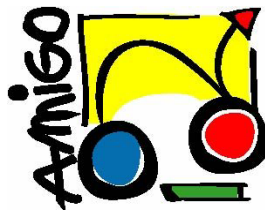




Open development platforms for software and services

Integrated Project: IST- 004182

Amigo



Ambient Intelligence for the networked home environment

Deliverable 11.1

PROJECT HANDBOOK

WP 11: Project Management

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0.1 AUTHORS

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Note: All references in this document to masculine conjugations ("he" and "his") are applicable to female as well as male employees.

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1. Introduction

This Project Handbook (PHB) describes the project organisation and internal procedures of the IST-004182 Amigo project. Its intention is to provide the information or references to the information that is needed to facilitate smooth management, the monitoring of the overall progress and the communication between the Amigo partners and the European Commission.

1.1 References, Background Material

The preparation of this document is based on, among others of the following project material:

- EC Contract no: 004182 and its annexes
- Description of Work, annex I to the E.C. Contract.
- Amigo Integrated Project Consortium Agreement, as signed with amendments

Reference materials can be found on the internal website, section *EU/Legal Documents*.

1.2 PHB Changes

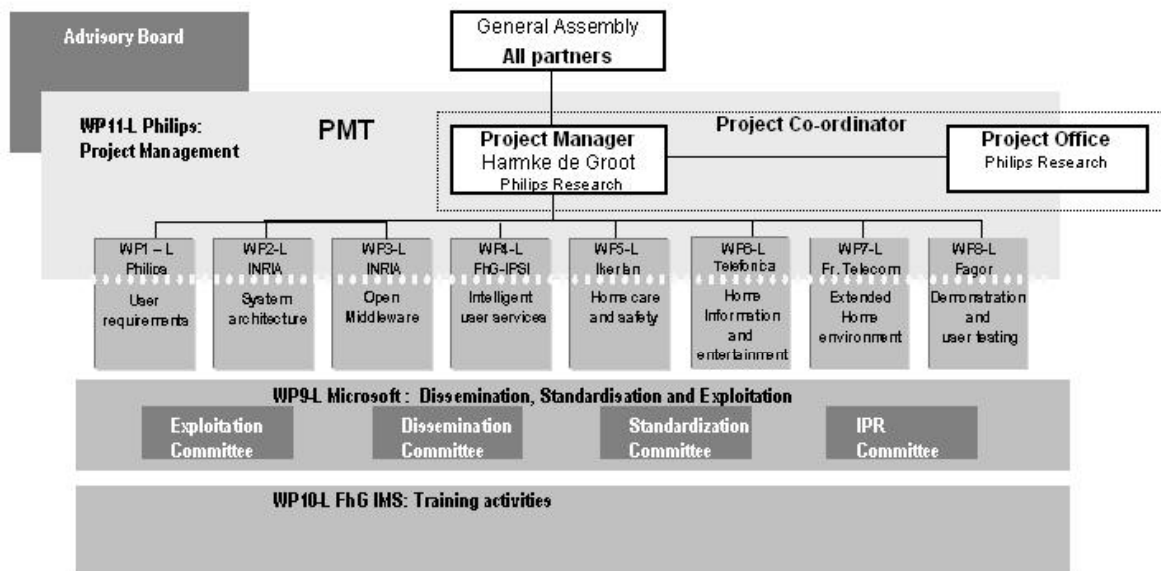
The PHB is a living document. It will be regularly updated throughout the entire duration of the project to reflect the changes in - and evolution of - the project. Therefore always check the internal website if an updated version of this document is available.

2. Glossary, Acronyms and Abbreviations

D	Deliverable
DOW	Description of Work
GA	General Assembly
IPCA	Integrated Project Consortium Agreement
IST	Information Society Technologies Programme
MM	Person months, abbr. Man Months not to give confusion
OSS	Open Source Software
PCP	Partner Contact Person
PHB	Project Handbook
PM	Project Manager
PMT	Project Management Team
PO	Project Officer
SA	System Architect
TIP	Technological Implementation Plan
Website	External: http://www.amigo-project.org Internal: http://www.quick.philips.com/quickplace/amigo
WG	Working Group
WP	Work Package
WPL	Work Package Leader

2. Project Responsibilities, Roles and Organisation

2.1 Project Management Structure



Project management structure

Amigo project defines the following Work Packages:

- WP1 User requirements
- WP2 System architecture
- WP3 Open middleware
- WP4 Intelligent user services
- WP5 Home care and safety
- WP6 Home information and entertainment
- WP7 Extended Home environment
- WP8 Demonstration and user testing
- WP9 Dissemination, Standardisation and Exploitation
- WP10 Training activities
- WP11 Project Management

2.2 Project Organisation

The Project organisations consists of:

- General Assembly
- Project Management team
- Project Coordinator
- Project Manager
- Work Package Leaders
- Partners
- Partner Contact Persons
- Project Office

2.3 General Assembly (GA)

The General Assembly is the highest decision making body within the Project. It consists of one representative per partner and is chaired by the Project Manager. All partners are represented in the GA. Its main task is to supervise the overall direction of the project. It will provide a forum for the discussion of general management issues and the major technical issues and choices. It is the arbitration body of the project; the decisions of the GA are binding for the project. The voting procedure within the GA is described in the IPCA.

The GA will decide on the work plan and proposals to the Commission. Also, all Annual Review Reports and extensions to the DOW will be discussed and approved before sending to the Commission.

A listing of the GA members and their proxies can be found in chapter 8.3.

2.4 Project Management Team

The Project Management Team consists of the Project Manager and the Work Package Leaders. In the PMT general organisational issues and inter-work package related issues are coordinated. The PMT shall also make proposals to the General Assembly for decision taking and implement the decisions taken by the GA. Each PMT member shall appoint a proxy.

The PMT may invite project participants and relevant experts to their meetings.

A listing of the contact details of the PMT Members and their proxies can be found in chapter 8.3.

2.5 Project Coordinator

The Project Coordinator (PC) is Philips and is fully responsible for all the project affairs. The PC has appointed a Project Manager (PM) (see 2.6). The PC is the official link between the Amigo Project and the European Commission.

The PC will set up an Amigo Project Office (see also section 2.10). On behalf of the Project Coordinator the Amigo Project Office will handle financial and administrative matters of the project.

2.6 Project Manager

The project Coordinator has appointed a Project Manager. The Project Manager manages the Amigo project. The Project Manager will supervise the Work Package Leaders and make sure that communication between the various WP's proceeds as smoothly as possible for a successful integration of the various components of the project.

The Project Coordinator, being the Project Manager and the Project Office, is responsible for the following tasks:

- The overall legal, contractual, ethical, financial and administrative management of the consortium.
- Preparing and updating the consortium agreement between the participants.
- Organisation and chairing of GA meetings
- Organisation and chairing of PMT meetings
- Coordination of the work between the work packages.
- Control and refine the objectives of the project.
- Oversee the overall project planning.
- Assurance of timely delivery and quality of project results.
- Assessment and evaluation of project success.
- Overseeing the promotion of gender equality in the project.
- Communication between the project and the Commission.
- Support the objectives of the IST programme and coordinating the liaison with relevant projects both inside and outside the IST programme.
- Representation of the project in general and towards the outside world.
- Manage a repository of project documentation.
- Distribution of all visit reports, task reports, minutes of meetings and relevant publications.
- Set-up and maintenance of a project website and project IT infrastructure to stimulate communication within the Amigo project.

The contact address of the Project Manager is:

Harmke de Groot
Philips Research, WDC-3
Prof. Holstlaan 4,
5656AA Eindhoven,
The Netherlands
E-mail: <mailto:harmke.de.groot@philips.com>
Telephone number: +31 40 27 44747

2.7 Work Package Leader

The responsibilities of the Work Package Leader (WPL) are:

- To realise the planned deliverables and milestones and other contracted documents for the WP.
- To mobilise the required resources of all participants within the WP and between the relevant WP's
- To organise the technical discussions for that specific work package;
- To communicate and report to the PM and the PMT on behalf of his/her WP.

For the interaction on Work Package level Working Groups may be defined, consisting of the key technical persons of the involved participants. Working Groups will have a temporary character. Depending on the actual needs other working groups can be created.

A listing of Work Package Leaders (which are also PMT member) and their proxies is given in chapter 8.3.

2.8 Partners

The responsibilities of the partners are:

- Executing and delivering the agreed work
- Pro-actively reporting any unforeseen deviation to the WPL's and PM.

2.9 Partner Contact Person

This integrated project has 15 partners of various sizes. In order to control effectively, each partner will nominate one contact person, called the Partner Contact Person (PCP).

The responsibilities of the Partner Contact Person are:

- To co-ordinate the project contributions carried out by the staff of this partner.
- To communicate on behalf of that partner to the PMT and vice versa.
- To keep track of the partner commitments to the consortium.
- To timely report to the PMT any current or foreseen problem.
- To notify the Consortium and the Project Office of possible updates in contact data of the partner.

Contact details of the PCP and their proxies can be found in chapter 8.3.

2.10 Project Office

The Coordinator has installed a Project Office (PO).

The Project Office will handle financial and administrative matters of the project.

The Philips Project Office consists of 2 departments:

- F&A European projects, for financial matters
- EuroPartners, for all other matters

The main task of the F&A European projects department is to handle all financial matters

Contact details:

Philips Research F&A European Projects
Esther van de Ven
Prof. Holstlaan 4, WAY p047
5656 AA Eindhoven, The Netherlands
E-mail: esther.van.de.ven@philips.com
Telephone number: +31 40 2742737

The main tasks of the EuroPartners department are all the non-financial matters of:

- Project consultancy;
- Administrative support;
- Distribution and archiving of documents;
- Preparing Reports to the Commission;
- Facilitating the project communication e.g. e-mail reflectors

Contact details of the project office:

Philips Research EuroPartners
Simone Glas
Prof. Holstlaan 4, WAY 01
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Tel: +31 40 2743971

2.11 Advisory Board

The advisory board gives advice referring to scientific and innovation related matters of the project, linkage with the scientific external world, market trends etc. The board will involve external members like a representative of the content providers and the installers (doubles as SME representative) and the technical auditing scientific experts as well as internal highly skilled experts within the partners that are not directly related to the project, but can contribute significantly to its progress. Another objective is to actively search and integrate external research that will be carried out within the frame of FP6 and FP7, Eureka and nationally funded projects.

The advisory board is chaired by the Project manager and will meet once a year in conjunction with a PMT meeting. The members of the advisory board can be asked for advice on relevant topics during the complete year via mail or telephone. The Project coordinator will keep them up to date with relevant information concerning the Amigo project.

The partners bring in the Advisory board members in the beginning of the project. It is the responsibility of the project manager to make sure its members represent all different aspects of concern. The maximum number of members is eight. When there is more than one candidate to represent a certain aspect, the PMT decides on the most suitable candidate.

See 9.3 for an overview of the advisory board members.

2.12 Decision taking

The problem handling philosophy of the consortium is in the first place based on prevention. In case a problem arises, it will be tackled as soon as possible and at the lowest possible level, meanwhile bringing it to the immediate attention of the Project Manager.

Decisions are made at work package level (technical) in full consensus, else by WPLs, reporting to the PMT for voting, if requested by one or more of his team members. Preparations for the GA decisions are made by the PMT.

Decisions of the GA are binding for the project.

A consortium agreement (IPCA) is signed and contains the basic arrangements within the consortium.

3. Project Management Procedures and Infrastructure

3.1 Meetings

The Amigo project has 5 types of meetings:

- GA Meetings
- PMT Meetings
- Working Meetings and Project Workshops
- Review Meetings
- Concertation Meetings

Preferably, meetings will be held in conjunction with other project related meetings, to save travel costs and time. Where possible and appropriate, telephone conferences may be used to limit travelling and expenses.

The project partners will host the meetings in turn. That is, the host partner of a meeting is responsible for organising the meeting locations and facilities. Minutes of all meetings will be communicated to the PMT and the Project Manager and all other levels within the project.

Meeting minutes and invitations:

The following rules apply for meeting minutes:

For every official project meeting, minutes shall be drawn. By default, minutes shall be drawn by a representative of the hosting Partner, unless otherwise stated in the IPCA.

The draft meeting minutes shall be sent to the chairperson of the meeting, i.e., to the Project Manager in the PMT and GA case, etc, for review and for consolidation purposes. Within 15 days after the meeting, the reviewed version of the minutes will be distributed to the meeting participants. Minutes shall be considered as accepted, if within 15 days from receipt none of the recipients has objected in writing to the chairperson. Minutes will be published on the project web server within 30 days after the meeting.

The minutes contain at least:

- The AGENDA of the meeting;
- The ATTENDANCE list of the meeting.
- DECISIONS taken at the meeting;
- The ACTION LIST;
- A list of NEXT EVENTS;
- A DISTRIBUTION LIST;

The chairperson shall call all meetings. This will be done with a reasonable notice and a proposed agenda. To allow timely and good preparations, the general rule will be to fix a yearly meeting calendar.

3.2 GA Meetings

The General Assembly meets mainly at times, which are related to major project events such as contractual reviews, major milestones/deliverables, modifications to the project having a major impact, etc. The project manager chairs the GA Meeting. The GA Meeting dates can be found at the project calendar. Per meeting the main subjects to be discussed will be included in the project calendar (e.g. "*Approval of deliverable 6*").

3.3 PMT Meetings

The PMT meets at least three monthly to ensure a timely and effective discussion on major issues, like adjustment project plans, the definition of the configuration of the demonstrators or the evaluation of application areas.

The Project Manager coordinates the PMT Meetings and is responsible for the agenda.

The PMT project partners will host the PMT Meetings in turn. The host partner is responsible for organising the meeting locations and facilities.

As an exception, PMT Meetings can also be held by telephone conferences.

3.4 Working meetings and Project Workshops

Work package leaders and Working Groups will organise their own meetings and workshops. Meeting results will be made available in line with section 3.1.

3.5 Review Meetings

The European Commission requests the Review Meetings. The EC together with the Project Manager determine date, agenda, duration and location.

3.6 Concertation Meetings

Depending on invitations by the Project Officer, the Amigo project will participate actively in the Concertation Meetings organised by the EC. It is the intention that all partners participate actively in these concertation meetings.

3.7 Project Meeting Calendar

The Project Manager will maintain a Project Calendar, containing all relevant events of project meetings, reviews, reporting deadlines and major deadlines (e.g., availability of deliverables). It is everyone's responsibility to keep this calendar up-to-date and to inform the Project Manager of changes. External or public events will also be put on the public part of the website.

The meeting calendar is indicated in chapter 8.4.

3.8 Reports

The following reporting periods are distinguished in the project:

- P1: from month 1 to month 12 (1 Sept 2004 – 31 Aug 2005)
- P2: from month 13 to month 24 (1 Sept 2005 – 31 Aug 2006)
- P3: from month 25 to month 36 (1 Sept 2006 – 31 Aug 2007)
- P4: from month 37 to month 42 (1 Sept 2007 – 29 Feb 2008)

The following reports are distinguished in the project:

- 4 Periodic Activity Reports: containing an overview of the activities carried out by the consortium during that period, a description of progress toward the objectives of the project, a description of progress towards the milestones and deliverables foreseen, the identification of the problems encountered and corrective action taken. An updated plan for using and disseminating the knowledge shall be included as a separate part of this report; (Project Manager)
- 4 Periodic Management Reports, including or accompanied by:
 - Justification of resources (Collected by the Project Office: F&A Department)
 - Financial Statements (Project Office: F&A department)
 - Summary financial report (Project Office: F&A department)
 - If necessary, accompanied by audit certificates from each partner (coordinated by Project Office: F&A department)

All reports and deliverables shall be submitted within 45 days following the end of the respective periods.

And at the end of the project:

- Final Activity Report (Project Manager)
- Final Management Report (Project Office- F&A department)

Templates for all reports can be downloaded from the internal website, section *templates*. A listing of all deliverables can be found in *section 6*.

- In addition to the Periodic Reports, internal progress reports will be asked per partner to give the PMT an early indication whether sufficient progress is being made or problems have arisen, in order to enable them to take timely measures. These internal progress reports must be sent to the Project Manager and the project office every three months and will serve as input for the 4 activity and 4 management reports.
- Deliverables (responsible: all partners) are to be submitted to the Project Office within two weeks after the end of the reporting period; after which the PMT will discuss, approve and send it to the Commission within 45 days after the end of the reporting period.

The deadlines for the Partners contributions will be published on the Project Calendar.

3.9 Quality Assurance Measures

3.9.1. Planning for releasing Documents and Deliverables:

Each deliverable and document has a lifecycle of 4 phases: Outline, Draft, Proposed for Approval, Accepted. The table below indicates the mandatory dates for each document and deliverable, for which “Due dates” have to be defined, at which the corresponding deliverable will have to be received by the Project Office.

Reports Versioning (x=1,2,3,...)	Outline (0.x)	Draft (1.x)	Proposed (2.x)	Accepted (3.x)
Date	<i>[Outline Due date]</i>	<i>[Draft Due date]</i>	<i>[Proposed Due date]</i>	<i>[Accepted Due date]</i>

Table 3.9.1: Milestones for document deliverables

3.9.2. Quality iterations:

Quality assurance (QA) measures are applied to all activities of the project. The following QA measures exist in the project:

- Documents (management reports, project deliverables, etc) have to pass two QA iterations:
 - To achieve status “Proposed for Approval” (cf. Section 0) it needs to be reviewed and approved from project members other than the author(s) of the document;
 - To receive status “Accepted” it needs to be formally approved by the respective management team (i.e. WP team, PMT or GA). It needs to be ensured that the review comments have been taken into account to the satisfaction of the reviewers.
- Internal Results and Deliverables to the EC will be reviewed and approved by the PMT;
- Publications of project results, e.g. as conference papers will be reviewed and approved by the PMT;
- Reviewers have to communicate their review comments in written form to the author(s) of the document; the author(s) have to keep track of the history of the document (incl. processing of the review comments received) in one of its appendices;
- When applicable, electronic annotation should be employed.
- In addition, the PMT may ask for a review team consisting of (external) experts in the field.

4. Overview Deliverables

Deliverable No	Deliverable title	Partner	Nature ¹	Dissemination level ²	Delivery date ³	Actual delivery date
D9.1	Website (continuous updates), public project summary	Microsoft	O	PU	30 Nov.04	
D11.1	Project handbook	Philips	Re	PU	30 Nov. 04	
D1.1	Report on user research	Philips	Re	CO	31 Jan. 05	
D1.2	Report on user requirements	Philips	Re	PU	28 Feb. 05	
D2.1	Specification of the Amigo abstract middleware architecture	Inria	Re	PU	28 Feb. 05	
D2.2	State of the art analysis including assessment of systems architectures for ambient intelligence	Inria	Re	PU	28 Feb. 05	
D2.3	Specification of the Amigo abstract system architecture	Inria	Re	PU	31 May 05	
D9.2	Standardisation plan	Microsoft	Re	CO	31 May 05	
D9.3	Dissemination plan	Microsoft	Re	CO	31 May 05	
D9.4	Exploitation plan	Microsoft	Re	CO	31 May 05	
D3.1	Detailed design of the Amigo core middleware infrastructure	Inria	Re	PU	30 Sept. 05	
D4.1	Report on specification and description of interfaces and services	IPSI	Re	PU	30 Sept. 05	
D3.2	1 st Prototype implementation of the Amigo core middleware infrastructure	Inria	O	PU ⁴	31 March 06	
D4.2	Report on detailed intelligent user services design	IPSI	Re	CO	31 March 06	

¹ The nature of the deliverable using one of the following codes:

R = Report
P = Prototype
D = Demonstrator
O = Other

² The dissemination level using one of the following codes:

PU = Public
PP = Restricted to other programme participants (including the Commission Services).
RE = Restricted to a group specified by the consortium (including the Commission Services).
CO = Confidential, only for members of the consortium (including the Commission Services).

³ Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

⁴ Publicly available via open source licensing mechanism, open source licensing rules apply. Limitations due to already existing licensing or standardisation mechanisms will apply. Algorithms not necessary for system interoperability, like speech algorithms or gesture recognition algorithms will not be licensed under

D4.3	First version of software services	IPSI	O	PU ¹⁴	31 March 06	
D4.4	Mock-ups of user-interfaces/ artefacts for user testing	IPSI	P	RE	31 March 06	
D5.1	Integration and test plan	Ikerlan	Re	RE	31 March 06	
D6.1	Integration and test plan	TID	Re	RE	31 March 06	
D7.1	Integration and test plan	FT	Re	RE	31 March 06	
D9.5	Website for sharing open source software developed within project	Microsoft	O	PU	31 March 06	
D10.1	Training course for local system diagnosis and error detection	IMS	O	RE	31 March 06	
D10.2	Documentation of completed student project. Demonstrations and set-up for students to conduct own experiments in the acoustic laboratory of the department on: acoustic impulse response measurements, microphone array signal processing, speaker localization, on-line speech signal processing and recognition. (IMS)	IMS	Re	PU	30 Sept. 05	
D10.3	First Training Courses of context aware services.	IMS	O	RE	31 March 06	

R = Report

P = Prototype

D = Demonstrator

O = Other

PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

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5. Project Planning and Timetable

5.1 Original graphical presentation of Milestones first 18 months

Figure 1 shows an overview of the RTD work packages active during the first 18 months of the project and their start time. As mentioned before, WP 3,4, 5,6,7 and WP9 are active beyond month 18 and will deliver only intermediate output at month 18.

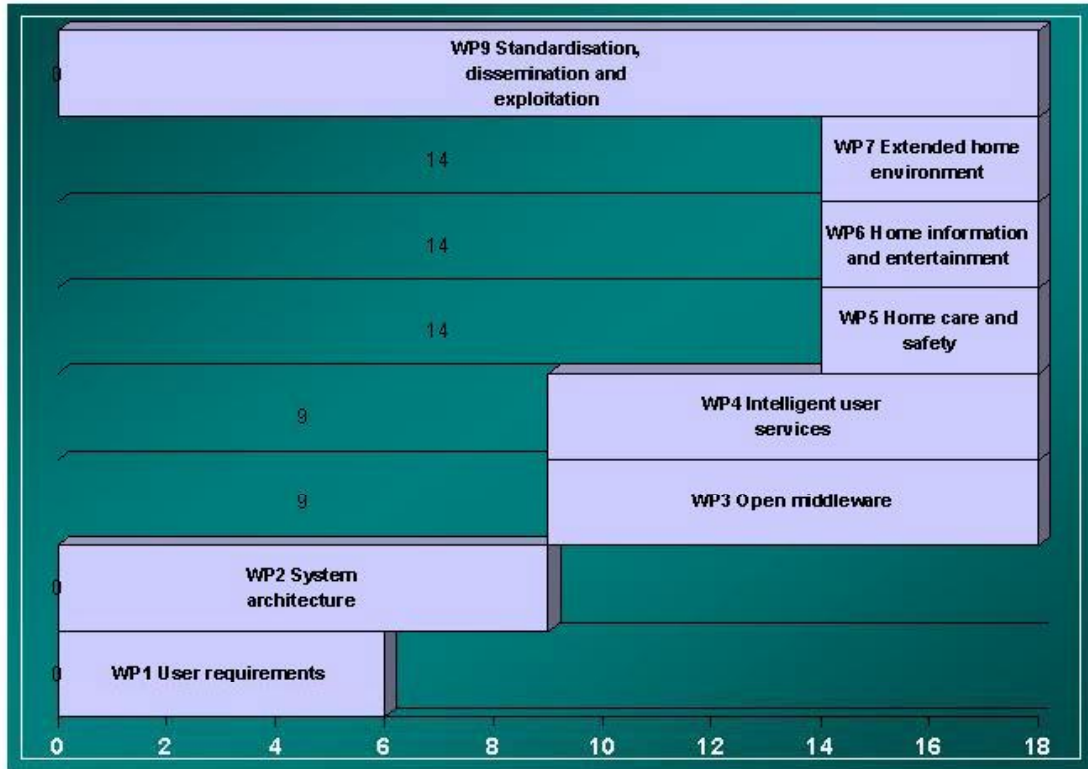
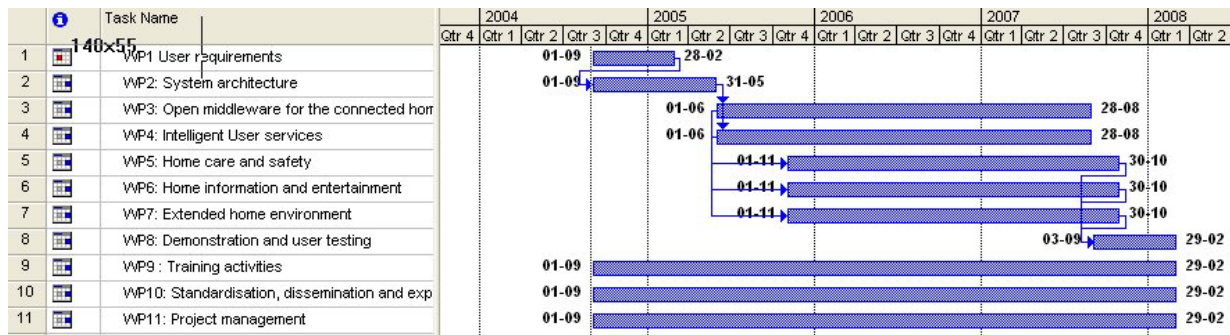


Figure 1 RTD work packages actives during the first 18 months and their timing relationship

5.2 Original Gantt chart of the Amigo project, full duration

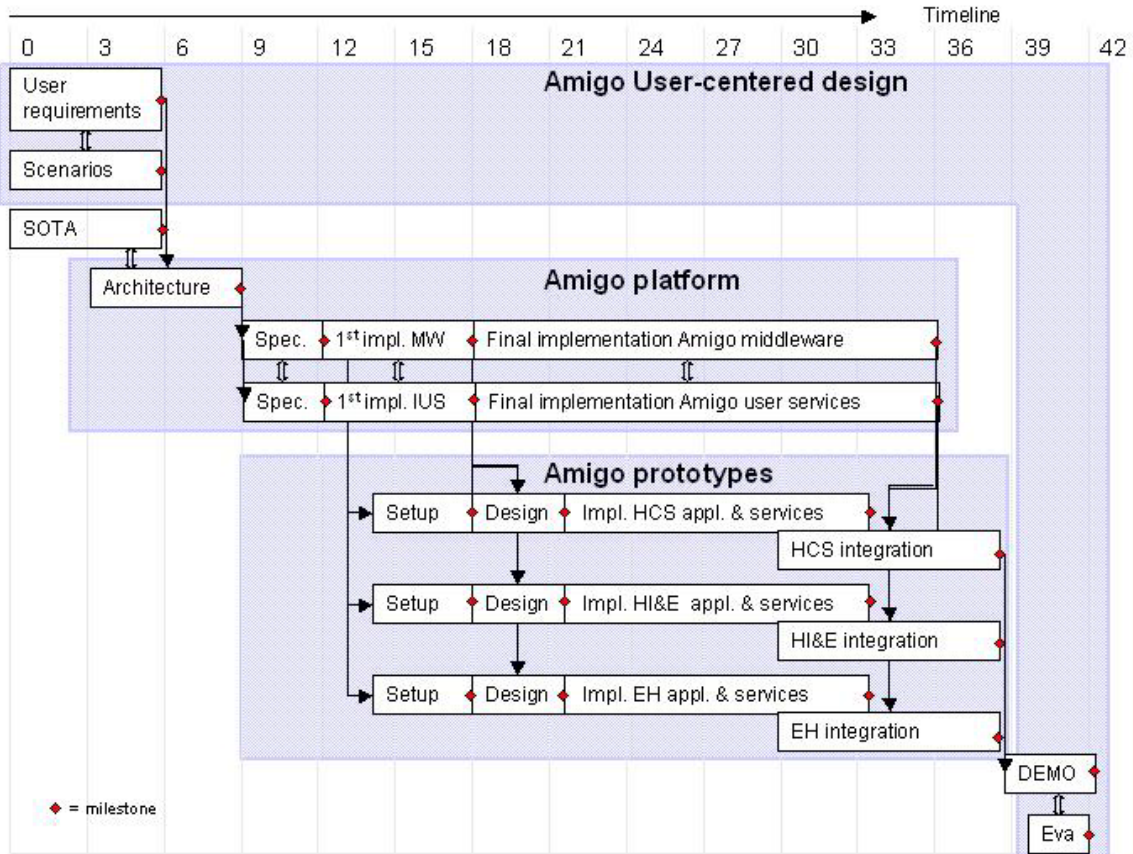


Gantt chart Amigo project

5.3 Major Milestones over full project duration

Milestone	Event
M6	User research results, user requirements and refined scenarios: input for WP2, 5-7
M9	Specification of abstract architecture of the Amigo system, input for WP3-4
M18	First prototype implementation of the Amigo core middleware for integration in WP5-7
	First prototype implementation of the Amigo intelligent user services for integration in WP5-7
	Website for sharing open source software developed within the project in the air, regular updates of Amigo software will now become available for everyone
	Integrated test beds ready in WP5-7, Start of integration period
M24	Final versions of standardisation, dissemination and exploitation plans
M36	Amigo open middleware platform ready
	Amigo intelligent user services and artefacts ready
M38	Final integration results for the home care and safety environment
	Final integration results for the home information and entertainment environment
	Final integration results for the extended home environment
M40	Demonstration set-up ready, start of end-user evaluation
M42	End-user evaluation results available.

Table: Overview of important milestones within the Amigo project



Shows the major end-results and the intermediate results which lead to them as a function of time. This shows at any time in the project which major individual results should have been reached until then, and to which final results they contribute.

6. Access Rights to Pre-existing Know-How

The way to get access rights to pre-existing know-how is described in the IPCA. There are two limitations with respect to *Access Rights to Pre-Existing Know-How* (Article II.35.1.d)) of the *EU Contract* agreed by the consortium partners in the IPCA:

- The University of Paderborn, established in Germany, wishes to exclude the obligation to grant Access Rights to the following Pre-Existing Know-How "SPARK: Speech Processing and Recognition Kit", developed by the group of Prof Dr. Reinhold Haeb-Umbach, at the University of Paderborn, in the version as of the starting date of the Amigo project.
- VTT would like to use the possibility to exclude Pre-Existing Know-How "SoapBox technology" from obligation to grant Access Rights. SoapBox (Sensing, Operating and Activating Peripheral Box) designed and developed by VTT is a small module that includes sensors, processing and wireless communication capabilities. SoapBox has been designed to offer enabling technology to human-computer interaction and context awareness research in an efficient and easily usable form. It has been used in several projects internally at VTT and also in co-operation projects outside VTT.

7. Open Source Software

The rules to use and create open source software within the Amigo project are described in the IPCA. The use and creation of open source software has many advantages, but also imposes some risks, which means that the afterwards described procedures have to be followed carefully. Within Amigo we have the following policy:

- We approve the **use** and **creation** of open source software unless there are significant risks for commercial or IPR interests of one or more partners
- We take a conservative license interpretation to be on the safe side
- We do not use tricks to get around licenses or license obligations
- Evaluation of open source software is done on a case-by-case basis
- Every partner is responsible to warrant that they either don't use open source software or that specific approval by the consortium is given beforehand

7.1 Procedure for using open source software

If you want to use open source software in a certain (sub-) task:

1. Identify as soon as possible after the start of a (sub-) task what software and where you want to use it for.
2. Submit proposal describing the intended use of OSS to ALL partners via e-mail (al_amigo_all@natlab.research.philips.com). Describe the context of use of the software and include applicable license terms (or a link to them)
3. Partners review license requirements for that context and give green/red light. Partners have one week to respond. No reaction → no objection! Endangering commercial or IPR rights of any partner is a valid reason to object.
4. When there are objections, the requesting partner and the objecting partner will first try to come up with an acceptable alternative.
5. If necessary, objections are discussed within GA.
6. When agreement is reached: the software and its context of usage will be added to appendix A of the IPCA after agreement
7. Ask new permission if you want to use the same software in another part of the Amigo project.

8. Adaptations to open source software equals open source software creation, e.g. use that procedure.

7.2 Procedure for the creation of open source software

The Amigo middleware and standard services software developed within the project will be made available to all partners as well as outside the consortium as open source software (OSS) provided the requirements and rules as set out in the IPCA are fulfilled. GPL will not be used as license format for software created within Amigo. The licensing formats BSD and LGPL are recommended.

If you want to create open source software in a certain (sub-) task:

1. Decide asap. after the beginning of a (sub-) task, which parts should become open source software.
2. The WPL is responsible to document this.
3. This should be archived in Amigo QuickPlace under Open source software.

STEP1:

1. Make a list of concerned partners, i.e. partners that contribute to this software or that have pre-existing know-how incorporated.
2. The main contributor sends a description of:
 - the software to be created,
 - its place and usage within the Amigo architecture
 - the proposed licensing terms and
 - the list of concerned partners
3. to ALL partners via e-mail.
4. Partners have one week to react if they feel they are a concerned partner as well.

STEP 2:

1. Send a description of the software you want to create, its usage within the Amigo architecture and the licensing terms to *all concerned partners*.
2. Endangering the IPR or commercial interest of any partner is reason to object.
3. *Concerned partners* should formally agree in writing *by an authorized person*. They have one week to do this.
4. If there is no response from a partner after several tries, the project manager can decide to go ahead without formal agreement of a partner.
5. A list of all approved creation of open source software is maintained under QuickPlace by the project manager.

Dealing with objections:

1. When there are objections, the involved partners should first discuss alternatives and try to agree on one.
2. If they still don't agree, objections and possible alternatives are sent in writing to the GA
3. GA discusses the objections and alternatives within 60 days. The PM can call for additional GA (telephone-) meetings in this case.
4. When the GA agrees objections are valid, no approval is given.

8. Publications & Documents

These procedures are valid unless stipulated in the Amigo IPCA.

8.1 Procedure for publications

Procedure for abstract/full proposal submission for attending a conference:

1. Send the full content of the abstract to all partners ONE week prior to deadline for submission.
2. Partners have 5 days to react on the content of the abstract and have the possibility to block the submission of the abstract or request to revise the abstract.
No reaction → no objection!¹
In case of revision, authors have 2 days to revise the abstract before submission.
3. Send the full conference paper to all partners ONE week prior to submission.
4. Partners have 5 days to react on the content of the full conference paper and have the possibility to request revision of the full conference paper.
No reaction → no objection!¹
5. Authors have 2 days left for changing the full conference paper before deadline of submission. EC-support has to be explicitly acknowledged.
6. EC-support has to be explicitly acknowledged.
7. Send an accepted copy of the publication to the Project office for the project archive and website.

¹ Accepted reasons for blocking submission of abstracts/full conference papers:
The abstract contains confidential knowledge of another partner who objects to it.

8.2 Procedure for full journal paper submission

1. Send the full conference paper to all partners ONE week prior to submission.
2. Partners have 5 days to react on the content of the full conference paper and have the possibility to request revision of the full conference paper.
No reaction → no objection!¹
3. Authors have 2 days left for changing the full conference paper before deadline of submission. EC-support has to be explicitly acknowledged.
4. EC-support has to be explicitly acknowledged.
5. Send an accepted copy of the publication to the Project office for the project archive and website.

¹ Accepted reasons for blocking submission of abstracts/full conference papers:
The abstract contains confidential knowledge of another partner who objects to it.

8.3 Procedure for patents

- Patents are normally dealt with within the organisations of the Partners separately, taken into account the IPCA and the general conditions of the EU contract on IPR.
- Partners, who want to patent foreground knowledge, which is content of a publication, should act pro-actively to protect this knowledge.
- When filing a patent with inventors from multiple partners send an announcement to your Work Package Leader, who communicates IPR issues to the Project manager and the other Work Package Leaders.
- IPR will be regularly put on the agenda of the PMT for monitoring.

8.4 Archiving of documents, presentations and publications

All relevant papers (documents, minutes, action lists, etc) of the project are stored in the project Central Archive. Cost statements are archived by the coordinator. The archive accepts only

commonly used *WWW* document formats including PDF, HTML and Microsoft Office (Word, PowerPoint, Excel, Project) formats.

The logical structure of the archive follows the project structure and goes down to task level.

The information stored in the Central Archive is accessible for all Partners. This central project archive is maintained at the Project Office at Philips, and on the internal project website, when material is electronically available. All partners will actively participate in the forwarding of electronic copies of all publications to the project office for archiving.

8.5 Document exchange formats

The following document exchange format conventions will be used:

- For distribution, all partners must use E-mail, or any other electronic medium supplied by the Project Office.
- For document processing use MS-office (NB to facilitate final editing and lay-out, it is preferred to use Amigo templates)
- For figures/graphs, preferably no postscript, use TIFF for public documents, otherwise GIF, JPG and BMP.
- All official documents to the EC (e.g. deliverables) will be transferred to PDF format.

8.6 Document file naming

In order to have a consistent way of documentation and archiving, the project will use standardised file naming conventions. The project acronym is always mentioned first.

Amigo_<WP>_<NAME>_<VERSION >_<DATE>_<INITIALS>.<EXT>

where:

<WP>	Workpackage or management identifier, e.g. 'wp1', 'wp2', 'pmt', 'PMT'
<NAME>	Description of the document
<VERSION>	Version identifier (optional), e.g. 'v11', 'v32'
<DATE>	Date (ddMmmyy), e.g. 23Feb05
<INITIALS>	Person name initials or acronym of the issuing Partner
<EXT>	File name extension.

Use only lowercase characters and separate the words with underscores ('_'). Don't use spaces (' '), because they give problems on the website.

For example:

amigo_wp3_deliverable1_V2.1_04mar2003_jl.pdf
amigo_PMT_minutes_V3.0_30jun2004_pv.doc

9. Project Contact Information

All partners will actively and timely inform the project office on changes of their coordinates, contact persons or changes in any other information needed for executing the project. Project Office makes this information available for all partners.

9.1 E-mail reflectors

Technically the communication is supported by specific e-mail reflector lists, e.g.

al_amigo_all@natlab.research.philips.com	: All project members
al_amigo_PMT@natlab.research.philips.com :	All PMT members
al_amigo_GA@natlab.research.philips.com	: All GA members
al_amigo_pcp@natlab.research.philips.com	: All PCP's
al_amigo_FandA@natlab.research.philips.com	: F&A Project Office
al_amigo_office@natlab.research.philips.com	: Administrative Project Office

Mail-reflectors for a work package can be created as well. The Project office maintains the e-mail reflectors for the different working groups in the project for the WP leaders.

To prevent an avalanche of unsolicited messages, senders are to carefully target their messages to the narrowest audience as reasonably possible. For changes, deletions or additions of mailing lists, please contact the Project Office.

9.2 Project Website

The public website holds a summary, public events calendar, an overview of dissemination activities, and links to the consortium and project management.

The internal website is based on QuickPlace. QuickPlace is a self-service Web tool for team collaboration, which will be used during the Amigo project to facilitate project management and communication as well as the sharing of information. Every Amigo member will be able to read and write documents.

The internal website has restricted access and every Amigo member has its own user name and password. Partners can obtain access and password via the project manager.

The public amigo website is located at:

<http://www.amigo-project.org/>

The internal amigo website is located at:

<https://www.quick.philips.com/QuickPlace/amigo/>

9.3 Project Key positions

Project Manager

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 Philips Research Laboratories Eindhoven
 Prof Holstlaan 4
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 Fax: +31 40 2744639
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 Secretary: +31 40 2743925

Project Officer

Charles Macmillan,
 Project Officer
 European Commission,
 Information Society Directorate-General,
 Avenue de Beaulieu 29, B-1160 Bruxelles
 Tel: +32-2- 2988885 - Fax: +32-2-2967018
 Email: charles.Macmillan@cec.eu.int
Note: all project communication to the project officer goes via the Coordinator.

- A.1 General Assembly (GA)

General Assembly				
Partner	Name	Telephone	Fax	E-mail
Philips	Harmke de Groot	31 40 2744747	~2744639	harmke.de.groot@philips.com
Fagor	Alfonso Garate Orbe	34 943037100	~943796881	agarate@fagorelectrodomesticos.com
France Tel	Gilles Privat	33 476764330	~476764450	gilles.privat@francetelecom.com
FhG IPSI	Norbert Streit	49 615 1869919	~1869966	streitz@ipsi.fraunhofer.de
Ikerlan	Nati Herrasti	34 943 712400	~943 796944	nherrasti@ikerlan.es
INRIA	Valerie Issarny	33 1 39635717	~1 39635469	valerie.issarny@inria.fr
Italdesign	Sergio Di Marca	39 0116891702	~0116472713	sergio.dimarca@italdesign.it
Knowledge	Anastasios Tsopanoglou	30 2610 452820	~453819	atsopanoglou@knowledge.gr
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Telin				
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Paderborn	Reinhold Haeb-Umbach	49 5251 603626		haeb@nt.uni-paderborn.de
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General Assembly Proxies				
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France Tel	Anne Gerodolle			Anne.Gerodolle@francetelecom.com
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FhG IMS	Viktor Grinewitschus	49 203 3783225	~3783277	grinewit@ims.fhg.de
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Philips design	Stefanie Un	31 402759205	~2759251	Stefanie.un@philips.com

- A.2 Project Management Team (PMT)

Project Management Team				
Partner	Name	Telephone	Fax	E-mail
Philips (WP1)	Maddy Janse	31 40 2742863	~2744918	maddy.janse@philips.com
INRIA (WP2)	Valerie Issarny	33 1 39635717	~1 39635469	valerie.issarny@inria.fr
INRIA (WP3)	Valerie Issarny	33 1 39635717	~1 39635469	valerie.issarny@inria.fr
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Ikerlan (WP5)	Natividad Herrasti	34 943712400	~943796944	nherrasti@ikerlan.es
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Microsoft (WP9)	Mark Gilbert	49 241 9978417	~2419978477	markgil@microsoft.com
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Philips (WP11)	Harmke de Groot	31 40 2744747	~2744639	harmke.de.groot@philips.com

Project Management Team proxies				
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Philips (WP11)	Maddy Janse	31 40 2742863	~2744918	maddy.janse@philips.com

A.3 Partner Contact Persons (PCP)

Partner Contact Persons				
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FhG IMS	Viktor Grinewitschus	49 203 3783225	~3783277	grinewit@ims.fhg.de
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Paderborn	Reinhold Haeb-Umbach	49 525 1603626	~525 1603627	haeb@nt.uni-paderborn.de
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Partner Contact Persons Proxies				
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France Tel	Anne Gerodolle			anne.gerodolle@francetelecom.com
FhG IPSI	Carsten Magerkurth	49 6 151869997	~6 151869966	magerkurth@ipsi.fhg.de
FhG IMS				
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INRIA	Nikolaos Georgantas	33 139635137	~139635469	Nikolaos.georgantas@inria.fr
Italdesign	Luca Jozzo	39 0116891914	~0116472713	luca.jozzo@italdesign.it
Knowledge	Basilis Kladis	30 2610 452820	~2610 453819	bkladis@knowledge-speech.gr
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Advisory board				
Name	Company/Institute	Telephone	Fax	E-mail
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- A.4 Work package 1 – Task leaders

Work Package 1				
Partner	Name	Telephone	Fax	E-mail
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Task 1.2				
France Telecom				
Task 1.3				
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- A.5 Work package 2 Task leaders

Work Package 2				
Partner	Name	Telephone	Fax	E-mail
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Task 2.2				
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- A.6 Work package 3 Task leaders

Work Package 3				
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Task 3.2				
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Task 3.3				
Microsoft				
Task 3.4				
INRIA	Daniele Sacchetti	+33 139635185	~139635469	Daniele.sacchetti@inria.fr
Task 3.5				
Microsoft				
Task 3.6				
VTT	Julia Kantorovitch	358 85512334	~85512330	Julia.Kantorovitch@vtt.fi
Task 3.7				
Microsoft				

•

- A.7 Work package 4 Task leaders

Work Package 4				
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Task 4.1				
Philips				
Task 4.2				
Fraunhofer IPSI				
Task 4.3				
Philips				
Task 4.4				
Knowledge	Basilis Kladis	30 2610 452820	~453819	bkladis@knowledge-speech.gr
Task 4.5				
France Telecom	Fano Ramparany	33 476764391		fano.ramparany@rd.francetelecom.com
Task 4.6				
KNOW/VTT/IPSI				
Task 4.7				
France Telecom				
Task 4.8				
VTT	Julia Kantorovitch	358 85512334	~85512330	Julia.Kantorovitch@vtt.fi
Task 4.9				
Philips				
Task 4.10				
Fraunhofer IMS				

- A.8 Work package 5 Task leaders

Work Package 5				
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Task 5.1				
Ikerlan	Antonio López	34 943 712400	~796944	alopez@ikerlan.es
Task 5.2				
Fagor	Imanol Lukas	34 943 035755	~796881	imalucas@fagorelectrodomesticos.com
Task 5.3				
Ikerlan	Natividad Herrasti	34 943712400	~796944	nherrasti@ikerlan.es

- A.9 Work package 6 Task leaders

Work Package 6				
Partner	Name	Telephone	Fax	E-mail
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Task 6.1				
Knowledge	Basilis Kladis	30 2610 452820	~453819	bkladis@knowledge-speech.gr
Task 6.2				
TID	Sara Carro Martinez	34983367595	~915103312	scm@tid.es
Task 6.3				
TID	Sara Carro Martinez	34983367595	~915103312	scm@tid.es

- A.10 Work package 7 Task leaders

Work Package 7				
Partner	Name	Telephone	Fax	E-mail
France Telecom	Gilles Privat	33 476 764330	~764450	gilles.privat@francetelecom.com
Task 7.1				
Telin				
Task 7.2				
France Telecom	Thibaud Flury			
Task 7.3				
France Telecom				

A.11 Work package 8 Task leaders

Work Package 8				
Partner	Name	Telephone	Fax	E-mail
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Task 8.1				
Fagor	Imanol Lukas	34 943 035755	~796881	imalucas@fagorelectrodomesticos.com
Task 8.2				
TID				
Task 8.3				
Philips				
Task 8.4				
Philips				
Task 8.5				
Fagor	Imanol Lukas	34 943 035755	~796881	imalucas@fagorelectrodomesticos.com

• A.12 Work package 9 Task leaders

Work Package 9				
Partner	Name	Telephone	Fax	E-mail
Microsoft				
Task 9.1				
Philips				
Task 9.2				
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Task 9.3				
VTT	Julia Kantorovitch	35885512334	~85512320	Julia.Kantorovitch@vtt.fi
Task 9.4				
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Task 9.5				
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• A.13 Work package 10 Task leaders

Work Package 10				
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Task 10.1				
Fraunhofer IMS				
Task 10.2				
Telin				
Task 10.3				
Philips				
Task 10.4				
NTUA				
Task 10.5				
Fraunhofer IPSI				
Task 10.6				
Paderborn	Joerg Schmalenstroeer	49 5251 603623		schmalen@nt.uni-paderborn.de
Task 10.7				
TID				

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EuroPartners				
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Maarten van den Nieuwenhof	+31 40 2743971	+31 40 2744797	maarten.van.den.nieuwenhof@philips.com	

Meeting calendar

Amigo meeting and deliverables calendar					
Date	Deliverable	Meeting	Present	Responsible	Location
14-09-2004		Start-up	All	Philips	Veldhoven (NL)
15-09-2004		Start-up	All	Philips	Veldhoven (NL)
11-11-2004		WP1&2	WP1&2	FraunhoferIMS	Duisburg (G)
12-11-2004		PMT	PMT+ WP1&2 TL	FraunhoferIMS	Duisburg(G)
19-11-2004	D9.1/Pu			Philips/HdG	
19-11-2004	D11.1/Pu			Philips/MvdN	
19-01-2005		WP1&2	WP1&2	FT	Paris (F)
20-01-2005		PMT	PMT+ WP1&2 TL	FT	Paris (F)
11-02-2005	D1.1/Co			Philips/	
28-02-2005	D.1.2/Pu			FT/	
28-02-2005	D2.1/Pu			Inria/	
28-02-2005	D2.2/Pu			VTT/	
01-03-2005		WP1&2	WP1&2	Telefonica	Madrid (E)
02-03-2005		WP1 presentation of results & PMT	PMT + invited	Telefonica	Madrid (E)
18-04-2005		WP2, WP3&WP4 planning meeting	WP2, WP3, WP4	Inria	Paris (F)
19-04-2005		PMT	PMT + WP2 TL	Inria	Paris (F)
20-04-2005		GA	GA	Inria	Paris (F)
03-06-2005	D2.3/Pu			Inria/	
03-06-2005	D9.2/Co			Philips/	
03-06-2005	D9.3/Co			VTT/	
03-06-2005	D9.4/Co			Microsoft/	
21-06-2005		WP3&WP4 (WP2 presentation of results)	WP3&WP4	VTT	Oulu (Fin)
22-06-2005		PMT	PMT + WP3&4 TL	VTT	Oulu (Fin)
09-09-2005	D3.1/Pu			VTT, Inria, Msoft/	
09-09-2005	D4.1/Pu			Philips/	
09-09-2005	Update DoW			Philips/HdG	
04-10-2005		Preparation review	All presenters + PMT + invited	Microsoft	Aachen (G)
05-10-2005		Review	All presenters + PMT + invited	EC	Brussels (B)
06-10-2005		PMT/GA	PMT + invited/GA	Microsoft	Aachen (G)