



dalia

Assistant for
DAily Life Activities
at Home

DALIA

Project Setup and Organisation Report

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Version	Date	Changes	Name	Organisation
1.0	20.06.2013	Initial Creation	Rene Schuster	Exthex
1.1	09.08.2013	Added Deliverable Approval Process	Rene Schuster	Exthex

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1 Project

Full title: Assistant for DAily Life Activities at Home

Acronym: DALIA

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2 Partner list

No.	PARTNER ORGANISATION NAME	PARTNER ORG. ACRONYM	TYPE*
1 (coord.)	exthex GmbH	EXT	SME
2	Virtual Assistant bv	VIR	SME
3	TP Vision Belgium	TPV	Large Enterprise
4	Graz University of Technology	TUG	Research Organisation
5	Lucerne University of Applied Sciences and Arts / iHomeLab	IHL	Research Organisation
6	Upper Austria University of Applied Sciences / Institute of Applied Health and Social Sciences	FHO	Research Organisation
7	Volkshilfe Steiermark – gemeinnützige Betriebs GmbH	VHS	End-User Organisation
8	terzStiftung	TER	End-User Organisation
9	Woonzorg- en dienstencentrum „t Dijkhuis	DIJ	End-User Organisation
10*	Stéftung Hëllef Doheem	SHD	End-User Organisation

*participant without funding but still in project

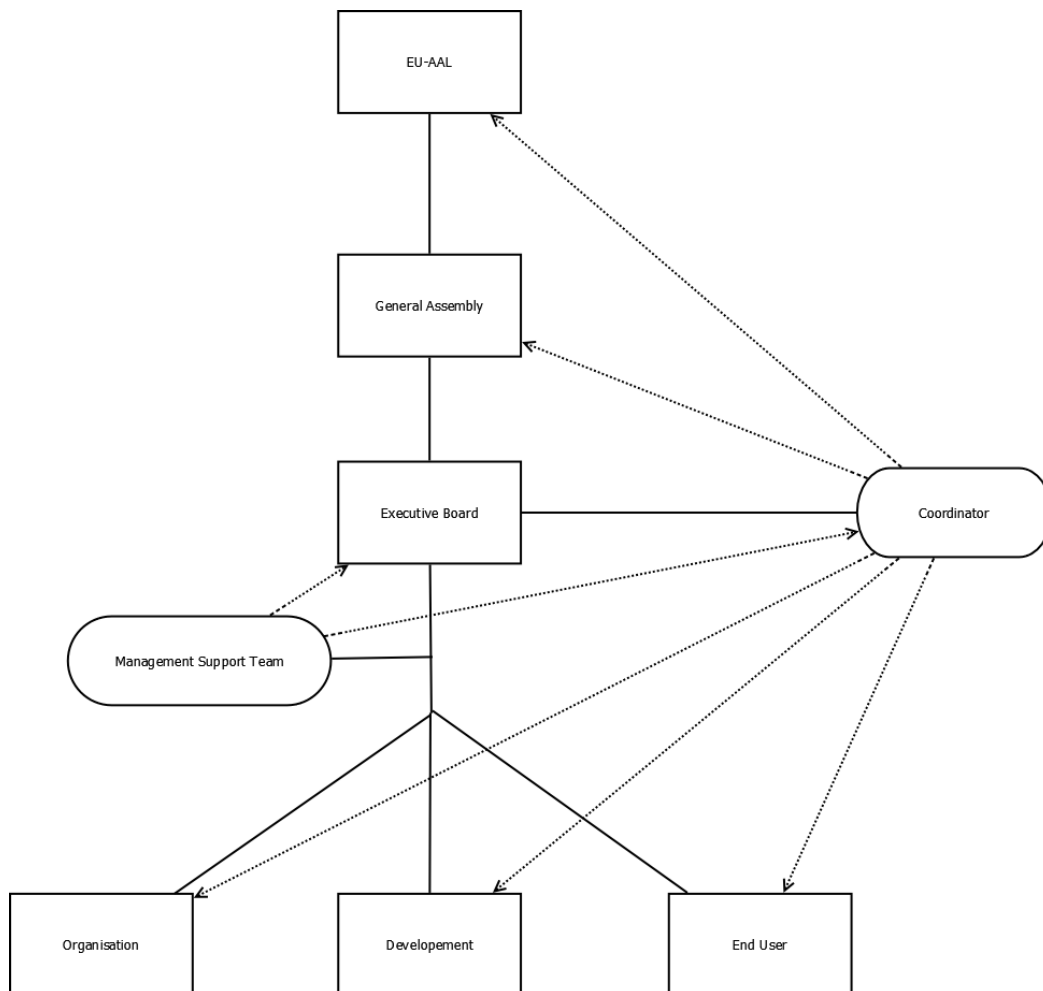
3 Organisation Overview

The DALIA consortium consists of 10 partners with the possibility to add new parties by a decision of the General Assembly. The Project is coordinated by the exthex GmbH from Austria. Each partner has particular tasks to do which are pictured in the Work Plan. The project is organised as a milestone-driven model. The communication between the parties will be enhanced by regular meetings via the telephone or via voice-over-Internet Protocol software. Due the linguistic differences between the partners each communication and documentation will be in English.

3.1 General structure

The organisations structure of the Consortium comprises the following Consortium Bodies:

- **General Assembly**
- **Executive Board**
- **The Coordinator**
- **The Management Support Team**



Picture 1: Organisation chart

3.2 General Assembly

The General Assembly presents the ultimate decision-making body.

3.2.1 Responsibility and Tasks

Content, finances and intellectual property rights

- Proposals for changes to GA to be agreed by the European Commission
- Changes to the Consortium Plan (including the Consortium Budget)
- Withdrawals from Attachment 1 (Background included)
- Additions to Attachment 2 (Background excluded)

Evolution of the Consortium

- Entry of a new Party to the Consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the Consortium and the approval of the settlement on the conditions of the withdrawal
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the Consortium and measures relating thereto
- Proposal to the European Commission for a change of the Coordinator
- Proposal to the European Commission for suspension of all or part of the Project Consortium Agreement Page 14 von 45 DALIA
- Proposal to the European Commission for termination of the Project and the Consortium Agreement

Appointments

On the basis of Annex I, the appointment if necessary of:

- Executive Board Members

3.3 Executive Board

The Executive Board represents the supervisory board for the execution of the project which reports and is accountable to the General Assembly.

3.3.1 Responsibility and Tasks

- prepare the meetings, propose decisions and prepare the agenda of the General Assembly according
- seek a consensus among the Parties
- responsible for the proper execution and implementation of the decisions of the General Assembly
- monitor the effective and efficient implementation of the Project
- Agree on the Members of the Management Support Team, upon a proposal by the Coordinator

- Support the Coordinator in preparing meetings with the European Commission and in preparing related data and deliverables
- Prepare the content and timing of press releases and joint publications by the Consortium or proposed by the European Commission in respect of the procedures of the GA

3.4 Coordinator

The Coordinator is the legal acting entity as the intermediary between the Parties and the European Commission. Additionally he performs the tasks assigned to him as described in the GA and the Consortium Agreement

3.4.1 Responsibility and Tasks

- Monitoring compliance by the Parties with their obligations
- Keeping the address list of Members and other contact persons updated and available
- collecting, reviewing to verify consistency and submitting reports and other deliverables (including financial statements and related certifications) to the European Commission
- Transmitting documents and information connected with the Project to any other Parties concerned
- Administering the financial contribution of the Union and fulfilling the financial tasks
- Providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.

3.5 Management Support Team

The Management Support Team shall be proposed by the Coordinator. It shall be appointed by the Executive Board and shall assist and facilitate the work of the Executive Board and the Coordinator for executing the decisions of the General Assembly as well as the day-to-day management of the Project.

4 Project Management

4.1 Administrative and Scientific Coordination

The project coordination is done by Oliver Bernecker (exthex). The project manager who leads the administrative day-to-day business and serves as the primary contact point for external requests and reporting is Jakob Hatzl (exthex). The project manager is responsible for achieving project aims and finishing deliverables on time and on budget, as well as for the scientific coordination of the project.

4.2 Technical Coordination

For each work package, one project partner has been identified as the work package leader responsible for the coordination of the tasks and reporting the progress to the project manager.

4.3 Quality Management and Assurance

To ensure sustained quality of project results we will promote open communication and discussion within the DALIA project. Biweekly telephone conferences and half-year meetings will be used to coordinate deliverables and identify problems as soon as possible. Dedicated software development processes will ensure high quality and reusability of produced software components. Deliverables will be peer reviewed according to correctness and completeness.

Additionally there are templates for presentations and deliverables to ensure that all documents have the same structure and design. This specification is reviewed and approved by all project partners and will be operative during the whole project. Furthermore, to make constant collaboration between all project partners possible, an internal project Web site (Wiki) is created and published. This Wiki serves as a collaboration platform as well as a support for dissemination activities. It contains all relevant project documents. There are as well a public Web site and Social Media appearances on Facebook and Twitter which are linked to the public Web site.

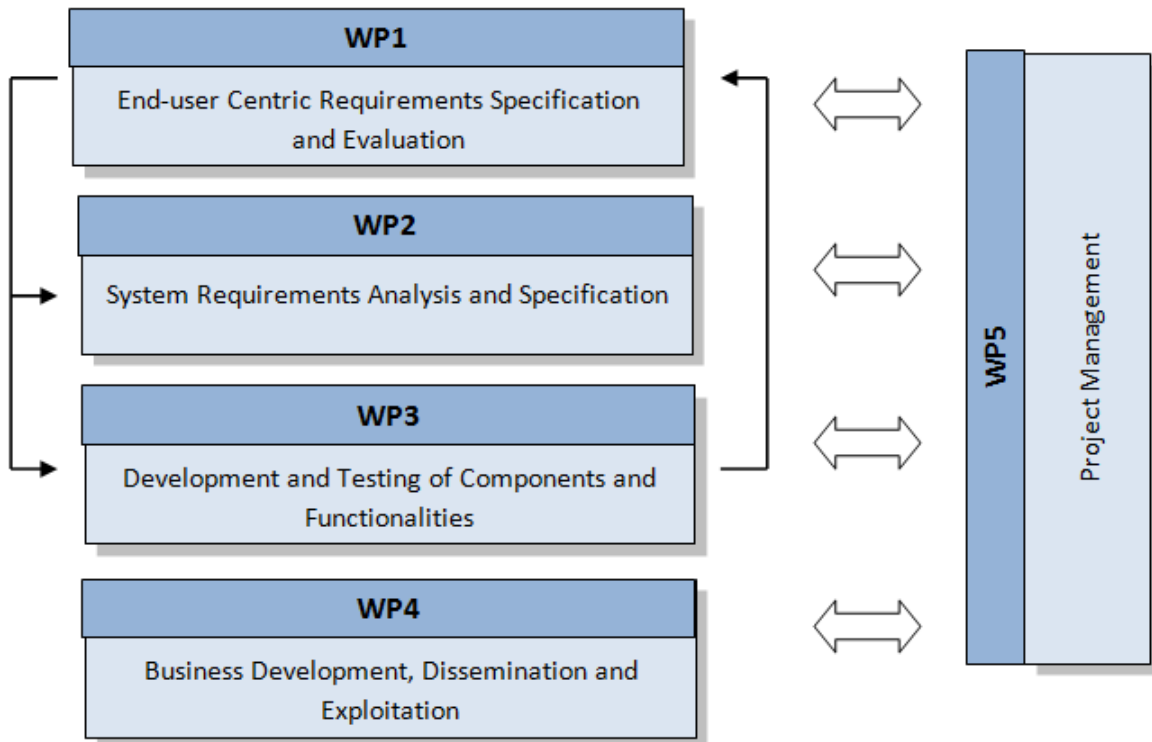
4.4 Periodic Progress Reports

Periodic progress reports generated by the project manager are issued every twelve months, based on the input coming from the project partners. These reports include the following sections:

- Project Progress: A summary of achievements, together with a detailed description of the activities in each work package.
- Deliverable List: A list of milestones reached during the period (in accordance with the project schedule).
- Project Management and Cooperation: A description of the meetings held during the reporting period, as well as all the activities related to management of the project.
- Dissemination: A description of all dissemination activities, technology transfer, and publicity.

4.5 Work Plan

The DALIA work plan consists of five work packages (WPs). WP1 is the user-centric work package, covering all tasks related to the end-users, namely requirements specification and evaluation. This tight end-user involvement helps to increase the quality and applicability of the DALIA system. WP2 deals with the detailed technical specification of the system including security and privacy policy and specification of the integration and technical test phase. The DALIA development tasks are grouped into WP3. We improve our system in two evaluation and feedback rounds, whereas the evaluation feedbacks of the end-users from WP1 are taken into account. WP4 includes business oriented development and WP5 project management.

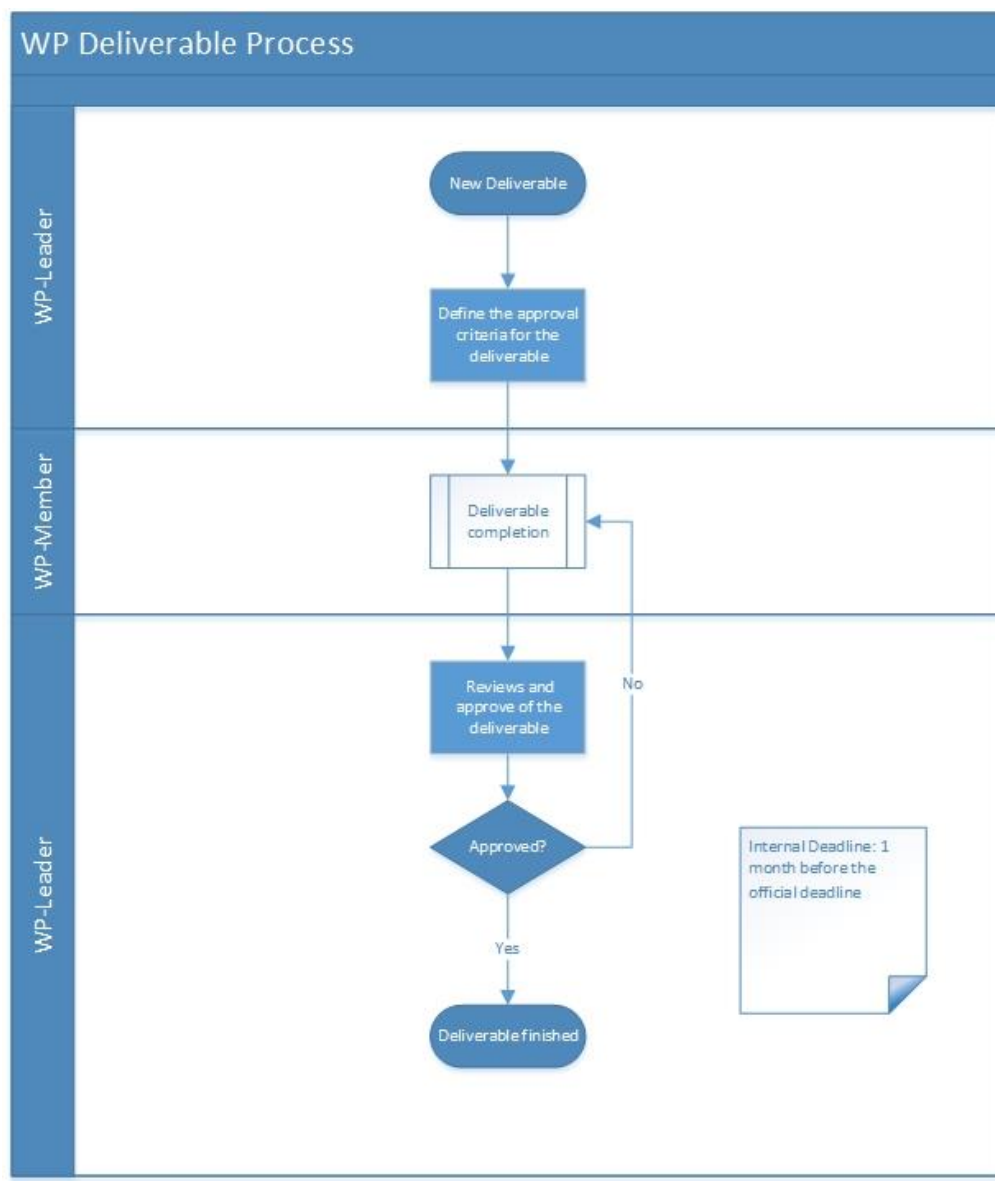


Picture 2: Work Plan

4.6 Deliverables

Process for Approval of deliverables:

- The responsible WP leader has to define the approval criteria for each Deliverable in his WP.
- The internal deadline for each deliverable is **one month before the official deadline**.
- A summary of the deliverables has to be delivered as document (see common Template) if possible.
- The responsible WP leader has to approve each Deliverable and reject or accept it based on the defined approval criteria.



5 Meetings / Decisions

5.1 Decision Making and Conflict Resolution

Conflicts should be handled and solved on the work package level where they appear. If no agreement between work package involved members can be reached after discussion, the conflict will be raised to project management level. A decision on project management level is made by a majority vote. A partner may veto a decision of the project management if that decision has a serious impact on that partner's activity within the project. The project management will include representatives of all four organisation types. A simple majority counts; in case of a draw the project manager has the decisive vote. In case of a severe dispute, an external peer advisor will be asked for a comment on the disputed issue. The partners agree to accept this external view as binding unless it openly contradicts the contract, in which case another external peer will be asked.

5.2 Representation in meetings

Any member of a Consortium Body should be present or represented at any meeting of such Consortium Body; may appoint a substitute or a proxy to attend and vote at any meeting; and shall participate in a cooperative manner in the meetings.

5.3 Voting

Each Consortium Body only deliberate and decide validly if two-thirds (2/3) of its Members are present or represented (quorum). Each Member of a Consortium Body present or represented in the meeting has one vote. Defaulting Parties may not vote. Decisions are taken by a majority of two-thirds (2/3) of the votes.

5.4 Veto

A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

5.5 Minutes of Meetings

The Chairperson of a Consortium Body produces Minutes of every meeting. The Content of these minutes is a formal record of all decisions and to create a To-do List for the time until the next meeting. The draft of the minutes will be in the Wiki and additionally have to be sent out at least 10 calendar days after the respective meeting. The minutes are considered as accepted, if no member sends a mail regarding the accuracy of the minutes to the chairperson until 15 calendar days after the minutes were sent out.

The chairperson will send the accepted minutes to every member of the Consortium Body and the Coordinator, who safeguards them.

If requested the Coordinator provides authenticated duplicates for Parties.

5.6 Meeting Types

5.6.1 Kick-off Meeting

For the Kick-off meeting every party was invited to a two day lasting workshop in Graz. Thereby each party got to know something about the others and their competencies. Additionally the parties again discussed the initial project proposal. Afterwards the FHO started with the expert interviews as first task in WP1. The 635 analyse and the end user description for each country was also done during this workshop.

5.6.2 Regular Meetings

The regular meetings are held as a telephone conference every second Wednesday at 10:00. Generally one person of each party has to join those meetings. When it is necessary that other people join the meeting or if it is not possible to join the meeting the person/party has to write a mail to the chair of the meeting.

5.6.3 Half-year coordination meetings

The half-year coordination meetings provide a forum for project manager and work package leaders to discuss the project progress face-to-face. These meetings will at least deal with the following points: status summary, reports of activities, plans for upcoming deliverables, summaries of deliverables issued and deviations of the work plan. It will be held once in every country of the parties.

5.6.4 General Assembly Meeting

The **ordinary** meeting of the General Assembly will be held at least once a year and have to be announced 45 calendar days and the agenda have to be sent out calendar 21 days before the meeting date. Items can be added to the agenda of an ordinary GA meeting by sending a notification to all members at least calendar 14 days prior.

There is also the possibility of an **extraordinary** meeting if there is a written request of the Executive Board or 1/3 of the Members of the General Assembly, which has to be announced 15 calendar days and the agenda have to be sent out 10 calendar days before the meeting date. Items can be added to the agenda of an extraordinary General Assembly meeting by sending a notification to all members at least 7 calendar days prior.

The General Assembly meetings are usually a telephone conference and the participants are all members of the General Assembly and will be chaired by the coordinator.

5.6.5 Executive Board Meeting

The **ordinary** meeting of the Executive Board will be held at least once quarterly and have to be announced 14 calendar days and the agenda have to be sent out 7 calendar days before the meeting date. Items can be added to the agenda of an ordinary meeting of the Executive Board by sending a notification to all members at least 2 working days prior.

There is also the possibility of an **extraordinary** meeting if there is a written request of a Member of the Executive Board, which has to be announced 7 calendar days and the

agenda have to be send out at the same time. Items can be added to the agenda of an extraordinary meeting of the Executive Board by sending a notification to all members at least 2 working days prior.

The meeting of the Executive Board are usually a telephone conference and the participants are all members of the Executive Board.

5.6.6 Final Meeting

At the end of the Project there will be a Final Meeting to discuss the success and the process of the DALIA Project.