Towards EXtreme scale Technologies and Accelerators for euROhpc hw/Sw Supercomputing Applications for exascale

WP8 Project Management and Exploitation

D8.1 Project Management Handbook

http://textarossa.eu

This project has received funding from the European Union's Horizon 2020 research and innovation programme, EuroHPC JU, grant agreement No 956831

TEXTAROSSA

Towards EXtreme scale Technologies and Accelerators for euROhpc hw/Sw Supercomputing Applications for exascale

Grant Agreement No.: 956831

Deliverable: D8.1 Project Management Handbook

Project Start Date: 01/04/2021 **Duration**: 36 months

Coordinator: *AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE - ENEA , Italy.*

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CO	Confidential, only for members of the consortium (including the Commission Services)	

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WP8 Project Management and Exploitation

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Please see http://textarossa.eu for more information on the TEXTAROSSA project.

The partners in the project are AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE (ENEA), FRAUNHOFER GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V. (FHG), CONSORZIO INTERUNIVERSITARIO NAZIONALE PER L'INFORMATICA (CINI), INSTITUT NATIONAL DE RECHERCHE EN INFORMATIQUE ET AUTOMATIQUE (INRIA), BULL SAS (BULL), E4 COMPUTER ENGINEERING SPA (E4), BARCELONA SUPERCOMPUTING CENTER-CENTRO NACIONAL DE SUPERCOMPUTACION (BSC), INSTYTUT CHEMII BIOORGANICZNEJ POLSKIEJ AKADEMII NAUK (PSNC), ISTITUTO NAZIONALE DI FISICA NUCLEARE (INFN), CONSIGLIO NAZIONALE DELLE RICERCHE (CNR), IN QUATTRO SRL (in4). Linked third parties of CINI are POLITECNICO DI MILANO (CINI-POLIMI), Università di Torino (CINI-UNITO) and Università di Pisa (CINI-UNIPI); linked third party of INRIA is Université de Bordeaux; in-kind third party of ENEA is Consorzio CINECA (CINECA); in-kind third party of BSC is Universitat Politècnica de Catalunya (UPC).

The content of this document is the result of extensive discussions within the TEXTAROSSA © Consortium as a whole.

DISCLAIMER

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List of Acronyms

Acronym	Definition
BP	Business Plan
IP	Intellectual Property
IPR	Intellectual Property Rights
PTC	Program Technical Committee
DEC	Dissemination and Exploitation Committee
PMB	Project Management Board
GA	General Assembly
EAB	External Advisory Board
ABM	Advisory Board Manager
HPC	High Performance Computing
DM	Dissemination Manager
IM	Innovation Manager
PTM	Project Technical Manager
QA	Quality Assurance
QC	Quality Control
MST	Management Support Team
WPL	Work Package Leader
TL	Task Leader

Executive Summary

This project handbook is an aggregate of procedures and good practices agreed and implemented with success during the first six months of the TEXTAROSSA project. It will serve as a Quality Insurance reference document for the TEXTAROSSA project. The handbook is intended to be a living document where each procedure and good practice is upgraded to a more efficient procedure or better practice as the TEXTAROSSA activities are fully operative and the management experience grows.

1 Introduction

TEXTAROSSA's objectives are really challenging since, to achieve high performance and high energy efficiency on near-future exascale computing systems, a technology gap needs to be bridged: increase efficiency of computation with extreme efficiency in HW and new arithmetics, as well as providing methods and tools for seamless integration of reconfigurable accelerators in heterogeneous HPC multi-node platforms. Moreover, TEXTAROSSA is applying a co-design approach to heterogeneous HPC solutions, supported by the integration and extension of IPs, programming models and tools derived from European research projects, led by TEXTAROSSA partners. All these technology improvements will be integrated to realize prototypes and to implement test-cases in different applications domains.

Given this framework the overall management procedures should be simple and light in order to facilitate the technological activities. However, at the same time the management procedures are needed to assure compliance with EU directives and clear paths of interaction and collaboration among the TEXTAROSSA partners.

This document has been edited to support the participants through the project's different activities and it complements what already contained within the Consortium Agreement as well as within the Grant Agreement and its annexes.

The document identifies the procedures related to project execution, project management and communication. The goal of this handbook is to identify, for each of the operational need of the project, roles, procedures and best practices in order to develop a clear approach for supporting the partners throughout the development of the project. For this reason, the document has been divided into five main sections.

- Section 2 illustrates the project management implementation, including the workplan and the scheduled deliverables.
- Section 3 presents the project management structures and the list of the different organizations, as well as corresponding contact persons, responsible for the different roles defined within the management structures and procedures as defined within the CA and the GA.
- Section 4 illustrates all communication procedures including both communications within and outside the consortium, listing good practices, templates etc.

2 Workplan implementation

2.1 List of Work Packages

The TEXTAROSSA project is articulated in the following eight Work Packages:

WP	Title	Lead Partner	Start	End
WP1	Specifications, Co-design & benchmarking	ENEA	1	33
WP2	New accelerator designs exploiting mixed precision	CINI	3	30
WP3	Energy and thermal management	IN QUATTRO	1	33
WP4	Tool chain for heterogeneous multinode HPC platform	INRIA	1	33
WP5	Integrated development vehicle platforms for HPC	E4	6	36
WP6	Applications and Use cases	PSNC	12	36
WP7	Dissemination and Communication	CINI	1	36
WP8	Project Management and Exploitation	ENEA	1	36

2.2 List of deliverables

Deliv. Number	Deliv. Title	Title	Lead benef.	Type	Dissem. level	Due date
WP1	D1.1	Gap analysis	ENEA	Rep	Public	30 Sep 2021
WP1	D1.2	Requirements & Specifications	INRIA	Rep	Public	30 Nov 2021
WP1	D1.3	Proof of Concept Design	ENEA	Rep	Public	31 Mar 2022
WP1	D1.4	Benchmarking design and planning	BSC	Rep	Public	31 Mar 2023
WP2	D2.1	Consolidated specs of accelerators IPs	CINI	Rep	Public	31 Mar 2022
WP2	D2.2	AI Accelerator with mixed-precision including Posit, part 1	CINI	Dem	Public	30 Sep 2022
WP2	D2.3	AI Accelerator with mixed-precision including Posit, part 2	CINI	Dem	Public	30 Sep 2023
WP2	D2.4	eXtreme Secure Crypto IP, part 1	CINI	Dem	Public	30 Sep 2022
WP2	D2.5	eXtreme Secure Crypto IP,	CINI	Dem	Public	30 Sep 2023

		part 2				
WP2	D2.6	IP with data compression, part 1	CINI	Dem	Public	30 Sep 2022
WP2	D2.7	IP with data compression, part 2	CINI	Dem	Public	30 Sep 2023
WP2	D2.8	IP for low-latency inter-node communication links, part 1	INFN	Dem	Public	30 Sep 2022
WP2	D2.9	IP for low-latency inter-node communication links, part 2	INFN	Dem	Public	30 Sep 2023
WP2	D2.10	IP for fast task scheduling, part 1	BSC	Dem	Public	30 Sep 2022
WP2	D2.11	IP for fast task scheduling, part 2	BSC	Dem	Public	30 Sep 2023
WP3	D3.1	Requirements and constraints for the node hosting and cooling	E4	Rep	Confidential, only for members of the consortium (including the Com Serv)	31 Mar 2022
WP3	D3.2	Two-phase cooling lab prototype	in quattro	Other	Confidential, only for members of the consortium (including the Com Serv)	30 Sep 2022
WP3	D3.3	Validation of real two-phase cooling installation	in quattro	Dem	Confidential, only for members of the consortium (including the Com Serv)	31 Mar 2023
WP3	D3.4	Prototype of the thermal control strategy	CINI	Rep	Confidential, only for members of the consortium (including the Com Serv)	30 Sep 2022
WP3	D3.5	Final thermal and power management	CINI	Rep	Confidential, only for members of the consortium (including the Com Serv)	31 Dec 2023
WP4	D4.1	TEXTAROSSA Progress Report on Programming Models and Runtime Systems	INRIA	Rep	Confidential, only for members of the consortium (including the Com Ser)	30 Sep 2022
WP4	D4.2	Efficient Memory Management strategies for CNNs at node level	INRIA	Other	Public	30 Sep 2022
WP4	D4.3	Mixed precision tool suite	CINI	Other	Public	31 Mar 2023
WP4	D4.4	Power modeling tool suite	CINI	Other	Confidential, only for members of the consortium (including the Com Serv)	31 Mar 2023
WP4	D4.5	Inter-FPGA Communication SW Stack	INFN	Other	Public	30 Sep 2023
WP4	D4.6	Task-based runtime systems	BSC	Other	Public	30 Sep 2023
WP4	D4.7	HLS flow	ENEA	Other	Public	30 Sep 2023

WP4	D4.8	Framework for efficient CNNs inference on a TEXTAROSSA node	INRIA	Other	Public	30 Sep 2023
WP4	D4.9	Integrated TEXTAROSSA SW Tools	INRIA	Other	Confidential, only for members of the consortium (including the Com Serv)	31 Dec 2023
WP5	D5.1	OpenSequana node prototype (IDV-A)	ATOS	Dem	Confidential, only for members of the consortium (including the Com Serv)	30 Sep 2022
WP5	D5.2	ARM + accelerated (e.g. FPGA) node prototype (IDV-E)	E4	Dem	Confidential, only for members of the consortium (including the Com Serv)	30 Sep 2022
WP5	D5.3	Report on the validation process of the node prototypes	E4	Rep	Confidential, only for members of the consortium (including the Com Serv)	31 Mar 2023
WP5	D5.4	Node level report on the performance of the prototype nodes and evaluation of the two-phase cooling technology	ENEA	Rep	Confidential, only for members of the consortium (including the Com Serv)	30 Sep 2023
WP5	D5.5	Rack level report of the evaluation of the two-phase cooling technology	E4	Rep	Confidential, only for members of the consortium (including the Com Serv)	31 Mar 2024
WP6	D6.1	Evaluation plan	PSNC	Rep	Public	30 Sep 2022
WP6	D6.2	Initial application benchmarks and results	PSNC	Rep	Public	31 Mar 2023
WP6	D6.3	Final assessment and guidelines	CNR	Rep	Public	31 Mar 2024
WP7	D7.1	Project Flyer & Dissemination Materials	CINI	Rep	Public	30 Jun 2021
WP7	D7.2	Project Website & Social Media	CINI	Other	Public	30 Jun 2021
WP7	D7.3	Communication, Dissemination and Awareness Raising Strategy	CINI	Rep	Public	30 Sep 2021
WP7	D7.4	Communication and Dissemination Report 1	CINI	Rep	Public	30 Sep 2022
WP7	D7.5	Communication and Dissemination Report 2	CINI	Rep	Public	31 Mar 2024
WP7	D7.6	Collaboration plan with definition of common objectives and activities including milestones	CINI	Rep	Public	30 Sep 2021
WP7	D7.7	Update of the collaboration plan with definition of common objectives and	CINI	Rep	Public	30 Sep 2022

		activities including milestones				
WP7	D7.8	Final report of the collaboration plan with definition of common objectives and activities including milestones	CINI	Rep	Public	31 Mar 2024
WP8	D8.1	Project management and handbook	ENEA	Rep	Public	30 Sep 2021
WP8	D8.2	Risk management plan	ENEA	ORDP	Public	31 Mar 2022
WP8	D8.3	Data management plan	BSC	Rep	Public	30 Sep 2021
WP8	D8.4	External Advisory Board reports	ENEA	Rep	Public	31 Mar 2023

3 Management structure

3.1 Introduction

The TEXTAROSSA project is regulated by the terms and conditions of:

- The Grant Agreement and its annexes: they fix the rights and obligations of the participants towards the European Commission;
- The Consortium Agreement and its annexes: they fix the rights and obligations of the beneficiaries towards one another;
- The Project Handbook: it establishes the operating rules of the project and the Quality Assurance (QA) and Quality Control (QC) for performing, reporting and delivering the best management practices. The Project Handbook will be updated during the course of the project, as new/improved procedure/processes are required.

The Consortium is composed by 11 partners, representing altogether 14 European teams from 5 EU Member States. As it is expected in such a consortium, all formal partners will stand on the same foothold in the decision-making processes.

The management structure can be divided into a strategic decision-making part and a technical management part. The main bodies are:

- General Assembly (GA)
- Project Technical Committee (PTC)
- External Advisory Board (EAB)

To assure the separation between the strategic decision-making part and the technical management part, the General Assembly (GA) is chaired by the Project Coordinator (PC) and the Project Technical Committee (PTC) is chaired by the Project Technical Manager (PTM).

3.2 Management bodies

The main management bodies are:

- The **General Assembly (GA)**, chaired by the PC, is formed by one representative from each partner and it provides a forum for the discussion of administrative and strategic management issues linked to the project. The GA decides on approving major modifications to project plans, allocated efforts, budget issues and addition of new partners. Such decisions will be taken by consensus or by simple majority of partners when consensus is not reached.

In the following Table the members of the GA are reported

Partner	Member	Deputy
PC	Massimo Celino	
ENEA	Andrea Quintiliani	Francesco Iannone
FRAU	Jens Krueger	
INRIA	Bérenger Bramas	Olivier Beaumont
ATOS	Claire Chen	Sylvie Lesmanne
E4	Daniele Gregori	Fabrizio Magugliani
BSC	Xavier Martorell	Carlos Álvarez
PSNC	Ariel Oleksiak	Michal Kulczewski

INFN	Alessandro Lonardo	Piero Vicini
CNR	Pasqua D'Ambra	Massimo Bernaschi
IN QUATTRO	Giuseppe Zummo	
POLIMI	William Fornaciari	Giovanni Agosta
UNITO	Marco Aldinucci	Barbara Cantalupo
UNIPI	Sergio Saponara	Antonio Colicelli

- The **Project Technical Committee (PTC)** comprises the PTM, who chairs the committee, the PC, the WPLs and the WPLs deputies.
  PTC will
  1. monitor the technical progress, the major deliverables and the development of quality management activities,
  2. provide methodological and technical assistance to all project work packages and tasks,
  3. update work plans and related management tasks,
  4. run periodical technical coordination meetings,
  5. ensure the cooperation among workpackage teams.

  Meeting minutes will be prepared by the TM and sent to all participants for approval.

In the following Table the members of the PTC are reported

PTC	Member	Institution	Deputy	Institution
PC	Massimo Celino	ENEA	Paolo Palazzari	ENEA
PTM	William Fornaciari	POLIMI	Olivier Beaumont	INRIA
WP1	Francesco Iannone	ENEA	Pasqua D'Ambra	CNR
WP2	Sergio Saponara	UNIPI	Alessandro Lonardo	INFN
WP3	Giseppe Zummo	INQUATTRO	Federico Terraneo	POLIMI
WP4	Bérenger Bramas	INRIA	Carlos Álvarez	BSC
WP5	Daniele Gregori	E4	Fabien Demange	ATOS
WP6	Michal Kulczewski	PSNC	Jens Krueger	FRAU
WP7	William Fornaciari	POLIMI	Barbara Cantalupo	UNITO
WP8	Andrea Quintiliani	ENEA		

- The **External Advisory Board (EAB)** is a panel of independent experts, including representatives of companies, standardisation bodies, end-users outside of the consortium and who are therefore not involved in the day-to-day project work. The EAB will be selected after the kick-off to prevent possible conflicts. The EAB members provide comments and recommendations regarding requirements, objectives, and development, as well as exploitation and dissemination activities. This will maximize the impact of the TEXTAROSSA project and future exploitation of project results. Such recommendations will be discussed and processed in GA anf PTC meetings. The involvement of EAB experts in exploitation activities and the access rights to the foreground IP will be regulated by the Consortium Agreement, signed by the partners prior to the project start date.

Representation in meetings

Any Party which is a member of a Consortium Body (hereinafter referred to as "Member"):

- should be present or represented at any meeting;

- may appoint a substitute or a proxy to attend and vote at any meeting;

and shall participate in a cooperative manner in the meetings.

The chairperson of a Consortium Body shall convene meetings of that Consortium Body.

	Ordinary meeting	**Extraordinary meeting**
General Assembly	At least once a year	At any time upon written request of the Project Technical Committee or 1/3 of the Members of the General Assembly
Project Technical Committee	At least monthly	At any time upon written request of any Member of the Project Technical Committee

The organizational structure of the Consortium is completed with the Project Coordinator and the Management Support Team (MST).

3.3 Management Support Team

The Management Support Team (MST) assists the Project Technical Committee and the Coordinator. The MST is invited to all PTC meetings. The Management Support Team is composed by:

- Project Technical Manager (PTM)
- Work Package Leaders (WPLs) and their deputies
- Project Innovation Manager (PIM)
- Project Dissemination Manager (PDM)
- External Advisory Board Chair (ABC)
- EuroHPC and EPI contact Manager (PCM)

The **Project Coordinator (PC)** is responsible for the general/administrative management and, together with the PTM, coordinates the scientific/technical activities. In particular, the PC will: (1) ensure that the challenging RTD objectives will be effectively achieved in time and cost; (2) organise and coordinate, together with the PTM, the WPs' work to guarantee the consistency of the whole project; (3) inform the commission officer of any development that could significantly affect the result of the project; (4) collect all technical, financial, and administrative information from the partners in order to regularly monitor the progress of the project and to check that the partners' technical and financial involvement remains in accordance with the agreed work plan; (5) prepare, together with the other partners, the deliverables and manage the exchange of information inside the consortium; (6) draft the agenda for project's review meetings; (7) solve any technical, financial, administrative, or contractual issues, or conflict between partners; (8) follow up on actions recommended by the PTC and GA; and (9) behave as the only official channel between the consortium and the EC.

The **Project Technical Manager (PTM)** manages the project on a daily basis. In particular, the PTM will: (1) organise regular PTC meetings, every month (2) have a complete overview of the work progress and ensure timely and qualitative achievement of the project objectives, (3) perform risk analysis and prepare contingency plans. The PTM suggests solutions or options for decision making falling within the responsibility of the PTC. The TEXTAROSSA PTM is an experienced technical staff, with a background spanning from compilers, to security up to computer architectures. The PTM is a person who has already covered a similar role in previous projects, has a solid experience in cooperating with industries.

Work Package Leaders are responsible for the scientific and technical work of their respective Work Packages. This includes the planning and control of all activities within the Work Package, the preparation of deliverables and the collection of the contributions from other partners participating in the respective Work Packages for internal and external reports. They meet regularly via teleconference or face-to-face as a part of the PTC and arrange for additional technical meetings when necessary. They are expected to raise critical issues to the PTC and to support the PTM and the Project Manager in coordinating cross-work package relationships within the appropriate activity area. They must actively participate in the regular project-related meetings as well as prepare technical and status presentations as required.
Work Package Leaders are supported by **Task Leaders (TL)**. Task Leaders track technical and practical issues regarding the development of their tasks. Specifically, Task Leaders are responsible, limited to the task of their competence, for:

- Monitoring quality of deliverables and update the corresponding WPL.
- Identify possible risk and report them to the corresponding WPL.

The **Innovation Manager (IM)** facilitates the migration of the exploitable project foreground into products or IPs suitable for the reference markets. The IM will act in close coordination with the PC, TM and the EAB, and will advise the GA and PC on responses to changes in the industry scenario and roadmaps. The IM will also lead the T5.2 on Exploitation and IPR Management and Standardisation, in order to: (1) coordinate exploitation strategies amongst users, (2) monitor use and dissemination of Knowledge, (3) collect IPR information on project foreground, advising the owners on protection means, agreeing with their owner the access conditions for the project and then for the usage, keeping track of licensing within the project, moderating potential IPR conflicts, (4) assist dissemination and exploitation activities from the IPR perspective, and (5) ensure a consistent approach in dissemination activities by reviewing materials before their release to remove sensitive information and protect IPR through appropriate measures (copyright, patents, etc.). The IM is a person who has a solid industrial experience in turning leading edge solutions into a roadmap towards real products and solutions.

The IM acts in close cooperation with the **Dissemination Manager (DM)** and the **External Advisory Board Manager (ABM)** to raise awareness of the project, to maximise its visibility and to ease the uptake of its outputs outside the Consortium.

In summary the roles in the project are the following:

Role	Role	Chair	Institution	Deputy	Institution
Project Coordinator	**PC**	Massimo Celino	ENEA	Paolo Palazzari	ENEA
Project Technical Manager	**PTM**	William Fornaciari	POLIMI	Olivier Beaumont	INRIA
Innovation Manager	**IM**	Cosimo Gianfreda	E4	--	
Dissemination Manager	**DM**	Giovanni Agosta	POLIMI	Ariel Oleksiak	PSNC
EuroHPC and EPI contact Manager	**PCM**	Sergio Saponara	UNIPI	Xavier Martorell	BSC

4 Communication

4.1 Internal communication

The official language is English. All official correspondence within the partnership should be made in English, as well as all common project outputs, promotion materials, etc.. For local events and promotional activities, the partners can translate the materials into their local language.

The preferential ways for internal communication in the project are the following:

- the partner communicates directly with the TL and then with the WPL, who is in contact with the PC and the PTM.
- extraordinary situations can be discussed directly with the PC and the PTM
- the partner communicates with a PTC member in order to propose topics in the agenda of the next PTC meeting

To the preferential form of written communication is e-mail; all written communication is to be clearly marked with the acronym TEXTAROSSA in the mail objective. For an efficient communication, the name of the corresponding WP and a short description of the content should be included in the message.

To this end several mailing lists were created:

all-textarossa@polimi.it	Every participants is included
adm-textarossa@polimi.it	Administrative mailing list
tech-textarossa@polimi.it	Mailing list for technical topics
pmb-textarossa@polimi.it	Project management board mailing list
ptc-textarossa@polimi.it	Project Technical committee mailing list
wp1-textarossa@polimi.it	WP1 mailing list
wp2-textarossa@polimi.it	WP2 mailing list
wp3-textarossa@polimi.it	WP3 mailing list
wp4-textarossa@polimi.it	WP4 mailing list
wp5-textarossa@polimi.it	WP5 mailing list
wp6-textarossa@polimi.it	WP6 mailing list
wp7-textarossa@polimi.it	WP7 mailing list
wp8-textarossa@polimi.it	WP8 mailing list

Further mailing lists may be setup whenever required, according to the project needs, throughout the development of the project.

The mailing lists are managed by CINI-POLIMI. To request a change please keep in touch with: Federico Reghenziani (Federico.Reghenzani@polimi.it) and Filippo Sciamanna (Filippo.Sciamanna@polimi.it).

Partners shall immediately inform the coordinator of any changes occurring to project activities, as detailed within the project documents, as well as of any change at the team level structure.

4.2 PTC reporting

In order to optimize the duration of the PTC meeting and point out both advancements and issues in the project activities, every WP is asked to provide a written report before the PTC meeting. Minute file is prepared before the PTC meeting and shared with all partners by using the TEAMS platform. The minute reports the list of meeting participants and the agenda.

The minute contains the report from each WP in the following form:

WPx – WP *title* (M*start*-M*end*)
WPx Leader – Name & Surname

Task x.1: Task *title* (*Task leader*, **M*start*-M*end*)**

Last months: ...

Next months: ...

Issues: ...

Task x.2: Task *title* (*Task leader*, **M*start*-M*end*)**

Last months: ...

Next months: ...

Issues: ...

.....

Information about the WP has to be written before the PTC meeting by the WP leader. During the PTC meeting the WP leader discusses it. WP leader involves all Task leaders in writing this information for the PTC minutes.

WPLs report in the minute also about:

- **Innovation character**. WPL illustrates how the WP is providing innovative solutions to point out needs for identified target groups. This can be achieved either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand-new solution not yet available. Innovation does not necessarily mean to invent something completely new but can also occur when a methodology or approach that has proved to be a good practice is adapted.
- **Risk dimension**. WPL reports about risks that can limit the innovation character of the project results.
- **Dissemination dimension**. WPL reports on the planned dissemination and exploitation activities.
- **Impact dimension**. WPL illustrates the foreseeable impacts of the WP results internally and externally. He/She highlights the measures in place to ensure that the impact can be achieved. It is important to ensure the use of the results beyond the participants in the project, during and beyond the lifetime of the project.

4.3 Other communication infrastructures

Whenever appropriate TEAMS or Skype (or other systems), conference call shall be set up among partners of the consortium. The person convening the conference is responsible for:

1. Informing in advance the partners involved, as well as the coordinator and relevant WP leader(s).
2. Sending the agenda prior to the conference call.
3. Sending out the minutes detailing the outcome of the conference call.

4.4 File repository

A document repository has been setup in TEAMS. The team is called TEXTAROSSA and is located in the eneait environment. This can be accessed by a personal or professional account. It is mandatory to ask to the PC to be added as guest in the eneait environment.
There are two ways to access to the TEXTAROSSA area in TEAMS:

1. Install on your computer the TEAMS app and login with the userid sent to the coordinator. Inside the app, on the right up there is the possibility to choose the “tenant”. The eneait tenant has to be choosen to visualize the TEXTAROSSA team.
2. Use the browser: https://eneait.sharepoint.com/sites/TEXTAROSSA . This link is the intranet of the project. It can be used to have access to the same files that are available in the app.

5 Dissemination of results

5.1 Obligation to disseminate results

Unless it goes against their legitimate interests, each beneficiary must — as soon as possible — '**disseminate**' its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).
A beneficiary that intends to disseminate his results must give advance notice to the other beneficiaries of — unless agreed otherwise — at least 30 days, together with sufficient information on the results he will disseminate.

Any other beneficiary may object within — unless agreed otherwise — 20 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests.

5.2 Publications

Prior notice of any planned or intended publication (at least title, abstract, authors) shall be given to the other Parties at least 30 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination within 10 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.
The Parties are free to disseminate the Background and/or the Result they owned exclusively, upon previous information of the Coordinator. The Coordinator shall inform the other parties.

5.3 Open access to scientific publications

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results. In particular, it must:

a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications (**OpenAIRE**). Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
b) ensure open access to the deposited publication — via the repository — at the latest:
    I. on publication, if an electronic version is available for free via the publisher, or
    II. within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European High-Performance Computing Joint Undertaking Joint Undertaking", "European Union (EU)" and "Horizon 2020";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

5.4 Open access to research data

Regarding the digital research data generated in the action ('**data**'), the beneficiaries must:

a) deposit in a research data repository and take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate — free of charge for any user — the following:
   i. the data, including associated metadata, needed to validate the results presented in scientific publications, as soon as possible;
   ii. other data, including associated metadata, as specified and within the deadlines laid down in the 'data management plan';
b) provide information — via the repository — about tools and instruments at the disposal of the beneficiaries and necessary for validating the results (and — where possible — provide the tools and instruments themselves).

This does not change the obligation to protect results in GA Article 27, the confidentiality obligations in GA Article 36, the security obligations in GA Article 37 or the obligations to protect personal data in GA Article 39, all of which still apply.

As an exception, the beneficiaries do not have to ensure open access to specific parts of their research data under Point (a)(i) and (ii), if the achievement of the action's main objective would be jeopardised by making those specific parts of the research data openly accessible. In this case, the data management plan must contain the reasons for not giving access.

5.5 Obligation and right to use the JU logo and the EU emblem

Unless the JU requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

a) display the JU logo and
b) display the EU emblem and
c) include the following text:
   "*This project has received funding from the European High-Performance Computing Joint Undertaking (JU) under grant agreement No 956831. The JU receives support from the European Union's Horizon 2020 research and innovation programme and Italy, Germany, France, Spain, Poland*".

When displayed together with another logo, the JU logo and the EU emblem must have appropriate prominence.

After submission, the author notifies WP7 Leader by e-mail. Moreover, for what concern papers, the author uploads both the unformatted accepted version of the paper, indicating the DOI in the TEAMS repository, and the research data needed to validate the results presented in the deposited scientific publications.

When the paper is published, the author uploads the paper on both OpenAire and TEAMS repository.

5.6 Posters, modular stands, kakemonos and talks

All must bear the mentions described above. Speakers must specifically acknowledge the TEXTAROSSA project, as well as the support received from the European Union. Logos and template have to be used.

After the event, posters and talks must be uploaded on TEAMS repository and the WP7 leader has to be notified about that. All relevant information about the event must be sent to WP7 leader:

- Event details: type of event, location, dates, website of the event, agenda/program of the event
- Persons participating to the event
- In case of publications: full reference of the published paper
- If possible: presentation given during the event
- In case of poster: poster presented

5.7 TEXTAROSSA meetings and workshops

If a meeting or a workshop is organized by a TEXTAROSSA partner, it is important to collect information, before and after the event, to maximise the dissemination. Moreover it is needed to know the impact of the event and the level of satisfaction of the participants. In summary, some steps can be taken to gather information after the event. In the following a list of action for the event organization.

Before the event:

- Information should be sent to PTC
- Information about the event must appear on the TEXTAROSSA website
- Information about the event must appear on the TEXTAROSSA social media
- Documents will be available on TEAMS repository for the organization of the event

After the event:

The organizer must send to WP7 leader the following information:

- Number of participants
- Institutions of the participants, with mention of number of industrial participants
- The email addresses of the participants who agreed to receive infos/newsletters from TEXTAROSSA
- Photos, surveys, press releases, summary of the event and other event-related material
- Number of accesses to the project website and social media platforms has to be checked in order to measure the impact of the event.

All documents, including photos and presentations, have to be uploaded on the TEAMS repository.

6 Deliverables

6.1 Introduction

Deliverables are extremely important documents in the TEXTAROSSA project. Indeed, they are the official documents toward both the Project Officier and the European Commission. Moreover, deliverables are one of the tools to communicate information and advancements within the Consortium. To this end, it is needed to have an agreed procedure to prepare, discuss, review and submit the deliverables.
It is worth to underline that all partners are asked to contribute to the TEXTAROSSA deliverables. Some partners are directly involved in the writing specific deliverables, as defined in the Grant Agreement, others are involved by reviewing and discussing the text with the authors. Among the others, PTC members are firstly committed to assure high quality of the TEXTAROSSA deliverables.

6.2 Procedure for deliverables

The deliverable is prepared by using the template that is available in the project repository. Two templates are available: in Word Microsoft and in Latex.
Each deliverable will be subject to reviews before being released and forwarded to the Commission. The following procedure is given to assure high quality deliverables to be submitted to the European Commission. The procedure is composed by the following steps:

1. Four weeks before the due date. the main author sends the deliverable to the WP Leader.
2. Three weeks before the due date. Work Package Leader is responsible for sending, three weeks prior to the due date, the final version of the deliverable to the PC, PTM and two designated peer reviewers participating in the Consortium. They have one week to send back their comments.
3. The deliverable is made available, through the repository to the PTC members.
4. Two weeks before the due date. The Work Package Leader and the main author have one week to correct the deliverable.
5. One week before the due date. The WPL sends the deliverable to the PC and PTM.
6. The day before the deadline the PC submit the deliverable to the European Commission and uploads the final version to the TEAMS repository.

Deliverables are always discussed during PTC meetings to set deadlines and coordinate the partner participation.

7 Conclusions

In this deliverable the management structure, the dissemination procedures and the deliverable submission process are reviewed, collected and summarized to be easily accessed by all partners. Some information is from the Grant Agreement, others from the Consortium Agreement. Details about the dissemination and the deliverable procedures are instead from internal discussions among the partners.

This deliverable is a ready-to-use handbook for all partners of the TEXTAROSSA project. In this deliverable the agreed internal procedures are collected in order to be a point of reference for a day-by-day usage. The main aim of this document is to speed-up the interactions among the partners and to avoid as much as possible discussions and misunderstandings. Moreover, it will be a best practice for the Consortium to enlighten improvements in the internal procedures. All improvements will be then added in this document for new revised versions of the deliverable.