group of Call 5 projects in the Collaborative Working Environments Strategic Objective. It was suggested that some kind of dialogue on whether these projects' standardization objectives could find a home in one of the existing organizations could be helpful. As far as WP5 is concerned, the project team's activities concentrated on the preparations for the Open Meeting as well as on the transformation of the Generic Guidelines into on interactive platform. As the Open Meeting had been rescheduled to 17 January 2006, the Project Manager mentioned that some milestones had to be rescheduled accordingly, leaving the project team only a very short timeframe of two weeks to deliver COPRAS' last 5 deliverables, which would seem rather short. However, according to Scott Hansen it would most likely be possible to use the regular 45 days grace period at the end of a project's lifespan to send the final deliverables to the Commission.
Decision 10/01	The CSG **decided** to take end of February as the working deadline for the last 5 COPRAS deliverables In addition the Project Manager mentioned that on the current deadlines, it would most likely be impossible to consider input from Call 5 projects into the Feedback gathering report (D24), taking into account that most of these projects will launch September 2006. Postponing the delivery date for this report to the end of November would provide the opportunity to do this without negatively affecting the timing of other COPRAS deliverables
Decision 10/02	The CSG **decided** to reschedule D24 to the end of November.

	Finally, the Project Manager mentioned that there had been no need for adjusting the structure, budgets or resources allocated to different Work Packages. Some minor rearrangements may however be necessary resulting from the planning for the Open Meeting.
Decision 10/03	The CSG **decided** to approve the Project Manager's report
6.2	**Deliverables submitted to the Commission**
	Only the updated version of the Standardization Action Plans for projects in Call 2 (D16B) was scheduled for this reporting period, and submitted for approval.
Decision 10/04	The CSG **decided** to approve deliverable D16B and to forward this to the Commission
Action 10/03	**The Project Manager to forward D16B to the Commission**
	With respect to the Standardization Action Plans Yves Chauvel felt that it would be desirable that the CSG would receive an overview of the execution status of the Standardization Action Plans, now that many projects in Call 1 have finalized their activities and are interfacing with standardization. Scott Hansen as well as the Project Manager noted that this information is available and could be put together
Action 10/04	**Scott Hansen and the Project Manager to put together an overview of the execution status of the Standardization Action Plans, and distribute this no later than 5 September 2006 to the CSG**
6.3	**Promotional activities**
	The Project Manager introduced the third draft of the agenda and action plan for the COPRAS Open Meeting, 17 January 2006.
Decision 10/05	The CSG **decided** that the overall title of the COPRAS Open Meeting should be: ICT standardization and research towards FP7
	The approach and the background paragraphs of the proposal were discussed and agreed by the CSG. With respect to the agenda, several issues were debated: - Although the proposal suggests former ETSI Director General Karl-Heinz Rosenbrock be approached as conference chair, other alternatives (e.g. Keith Jeffries, the ERCIM president) may be evaluated as well
Decision 10/06	The CSG **decided** that, depending on the result of internal checking in ETSI, Karl-Heinz Rosenbrock should be invited as conference chair for the COPRAS Open Meeting, with Keith Jeffries as a second option.
Action 10/05	**Yves Chauvel to check internally in ETSI the possibilities of inviting Karl-Heinz Rosenbrock at the overall conference chair for the COPRAS Open Meeting** - It would mean a strong encouragement for the Open Meeting, specifically in terms of attracting the research ICT community, if COPRAS could manage to secure Fabio Colosanti as keynote speaker, addressing the importance of research/standards interfacing also in FP7; other options could be former Finnish prime minister Esko Aho or the new ETSI Director-General Walter Weigel.
Action 10/06	**Yves Chauvel to check within ETSI whether its new Director General would potentially be available as one on the keynote speakers for the Open Meeting**

	- It would be preferable to have three speaking slots before the coffee break. These should focus on: i) the expectations for RTD/standards interfacing in FP7; ii) the role of ETPs in the RTD/standards interfacing process (this could for example be done by the chair of the ARTEMIS ETP), and; iii) the future trends and developments in standardization that could be driven by research.
Action 10/07	**The COPRAS Chairman and the Project Manager to draft an invitation for speakers that should be approached**
	- The first panel session after the coffee break should be replaced by a block of three presentations focusing on: i) the SME perspective (potential speaker here could be Kevin Corti of the European Federation of High Tech SMEs, or alternatively a representative from NORMAPME); ii) public procurement/eGovernment (possibly Peter Brown, Chair of the CEN/ISSS eGovernment Focus Group), and; standardization and innovation (possible speakers from the Commission, e.g. David White or (alternatively) Reinhard Büscher)
	- The session starting after lunch should include three presentations and feature speakers from research projects that preferably have been working with COPRAS. The speakers should be well-briefed indicating them that they should take their own projects experience and achievements as a starting point and focus on: i) challenges occurring when trying to interface with standardization; ii) how to build in the interfacing process with standards organizations into a project's work program, and; iii) how to bridge the standardization gap. Possible speakers here could be representatives from the Fraunhofer Institut, from the TALK project, from wearIT@work, or from the GRID community.
	- For the panel discussion concluding the Open Meeting, it would be an option to invite the Head of Unit C2 in DG INFSO, that is overseeing innovation strategy.
Action 10/08	**The Project Manager to include the comments from the CSG in an updated version of the Open Meeting agenda, and circulate this on short notice via the CSG mailing list**
Action 10/09	**The Project Manager to organize a meeting with the COPRAS Project Officer on short notice in order to involve the Commission in the organization of the COPRAS Open Meeting**
	Following the agenda the communication plan and the action plan are being discussed. These are both being agreed by the CSG with the exception of integrating mailing lists from different partners. Each of the COPRAS partners will therefore send out the promotional messages via its own mailing lists, as well as using other means such as notifications on web sites. Further it should be understood that the plan for the Open Meeting will remain a 'living document'.
Decision 10/07	The CSG **decided** that a small project team consisting of CEN and CENELEC representatives, together with the Project Manager and the COPRAS Chair will organize the Open Meeting with the help of the project team where necessary
	Finally, as a result of removing the overseas speakers from the agenda of the Open Meeting, the remaining budgetary issues mentioned in the plan had been automatically resolved.
6.4	**Planning of the project for the next quarter**
	The Project Manager briefly introduced the two questionnaires that were developed for the standards community. The first one, addressing stan-

	dards organizations that have actually interfaced with projects that had Standardization Action Plans prepared for them, was already discussed in the project team, and will be used as a guideline for telephone interviews. The second one, addressing the wider ICT standardization community, was introduced to the ICTSB, but not yet discussed in the project team. Both activities are however not time critical, and could be started in the September/October timeframe.
Decision 10/08	The CSG **decided** that the project team should first discuss the questionnaire for the wider ICT standards community, and report back to the next CSG meeting in September
	Following this the Project Manager briefly addressed the initial results coming in as a result of the questionnaire send out to projects in Call 4. Although many projects underlined not having been aware of the Generic Guidelines (and hence not having been able to use them), even more claim to be delivering results that could be relevant to standardization, and stress the need for having additional resources for this, as well as for additional tools and mechanisms (e.g. provided by the standards community) assisting them in these efforts. This seems to underline the need to extend COPRAS efforts into future Framework Programmes.
	As a last item the Project Manager introduced a proposal for continuing the work on upgrading the COPRAS web site, based on the recommendations that were received after the second COPRAS review. The proposal is separated into two phases of which the first addresses the activities during the remainder of COPRAS own lifespan, and encompasses 4 elements. The two potentially contentious ones among these are the implementation of a navigational system (allowing different groups of users finding their way through the material easier) and the provisioning and maintenance of information content for the platform.
Decision 10/09	The CSG **decided** that the Generic Guidelines should be transformed into a questions and answers system on the COPRAS web site that could address 80-90% of issues and occurring situations
Decision 10/10	The CSG **decided** that as far as provisioning and maintenance of content is concerned, at least for the time being, a relatively simple 'manual' and document based approach should be taken
Decision 10/11	The CSG **decided** to accept the ICTSB proposal and to make the Generic Guidelines available from the ICTSB web site under ICTSB label as well
Decision 10/12	The CSG **decided** that decisions with respect to Phase 2 (i.e. further upgrading of the Generic Guidelines platform beyond COPRAS' lifespan) should be subject to appropriate business models being developed for this (i.e. in the updated version of deliverable D21)
7	**Continuation of COPRAS activities**
7.1	**Possibilities for FP7**
	The Chairman mentioned he had raised the issue of continuing COPRAS' efforts in FP7 at the last two ICTSB meetings. The response at those meetings has been overall positive and the overall opinion was that an attempt to extend the projects activities into FP7 was worthwhile. Consequently the Chairman was invited to develop further recommendations.
	First step in this process would be a dedicated meeting amongst ICTSB members interested in continuing the COPRAS effort and developing these recommendations. This could be done in conjunction with the next CSG meeting. In addition, a high level meeting with DG INFSO should be pursued to discuss possibilities to address research/standards interfacing in FP7, for example by inserting a standards interface into future frame-

	work programmes, or by launching a generic project updating the material developed and acting as a help desk (also addressing other research programmes than FP7). Such a high level meeting could also be scheduled in conjunction with the next CSG meeting
Action 10/10	**The Chairman to follow up on the recommendations from the ICTSB and organize a dedicated meeting with ICTSB members on 13 September 2006 looking at COPRAS follow-up activities in FP7**
7.2	**Update dissemination & exploitation plan & development business plans for continuation** Following up on the recommendations from the project reviewers, COPRAS will update its Final dissemination and exploitation plan. As the Open Meeting is expected to provide input for this document, the document cannot be produced before 17 January 2007.
Decision 10/13	The CSG **decided** that a D21 upgrade should be submitted to the Commission before the end of February 2007
8	**AOB**
8.1	**Additional requests for support from projects** The Project Manager mentioned several requests for standardization support were received by COPRAS over the last months, also from projects outside the Framework Programmes, such as SecurePhone (FP6 Call 1), DESYME (a project in the CELTIC programme), and PROMIS (a project from the eTEN program). It was proposed to respond positively to the requests for support, as long as the activity involved fits into the COPRAS lifespan and budget, and to allocate the projects to respective COPRAS partners that could best put these in contact with the relevant standards organizations.
Decision 10/14	The CSG **decided** that requests for standardization support from additional projects should be addressed where possible within the scope of COPRAS' resources and capabilities
8.2	**Questionnaire on standardization policy** The Chairman presented a draft response on behalf of COPRAS to a questionnaire directed at R & D projects addressing standardization and interoperability, in the context of a study on the EU standardization policy. The CSG briefly discussed the response and recognized that some consortium partners may need some additional time to consider their input.
Action 10/11	**All CSG members to provide input to the Chairman on the COPRAS response to the standardization policy questionnaire at the latest by Wednesday 5 July**
9	**Close and planning upcoming CSG meeting(s)** The next CSG meeting is scheduled for 12 September 2006 at the CEN/CENELEC meeting centre in Brussels.

Annex 1: List of decisions from the 10th COPRAS Steering Group meeting 29/06/2006

Number	Decision
10/01	The CSG decided to take end of February as the working deadline for the last 5 COPRAS deliverables
10/02	The CSG decided to reschedule D24 to the end of November
10/03	The CSG decided to approve the Project Manager's report
10/04	The CSG decided to approve deliverable D16B and to forward this to the Commission
10/05	The CSG decided that the overall title of the COPRAS Open Meeting should be: ICT standardization and research towards FP7
10/06	The CSG decided that, depending on the result of internal checking in ETSI, Karl-Heinz Rosenbrock should be invited as conference chair for the COPRAS Open Meeting, with Keith Jeffries as a second option
10/07	The CSG decided that a small project team consisting of CEN and CENELEC representatives, together with the Project manager and the COPRAS Chair will organize the Open Meeting with the help of the project team where necessary
10/08	The CSG decided that the project team should first discuss the questionnaire for the wider ICT standards community, and report back to the next CSG meeting in September
10/09	The CSG decided that the Generic Guidelines should be transformed into a questions and answers system on the COPRAS web site that could address 80-90% of issues and occurring situations
10/10	The CSG decided that as far as provisioning and maintenance of content is concerned, at least for the time being, a relatively simple 'manual' and document based approach should be taken
10/11	The CSG decided to accept the ICTSB proposal and to make the Generic Guidelines available from the ICTSB web site under ICTSB label as well
10/12	The CSG decided that decisions with respect to Phase 2 (i.e. further upgrading of the Generic Guidelines platform beyond COPRAS' lifespan) should be subject to appropriate business models being developed for this (i.e. in the updated version of deliverable D21)
10/13	The CSG decided that a D21 upgrade should be submitted to the Commission before the end of February 2007
10/14	The CSG decided that requests for standardization support from additional projects should be addressed where possible within the scope of COPRAS' resources and capabilities

Annex 2: List of actions from the 10th COPRAS Steering Group meeting 29/06/2006

Number	Action	Status
10/01	The Chairman to organize a coordinative meeting between COPRAS, INTEREST and INTEROP in the September/October 2006 timeframe	Completed
10/02	Rigo Wenning to implement a small, voluntary questionnaire allowing COPRAS to distinguish between groups of visitors and their reasons for visiting, or downloading material from, the COPRAS web site	Ongoing
10/03	The Project manager to forward D16B to the Commission	Completed
10/04	Scott Hansen and the Project Manager to put together an overview of the execution status of the Standardization Action Plans, and distribute this no later than 5 September 2006 to the CSG	Completed
10/05	Yves Chauvel to check internally in ETSI the possibilities of inviting Karl-Heinz Rosenbrock at the overall conference chair for the COPRAS Open Meeting	Completed
10/06	Yves Chauvel to check within ETSI whether its new Director General would potentially be available as one on the keynote speakers for the Open Meeting	Completed
10/07	The COPRAS Chairman and the Project Manager to draft an invitation for speakers that should be approached	Completed
10/08	The Project Manager to include the comments from the CSG in an updated version of the Open Meeting agenda, and circulate this on short notice via the CSG mailing list	Completed
10/09	The Project Manager to organize a meeting with the COPRAS Project Officer on short notice in order to involve the Commission in the organization of the COPRAS Open Meeting	Completed
10/10	The Chairman to follow up on the recommendations from the ICTSB and organize a dedicated meeting with ICTSB members on 13 September 2006 looking at COPRAS follow-up activities in FP7	Completed
10/11	All CSG members to provide input to the Chairman on the COPRAS response to the standardization policy questionnaire at the latest by Wednesday 5 July	Completed

Annex B.4: Report from the 11th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 11th Meeting of the COPRAS Steering Group**

Agenda item: **3**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and welcomed the participants. Attending the meeting were: Mr. John Ketchell, representing CEN (Chair) Mr. Yves Chauvel, representing ETSI Mr. Scott Hansen, representing the Open Group (later part of the meeting) Mr. Rigo Wenning, representing W3C Mr. Bart Brusse, COPRAS Project Manager Ms. Catherine Vigneron, representing CENELEC, could not attend the meeting due to urgent other commitments. In this respect the Chairman re-iterated his statement from the last CSG meeting that partners should make an attempt to attend the CSG meetings in order not to slow down the decision making process now that the project is going into a very busy period. In addition, the CSG invited the ICTSB chair, Mr. Kiritkumar Lathia, to attend the meeting as an observer.
2	**Approval of the agenda** The agenda was approved. The Chairman underlined that the main issues to be discussed were the Open meeting, the project's activity planned towards the IST2006 event, and the preparations for the ICTSB ad hoc meeting the following day.
3	**Approval report previous CSG meeting** The minutes of the previous CSG meeting were approved, subject to any possible remarks from Scott Hansen, as he was only able to attend the latter part of the meeting . As far as the actions are concerned, the Chairman mentioned a meeting with INTEREST had been arranged for 8 November, coinciding with that project's closing conference. A meeting with INTEROP has not yet been arranged as the right contact person could not yet be identified. INTEROP however had claimed to have a working group on interfacing between standardization and research. Rigo Wenning that he had not yet been able to install a small (voluntary) questionnaire, identifying the constituency of those visiting the COPRAS web site and wanting to download the Generic Guidelines. This would however be done on short notice.
Action	**Rigo Wenning to implement a small, voluntary, questionnaire allow-**

11/01	**ing COPRAS to distinguish between groups of visitors and their reasons for visiting, or downloading material from, the COPRAS web site, at the latest by the end of September 2006** In this respect Yves Chauvel underlined that – in order to be able to analyze the data generated by the questionnaire – it needs to be determined what will be the contents and focus of the questionnaire.
Action 11/02	**The Chairman to circulate a list of potential categories to be applied in the questionnaire distinguishing between groups of visitors**. Finalizing the evaluation of the action items, the Chairman concluded that all other actions were either completed or in progress. With respect to the latter he mentioned that the envisaged speakers for the Open Meeting were given two weeks extra (i.e. until the end of September 2006) to respond to the invitation.
4	**Communication and interaction with the Commission** The Project Manager reported on a meeting he and the Chair had had with the COPRAS Project Officer on 4 July 2006. The meeting was very productive, and provided the names and contact details of several potential speakers for the Open Meeting, both representing the European Commission and the European Technology Platforms. In addition the intention of setting up a high-level meeting between the ICTSB and the DG InfSo Director General for the purpose of inviting the latter as a keynote speaker to the conference as well as the possibility and necessity of putting together a COPRAS follow-up action, was welcomed. It will have to be seen at the 13 September ICTSB meeting – where Timo Hallantie would be present as well – how best to arrange this.
5	**Contractual issues** There were no issues to discuss here.
6	**Project Organisation**
6.1	**Project Manager's report** The Project Manager introduced his quarterly report and highlighted the positive results that have been received with respect to the Call 4 questionnaire, where more than 40% of projects already responded. Nevertheless, as the Chairman pointed out, the 0% response rate in the eLearning area requires some attention, taking into account that COPRAS previously managed to install some successful cooperation with that sector.
Action 11/03	**Scott Hansen to contact the eLearning projects in Call 4 analyzing the backgrounds of the low questionnaire response rate here** With respect to Work Package 4 the Project Manager indicated that the project team discussed the structure of the Call 1 and Call 2 rolling action plan and recommended that the document should reflect whether steps or actions agreed in the plans have actually been completed as well as include a (more subjective) analysis whether the projects have managed to influence the standardization processes they were focusing on. The Chairman underlined that the latter aspect is important as it will indicate whether the methodology chosen helps, or needs to be adjusted. It should however be underlined that the mere fact that some projects may not achieve their results within COPRAS' lifespan does not imply they did not manage to influence the standardization process (for example the SECOQC project will start their standardization around quantum cryptography mid 2007).
Decision 11/01	The CSG **decided** the rolling action plan should analyze whether projects have managed to execute their standardization actions as planned, and

	should evaluate the actual impact on the standardization processes
Action 11/04	**The Project Manager and Scott Hansen to complete the rolling action plan for Calls 1 & 2 by mid October 2006**
	In Work Package 5, most of the activity focused on organizing the Open Meeting. For this purpose a dedicated organizing team was set up between CEN and CENELEC, that so far made the arrangements with the hotel, started the work on the production of the hand out materials and send out first announcements of the event to project coordinators in FP6 Calls 1, 2 and 4, as well as via the mailing lists of the COPRAS partners. The Chairman underlined that this process will continue and an announcement of the conference will also be included in a CEN newsletter that will be send out end of September.
	Also, a dedicated Open Meeting page online registration facility was installed, and end of August, invitations were send out to potential speakers for the conference. So far the Director General of ETSI and the chair of the ICTSB have confirmed their attendance, and 24 participants have already registered for the Open Meeting.
Decision 11/02	The meeting **decided** to approve the Project Manager's quarterly report.
6.2	**Open Meeting**
	The Chairman presented the latest version of the COPRAS Conference programme, also listing the budget for the event and the action plan. With respect to marketing the event he noted that an announcement was not yet put on the ETSI web site. Links were provided however from the CENELEC and CEN web sites while a link from the Open Group site had been requested. An announcement on the W3C site will most likely not be possible due to internal restrictions.
Action 11/05	**Yves Chauvel to check whether an announcement can be made available on the ETSI web site**
	Following the discussion of the marketing issues, the Chairman mentioned that two of the invited speakers had so far confirmed. The titles of the speeches however may eventually have to be slightly adapted; for example, the ICTSB chairman's presentation may simply be entitled: "Platforms for R&D standards cooperation in FP7".
Decision 11/03	The CSG **decided** to produce a leaflet containing the announcement of the Open Meeting and the draft programme, to serve for marketing purposes, until the final conference program will be available end of October 2006.
Decision 11/04	In view of the recent internal budget re-allocation it was **decided** that the contract with the Bedford hotel will be signed by ETSI, that will also pay the invoices. ETSI should therefore join the Conference organizing committee.
	Looking at the marketing plan, Scott Hansen stressed that the mailing lists and other marketing vehicles such as newsletters and web sites from COPRAS partners may not be very strong distribution channels as these are not really suitable to reach the ICT research community, which is the prime target for the conference. IST2006 will however establish a very good opportunity.
	The Chairman underlined that a good mechanism to communicate with those that registered is also required in order to send them the necessary information in time. Although the registration system automatically sends confirmation messages, a mailing list should be extracted as well.

Action 11/06	**The Project Manager to ensure together with Bert Bos that a mailing list containing those that registered for the conference will be established and will contain an opt-out message at the bottom**
Action 11/07	**The Project Manager to adapt the draft conference programme, without the names of the intended speakers, so that it can be displayed on the meeting page, at the latest 20 September 2006**
Decision 11/05	The meeting **decided** that the second announcement of the Open Meeting will be sent out end of September 2006.
Action 11/08	**The Project Manager to ensure that the registration facility offers the choice to indicate specific lunch requirements**
Action 11/09	**All partners to identify additional marketing opportunities for the Open Meeting**
6.3	**Promotional activities** IST2006 workshop: so far the IST2006 website only shows one remark (from an ICTSB member) with respect to the workshop proposed by COPRAS, where most other workshop proposals had received considerably more reactions. The weighing of the remarks in the Commission's overall evaluation is however only 20%, hence there is still a good chance that the workshop will be accepted, taking into account that the proposal seems to be well in line with the other evaluation criteria. Nevertheless it would be beneficial if several additional expressions of interest submitted before the 15 September deadline could strengthen the proposal. In addition, it should be taken into account that in case the proposal is accepted, there is limited time to put together the workshop programme, which would require urgent electronic action. The ICTSB chair was a possible workshop speaker and this would be discussed further with him the following day.
Action 11/10	**The Project Manager to send a message to the project coordinators in Calls 1, 2 & 4, informing them of the COPRAS workshop proposal** Web site upgrading process: The Project Manager indicated that the web site upgrading process will probably not be completed before the end of September. One of the reasons for this is that an automated system to facilitate navigation through the Generic Guidelines for the different target groups (i.e. SME, academia, industry, etc.) could not be found. A 'flat' Q&A based system will therefore be used, starting of with a set of questions that will be used to section up the Generic Guidelines and build it into a tree-and-branch type structure where different constituencies can easily find the information that is relevant to them. In parallel, an overall review of the content and design of the web site should be undertaken. In this respect Yves Chauvel underlined that the COPRAS' mission could be better visualized on the home page, and some information that is currently in the 'Overview' section could probably be put on the home page. It is important to indicate here what COPRAS is and what it does. In this respect, including a diagram on the 'standardization food chain' could also be helpful according to Kiritkumar Lathia (e.g. when combined with the diagrams used in the Generic Guidelines. Also, as underlined by the Chairman, an additional explanatory banner on the home page should describe what the Generic Guidelines are doing.
Decision 11/06	The CSG **decided** that the COPRAS web site upgrading process should be completed towards the end of October 2006
Action 11/11	**All CSG members to review the COPRAS web site and send editorial/design remarks to Rigo Wenning and content remarks to the Pro-**

	ject manager Conferences: the Chairman mentioned being invited to participate in a panel session during Standards & Interoperability in ICT Technology Platforms, a conference organized by ETSI on 23-24 October 2006. This could provide opportunities to promote the COPRAS Open Meeting; also the COPRAS banners could be used to promote the project here. In addition there is an Open Group conference organized in Lisbon in the same timeframe. This could also be an opportunity to promote the Open Meeting, e.g. through a flyer containing the preliminary conference program, as the meeting usually attracts more than 300 participants of which approximately 60% are European.
Action 11/12	**The Project Manager to develop a flyer that can be used to promote the Open Meeting prior to the official conference brochure being available**
6.4	**Planning of the project for the next quarter** The Project Manager mentioned that many of the contact details for projects in Call 5 were already available, and the project team will start sending out the questionnaire to these projects over the next weeks. In Work Package 5, the first 3 case study brochures have been through a final editing process and will be used as a template to produce an additional 7-8 brochures for projects COPRAS has been working with. Target is to have half of these brochures ready – and approved by the projects concerned – before IST2006, so they can be distributed there. In order to prepare the input for the Work Package 6 deliverable 'Final evaluation report', interviews will be conducted with representatives of standards bodies that have been working with research projects COPRAS developed Standardization Action Plans for. In addition, a questionnaire was prepared to be send to the wider standards community. The CSG discuss this questionnaire and suggested it should clearly indicate that the questions concern European research projects. Also it should refer to 'standards activity' rather than to 'standards organization'. Moreover, it was recognized that even in case standards bodies would not feel the need to respond, the questionnaire could serve as an information mechanism.
Decision 11/07	The CSG **decided** that the questionnaire should be distribute as widely as possible (e.g. using CEN's list of standards organizations) and should possibly be send to multiple technical bodies within an organization. Yves Chauvel underlined that the risk of competing standardization activity developing should be addressed in the questionnaire, as well as the issue of competitive standards being generated trough research projects. Kiritkumar Lathia stated that the questionnaire for the wider standards community is a good example of an area where there is collaboration between the standards organizations. It would be good to signal this to the Commission in the perspective of the study DLA Piper are currently conducting, as it provides an indication that the current system works.
Decision 11/08	The CSG **decided** to submit the questionnaire for the wider standards community to the next meeting of the ICTSB as an input document
7	**Continuation of COPRAS activities**
7.1	**Meeting with ICTSB 13 September** The Chairman presented the draft agenda of the ICTSB ad hoc meeting 13 September and mentioned that the COPRAS Project Officer, Timo Hallantie would also participate.

	The meeting will address the organization of the Open Meeting (and the support the Commission could provide in this respect), and setting up a high-level meeting with the InfSo Director General, but largely focus on the possible COPRAS follow-up actions in FP7. Agenda items 3.1 and 3.2, documenting the current status and achievements of the COPRAS project are therefore not needed on that agenda.
8	**AOB**
8.1	**RF ID research & standardization** Kiritkumar Lathia stressed that pro-active steps are required as far as standardization with respect to RFID is concerned. As the issue is spread out over a large number of standardization (and research) areas, with many working groups already active, there is a need to define how cooperation can be established here. The Project Manager indicated that COPRAS has not yet been working with projects addressing RF-ID, but mentioned two projects (BRIDGE and CE RFID) that recently started. Both are in the Call 5 Networked businesses Strategic Objective.
Decision 11/09	The CSG **decided** to wait for further discussion in the ICTSB before following up on RFID issues itself.
8.1	**Meetings and cooperation with other projects** Rigo Wenning mentioned W3C and JRC are organizing a PRIME workshop in Ispra 17-18 October 2006.
9	**Close and planning upcoming CSG meeting(s)** The next CSG meeting is scheduled for 7-8 November 2006 at the CEN/CENELEC meeting centre in Brussels. The meeting will start in the afternoon of the 7th and continue until lunch the next day. The following (and possibly the final) CSG meeting was scheduled for February 2007 at ETSI in Sophia Antipolis.

Annex 1: List of decisions from the 11th COPRAS Steering Group meeting 12/09/2006

Number	Decision
11/01	The CSG decided the rolling action plan should analyse whether projects have managed to execute their standardization actions as planned, and should evaluate the actual impact on the standardization processes
11/02	The meeting decided to approve the Project Manager's quarterly report
11/03	The CSG decided to produce a leaflet containing the announcement of the Open Meeting and the draft program, to serve for marketing purposes, until the final conference program will be available end of October 2006
11/04	In view of the recent internal budget re-allocation it was decided that the contract with the Bedford hotel will be signed by ETSI, that will also pay the invoices.
11/05	The meeting decided that the second announcement of the Open Meeting will be send out end of September 2006
11/06	The CSG decided that the COPRAS web site upgrading process should be completed towards the end of October 2006
11/07	The CSG decided that the questionnaire should be distribute as widely as possible (e.g. using CEN's list of standards organizations) and should possibly be send to multiple technical bodies within an organization.
11/08	The CSG decided to submit the questionnaire for the wider standards community to the next meeting of the ICTSB as an input document
11/09	The CSG decided to wait for further discussion in the ICTSB before following up on RFID issues itself

Annex 2: List of actions from the 11th COPRAS Steering Group meeting 12/09/2006

Number	Action	Status
11/01	Rigo Wenning to implement a small, voluntary, questionnaire allowing COPRAS to distinguish between groups of visitors and their reasons for visiting, or downloading material from, the COPRAS web site, at the latest by the end of September 2006	Ongoing
11/02	The Chairman to circulate a list of potential categories to be applied in the questionnaire distinguishing between groups of visitors	Completed
11/03	Scott Hansen to contact the eLearning projects in Call 4 analyzing the backgrounds of the low questionnaire response rate here	Completed
11/04	The Project Manager and Scott Hansen to complete the rolling action plan for Calls 1 & 2 by mid October 2006	Completed
11/05	Yves Chauvel to check whether an announcement can be made available on the ETSI web site	Completed
11/06	The Project Manager to ensure together with Bert Bos that a mailing list containing those that registered for the conference will be established and will contain an opt-out message at the bottom	Completed
11/07	The Project Manager to adapt the draft conference program, without the names of the intended speakers, so that it can be displayed on the meeting page, at the latest 20 September 2006	Completed
11/08	The Project Manager to ensure that the registration facility offers the choice to indicate specific lunch requirements	Completed
11/09	All partners to identify additional marketing opportunities for the Open Meeting	Ongoing
11/10	The Project Manager to send a message to the project coordinators in Calls 1, 2 & 4 informing them of the COPRAS workshop proposal	Completed
11/11	All CSG members to review the COPRAS web site and send editorial/design remarks to Rigo Wenning and content remarks to the Project manager	Completed
11/12	The Project manager to develop a flyer that can be used to promote the Open Meeting prior to the official conference brochure being available	Completed

Annex B.5: Report from the 12th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 12th Meeting of the COPRAS Steering Group**

Agenda item: **3**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and welcomed the participants. Attending 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 Ms. Catherine Vigneron, representing CENELEC Mr. Bart Brusse, COPRAS Project Manager
2	**Approval of the agenda** The agenda was approved. The Chairman mentioned that document ICTSB38(06)ZZ listed on the agenda was formally in fact document ICTSB38(06)29.
3	**Approval report previous CSG meeting** The report of the previous CSG meeting was approved. With respect to the decisions made, Yves Chauvel mentioned that ETSI had not yet received the contract for the organization of the Open Meeting from the Bedford Hotel.
Action 12/01	**The Chairman to check with Christine Van Vlierden whether the Bedford Hotel has actually sent the contract for the Open Meeting organization to ETSI** Following this, the Project Manager went through the action list and concluded that all actions were either completed or ongoing. With respect to action 11/03 Scott Hansen mentioned that some investigation among eLearning projects in Call 4 indicated that many of these focused on the application level in terms of research deliverables, hence did not anticipate interfacing with standardization. Nevertheless, responses from several of these projects can still be expected.
Decision 12/01	With respect to action item 11/01 the CSG **decided** that the Generic Guidelines should feature the invitation to click through to a separate page containing a short questionnaire aiming to identify the reasons why specific visitors would download the generic Guidelines.
Action 12/02	**Rigo Wenning to install (a link to) a short questionnaire identifying visitor's reasons for downloading the Generic Guidelines on a page, separate from the Generic Guidelines.**
4	**Communication and interaction with the Commission**

	The Chairman indicated he had a brief discussion with Timo Hallantie during the ETSI conference on Standards & Interoperability in ICT Technology Platforms, which showed that there would most likely not be an opportunity for the COPRAS partners to propose a 'horizontal' support action in Call 1 of FP7, focusing on research & standards issues. The COPRAS Project Officer would however check the possibilities in the European Framework Programme for Competitiveness and Innovation (CIP) addressing the 2007 – 2013 timeframe. Scott Hansen confirmed this and mentioned that the first 3 Calls of FP7 seem to offer little opportunity for COPRAS-type follow up actions addressing the full range of Strategic Objectives. However, FP7 would appear to be grouped into 6-8 major research areas, rather than into 23 Strategic Objectives – as FP6 was. Several of these areas could provide opportunities for one or more focused COPRAS-type follow-up activity. A thorough analysis of the FP7 work program should reveal more. The Chairman finally mentioned that a meeting between Fabio Colasanti and a delegation of the ICTSB was confirmed by the Commission for 20 December 2006. Numbers of participants would have to be very restricted, but certainly the meeting would involve the ESOs, and possibly one or more of the other COPRAS participants. The meeting briefly reviewed of the overheads that had been prepared in the ICTSB ad hoc meeting on 13th September, and designed to capture the COPRAS-message for the meeting with Mr. Colasanti, underlining for example that more joined-up thinking between (larger IP and NoE) projects and standardization would be beneficial to meet the challenges in research/standards cooperation and coordination. Taking into account a number of editorial suggestions and clarifications, the CSG endorsed the slides presented by the Chairman. In addition it suggested that a pre-meeting between the ICTSB delegation members the evening before the meeting with Mr. Colasanti could be helpful to ensure a common approach, and the Chair agreed to suggest this to the ICTSB Chair.
5	**Contractual issues** A brief discussion between the COPRAS partners showed that some unclear issues around the (project internal distribution of the) most recent payment from the Commission now had been resolved. In addition to this, the project manager asked all partners to perform an internal check in order to ensure that their spending over the last reporting period is in line with the allocated budgets, and will remain in line during the last months COPRAS will be active.
Action 12/03	**All partners to forward the relevant financial information covering the last COPRAS reporting period to the Project Coordinator and the Project manager, at the latest 15 November 2006** In view of the COPRAS end date approaching, Scott Hansen indicated he would be available to assist in the production of the Management Report over the last reporting period.
6	**Project Organization**
6.1	**Project Manager's report** The Project Manager introduced his quarterly report. With respect to WP2, he mentioned that approximately 43,5% of the Call 4 projects and approximately 26% of the Call 5 projects had responded to the questionnaire, although the latter figure is expected to increase to 30-35%. This means that feedback is considerably higher than the 25-30% that was

	originally expected, thus providing a solid basis for deliverable D24 (Feedback gathering report Call 4 & 5), planned for the end of November. With respect to WP4, Scott Hansen mentioned that the first part of the 'Rolling Action Plan', summarizing the execution status of the action steps in the Standardization Action Plans had been put together. An initial analysis shows that whereas 50 action steps from Call 1 projects were completed, 33 were abandoned, and 11 were still pending or were delayed. For Call 2 projects (of which many are still active) 19 steps were completed, with 5 abandoned and 32 delayed or pending. According to the speaker, partners should however have another (critical) look at the data, as many action steps may in fact not have been abandoned, but merely replaced by actions that were originally not foreseen. The process should also be regarded as a learning curve, for the projects as well as for the COPRAS partners. Different areas of standardization may require different approaches, and not all action steps may be evaluated as equally important.
Action 12/04	**All partners to re-evaluate the first draft of the Rolling Action Plan, and take a broader view on the execution of the action steps, at the latest by 13 November 2006** The second part of the 'Rolling Action Plan' will be completed by the project team during the first half of November 2006. Subsequently the Project Manager mentioned most WP5 activity had focused on organizing the COPRAS Open Meeting. He underlined that most speakers now had confirmed, and that 61 participants had already signed up for the conference. Expectation is that this number will increase once the main instruments in the marketing campaign will be used. For IST2006 a workshop program was prepared (and agreed) featuring 3 presentations and an interactive session. The program has been published on the COPRAS web site. Also, 5 Case Study brochures were produced (MediaNet, UNFOLD, GANDALF, HIJA and ENTHRONE) that could be distributed at IST2006 as examples of COPRAS' results. Finally, the Generic Guidelines were transformed into an interactive platform, taking a pre-designed list of Frequently Asked Questions as a starting point.
Decision 12/02	The CSG **decided** to approve the Project Manager's quarterly report
6.2	**Open Meeting** The Chairman introduced the last version of the Open Meeting programme, indicating that virtually all speakers have now confirmed their attendance. However, no confirmation had yet been received from Fabio Colasanti who was invited to do the keynote address. In case Mr. Colasanti is not able to participate, an alternative speaker should be found. This could for example be Mr. Peter Zangl, Ms. Susan Binns or Mr. João da Silva.
Action 12/05	**The Project Manager to contact Mr. Colasanti's office in order to find out whether he will be able to accept the COPRAS invitation for the keynote address** As far as the COPRAS-specific section of the conference is concerned, it was agreed that the speaker (Kiritkumar Lathia) should be provided with necessary input on the project's achievements.
Action	**The Project Manager to prepare the presentation on the Interactive**

12/06	**Generic Guidelines platform for the ICTSB Chair.**
	Taking into account the fact that the conference programme was effectively frozen with the confirmation of virtually all speakers, the CSG agreed that the speakers should receive the necessary information (i.e. the conference programme featuring the list of speakers, practical information, information on deadlines, etc.) a.s.a.p.
Action 12/07	**The Project Manager to adapt the speaker guidelines and send an information package to all speakers, as well as to the conference chair**
Decision 12/03	The CSG **decided** to invite all speakers present in Brussels the evening before the Open Meeting to join them for dinner.
	The Project Manager introduced the first draft of the Open Meeting brochure, featuring the conference programme, practicalities, and background information on the COPRAS projects and its consortium partners. He mentioned that the brochure was already discussed in the project team focusing on the preparation of the Open Meeting. This had generated a series of comments, that will be incorporated in a second draft, to be produced at the latest 10 November 2006.
Decision 12/04	Taking into account several additional editorial changes, the CSG **decided** to endorse the editing work done on the Open Meeting brochure by the project team, and approve the final version, once available, by email.
6.3	**Promotional activities**
	IST2006 Workshop: The Project Manager introduced the programme for the COPRAS workshop at IST2006, as it was published on the project's web site. Although the program itself was agreed, a speaker from the Commission could not yet be found; also Scott Hansen will not be able to attend the conference due to internal constraints, and Kiritkumar Lathia from the ICTSB may need some input from COPRAS in order to prepare his presentation.
Action 12/08	**The Project Manager to contact again Timo Hallantie for advice on securing a speaker from the Commission for the COPRAS workshop at IST2006**
Decision 12/05	The CSG **decided** that the Chairman would take over from Scott Hansen and chair the interactive session at the COPRAS workshop at IST2006
Decision 12/06	In case there will not be a possibility to have a speaker from the Commission for the COPRAS workshop at IST2006, the CSG **decided** Yves Chauvel should take the slot, supported by the Project Manager
Action 12/09	**The Project Manager to prepare the ICTSB chairman's presentation for the COPRAS workshop at IST2006**
	As far as practical arrangements were concerned, the Chairman noticed the official IST2006 web site indicated two different rooms for the COPRAS workshop; this should be clarified. Further he noticed that, subsequent to the COPRAS workshop, the mainstream programme featured a session on Interoperability and Standards immediately afterwards, where COPRAS (and the Open Meeting) could possibly be marketed
Action 12/10	**The Project Manager to check with the IST2006 organizers where the COPRAS workshop will take place**
Action 12/11	**The Chairman to investigate COPRAS speaking or marketing opportunities at the Interoperability & Standards session at IST2006**
Action	**The Project Manager to make the necessary changes to the COPRAS**

12/12	**IST2006 workshop programme on the project's web site** Yves Chauvel mentioned ETSI has a booth at the IST2006 exhibition, where it will also use one or more of the COPRAS banners. This could possibly be co-used by COPRAS, e.g. to distribute the Open Meeting brochures. Web site upgrading process (Generic Guidelines): The Project Manager introduced the first draft of the interactive platform version of the Generic Guidelines and explained that it was build around a set of 'Frequently Asked Questions', leading to answers, related questions, as well as linking to pages outside the Generic Guidelines of the COPRAS web site.
Decision 12/07	The CSG **decided** to endorse the format and methodology applied for the interactive platform, but to change the title to "Standardization Guidelines", and to include an introductory text explaining the usage of the platform to visitors. In addition to the format and methodology, the CSG discussed the contents of the platform and concluded that many parts of the text will have to be reviewed and probably updated or changed.
Action 12/13	**All CSG members to review the text of the Standardization Guidelines and forward comments via the CSG mailing list** In addition to this, the CSG concluded that the page on the COPRAS web site containing the list of standards should be reviewed (e.g. at least UN-ECE should be added). Further, question marks should be added in the FAQ list, reference implementations and compliance testing (now in question/answer 8.4) should be given a separate question/answer, a new text for the answer to question 8.1 should be prepared, and some rethinking is needed with respect to the categorization of standards. Also, a review of the text for answer 26.3 (open standardization processes) seems necessary, the text for answer 30 on IPR issues should be more balanced, the overlap between answers 32 and 27 should be addressed, and it should be stated in the relevant sections that one of the main reasons for choosing a particular standards organization lies in the fact that these organizations usually encompass the relevant (industry) community projects seek to interface with.
Action 12/14	**The Chairman to provide new text for answer 26.3 of the Standardization Guidelines, on "open standardization processes"**
Action 12/15	**The Project Manager to arrange an updated version of the Standardization Guidelines, addressing the changes already agreed by the CSG as well as those that will be forwarded**
Action 12/16	**The Project Manager to draft a matrix that could establish a basis for a preliminary categorization of standards**
Decision 12/08	The CSG **decided** that the Standardization Guidelines should go on line no later than 15 November 2006, as this was requested by the project reviewers. Further improvements should however be made over the coming 2 months, and a first balanced version of the platform should be officially launched at the Open Meeting.
Action 12/17	**The Project Manager to arrange the Standardization Guidelines to go on line no later than Wednesday 15 November 2006, and to signal this to the COPRAS Project Officer and the research constituency.**
Action 12/18	**The Project Manager to further improve the Standardization Guidelines and to synchronize these with an updated document version of**

	this deliverable for release at the Open Meeting at the latest by 3 January 2007
	Other upcoming events: The Project Manager underlined that there are a number of upcoming events where the brochure could be distributed. Apart from IST2006, these are for example the W3C event in Tokyo, the ETSI General Assembly in Sophia Antipolis, a Call 5 Project Coordinators' training day in Brussels, a GRID-event in Leeds and a CEN/ISSS eBIF event in Utrecht.
Decision 12/09	The CSG **decided** that – where relevant – the print shop should arrange dispatching quantities of Open Meeting brochures to the locations where they are to be distributed
Action 12/19	**The Project Manager to assemble a distribution list for the Open Meeting brochure and send this to CENELEC**
Action 12/20	**The Project Manager to arrange promotion of the Open Meeting through relevant newsletters with the help of Marie-Claire Forgue**
Action 12/21	**All partners to signal additional promotional opportunities for the COPRAS Open Meeting via the CSG mailing list**
6.4	**Planning of the project for the next quarter**
	For WP2, the project team will finalize the Call 4 & 5 feedback process and compile the results into deliverable D24 (Feedback gathering report Call 4 & 5).
	As far as WP4 is concerned, work will continue on executing the Standardization Action Plans, as well as on phase 2 of the Rolling Action Plan (projects' impact on standardization processes).
	WP5 activity will concentrate on improving the Standardization Guidelines, as well as on promoting the COPRAS Open Meeting, using the 'main' tools that have been planned (i.e. newsletters, distribution of the conference brochure, and marketing at IST2006). Also the project team will produce at least 5 additional Case Study brochures for a selected number of projects that COPRAS has worked with. These will be inserted, together with the 5 already produced, into the delegate pack for the COPRAS Open Meeting.
	For WP6, a questionnaire for the wider standards community was sent out by CEN to their standards consortia list, that will also gather the feedback. The questionnaire was also made accessible via a dedicated feedback page on the COPRAS web site.
7	**Continuation of COPRAS activities**
7.1	**Separate activities in connection with FP7**
	The Chairman introduced document ICTSB38(06)29, providing an overview of the steps that could be taken by the COPRAS members and the wider ICTSB constituency to continue improving interfacing between research and standardization in FP7. Taking into account recent discussions with the Commission (see item 4), he concluded that focus would probably have to be on one or more of the 'Challenges', rather than on horizontal support actions. This could be in support of ETPs in areas where these are active, or in support of individual projects in areas where there are no ETPs active, and standardization is not addressed at all.
	In order to secure the sustainability of the COPRAS results, an analysis should be made of the FP7 work program to define the best options for COPRAS-type follow-up activity.
Action	**The Project Manager to provide an analysis of the FP7 programme to**

12/22	**define the best framework and/or methodology for guaranteeing the sustainability of the COPRAS results in FP7, at the latest by 13 December 2006** Continuing his report on the discussions in ICTSB the Chairman mentioned that the current COPRAS consortium partners would probably be the most likely ones to carry on COPRAS-like activity in FP7, although other ICTSB members may still decide to come on board.
8	**AOB**
8.1	**Meetings and cooperation with other projects** The Chairman mentioned a meeting with the INTEREST project was scheduled for 8 November, immediately after the CSG. In addition, some COPRAS partners will take part in the project's closing conference organized for 9 November.
9	**Close and planning upcoming CSG meeting(s)** In addition to the COPRAS workshop at IST2006 and the meeting 19 December, prior to the meeting with Mr. Colasanti, a CSG meeting was tentatively scheduled for 9 January in Sophia Antipolis. For the time being this meeting will remain tentative, and the last CSG meeting will be held 8 March 2007 at ETSI in Sophia Antipolis.

Annex 1: List of decisions from the 12th COPRAS Steering Group meeting 07/11/2006

Number	Decision
12/01	With respect to action item 11/01 the CSG decided that the Generic Guidelines should feature the invitation to click through to a separate page containing a short questionnaire aiming to identify the reasons why specific visitors would download the generic Guidelines.
12/02	The CSG decided to approve the Project Manager's quarterly report
12/03	The CSG decided to invite all speakers present in Brussels the evening before the Open meeting to join them for dinner.
12/04	Taking into account several additional editorial changes, the CSG decided to endorse the editing work done on the Open Meeting brochure by the project team, and approve the final version, once available, by email.
12/05	The CSG decided that the Chairman would takeover from Scott Hansen and chair the interactive session at the COPRAS workshop at IST2006
12/06	In case there will not be a possibility to have a speaker from the Commission for the COPRAS workshop at IST2006, the CSG decided Yves Chauvel should take the slot, supported by the Project Manager
12/07	The CSG decided to endorse the format and methodology applied for the interactive platform, but to change the title to "Standardization Guidelines", and to include an introductory text explaining the usage of the platform to visitors.
12/08	The CSG decided that the Standardization Guidelines should go on line no later than 15 November 2006, as this was requested by the project reviewers.
12/09	The CSG decided that – where relevant – the print shop should arrange dispatching quantities of Open Meeting brochures to the locations where they are to be distributed

Annex 2: List of actions from the 12th COPRAS Steering Group meeting 07/11/2006

Number	Action	Status
12/01	The Chairman to check with Christine Van Vlierden whether the Bedford hotel actually sent the contract for the Open Meeting organization to ETSI	Completed
12/02	Rigo Wenning to install (a link to) a short questionnaire identifying visitor's reasons for downloading the Generic Guidelines on a page, separate from the Generic Guidelines.	Completed
12/03	All partners to forward the relevant financial information covering the last COPRAS reporting period to the Project Coordinator and the Project manager, at the latest 15 November 2006	Completed
12/04	All partners to re-evaluate the first draft of the Rolling Action Plan, and take a broader view on the execution of the action steps, at the latest by 13 November 2006	Completed
12/05	The Project Manager to contact Mr. Colasanti's office in order to find out whether he will be able to accept the COPRAS invitation for the keynote address	Completed
12/06	The Project Manager to prepare the presentation on the Interactive Generic Guidelines platform for the ICTSB Chair	Completed
12/07	The Project Manager to adapt the speaker guidelines and send an information package to all speakers, as well as to the conference chair	Completed
12/08	The Project manager to contact Timo Hallantie for advice on securing a speaker from the Commission for the COPRAS workshop at IST2006	Completed
12/09	The Project manager to prepare the ICTSB chairman's presentation for the COPRAS workshop at IST2006	Completed
12/10	The Project Manager to check with the IST2006 organizers where the COPRAS workshop will take place	Completed
12/11	The Chairman to investigate COPRAS speaking or marketing opportunities at the Interoperability & Standards session at IST2006	Completed
12/12	The Project manager to make the necessary changes to the COPRAS IST2006 workshop programme on the project's web site	Completed
12/13	All CSG members to review the text of the Standardization Guidelines and forward comments via the CSG mailing list	Completed
12/14	The Chairman to provide new text for answer 26.3 of the Standardization Guidelines, on "open standardization processes"	Completed
12/15	The Project manager to arrange an updated version of the Standardization Guidelines, addressing the changes already agreed by the CSG as well as those that will be forwarded	Completed
12/16	The Project manager to draft a matrix that could establish a basis for a preliminary categorization of standards	Completed
12/17	The project manager to arrange the Standardization Guidelines will go on line no later than Wednesday 15 November 2006, and to signal this to the COPRAS Project	Completed

	Officer and the research constituency.	
12/18	The Project manager to further improve the Standardization Guidelines and to synchronize these with an updated document version of this deliverable for release at the Open Meeting at the latest by 3 January 2007	Completed
12/19	The Project Manager to assemble a distribution list for the Open Meeting brochure and send this to CENELEC	Completed
12/20	The Project Manager to arrange promotion of the Open Meeting through relevant news letters with the help of Marie-Claire Forgue	Overtaken
12/21	All partners to signal additional promotional opportunities for the COPRAS Open Meeting via the CSG mailing list	Completed
12/22	The Project Manager to provide an analysis of the FP7 program to define the best framework and/or methodology for guaranteeing the sustainability of the COPRAS results in FP7, at the latest by 13 December 2006	Completed

Annex B.6: Report from the 13th COPRAS Steering Group (CSG) meeting

Source: **COPRAS Project Manager**

Title: **Report 13th Meeting of the COPRAS Steering Group**

Agenda item: **3**

Document for: **Approval**

Agenda Item	Topic
1	**Opening of the meeting** The Chairman opened the meeting and welcomed the participants. Attending 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 Ms. Catherine Vigneron, representing CENELEC Mr. Bart Brusse, COPRAS Project Manager
2	**Approval of the agenda** The agenda was approved
3	**Approval report previous CSG meeting** The report of the previous meeting was approved. The Project Manager briefly went through the actions and concluded that all items were either completed or overtaken.
4	**Communication and interaction with the Commission** The Chairman reported that the meeting between ICTSB representatives and Mr. Colasanti had taken place on 20 December 2006. This would be further discussed under agenda item 7.1 The Project Manager mentioned most of the other contacts had mainly focused on the Open Meeting, either discussion of the possibilities for the Commission providing speakers, or inviting representatives to participate in the conference. In addition some communication with the COPRAS Project Officer on postponing of the D24 delivery date had taken place. It is not completely clear whether a final review meeting will be required for COPRAS as this does not usually seem to be the case for SSA projects, according to Scott Hansen. However, a final review meeting was referred to in the last report of the reviewers.
Action 13/01	**The Project Manager to contact Timo Hallantie[8] to check whether a final review meeting will be necessary at the end of the project.**
5	**Contractual and financial issues** The Chairman mentioned that for although for CEN there may be a need

[8] Note – it is now noted that Timo has been replaced as COPRAS Project Officer. Ms. Sofie Nørager should be the contact on this question.

	to re-allocate 5-10 person/days between some of the Work Package, overall spending seems to be in line with the COPRAS budget. Although the other consortium partners indicated not having checked the most recent figures, this situation appeared to be quite similar for CENELEC, W3C, The Open Group and ETSI as well. The Chairman underlined that despite the fact that there would seem to be no need for immediate action, at the end of the day some minor re-allocation of budget between the partners, both between person/months and between other cost items, would undoubtedly prove to be necessary. For this purpose the most recent figures from all partners are needed.
Action 13/02	**All CSG Members to forward the most recent figures and/or estimates with respect to their spending over the last year on COPRAS to the Chairman and the Project Manager**
6	**Project Organization**
6.1	**Project Manager's report** The Project Manager introduced his quarterly report and mentioned that in WP2 the feedback gathering process addressing Calls 4 & 5 was completed. The extension of the process did pay off, as the Call 5 response rate had increased from 28% to 35%, lifting the overall response rate over 40%, considerably higher than the anticipated 25-30%. The feedback gathering report clearly indicates that the vast majority (>80%) of projects that did receive the COPRAS Standardization Guidelines did (or will) actually use these, underlining a clear demand for support where projects' standardization activities are concerned. In addition, the difference between the Call 4 and Call 5 figures indicate that the guidelines did make a difference, as a considerably higher number of projects in Call 5 allocated resources to standards activities. Following this, Scott Hansen underlined that as far as WP4 was concerned, work continued on the 'Rolling Action Plan'. So far, at least 4 tangible contributions from projects to standardization could be identified. The analysis however shows that projects often have to abandon certain action steps that were originally planned, e.g. because they change strategy or because they are running out of resources. In any case, as the Chairman underlined, the situation clearly shows there is a need for support, for example following upon standards activities that cannot be completed by projects due to their termination, specifically now that the importance of standards for innovation, was stressed by the Council in a recent communication. In WP5, activity mainly focused on organizing the COPRAS Open Meeting. For all the slots, speakers had now been confirmed, and as a result of an intensive publicity campaign, the number of participants that registered for the meeting is already higher than the anticipated 150, and may exceed 200, although, as Scott Hansen underlines, experience from the Open Group shows "no-show" can be very high for conferences that are free of charge. Nevertheless, as experience from other CSG members suggested that around 25% will drop off, and taking into account the theme of the conference, there is sufficient confidence that perhaps 150 persons will participate in the event. The Project Manager reported that the COPRAS workshop at IST2006 had been reasonably successful, and was attended by some 10-15 participants. There was good interaction with the audience, and feedback was in line with responses received via the Call 4 & 5 questionnaire. Following this, the Project Manager announced that only 6 case study brochures in-

	stead of the 10 originally anticipated would be ready for the Open Meeting. Work will however continue on the remaining 4 to have these ready towards the end of the project's lifespan. Finally the Project Manager mentioned that the Interactive (FAQ) version of the Standardization Guidelines was released into the public part of the COPRAS web site. The URL was signalled to the Commission, as well as to FP6 project coordinators and participants to the Open Meeting. Also, the document version of the Standardization Guidelines has been updated to mirror the text of the FAQ version.
Decision 13/01	The CSG **decided** to approve the Project manager's quarterly report
6.2	**Deliverables for approval** The Project Manager introduced deliverable D24, the Feedback gathering report for Calls 4 and 5, for approval by the CSG. The Chairman however indicated that the document might improve if sections 4.5 were to be integrated into chapter 5, and the recommendations were presented bullet wise rather then in narrative text.
Action 13/03	**The Chairman to integrate section 4.5 into chapter 5 of D24 at the latest by Monday 15 January**
Action 13/04	**All CSG members to provide comments to D24 at the latest by Monday 15 January** Following this, the Project Manager presented an updated version of D15, the COPRAS Standardization Guidelines, that were synchronized with the text contained in the FAQ version on the COPRAS web site.
Decision 13/02	Taking into account several editorial changers, as well as some additions to sections 4.2.4 and 5.5, the CSG **decided** to approve the D15 update
Action 13/05	**The Project Manager to include the agreed changes to the D15 update, and to forward the document to Sarah Penny for printing**
6.3	**Open Meeting** The Chairman indicated that unfortunately David White was unable to participate as a speaker in the conference due to resuming other responsibilities as from 1st January 2007. As neither Reinhard Büscher nor the new acting Director were available, Antonio Conte will now deliver the speech on standardization and innovation. Following this announcement, the speaker focused on the panel discussion in the afternoon and indicated that it would be good if this discussion could address the importance of standardization as recently underlined in a request from the Council, stressing the importance of standardization for innovation. Also, it would be good if the panel discussion could develop a bit more on the main conclusions reflected in D24. For this purpose, the statements originally developed for the interactive part of the COPRAS workshop at IST2006 could serve as a basis.
Action 13/06	**The Project manager to distribute the statements developed for the interactive part of the COPRAS workshop at IST2006 to the CSG**
Action 13/07	**All CSG members to review the statements and to forward comments & suggestions for the panel discussion** Finally the Chairman mentioned that it would be helpful to have a short conference call with the conference chair, Prof. Keith Jeffery on Monday 15 January, to prepare the panel discussion.
Action	**The Project Manager to liaise with the Chairman and the conference**

13/08	**chair to prepare the panel discussion at the Open Meeting**
6.4	**Promotional activities** The Project Manager mentioned that promotional activities had been primarily focused on marketing the Open Meeting. In this respect COPRAS' presence at IST2006 was successful, with good traffic at the ETSI booth where COPRAS was present as well.
6.5	**Project finalization** For WP1 a Progress report (D30) and a Final Report (D29) will formally have to be produced, although, as Scott Hansen mentioned, we may ask the Commission whether these could be integrated into a single – Final – report. Target is to have the Activity part of the Progress and Final Reports ready towards the end of February, and the Management parts at the latest Friday 16 March. **The Project Manager to check with Timo Hallantie whether the third Progress Report can be integrated into the Final report** In WP5 the Open Meeting will be held and the Open Meeting report (D25) will be produced, that will be submitted to the CSG before the end of January 2007, as it will also provide input for the final documents that COPRAS will have to produce before terminating its activities. With respect to the Standardization Guidelines, and updated version (deliverable D27) will have to be prepared featuring the feedback emerging from D24 (Feedback gathering report Calls 4 & 5), D25 (Report Open Meeting), and D28 (Final evaluation report). Aim is to have this ready towards the end of February 2007. Another WP5 deliverable that will be worked on is an updated version of the Dissemination and exploitation plan (D21). This updated version will contain the scenarios available to COPRAS to ensure the sustainability of its main deliverables, and hence will also has to address what could be done in FP7 in this perspective. Finally, the project team will continue the work on the remaining 4 case study brochures, and bundle these together with the 6 existing ones into a deliverable (D26). These last 4 will focus on the EUAIN, POLYMNIA, Telcert and TALK projects. For WP6 the project team will continue to collect feedback from the standards organizations that actually worked with projects COPRAS prepared Standardization Action Plans for, as well as from the wider standards community. This will be used as input for the Final evaluation report (deliverable D28).
7	**Continuation of COPRAS activities**
7.1	**Meeting with Fabio Colasanti** The CSG briefly discussed the outcome of the meeting with Mr. Colasanti and agreed that it would be good if DG Information Society and Media, in addition to DG Enterprise would participate more in the work of the ICTSB. This would probably help to address the fact that standardization is still regarded mainly the domain of DG Enterprise rather than an integrated part of European research efforts. Although the meeting was perceived as overall positive, there does not seem to be a real chance that the sustainability of COPRAS' deliverables and achievements could be guaranteed through similar horizontal projects in FP7. Nevertheless, Mr. Colasanti underlined the importance of the Open Meeting as well as outcome of the discussion here, on the way forward.

7.2	**Possibilities in connection with FP7 or CIP** The Project Manager introduced documents 13 (07) 04 and 13 (07) 05, analyzing the possibilities for ensuring maintenance and sustainability of COPRAS' achievements and main deliverables through submitting proposal for subsequent projects in FP7 or the CIP Programme. The documents indicate that the possibilities for similar horizontal support actions are limited, although global standards and promoting the uptake of European standards in other regions is an important issue in the programme, both from a horizontal perspective as well as in several individual Strategic Objectives. Taking into account that the FP7 work programme features many Strategic Objectives where part of the anticipated impact of (support) projects relate to standardization, as well as taking into account that feedback from the FP6 research community shows direct support in these areas will still be needed from COPRAS or COPRAS-like projects, opportunities may exist to guarantee the sustainability of the COPRAS deliverables through a combination of several smaller COPRAS follow-up projects, each dedicated to the standardization targets in a specific Strategic Objective, but all building upon the same COPRAS work from FP6. Areas that could qualify for these smaller COPRAS follow-up projects are: • 1.1: The Network of the Future (global standards); • 1.2: Service and Software Architectures, Infrastructures and Engineering (platforms & interfaces); • 1.3: ICT in support of the networked enterprise (RFID); • 1.4: Secure, dependable and trusted infrastructures (certification and standardization); • 1.5: Networked media (international standardization and interoperability); • 3.3: Embedded Systems Design; • 5.1: Personal Health Systems for Monitoring and Point-of-Care diagnostics • 5.2: Advanced ICT for Risk Assessment and Patient Safety • 6.1: ICT for Intelligent Vehicles and Mobility Services • 7.1: ICT and Ageing
Decision 13/03	To evaluate the possibilities for guaranteeing the sustainability of the COPRAS results through activity in FP7, the CSG **decided** the different COPRAS partners would all focus on one or two specific areas as follows: • The Open Group: Strategic Objectives 1.2, 3.3, and possibly 6.1; • W3C: Strategic Objectives 1.2, 1.4, and 1.5; • ETSI: Strategic Objectives 1.1, and 1.5; • CEN: to be defined; • CENELEC: to be defined.
Action 13/09	**All partners to decide whether, and if so in which of the FP7 Strategic Objectives area they would be prepared to coordinate a COPRAS follow action and in which they could be a consortium partner**
Action 13/10	**The Project Manager to check which of the areas in the FP7 Work Programme could be of interest to CEN**
Action 13/11	**Cathérine Vigneron to check which of the areas in the FP7 Work Programme could of interest to CENELEC**
	The horizontal options as defined in the FP7 Work Programme were not regarded a sufficient basis to support the sustainability of the COPRAS

	deliverables and results.
8	**AOB** There are no other issues to discuss
9	**Close and planning upcoming CSG meeting(s)** The last CSG meeting will be held 8 March 2007 at ETSI in Sophia Antipolis.

Annex 1: List of decisions from the 13th COPRAS Steering Group meeting 10/01/2007

Number	Decision
13/01	The CSG decided to approve the Project manager's quarterly report
13/02	Taking into account several editorial changers, as well as some additions to sections 4.2.4 and 5.5, the CSG decided to approve the D15 update
13/03	To evaluate the possibilities for guaranteeing the sustainability of the COPRAS results through activity in FP7, the CSG decided the different COPRAS partners would all focus on one or two specific areas as follows: • The Open Group: Strategic Objectives 1.2, 3.3, and possibly 6.1; • W3C: Strategic Objectives 1.2, 1.4, and 1.5; • ETSI: Strategic Objectives 1.1, and 1.5; • CEN: to be defined; • CENELEC: to be defined.

Annex 2: List of actions from the 13th COPRAS Steering Group meeting 10/01/2007

Number	Action	Status
13/01	The Project manager to contact Timo Hallantie to check whether a final review meeting will be necessary at the end of the project	Completed
13/02	All CSG members to forward the most recent figures and/or estimates with respect to their spending over the last year on COPRAS to the Chairman and the Project Manager	Completed
13/03	The Chairman to integrate section 4.5 into chapter 5 of D24 at the latest by Monday 15 January	Completed
13/04	All CSG members to provide comments to D24 at the latest by Monday 15 January	Completed
13/05	The Project Manager to include the agreed changes to the D15 update, and to forward the document to Sarah Penny for printing	Completed
13/06	The Project manager to distribute the statements developed for the interactive part of the COPRAS workshop at IST2006 to the CSG	Completed
13/07	All CSG members to review the statements and to forward comments & suggestions for the panel discussion	Completed
13/08	The Project Manager to liaise with the Chairman and the conference chair to prepare the panel discussion at the Open Meeting	Completed
13/09	All partners to decide whether, and if so in which of the FP7 Strategic Objectives area they would be prepared to coordinate a COPRAS follow action and in which they could be a consortium partner	Completed
13/10	The Project Manager to check which of the areas in the FP7 Work Programme could be of interest to CEN	Completed
13/11	Cathérine Vigneron to check which of the areas in the FP7 Work Programme could of interest to CENELEC	Completed