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# Deliverable 9.1 Management Website

Work Package 9: Management and Coordination

**affecTive basEd iNtegrated carE for better Quality of Life: TeNDER Project**

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The TeNDER consortium consists of the following Partners.

*Table 1 - Consortium Partners List*

No	Name	Short name	Country
1	UNIVERSIDAD POLITECNICA DE MADRID	UPM	Spain
2	MAGGIOLI SPA	MAG	Italy
3	DATAWIZARD SRL	DW	Italy
4	UBIWHERE LDA	UBIWHERE	Portugal
5	ELGOLINE DOO	ELGOLINE	Slovenia
6	ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS	CERTH	Greece
7	VRIJE UNIVERSITEIT BRUSSEL	VUB	Belgium
8	FEDERATION EUROPEENNE DES HOPITAUX ET DES SOINS DE SANTE	HOPE	Belgium
9	SERVICIO MADRILENO DE SALUD	SERMAS	Spain
10	SCHON KLINIK BAD AIBLING SE & CO KG	SKBA	Germany
11	UNIVERSITA DEGLI STUDI DI ROMA TOR VERGATA	UNITOV	Italy
12	SLOVENSKO ZDRUZENJE ZA POMOC PRI DEMENCI - SPOMINCICA ALZHEIMER SLOVENIJA	SPO	Slovenia
13	ASOCIACION PARKINSON MADRID	APM	Spain

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<sup>1</sup> **R:** Document, report; **DEM:** Demonstrator, pilot, prototype; **DEC:** Websites, patent fillings, videos, etc.; **OTHER;** ETHICS: Ethics requirement; ORDP: Open Research Data Pilot.

<sup>2</sup> **PU:** Public; **CO:** Confidential, only for members of the consortium (including the Commission Services).

# Document History

Version	Date	Status	Authors, Reviewers	Description
v 0.01	01/02/2020	Template	Annelore Hermann	First draft.
v.01	05/02/2020	First version	Gustavo Hernández	First complete version.
v.02	12/02/2020	Structure revision and completion	Federico Álvarez	Second Complete Version
v.03	19/02/2020	Complete review and additional Coordination measures	Gustavo Hernández	Third complete version
v.06	28/02/2020	Insertion of last General Assembly meeting and complete review	Gustavo Hernández	Final Version

# Acronyms and Abbreviations

Acronym/Abbreviation	Description
TeNDER	affecTive basEd iNtegrateD carE for betteR Quality of Life
WP9	Work Package
T9.1	Task
Mx	Month (where x defines a project month e.g. M8)
EU	European Union
IoT	Internet of Things
IoHT	Internet of Healthcare Things
CI/CD	Continuous Integration, Continuous Development

# Contents

<b>1</b>	<b>INTRODUCTION</b>	<b>9</b>
<b>2</b>	<b>COMMUNICATION BETWEEN ALL PARTNERS</b>	<b>9</b>
<b>2.1</b>	<b>Mailing-lists creation.</b>	<b>10</b>
<b>2.2</b>	<b>Working groups creation</b>	<b>11</b>
<b>3</b>	<b>FOLLOW-UP PROJECT DEVELOPMENTS</b>	<b>12</b>
<b>3.1</b>	<b>Periodical control General, End Users and technical telcos</b>	<b>12</b>
<b>3.2</b>	<b>Kick-off meeting in Madrid (December 2019)</b>	<b>13</b>
<b>4</b>	<b>COORDINATION AND ORGANIZATION TOOLS</b>	<b>15</b>
<b>4.1</b>	<b>The project’s repository: “Owncloud”</b>	<b>15</b>
<b>4.2</b>	<b>Phone conferences: Meetings on Skype Business</b>	<b>16</b>
<b>5</b>	<b>REFERENCES</b>	<b>19</b>

## List of Figures

Figure 1 Pillars of the TeNDER management a coordination .....	9
Figure 2 TeNDER repositoru containing the agendas and minutes of telcos .....	12
Figure 3 – Manual of the “Owncloud” repository .....	15
Figure 4 Folder overview of the “Owncloud” repository .....	16
Figure 5 Example of a phone conference scheduled on Skype Business (extract of a Google calendar) .....	17
Figure 6 Example of the agenda for a telco .....	18

## List of Tables

Table 1 - Consortium Partners List .....	2
Table 2 Mailing list creation and distribution for TeNDER project.....	10
Table 3 Participants to the TeNDER Kick-off .....	13
Table 4 List of attendants to TeNDER GA telco .....	14

# Executive Summary

This document describes the work performed so far to setup the administrative framework of the TeNDER activities. The coordination partner, Universidad Politécnica de Madrid UPM, has define a set of tools to enable communication among all partners. Additionally, UPM has scheduled the control (follow-up) mechanisms to guarantee appropriate TeNDER's development. Therefore, this report provides the details on the TeNDER strategy from a management and coordination perspective.

This deliverable contains three main sections describing the pillars identified as relevant for the adequate development of the TeNDER project: *(1) Communication among partners*, *(2) Follow-up project developments* and *(3) Coordination working tools*. The former provides the approach of groups creation for particular specific developments, whereas the second provides the insights and measures for project control. Finally, the coordination tools are referred to the common information access via repositories and organizational tools.

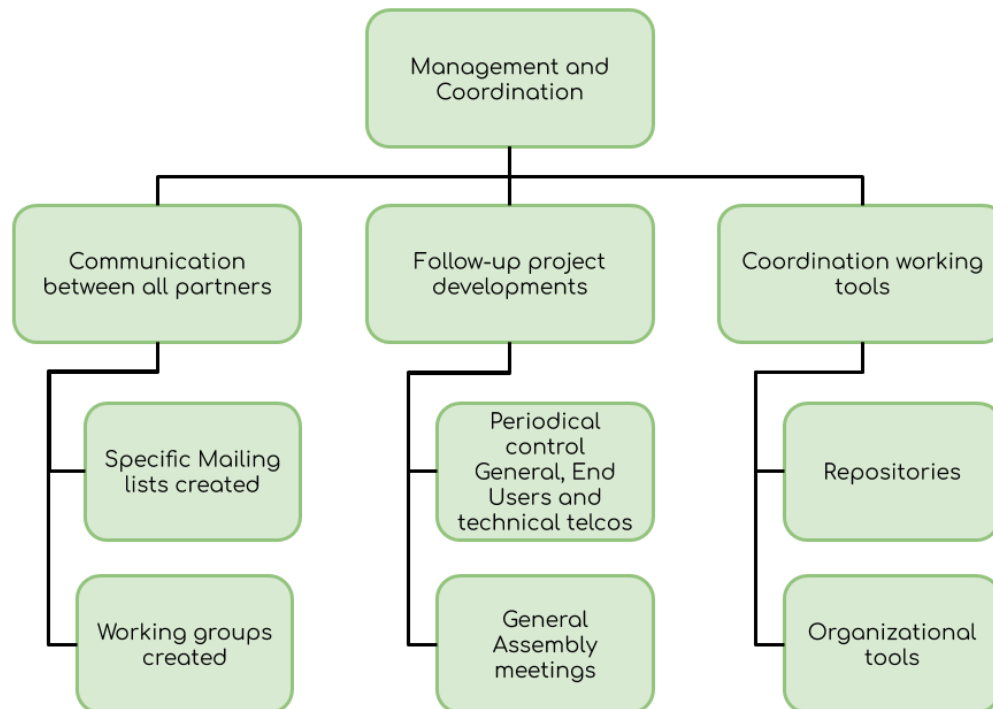
This deliverable is part of the WP9 (Coordination activities), and it is associated to task T9.1. It is expected to have periodic reports (at least 1 per year D9.4 – M12; D9.6 -M24 and D9.7-M36). This deliverable will review the management strategy channels defined here in these contiguous reporting dates.



## 1 INTRODUCTION

This report serves as an overview of the management strategy which the consortium has adopted to coordinate and monitor the day-to-day project's evolution. We chose several tools to facilitate the organisation of efforts in the framework of TeNDER.

The management strategy of the TeNDER relies on three main pillars:



*Figure 1 Pillars of the TeNDER management a coordination*

These 3 pillars will guarantee the entire project coordination. Initial approaches were settled up by UPM and shared with the rest of the consortium members. These tools are under continuous adaption and improvements according to the project needs. The updates and perception will be reported in each of the annual reports.

Each of the pillars is described in the subsequent sections and finally, its use and adoption up to now.

## 2 COMMUNICATION BETWEEN ALL PARTNERS

Due to the multi-disciplinary nature of TeNDER partners, involving medical (Neurologists, Physiotherapists: SKBA, SERMAS, APM, UNITOV and SPO), ethical (VUB), technical (UPM,

CERTH, MAG, UBI, ELG) and Business & Dissemination (DW, HOPE) respectively, multi-level groups needed to be created to speed-up particular research and requirements definition.

## 2.1 Mailing-lists creation.

Pursuing simplicity in the project management, and avoiding over “spam” of information, several mailing-lists were created.

In addition to the general communication list “tenderhealth”, specific mailing lists were created for each WP as follows

WP mailing list	Mailing list description
Wp1_tender	This Mailing list is devoted to discuss issues related to WP1, about legal and ethical aspects. It involves members from VUB, SPO, SERMAS, SKBA, APM, UNITOV, CERTH and UPM.
Wp2_tender	This mailing list was created to discuss the end-user requirements collection, co-creation workshops and technical architecture reference. It contains members of all consortia members
Wp3_tender	This mailing list deals with the components of the low-level subsystem. It involves members of technical partners: UPM, ELG, UBI, DW, MAG and CERTH
Wp4_tender	This mailing list deals with the components of the high-level subsystem. It involves members of technical partners: UPM, ELG, MAG and CERTH
Wp5_tender	This mailing list deals with the integration services and the interfaces development. This list involves members from all technical partners UPM, ELG, UBI, DW, MAG and CERTH
Wp6_tender	This mailing list comprises the validation and piloting discussion. It involves all TeNDER members.
Wp7_tender	This mailing list faces with the discussion on QoL assessment. It involves all TeNDER partners
Wp8_tender	This mailing list was created to manage Dissemination aspects. All TeNDER members required to be included.
Wp9_tender	This list was created for management and coordination purposes. Only heads of groups and administrative staff were included.

*Table 2 Mailing list creation and distribution for TeNDER project*

this purpose, UPM has created, specific mailing lists that will be managed to promote fast and direct communication about the project issues. These lists are detailed in Table 2 Mailing list creation and distribution for TeNDER project. These lists were presented in a General telco and are managed by UPM via an excel list available in the owncloud repository-

## 2.2 Working groups creation

The initial approach of the TeNDER project needs to land the vision of all partners into a common idea around the healthcare large scale validation. As partners that participated in previous project have a common vision, there are multiple views of all aspects within TeNDER. In the current definition stage, it is important to attain a unified version for perform pilots and developments in an organised and comparable way. For this reason, specific groups with periodic telcos were created.

The end users group comprises the end-users, which at the writing date of this deliverables agreed to have specific telcos to have a common view of the project numbers, variables to be measured and how to assess these ones as well as measure the impact on patients, caregivers and health professional's quality of life.

The second group created is the technical group. This group is entirely devoted to the architecture definition and configuration of the low-level subsystems. Also, initial CI/CD was provided by MAG. This group has biweekly control telcos using the methods provided by UPM for this project.

The separated efforts of both groups have 2 main connection links, the first one is given by the control from ethical, legal and data privacy requirements, which is being monitored by VUB, whereas the system definition in task T2.3 and the corresponding deliverable will permit to merge and unify the vision of the TeNDER system.

### 3 FOLLOW-UP PROJECT DEVELOPMENTS

#### 3.1 Periodical control General, End Users and technical telcos

As part of the coordination activities. UPM proposed and agreed with the rest of consortium to have biweekly meetings to have control of the project activities and also to schedule Action Points for the normal project functioning.

These telcos are having place every Wednesday at 10:00 CET. The following General consortium telcos have been held in 2020:

- 22/01/2020
- 5/02/2020
- 13/02/2020 Not Wed, move 1 day
- 27/02/2020 → General Telco replacing the F2F General assembly in Rome due to COVID
- Next scheduled by March the 11 at 10:00 CET.

Additionally, the technical calls are ongoing also Wednesday at 10:00 CET biweekly (separated 1 week from the general ones). The list of the meetings held so far as follows:

- 28/01/2020
- 19/02/2020
- Next one schedule to 04/03/2020

The minutes of these telcos, as well as the Action Points derived are sent to the rest of interested partners and list using the mailing lists created. The minutes are uploaded to Onwcloud repository by UPM

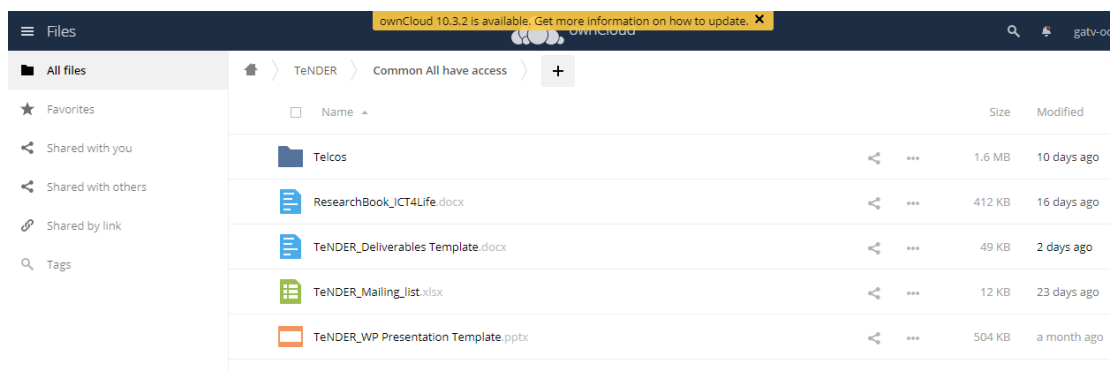


Figure 2 TeNDER repository containing the agendas and minutes of telcos

UPM (for the general) and CERTH (for the technical ones) provide the Agenda of aspects to be discussed 48h in advance to permit to append required subjects by the rest of partners.

### 3.2 Kick-off meeting in Madrid (December 2019)

The TeNDER Kick-off general meeting took place in Madrid by December the 3<sup>rd</sup> and 4<sup>th</sup>. It was hosted by UPM as General Coordinator. In this meeting, individual presentations of all consortia members were done to permit the rest to know each other's.

Further, a global view of the project was provided by all WP Leaders, highlighting the tasks participation of each member, identifying potential risks and defining action points for the early months of the project.

Initial description of the ambitions was provided, allowing ethical warning and potential data-privacy conflicts.

The participants list as follows:

*Table 3 Participants to the TeNDER Kick-off*

Partner	Participant Name
UPM	Gustavo Hernández Federico Álvarez
MAG	Panos Karkazis Armend Duzha
DW	Saverio Gravina Paride Criscio
UBI	Ricardo Vitorino
ELG	Tomaž Kompara Iztok Gornik
CERTH	Nicholas Vretos
VUB	Lisa Fieraband Paul Quinn
HOPE	Laurie Andrieu Ana Sofía Carbonell
SERMAS	Cristina Lozano Pilar Gangas
SKBA	Friedemann Müller
UNITOV	Agostino Chiaravalloti Andrea Cimini Maria Ricci
SPO	David Fabjan David Krivec
APM	Marta Burgos Laura Carrasco

The following General Assembly was booked to be hosted in Rome by February the 27 and 28. It was going to be hosted by *Datawizard (DW)*. Nonetheless, due to the unexpected expansion of the coronavirus COVID-19, all consortium agreed to cancel it and do a Full-day Telco to replace it. For this meeting, gotomeeting platform has been used. The complete list of attendance is here:

*Table 4 List of attendants to TeNDER GA telco*

Partner	Participant Name
UPM	Gustavo Hernández Federico Álvarez
MAG	Panagiotis Karkazis Armend Duzha
DW	Saverio Gravina Paride Criscio
UBI	Ricardo Vitorino Francisco Monsanto
ELG	Tomaž Kompara Iztok Gornik Luca Stepancic
CERTH	Nicholas Vretos
VUB	Lisa Fieraband Paul Quinn
HOPE	Laurie Andrieu Ana Sofía Carbonell Pascal Garel
SERMAS	Cristina Lozano Pilar Gangas
SKBA	Friedemann Müller
UNITOV	Agostino Chiaravalloti Andrea Cimini Maria Ricci
SPO	David Fabjan David Krivec
APM	Jennifer Jimenez Laura Carrasco

The agenda and the minutes of the meetings, as well as the action points AP are uploaded by UPM in the Owncloud repository within the Meetings Folder.

## 4 COORDINATION AND ORGANIZATION TOOLS

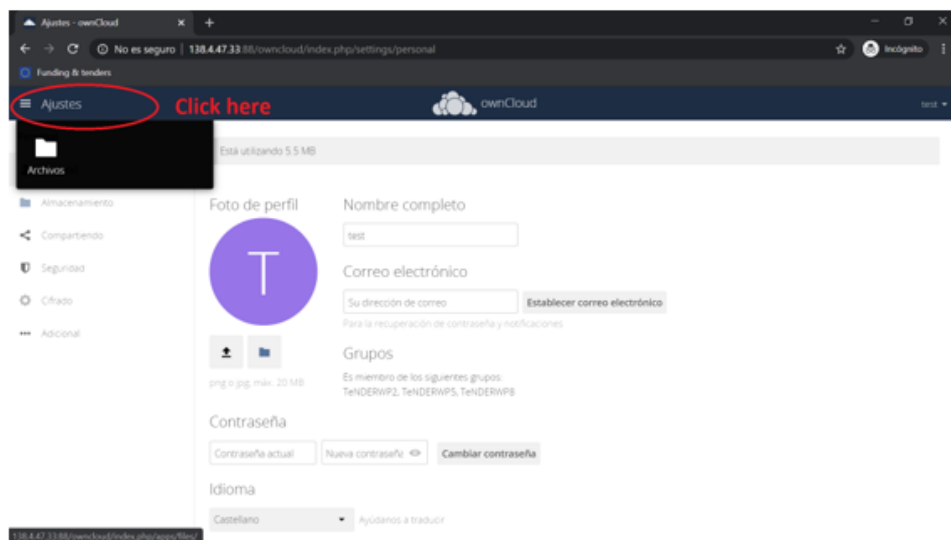
### 4.1 The project's repository: "Owncloud"

In order to have a common place where to store the different files produced by all the project partners, the platform "Owncloud" [1] was a convenient way of digital collaboration that guarantees open accessibility to the whole consortium while ensuring security and avoiding data loss. The URL for TeNDER project is the following: <http://138.4.47.33:88/owncloud>

To start, credentials such as a username and a password was set up by the coordinating partner and these were communicated individually to each member of the participating teams. For this purpose, also a manual has been created to introduce everybody to the use of owncloud.

#### UPLOADING FILES

To upload new files to the repository, go to the files as follows

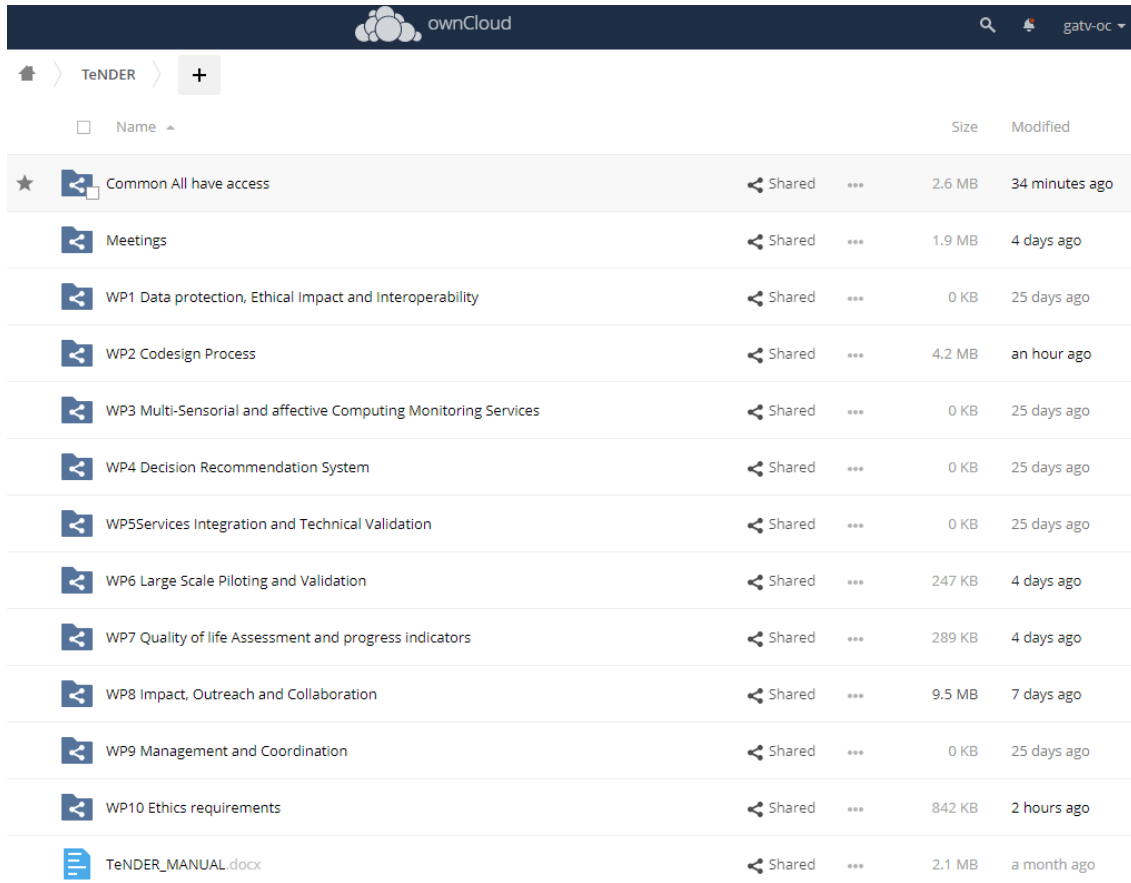


Then go to the corresponding folder, and click on top to upload a file or create a new folder as follows:

*Figure 3 – Manual of the "Owncloud" repository*

The repository itself consists of several folders according to the project's structure:

- A **common**, general folder containing among others the minutes of the conference calls, the mailing list, template for presentations and deliverables.
- A folder with an overview of the project **meetings**
- Folders for each **Work package**



	Name	Size	Modified
★	Common All have access	2.6 MB	34 minutes ago
	Meetings	1.9 MB	4 days ago
	WP1 Data protection, Ethical Impact and Interoperability	0 KB	25 days ago
	WP2 Codesign Process	4.2 MB	an hour ago
	WP3 Multi-Sensorial and affective Computing Monitoring Services	0 KB	25 days ago
	WP4 Decision Recommendation System	0 KB	25 days ago
	WP5Services Integration and Technical Validation	0 KB	25 days ago
	WP6 Large Scale Piloting and Validation	247 KB	4 days ago
	WP7 Quality of life Assessment and progress indicators	289 KB	4 days ago
	WP8 Impact, Outreach and Collaboration	9.5 MB	7 days ago
	WP9 Management and Coordination	0 KB	25 days ago
	WP10 Ethics requirements	842 KB	2 hours ago
	TeNDER_MANUAL.docx	2.1 MB	a month ago

Figure 4 Folder overview of the "Owncloud" repository

## 4.2 Phone conferences: Meetings on Skype Business

Regular meetings – even remote, so by phone – are a key element for the project's success. These occasions are used to exchange on the current state, doubts, propositions and next actions points for example. The consortium decided to alternate weekly general and technical phone conferences. The call is set up by the coordinators and then transferred early enough to the other partners.



The teleconference platform chosen was the Skype for business [2].

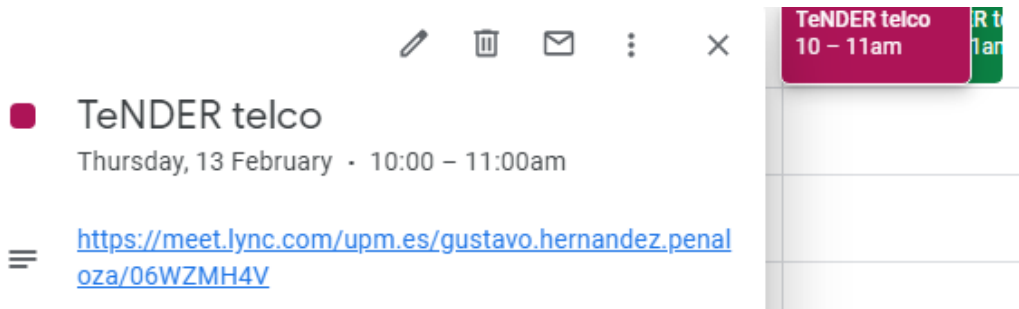


Figure 5 Example of a phone conference scheduled on Skype Business (extract of a Google calendar)

To have a guideline during the call, an agenda is created each time and once the call has finished, minutes allow the whole consortium to have a track of the call's content. The minutes are also uploaded to the common folder of the repository.



### General Telco 13/02/20 at 10am

#### Participants:

- **UPM:** Annelore Hermann, Gustavo Hernández, Federico Alvarez
- **Maggioli Spa MAG:** Panos Karkazis
- **Datawizard Srl DW:** Paride Criscio
- **Ubiwhere, Lda UBI:** Ricardo Vitorino
- **Elgoline d.o.o. ELG**
- **Vrije Universiteit Brussel VUB:** Lisa Feirabend
- **European Hospital and Healthcare Federation HOPE:** Sofia Carbonell, Laurie Andrieu
- **Servicio Madrileño de Salud SERMAS:** Cristina Lozano y Pilar Gangas
- **Schön Klinik Bad Aibling SE & CO KG SKBA:** Barbara Schäpers
- **Universita degli Studi di Roma Tor Vergata UNITOV**
- **Spominčica - Alzheimer Slovenija SPO:** David
- **Asociación Parkinson Madrid APM:** Jennifer Jimenez

Type of telco: General

Link: <https://meet.lync.com/upm.es/gustavo.hernandez.penalosa/06WZMH4V>

#### Agenda:

1. Verification Mailing List
  - Please use specific mail accounts created according to the excel file  
[https://docs.google.com/spreadsheets/d/1FNuACa8nOHZmZxe\\_eB7M1KVMIObYICMHQL1TgIFwZMA/edit?usp=mail#gid=0](https://docs.google.com/spreadsheets/d/1FNuACa8nOHZmZxe_eB7M1KVMIObYICMHQL1TgIFwZMA/edit?usp=mail#gid=0):
    - wp1 and wp10 --> [tender\\_wp1@googlegroups.com](mailto:tender_wp1@googlegroups.com)

*Figure 6 Example of the agenda for a telco*

## 5 REFERENCES

- [1] Owncloud repositories: <https://owncloud.com/> , consulted in Feb 2020.
- [2] Skype for business: <https://www.skype.com/es/business/>, consulted in Feb 2020.