

## **Eurescom Processes, Administrative Issues and Handling of Results**

**Anastasius Gavras, Eurescom  
gavras@eurescom.eu**

### **Call for proposals**

- ▶ Study proposals can be submitted anytime
- ▶ Twice per year Eurescom, in consent with the Study Management Group (SMG) issues a call for proposal
- ▶ Assessment and prioritization is performed by Eurescom Programme Managers and members of the (SMG)

## Call Deadlines

- ▶ A call is issued in consent with the SMG and with a deadline of at least 1 month
- ▶ Assessments and prioritisation within 2 weeks
- ▶ In an audio conference the SMG discusses and recommends studies to be executed

## Call for participation

- ▶ Eurescom issues a call for participation announcing the start of a study with an advance notice of at least 4 weeks
- ▶ Kick-off date is agreed with the study proposer
- ▶ Kick-off location is Heidelberg

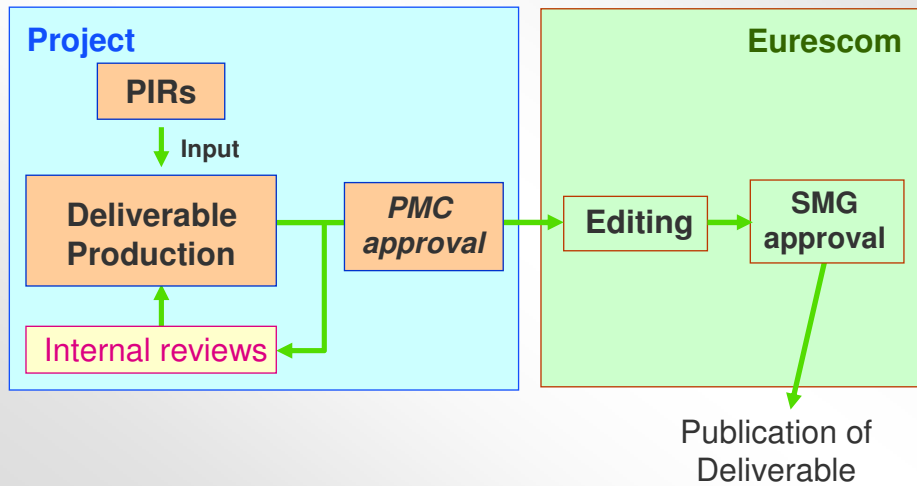
## Project Contract

- ▶ **Between EURESCOM and participating shareholders**
- ▶ **General legal part, IPR agreements (Annex 1), General Conditions (Annex 2), Bonds (Annex 4 and 5), Glossary (Annex 6), Copyright and confidentiality (Annex 7)**
- ▶ **Annex 3 for Project specifics (“Project Description”)**
  - Project Summary (PS)
  - Task Descriptions (TD)
  - Deliverable Descriptions (DD)
  - Project Management Committee (PMC)
  - Project Overview Table (POT)
  - Budget allocation (per contractor and per Task)
  - Calendarised budget allocation (annually per contractor)
- ▶ **Amendments as necessary**

## Project Results

- ▶ Deliverable is the legal Eurescom term
- ▶ Includes all kinds of deliveries such as
  - documents (e.g. reports, management summaries, UML specifications)
  - web pages,
  - brochures,
  - CD-ROMs,
  - seminars, etc.
- ▶ Documents may contain annexes
  - integral part of main document, at the end, designated A, B, C etc.
- ▶ Published project results are numbered with a unique *EURESCOM document identification number (EDIN)*

## Deliverable Production



## Confidentiality classes

- ▶ Eurescom Study Programme confidential
- ▶ For full publication
- ▶ For specified purposes
  - E.g. “for ETSI to be used as a contribution in the area of ...”

## Study Management Group

- ▶ A body that is formed by the Subscribers of the Programme
- ▶ All subscribers shall appoint one member to the SMG
- ▶ Is chaired by one member and who is assisted by Eurescom staff
- ▶ Main decision body to start studies and approve deliverables
- ▶ Terms of reference to be drafted by Eurescom in collaboration with the chair

**Thank you**