The Wikirate Project

Crowdsourcing and data mining empowering consumers
to play a role as ethical economic citizens

FP7-609897

▸ Project Management Handbook
D1.1.1

Vishal Kapadia ▸ Wikirate e.V. ▸ 12/03/2013

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Abstract

This handbook provides all the information that is needed to facilitate the administrative and financial management of the project, the monitoring of the overall progress and the communication between project partners and the Commission.

This document is intended to be a living document that will be updated according to the needs during the life of the Project.

SEVENTH FRAMEWORK PROGRAMME

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Executive Summary

The present document intends to be a guideline for all the partners of 'The Wikrate Project'. Its goal is to make explicit the project management organization, as it appears in the contract and its annex - Description of Work (DoW), the basic information allowing the financial follow-up and the rules to ensure a high quality production.

This guide deals with all practical aspects of the management of the project, namely: the implemented project organization, with the names of the responsible partners for the different work packages and tasks, and the different management bodies. It presents the basic management information: all participants are bound to use the same templates for the project documents, use a standard numbering scheme for file numbering. Some guidelines are given to the authors of documents and the wiki platform set-up by the Project.

Finally, it intends to set-up the rules and procedures to achieve deliverables and deliveries of high quality.

The document will be updated according to the needs during the life of the project.

Abbreviations and Acronyms

AB	Advisory Board
BIC	Bank Identifier Code
CA	Consortium Agreement
DoW	Description of Work
GA	Grant Agreement
GPF	Grant Agreement Preparation Forms
IBAN	International Bank Account Number
PC	Project Coordinator
PMB	Project Management Board
ToC	Table of Content
WPL	WP Leaders

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1 Introduction – Project Overview

The Wikirate Project will develop a new crowdsourcing platform at the address http://wikirate.org. This platform will allow users to enter information from external sources upon which they can make claims about companies and their behaviour. The claims will have the ability to be tagged by topics and companies, which they relate to. From these claims users can generate and browse contextually rich data, engaging with information about the ethical practices of companies. Using further tools such as summaries and analyses as a base, the project will develop rating methodologies to begin to rate companies according to their ethical practices.

In the early stages the focus is on community building, data generation and product development. Later on in the project the focus will shift to gamifying the incentives within the Wikirate.org community and towards development of effective rating algorithms.

The project will ultimately enable all stakeholders of a company to consider the ethical costs and benefits associated with production and purchase, in addition to the economic ones. Through affecting stakeholder incentives, we expect that businesses will be compelled to pay attention to maintain better ethical practices, overall.

The Wikirate Project Consortium includes the following 5 partners

Full Name	Short Name	Country
Centre for Research and Technology Hellas (Coordinator)	CERTH	Greece
The University of Cambridge	Cambridge	United Kingdom
Grass Commons	Grass Commons	United States
Fondazione <ahref	AHREF	Italy
The Wikirate Project e.V.	Wikirate e.V.	Germany

Table 1 Consortium partners

2 General Project organisation

'The Wikirate Project' consortium has been composed in order to include:

- Complementary R&D expertise at the different research areas (online community research, specifications of online incentives, user-centric design and development, data mining and filtering, community building strategy) of the project;

- Capabilities in software architecture as a foundation for a dynamic platform;

- Expert knowledge and capabilities for providing data around online community construction and development;

- Externally focussed partners for dissemination and exploitation pathways

- Management capabilities to respond to the need of WP and overall project management.

All research teams are part of large and well-known academic organisations with significant research experience. Apart from the work to be carried out for Wikirate.org, they will bring to the project a valuable background in research methods and tools relevant to the project's objectives (incentive construction, collaborative editing, data filtering, community construction and user centric design).

In the following list, the specific expertise and capabilities relating to the contribution of each partner is outlined.

Partner	Specific Expertise and Capabilities	Personnel who will Contribute to the project	WPs with major roles
Centre for Research and Technology Hellas (Coordinator)	Specialists in data mining and providing data filters; administration and financial coordination	Sotiris Diplaris, Yiannis Kompatsiaris, Yiannis Tsampoulatidis, Symeon Papadopoulos	1, 5
The University of Cambridge	User centric software design and development, online psychometrics research	John Rust; Bartoscz Kielczewski; further hires to be confirmed	2, 3, 4, 5, 6, 7
Grass Commons	Software architecture and development to provide foundation for Wikirate.org	Ethan McCutchen	2, 4, 6, 7
Fondazione <ahref	Gamification and incentive creation in online communities	John Rust, further hire to be confirmed[1]	3
The Wikirate Project e.V.	Dissemination and scientific coordination	Philipp Hirche, Vishal Kapadia, Lucia Lu	1, 4, 8

Table 2 The Wikirate Project partners' keys capabilities

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[1] Until Researcher found by Cambridge University, Maurizio Teli to lead this work package

The next figure presents a diagrammatic description of project partner groupings and interactions.
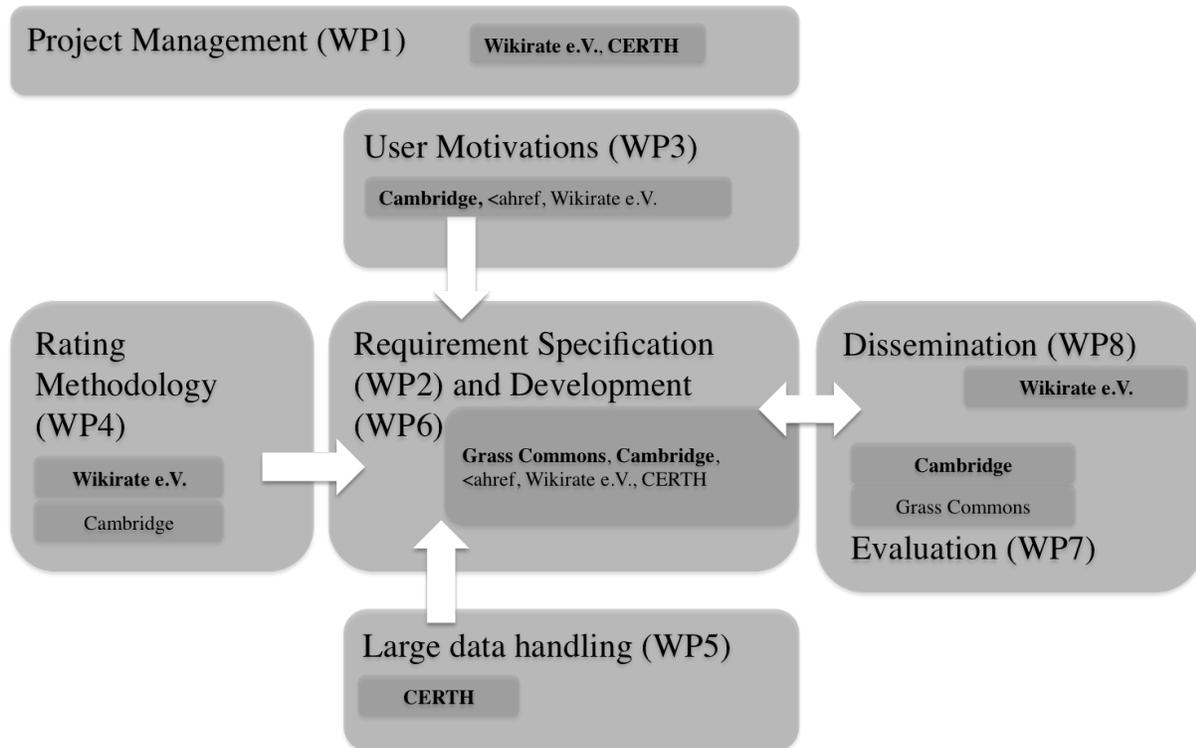
Figure 1 Work overview and partner responsibilities in The Wikirate Project

All partners have signed a Consortium Agreement (CA) [1] that specifies or supplements between themselves the provisions of the contract and its annexes.

Based on the requirements of The Wikirate Project, several management entities / roles have been identified and their roles are detailed in the DoW:

- Project Coordinator (also the Financial Coordinator)
- Co-coordinator (also responsible for Scientific Coordination)
- WP Leaders (WPL)

There will also be a project management board (PMB), which will be consulted to steer the project, where necessary. This PMB will meet as required, in concert with quarterly meetings. There will also be a coordination team, outlined below with representatives from CERTH and Wikirate e.V. who will play a mediation role in any conflicts which may arise during the project term.

2.1 Project Coordination

The project coordination role is split between Wikirate e.V. and CERTH. CERTH is the financial coordinator, and the official coordinator in relation to the European Commission. Wikirate e.V. is responsible for the coordination of the project in administrative, contractual and technical terms. Wikirate e.V originally intended to be the coordinator, but ceded the role to CERTH upon request from the European commission, due to Wikirate e.V.'s start up status.

Wikirate e.V. is also the scientific coordinator, but such efforts are captured under the relevant WPs, not under WP1.

Coordinator's address:

Centre for research and technology Hellas (CERTH)
Information Technologies Institute
6th km Charilaou-Thermi Road
GR57001 Thermi-Thessaloniki
Greece

Co-coordinator's address:

The Wikirate Project e.V.
Sophienstrasse 24
10178 Berlin
Germany

In the following table the main contact persons in administrative and technical affairs are listed:

Contact person	Telephone	Fax	Email Address	Responsibility
Yiannis Kompatsiaris	+302311257774	+30 2310474128	ikom@iti.gr	Project Coordinator (PC)
Philipp Hirche	+447449728395	NA	philipp@wikirate.org	Project co-coordinator
Vishal Kapadia	+49175709 6827	NA	vishal@wikirate.org	Scientific coordinator; Quality management
Sotiris Diplaris	+30 2311257778	+30 2310474128	diplaris@iti.gr	Project Assistant in administration and financial issues

Table 3 Administrative and technical affairs main contacts

2.2 WP Leaders

Work package	Title	WP Leader	Name of WP Leader
WP1	Project Management	Wikirate e.V.	Vishal Kapadia
WP2	Interactive Design	Grass Commons	Ethan McCutchen
WP3	User & Community Dynamics	Cambridge	Maurizio Teli
WP4	Corporate Social Responsibility (CSR) Ratings	Wikirate e.V.	Vishal Kapadia
WP5	Scalable Analytics for User Contributions	CERTH	Yiannis Tsampoulatidis
WP6	Wikirate Architecture and Development	Cambridge	John Rust
WP7	Evaluation	Cambridge	John Rust
WP8	Dissemination and Exploitation	Wikirate e.V.	Vishal Kapadia

Table 4 WP leaders

2.3 Project Management Board (PMB)

Complete Rules are defined in the Consortium Agreement [1].
The list of authorized representatives has been defined as follows:

Partner	Representative	Deputy
Wikirate e.V.	Philipp Hirche	Vishal Kapadia
Cambridge	John Rust	
<ahref	Maurizio Teli	
CERTH	Yiannis Kompatsiaris	Sotiris Diplaris
Grass Commons	Ethan McCutchen	

Table 5 PMB members

2.4 Coordination team

Contact Person	Partner	Contact
Vishal Kapadia	Wikirate e.V.	vishal@wikirate.org
Philipp Hirche	Wikirate e.V.	philipp@wikirate.org
Yiannis Kompatsiaris	CERTH	ikom@iti.gr
Sotiris Diplaris	CERTH	diplaris@iti.gr
Lucia Lu	Wikirate e.V.	lucia@wikirate.org

Table 6 Coordination members

2.5 Management of Intellectual Property rights

All aspects concerning intellectual property rights and management of knowledge are settled in the Consortium Agreement. In general, all foreground and background for this project will be available royalty-free.

Wikirate e.V. will continue to oversee the Project beyond its term, and thus will hold ultimate rights to all data and code specific to the website wikirate.org. Note that both will be made available royalty-free to project partners, and to the broader public with the API developed under T6.4 (Application Programming Interface), and from a legal perspective through appropriate open-source licenses (GNU Public License).

Grass Commons will hold all code related to Wagn developed in this project under the GNU Public License v2 as well. Respectively CERTH will hold its Scalable Analytics code developed in this project in terms of WP5 (T5.1, T5.2 and topic detection in T5.3), under the GPL v3 Public License.

2.5 Conflict resolution

The procedures described above are designed to minimise the chances of conflicts. Nevertheless, should any conflict arise, the first step towards resolution would be for the Coordination team as defined above, to discuss the problem with the involved parts in order to seek amicable settlement. If a resolution is not achieved, then a majority vote of the PMB will settle the issue.

Any conflicts that cannot be resolved through the principles above will be handled according to the dispute resolution provisions made in the CA. However, before using these procedures, the Project Coordination team members will make the best effort to resolve conflicts amicably.

2.6 Consortium Meetings

Project meetings are important, in order to make necessary decisions regarding the project directions. The project meeting schedule is not predefined because the meeting frequency depends on the project needs. Therefore, the date and location of each meeting is decided during the previous one. Of course except for plenary meetings, WP (or smaller group) meetings can be arranged if the WP leader or task leader considers that this is necessary.

The following types of meetings are applicable in the Wikirate Project:

Type of meeting	Freq.	Purpose	Participants	Venue
Kick-off meeting	1	To launch the project and refine plans and arrangements for the initial implementation phase. Where appropriate, to meet and exchange non-confidential information with representatives of Support Projects	Consortium members, Project Officer, where appropriate unit management	Cambridge
Quarterly 'Huddle' meetings	Every quarter	To collaborate on top line issues facing the project between all consortium partners. Appropriate issues will be raised prior to the meeting; as well as broader goals, which affect all partners. Output of meeting should be actionable and set direction for partners.	Consortium members	Every second huddle will be held 'online'; whilst remaining huddles will be rotated to a different venue, each time hosted by a project partner.
Review meeting	1 per calendar year + 1 six month review	To evaluate intermediate and final results. To assess quality, impact and effectiveness of project work.	Co-ordinator and relevant workpackage leaders, Project Officer, Peer Reviewers	Brussels or suitable project site, to be decided in agreement with the Project Officer
Concertation & Cluster meetings	2 per calendar year	To actively participate in discussions and demonstrations organised by the ICT programme. To present work in progress and demonstrate intermediate results. To identify and discuss areas of common interest. To plan joint investigations and dissemination activities.	Coordinators of consortia and/or workpackage leaders, plus external experts, suppliers and users where appropriate	Brussels

Type of meeting	Freq.	Purpose	Participants	Venue
Project Management Board (PMB) meeting	As required, in connection with consortium meetings	The PMB has responsibility for monitoring the overall technical progress and direction of the project, the R&D performance of the project and monitor accomplishment of the technical & business objectives. It is also responsible for the resources used and the costs incurred, risk evaluation and watch for Ethical Assessment.	One person per partner organization	In connection with Consortium meetings

Table 7 Meetings types

Issues regarding governance structure, voting, agenda etc. can be found in the Consortium Agreement [1].

Also, whenever needed, online conferences between project or WP members will take place. These online conferences are performed in order to discuss and resolve issues when communication through email is not adequate.

3 Information Management

3.1 Collaborative Tool

Wagn is a wiki platform created by Grass Commons, a Wikirate Consortium partner. As the tool on which Wikirate.org is based, it is familiar to all partners, and the additional tool usage in this context supports the broader goals of the Wikirate Project.

Wagn supports simple WYSIWYG editing and simple re-use of information via transclusion, making administrative data both easy to use and easy to maintain. Unlike most content management systems, Wagn supports true application-based file permission checking, as opposed to relegating this task to the webserver, which enhances security and simplifies data maintenance.

Wagn is implemented in Ruby and is distributed under the terms of the GNU General Public License, making it free and open source software. A Wagn website has been created at a temporary url (http://docs.wikirate.eu.779.cldstr.com/) and will soon be moved to docs.wikirate.eu. Wiki functionalities allow not only file and document uploading and sharing, but also creation and editing of living documents that can be accessed and edited simultaneously by multiple users.
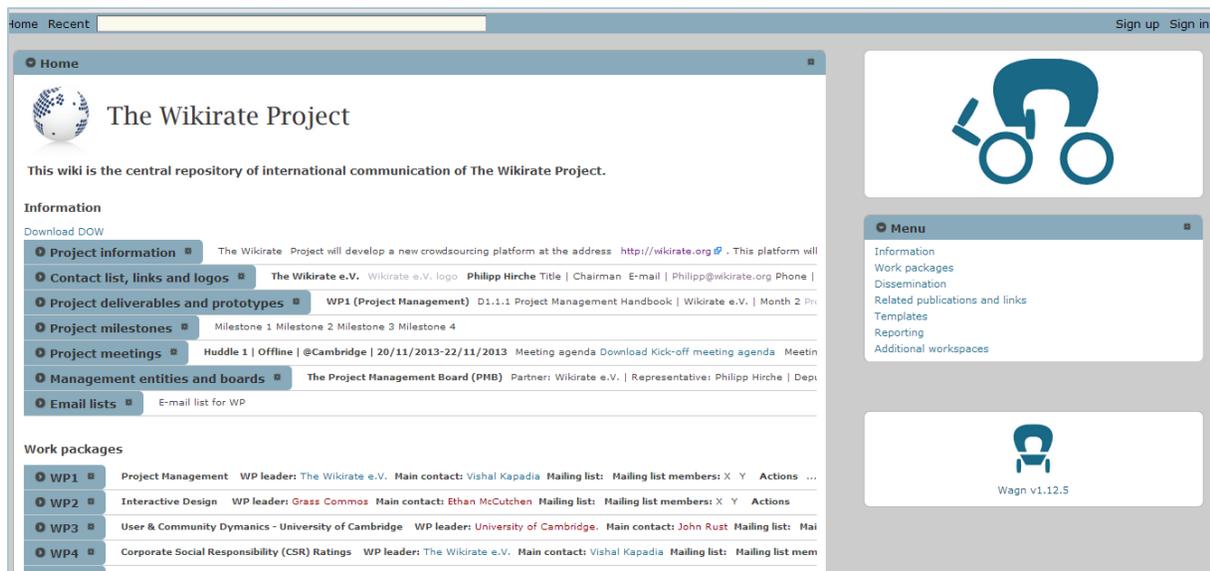

Figure 2 The Wikirate Project's project-wiki home page

In the wiki there is information about project administrative issues such as contract documents, effort tables, management entities and boards etc. Furthermore, the project reporting (Section 5.2) is performed through the wiki.

Besides the administrative and managerial part, wiki is also used for the actual project work. There are subpages for every work package and task. In each work package page there are informative tables containing the work package tasks, effort allocation and the deliverables. There are also parts like work package and task planning for the forthcoming period and open issues in which the work that should be performed, and the possible issues that should be taken account are described.
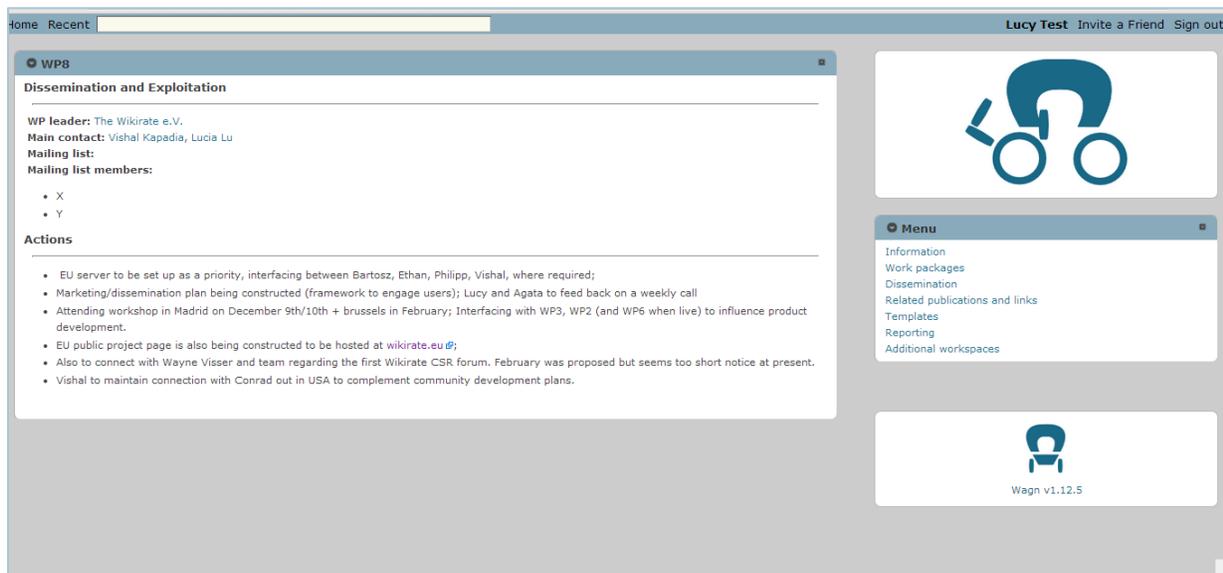

Figure 3 Wikirate WP8 page

Through the wiki tool, any consortium member can create very easily a new subpage and any other member can edit, comment or add content to it. Wagn also supports file upload, a feature that is used for big documents, specific template documents (e.g. deliverables) or other file types (such as excel sheets, images etc.).

Finally, publication and dissemination activities as well as meeting information (presentations, minutes) are also stored in the wiki tool.

The collaborative tool is administrated by Ethan McCutchen (ethan@grasscommons.org), who is one of the platform's primary developers. The webmaster will be Lucia Lu of Wikirate e.V.

3.2 Document Templates

In order to achieve uniformity in the presentation of Wikirate's deliverables, internal documents and presentations, the Coordination team has provided separate templates for each type of document. The following templates are available in the project wiki:

- Templates for document deliverables in MS Word
- Template for documents other than deliverables in MS Word
- Template for MS Powerpoint presentations
- Template for pre and post huddle summaries

3.3 File naming and numbering

All created files should be uploaded to the project-wiki server. Although they will be linked to the wiki's web pages, it would be useful to follow rules regarding their naming. This way the document retrieval would be much easier since its content could be identified directly from its file name without having to download and open them.

Using the Media Files utility of the wiki, the full list of all the uploaded files in the wiki site is shown.

In order to avoid mailboxes overload, the documents should not be distributed via email but they should be uploaded to the wiki and then the list (or the related partners) should be notified via email (including the url of the uploaded document).

In general, each document name consists of fields describing its attributes. These fields are:

<Deliverable>_<Title>_<YYYYMMDD>_<version>_<partner short name>;

For files other than deliverables the first field should describe the file type either with short hand agreed on the project-wiki (e.g. D1.2 for Deliverable 1.2) or with suitable indication of file type. Other file types will include 'Minutes' (M), 'Report' (R), and 'Slides' (S).

An example follows:

D1.2_Project Management Handbook_20131128_v1.0_Wikirate e.V.

3.4 Actions and open issues logging

Actions and open issues logging is a very important procedure and their continuous update is significant. For that reason, in each WP page there is a special section for action and open documentation. It is very important the WP leaders to update this section as frequently as it is needed. WP leaders are responsible for keeping this section up to date.

During the Consortium meetings minutes are kept online using a collaborative tool, namely Etherpad[2]. After the meeting, minutes from all sessions are recorded in the suitable minutes template format (see Section 3.2).

3.5 Managing code developed and used in the project

Source revision control of Wagn's core codebase is achieved with Git and hosted at https://github.com/wagn/wagn. Code alterations may be submitted to GitHub in the form of "pull requests" by any GitHub user as outlined in the project's contributors page at https://github.com/wagn/wagn/blob/master/CONTRIBUTING.rdoc. Even senior developers will follow this pattern to support transparency and discussion of code changes. All alterations will be reviewed and approved or rejected by senior developers authorized by Ethan McCutchen.

Similarly, Git and Github will be used for all Wagn modules created under The Wikirate Project. Wagn modules will initially be organized under a single public Git repository managed by Ethan McCutchen. As it occurs that modules mature and become useful to the broader Wagn community, they may be broken up into smaller repositories to facilitate distribution and lower the barrier to developer contribution. Code alterations will follow the same "pull request" pattern as the Wagn core pattern described above.

The Wikirate support code contributed by CERTH under the Wikirate Project will also be maintained and published using Git and GitHub in a separate public repository or repositories managed by CERTH.

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[2] http://etherpad.com/

3.6 Ticketing Process for software

For all software development on the Wikirate Project, objectives should align through use of the project's Pivotal Tracker[3] tool. All software related modules will be logged according to work package on the pivotal tracker website, where Wikirate will benefit from non-profit licenses for users.

Ethan McCutchen will invite relevant partners to sign up and sign in in order to add tickets and show progress on development items. There is also a facility to report bugs; as well as adding comments to tickets.

Pivotal Tracker is also useful in that non-developers can observe and affect the process flow. Here non-developers may see the expected and actual progress of developers on software modules, as well as prioritise which components have higher priority. There is also a view, which estimates software module completions using historical work patterns as a basis.

Pivotal tracker's structure is congruous with an iterative and user centric development approach. The tool's user stories correlate with real and hypothetical stories that users will encounter in their attempts to navigate the website at 'http://wikirate.org.'

Any problems encountered with Pivotal Tracker can be addressed to Ethan directly at
ethan@grasscommons.org.

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[3] http://pivotaltracker.com

3.7 Mailing lists

The main email list of the project is the Consortium group list: 'consortium@wikirate.org'. Furthermore, there are other less broad lists related to specific consortium members. These lists are:

- **Work package leaders list**: 'wpleaders@wikirate.org'. This list contains the emails of the Work package leaders namely two emails (one regular and one deputy) per each work package.

- **PMB list**: 'pmb@wikirate.org'. This list contains the emails of the PMB members namely two emails (one regular and one deputy) per each partner.

- **Financial list**: 'financial@wikirate.org'. This list contains the emails of the member of each partner responsible for financial reporting.

- **Development list**: 'dev@wikirate.org'. This list contains the emails of the project members who's roles correspond with development

The subscribed emails of all the email lists above are listed in the project wiki. The lists are administrated by Vishal Kapadia (of Wikirate e.V.).

Note that these emails should not be posted elsewhere than the project partners in order to avoid spam attacks. If someone wishes to send an email to many recipients, including the lists above (e.g. a call for papers), he should add the Wikirate Project emails to the bcc recipients. To further reduce the likelihood of spam attacks the mailing lists should be 'closed', such that only list members have authorisation to post to them.

Except for the lists above, there are also the WP lists in which the WP members can be subscribed. The WP leader is the administrator of each list and he is responsible for its maintenance. More specifically,

Email List name	Email List Admin	Partner organisation
WP1	Vishal Kapadia	Wikirate
WP2	Ethan McCutchen	Grass Commons
WP3	John Rust	Cambridge
WP4	Vishal Kapadia	Wikirate
WP5	Sotiris Diplaris	CERTH
WP6	John Rust	Cambridge
WP7	John Rust	Cambridge
WP8	Vishal Kapadia	Wikirate

Table 8 The Wikirate Project e-mail list

3.8 Alignment of Partners

This next section details the processes and controls around deliverable submission, as well as alignment of all partners through 'huddles', which will factor into quarterly and annual progress reports.

3.8.1 Preparation and submission of deliverables

WP Deliverables should be submitted to the scientific coordinator in a timely manner to be reviewed in advance of the final submission deadline. There should be ample time for revisions to be carried out by the project partner, where required before final submission via the project coordinator. This should occur at least 5 working days (one week) and ideally 10 working days (2 weeks) before the deadline for submission so that appropriate revisions can be made, where required.

WP deliverables should be submitted with reference to the templates provided on the project wiki page. WP leaders should take ultimate responsibility for preparation and submission of reports; where the deliverable is of another type (for example an implementation on the website) the WP leader should be responsible for ensuring that the deliverable is complete.

Progress on tasks will be summarised to the commission in the quarterly and annual progress reports. In advance of these reports a progress update on each task and deliverable should be given to the scientific coordinator in the run up to quarterly reviews. These updates and deliverables should be sent to the scientific coordinator at least 10 working days in advance of a review, such that the report can be compiled effectively. A template for the progress updates will be developed and improved over time in order to streamline the progress report drafting.

3.8.2 Huddles: Regular meetings to align objectives

Every quarter the consortium will meet either online or offline. This meeting will be referred to as a 'huddle'. Pre and post huddle reports will inform the Quarterly and annual progress reports. Summaries from all partners pre-huddle will help to tailor the more focused aspects of the huddle sessions. The five working days leading up to the 'huddle' will be used for collection of input, which will feed into each quarterly meeting.

All huddles will have themes: these themes will be visible on the project wiki and should correspond to a larger picture challenge, which all partners should be thinking about how to address.

During the huddles, all notes will be logged in an Etherpad[4], which will be hosted on the Wikirate.eu server. All project participants can add to these living documents and after the huddle these comments should be summarised in a post huddle report.

The outcome of huddles should be in setting development, community and research priorities for the project moving forward; as well as bringing together parties to discuss about overlapping work segments.

3.8.3 Coordination tools

Due to the need for collaboration in this project and the remoteness of teams we have put an emphasis on the project management tools, which project partners will use to stay in touch.

All project partners will share skype and google hangout details via our project-wiki; in addition to phone numbers. This will allow for greater interaction; where project partners are expected to be online during the course of the day; lowering the barrier to communication where a small step from an email to a text or video chat can easily be achieved.

In addition, to see what is being done within a work package we will use the tool 'Pivotal Tracker'[5], which allows for management of development projects; as well as tracking overall tasks on a deliverable.

As mentioned previously Etherpad will be used for video meeting notes, whilst the project-wiki will host all important and useful files.

3.8.4 Integrative work

Due to the iterative nature of development of the product at '**http://wikirate.org**' partners should reach out to each other wherever necessary to coordinate on interdependent tasks and deliverables. Whilst some frameworks are in place already to ensure such collaboration (e.g.

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[4] http:// etherpad.com

[5] http://pivotaltracker.com

huddles) the WP leaders should look to instigate contact with other task leaders where appropriate, with the scientific coordinator informed of collaborations.

3.9 Reporting

Templates will be provided by WP1 for all requested reporting.

Answers to questions related to reporting are to be found under following link:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf

3.9.1 Quarterly Management Report

To ensure a proper follow-up of the consortium level of expenses and to ensure quality follow-up of deadlines, quarterly reporting will be performed internally using the wiki, and reports will be submitted to the Commission.

The Quarterly Management Report should be limited to following sections:

- The project activity report in term of key results achieved by the project during the past quarter (WP Level): the Status of deliverables and the list of main/key achievements of the activities which are detailed in each WP description of the DoW have to be detailed. Issues or Deviations from intended plan have to be clearly stated.
- Expenses: Human resources (a table and graph presenting the human resources expenses); Issues or Deviations from intended plan have to be clearly stated.
- Miscellaneous:
  o Meetings attended (where, when)
  o Publications/Presentation (title, where, author(s))

3.9.2 Annual report

As defined in Article 4 of the GA, the project is bound to submit following reports within 60 days following the end of the respective periods identified as follows:

The Wikirate project is divided into reporting periods of the following duration:

- **P1:** from month 1 to month 12, ie. from 01 October 2013 till 30 September 2014
- **P2:** from month 13 to month 24 ie. from 01 October 2014 till 30 September 2015
- **Final:** from month 25 to the last month of the project, ie. from 01 October 2015 till 30 September 2016

The Periodic report comprises:

- An overview, including a publishable summary of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I.
- An explanation of the use of the resources,
- A Financial Statement accompanied, when appropriate, by audit certificates;

Linked with the annual report, the partners have to declare yearly their expenses on the NEF tool through the Participant Web portal.

The coordinator will provide in due time precise instructions and deadlines.

A Cost Financial Statement (CFS) is mandatory for every claim (interim or final) in the form of reimbursement of costs whenever the amount of the EU contribution is equal or superior to EUR 375,000 when cumulated with all previous interim payments (not including the pre-financing) for which a CFS has not been submitted. Once a CFS is submitted, the threshold of EUR 375,000 applies again for subsequent EU/ contributions but the count starts from 0.

This certificate must be submitted following the template provided in Annex D of the GA. This model is compulsory.

ftp://ftp.cordis.europa.eu/pub/fp7/docs/rea-annex7-mcform-d_en.pdf

The CFS must certify all eligible costs and is itself considered as an eligible cost.

A complete guideline related to financial issues is available on the following link: ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf

3.9.3 Final Report

In addition to the Periodic report, the consortium shall submit a final report to the Commission within 60 days after the end of the project. The report shall comprise:

- A final publishable summary report covering results, conclusions and socioeconomic impact of the project.
- A report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as the plan for the use and dissemination of foreground.

4 Quality management

4.1 Quality Management practices

The practices detailed in section 3 of this document around information management and collaboration has been set up to ensure quality communications and quality of output between collaborating partners. This includes software ticketing, issues logging, the collaborative project website at **http://docs.wikirate.eu**; naming and numbering conventions for shared documents and deliverables; and using pivotal tracker for user/developer interactions.

As stated in the DoW further quality management will be achieved by the assignment of peer reviewers to deliverables elaborated by the work package leader.

The responsibilities concerning ongoing Quality Management can be summarized as follows:

- Elaboration, implementation and supervision of a Quality Management System (QMS) (strategy, procedures and methods)

- Organization and coordination of peer reviews of deliverables

The risk management consists of the evaluation $_{of}$ risks concerning the achievement of project goals and the design of relevant contingency plans. A risk strategy is set up that will be conducted in a quarterly risk identification and assessment (i.e. delays, loss of key partners etc.). Close collaboration between the PC and the WPL is envisaged. The main tasks are:

- Design and implementation of an efficient risk management system (including risk management organisation, risk categories, risk indicators)
- Set up and control of a consistent counter measure system
- Advising and informing the GA on risks such as delays or insufficient fulfillment of tasks
- Preparation of Risk Management reports for the project activity reports.

5 References

[1]   The Wikirate Project Consortium Agreement (Project Information section of the Wikirate project-wiki webpage).

[2]   Grant Agreement: Annex 1 – "Description of Work", dated 2013-09-06 (Project information section of the Wikirate project-wiki webpage)