



**Project Title:** Sensing and predictive treatment of frailty and associated co-morbidities using advanced personalized models and advanced interventions

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### **Project Quality Plan**

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## CHANGE HISTORY

| <b>Ver.</b> | <b>Date</b> | <b>Status</b> | <b>Author (Beneficiary)</b>                  | <b>Description</b>                             |
|-------------|-------------|---------------|--|--|
| 1.0         | 1/3/2016    | draft         | Vasiliki Simaki (UoP)                        | First draft                                    |
| 1.1         | 5/3/2016    | draft         | Vasileios Megalooikonomou (UoP)              | Several revisions                              |
| 1.2         | 10/3/2016   | draft         | Yiannis Ellul (UoP)                          | Added Templates                                |
| 1.3         | 12/3/2016   | draft         | Athanasios Benetos (INSERM)                  | Review and revisions                           |
| 1.4         | 14/3/2016   | draft         | Vasiliki Simaki (UoP), Andreas Kanavos (UoP) | Incorporation of review comments, second draft |
| 1.5         | 15/3/2016   | Draft         | Konstantinos Moustakas (CERTH)               | Review and revisions                           |
| 1.6         | 24/3/2016   | Draft         | Vasiliki Simaki, Andreas Kanavos (UoP)       | Incorporation of review comments, final draft  |
| 1.7         | 26/3/2016   | Final         | Vasileios Megalooikonomou                    | Finalizing draft                               |

## EXECUTIVE SUMMARY

This report constitutes the Deliverable “D9.2 - Project Quality Plan” of the FrailSafe (Grant agreement No 690140), and presents the quality procedures, criteria for and areas of application.

The current deliverable is connected with "Task 9.1 Project Management" and “Task 9.2 Risk management and contingency planning”, and it is expected to be utilised for the efficient quality assurance of all the work done under the FrailSafe project.

The present deliverable reports on the quality plan of the FrailSafe Project. Quality planning is a crucial component for the successful completion of the project objectives. In this direction, the Quality Manager has reviewed all requirements in order to determine the necessary activities that need to be planned. This Plan is prepared early in the project (M3) in order to demonstrate and provide the Consortium with the assurance that:

- The contract requirements and conditions have been reviewed;
- Effective quality planning has taken place;
- The quality system is appropriate.

A brief version of the quality plan of the FrailSafe project has been described also in D9.1, but it consists the main subject of the current deliverable report, and it is presented on the basis of three main pillars, namely:

- the general quality control measures and actions, such as success criteria, corrective and preventative actions, contingency planning and risk management;
- the quality control of deliverables and documentation, including document types, documents naming, and document templates;
- the quality control of the whole project, including the peer-reviewing evaluation of project's deliverables.

The proposed methodology, which is being presented here, is a revision of a similar methodology already used in previous R&D projects while the proposed quality management scheme is flexible and well-defined, thus allowing for robust Project monitoring and handling of any problems that may arise.

## DOCUMENT INFORMATION

|                           |   |                 |           |
|---------------------------|---|-----------------|-----------|
| <b>Contract Number:</b>   | H2020-PHC-690140  | <b>Acronym:</b> | FRAILSAFE |
| <b>Full title</b>         | Sensing and predictive treatment of frailty and associated co-morbidities using advanced personalized models and advanced interventions |                 |           |
| <b>Project URL</b>        | <a href="http://frailsafe-project.eu/">http://frailsafe-project.eu/</a>   |                 |           |
| <b>EU Project officer</b> | Mr. Ramón Sanmartín Sola  |                 |           |

|                             |     |               |                      |
|-----------------------------|-----|---------------|----------------------|
| <b>Deliverable number:</b>  | 9.2 | <b>Title:</b> | Project Quality Plan |
| <b>Work package number:</b> | 9   | <b>Title:</b> | Management & Ethics  |

|                              |   |  |   |           |
|------------------------------|---|--|---|-----------|
| Date of delivery             | Contractual   | 1/4/2016 (M3)                                  | Actual                                    | 31/3/2016 |
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| Dissemination Level          | Public <input type="checkbox"/>   | Consortium <input checked="" type="checkbox"/> |   |           |
| Abstract (for dissemination) | This is a confidential report that documents the necessary information required to effectively manage project quality from project planning to delivery. It defines a project's quality policies, procedures, criteria for and areas of application, and roles, responsibilities and authorities. |  |   |           |
| Keywords                     | Quality procedures, quality policy, quality plan  |  |   |           |

|   |  |              |  |
|---|--|--------------|--|
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## LIST OF ABBREVIATIONS AND ACRONYMS

|     |  |
|-----|--|
| ASB | The Advisory Stakeholder Board of the Project    |
| DM  | Dissemination Manager                            |
| DOW | Description of the Work                          |
| EAB | The Ethics Advisory Board of the Project         |
| EM  | Exploitation Manager                             |
| IPR | Intellectual Property Rights                     |
| GA  | The General Assembly of the Project.             |
| PC  | Project Coordinator                              |
| PMC | The Project Management Committee of the Project. |
| PQB | The Project Quality Board                        |
| QM  | Quality Manager                                  |
| QP  | Quality Plan                                     |
| SC  | Scientific Coordinator                           |
| STB | The Scientific and Technological Board           |
| SM  | Standardisation Manager                          |
| TL  | A Task Leader                                    |
| WP  | Work Package                                     |
| WPL | A Work Package Leader                            |



## 1. INTRODUCTION

Quality planning and control is an integral part of management planning for the successful realisation of the project. The Quality Plan (QP) describes the actions and measures that will be taken by the Consortium, in order to ensure the high quality level of the project outcomes and its full conformance with its contractual requirements.

In this direction, the PQB has reviewed all requirements in order to determine the necessary activities, and has prepared the QP in order to demonstrate and provide the Consortium with the assurance that:

- a) The contract requirements and conditions have been reviewed,
- b) Effective quality planning has taken place,
- c) The quality system is appropriate.

The QP is applicable to all the project's activities, and strict compliance with it is mandatory for all participants of the FrailSafe project. In order to ensure the relevance of the quality plan, the QM should conduct quality system reviews throughout the duration of the project, and especially when contractual changes occur. The Quality Plan is a controlled document, and amendments to it shall be submitted to the PC for approval. The QM ensures that the quality plan is available to all concerned and that its requirements are met.

This section specifies the activities to be implemented, including their sequence, in order to ensure that the project and its deliverables conform to its requirements. Those responsible for ensuring that the required activities are carried out, and the resources, which are crucial for their successful completion are identified within the subsequent chapters of this document. The Quality Plan includes explanation, necessary to show how quality requirements for activities are met. A list of such activities is given below:

- Management responsibilities
- Quality Plan Review,
- Quality system,
- Document, data control and product identification and traceability
- Inspection and testing,
- Control of non-conforming prototype / deliverable,
- Corrective and preventative action,
- Internal quality audits.

## 2. QUALITY SYSTEM REVIEW

The Quality system is reviewed within GA meetings and will focus on the prevention of deviations during each task of the project. In such reviews, the following issues will be taken into account:

- Results from project audits;
- Results from internal audits;
- Official project Deliverables;
- Corrective action requests from all the above;
- Preventive actions on all the above;
- Project prototype deficiencies and subsystems/parts problems;
- Adequate training of the staff of the project's partners for the tasks undertaken;

- Adequate resources for the tasks undertaken.
- Complaints
- Supplier problems
- Ethics, Health and Safety Issues
- Introduction of new quality plans

The outcomes from the above shall be discussed at GA meetings, and discussion minutes shall be kept by an appointed PQB member and should include:

- Satisfaction with the audits, corrective actions and the results of complaints
- Dissatisfaction and requirements for further auditing or more corrective actions
- Satisfaction with the corrective actions taken by the relevant partner(s).

### 3. PROJECT QUALITY BOARD

The Project Quality Board (PQB) is also responsible for checking and evaluating the quality of reports and deliverables, which are expected to have a significant influence on the successful outcome of the project. The PQ board will review the project activities and deliverables in order to address the following issues:

- Requirements of the project;
- Organizational structure of the project;
- Coordination among the partners;
- General measures and actions taken;
- Planning and control;
- Control of the quality of the deliverables;
- Quality control of the project;
- Files and archives;
- List of quality forms to be used.

The main goals of the QP will be the following:

- Provide to all concerned a guide for the actions required by each one involved,
- Exhibit the performance of the project's quality plan in accordance to the contractual requirements,
- Assign internal members of the Project Quality Board to review specific deliverables.

The PQB is responsible for the coordination and supervision of implementing measures for the quality assurance. Also, it is responsible for the project's quality assurance matters. In accordance with the contractual agreements, the project's quality management plan will be prepared, defining organizational structure, flow of the quality system and the quality management procedures to be applied. The Quality Board is chaired by the Project Coordinator. Apart from the PC, it consists of the Scientific Coordinator (SC), the Quality Manager (QM), the Standardisation Manager (SM) and a representative of older persons (chosen by the General Assembly from names suggested by the organisation representing and working with senior citizens in the project). The PQB has an assisting role to the General Assembly. Internal members will be appointed from the PQB for the purpose of reviewing specific deliverables and reports. These are senior researchers of the project partners with extensive expertise on the subject of the specific deliverable, excluding of course its authors.

In addition to the above members other internal members will be appointed from the PQB for the purpose of reviewing specific deliverables and reports. These are senior researchers of the project partners with extensive expertise on the subject of the specific deliverable.

Moreover, members of the different forums of the project will be used as reviewers especially for the public deliverables.

It should be mentioned that project members are obliged to conform to the quality plan and that the procedure for its final approval will be given by the consortium. Furthermore, at least two reviewers will be assigned for each project's deliverable. The PQB meetings will mostly take place through communication media rather than in person meetings.

#### **4. DELIVERABLE PEER REVIEW AND EVALUATION CRITERIA**

Each deliverable is linked to a Responsible Partner as defined in the projects grant agreement. The deliverable responsible partner decides on the list of contributors (authors) of the deliverable, who typically come from the partners involved in the work reported on the specific deliverable.

The peer reviewers for each deliverable are listed in Appendix 1: Table of Deliverables with Corresponding Reviewers, whereas the peer review report template is provided in Appendix 2: Template for peer review form

##### **4.1. Review Procedures**

In reviewing the Deliverables, the following procedure should be generally adhered:

- a) The Deliverable will be reviewed by the PQB as defined for the specific case (consisting of the internal experts, users' representative, the expert of Standards and the Quality Manager). The defined period for the whole review procedure is can be up to two weeks.
- b) In parallel to the PQB, the Coordinator and the Scientific Coordinator of the project will review the Deliverable to judge the degree to which the objectives are met and whether the Deliverable meets in general the standards to be expected.
- c) The responsible author(s) and the respective task leader(s) will send the consolidated peer review form including all comments of all reviewers appointed and the ones coming from the Coordinator and the Scientific Coordinator (if any) integrated, in order to be able to proceed with the relevant amendments.
- d) The responsible author(s) will revise the Deliverable upon the comments included in the consolidated peer review and will send the revised Deliverable together with their answers to the comments received justifying also the degree of their compliance to them (in the context of a specific form) to the instantiated PQB, the Project Coordinator and the Scientific Coordinator, and the responsible task leader.

##### **4.2. Deliverable Evaluation Criteria**

Each deliverable and report will be evaluated according to the following criteria:

###### **General criteria:**

- Deliverable contents thoroughness
- Innovation level
- Correspondence to project and programme objectives

###### **Specific criteria:**

- Relevance
- Response to user needs (if applicable)
- Methodological framework soundness

- Quality of achievements
- Quality of presentation of achievements

In case of a document: deliverable layout, format, spelling, etc. Project Deliverables should fully comply with the template given in Appendix 3: Deliverable template. All submitted deliverables should abide to the following rules:

- Have a list of abbreviations used within the Deliverable
- Have a table of contents
- Have a list of Figures (including the ones provided within Appendices)
- Have a list of Tables (including the provided within Appendices)
- Start with a one-page Executive Summary
- Include a References section after the Conclusions section
- Include all detailed technical and other information in Appendices

For the convenience of partners the PQB will make available separate Word files of the Templates in question.

### 4.3. Timeline of Deliverable Review

The **final rating of a deliverable**, will be given by the PQB, in the following scale: *Fully accepted, Accepted with minor comments, Rejected unless modified properly, Rejected.*

Each deliverable will be evaluated according to the following schedule:

Table 1. Evaluation of FrailSafe deliverables

| Deadline         | Action  |
|------------------|---|
| > 15 days before | Deliverable responsible partner and deliverable contributors prepare first draft  |
| 15 days before   | Deliverable responsible partner sends first draft to the peer Reviewers   |
| 10 days before   | Reviewers send comments to Deliverable responsible partner, the associated PQB members, and the Coordinator   |
| 7 days before    | The deliverable responsible partner incorporates the Reviewers' comments and sends the revised version, along with a list of actions describing how he addressed the comments, to the associated PQB members and the Coordinator. |
| 4 days before    | The associated PQB members control the quality of the deliverable and if needed ask the deliverable responsible partner for further modifications   |
| 2 days before    | The associated PQB members send their final rating to the Coordinator   |
| Due Date         | Deliverable submission  |

In case the Commission requests a revision of the submitted Deliverable, the internal review will be only repeated if the changes to the Deliverable are significant.

The Deliverable Responsible partner and the authors of a Deliverable are expected to make every possible effort to confront with the quality criteria as well as with the comments of the peer Reviewers, the PQB members, and/or the Coordinator.

#### **4.4. Identification of prototypes and traceability**

In the case of prototypes, their functionalities should be clearly presented in the corresponding deliverables according to the specifications.

#### **4.5. Dissemination Events Scheduling and Reporting**

All the dissemination activities of the partners that relate to the FrailSafe project should be supervised by the PQB in order to:

- a) Avoid publication of restricted and/or commercial in confidence data
- b) Avoid misunderstandings among the participants and publication of one's work without proper referencing
- c) Guarantee optimal use of dissemination resources of the project
- d) Guarantee proper archiving of all dissemination material

Dissemination events include but are not limited to:

- a) Publications in Scientific, Technical or Commercial Journals
- b) Presentations in Scientific Conferences
- c) Exhibition stands and demos
- d) Participation in non-project workshops, forums and/or events (EC concertation meetings, etc)

The PC and the PQB should be informed about the participation of any Participant in such an event through the completion of the appropriate form from Appendices 4-6. The PQB is responsible to approving or not the participation in such an event, after having received comments from the partners of the Consortium with experience in the related field.

For scientific publications, the following procedure will be followed:

- a) Event Participation Announcement to the whole Consortium through E-mail using the appropriate form.
- b) Written acceptance should be sent to the requesting Participant within 5 working days from receipt from both the PC and the PQB. Else, it is supposed to be positive
- c) The draft paper is then circulated to all project participants before submission for inspection. If within 15 calendar days, no objection is raised by any partner to PQB or the Coordinator, then the publication is allowed.
- d) A special provision is made in case of a submission to a conference publication: since there may be not enough time between the preparation of the final version and the required 15 days for final approval by the rest of the consortium. In this case the final version of the submitted paper should be sent to the consortium at most 1 day after the conference submission deadline. If the publication rises a major and justified objection by any partner, the article should be withdrawn from the conference.

All participants may object to the publication of confidential data or to non-inclusion of their name, if their work is also included. Comments are to be sent to the publishing Partner with

copies to the PC and the PQB. Then the author should restructure the draft paper accordingly. In case of conflict, it is the responsibility of both the PC and the PQB together to make the final decision.

The participation to dissemination activities/events requiring attendance (e.g., conferences, concentration events, workshops, seminars, etc.) is governed by the following rules:

- A partner should make his application as early as possible and not less than four weeks in advance of the event. The application shall be submitted to the PQB.
- The application should be accompanied by a copy of the event program together with a rationale describing the event and explaining the relevance of attendance to the objectives of the Project.
- The application must provide a clear breakdown of the attendance cost explaining the proposed claim for the EC contribution.
- Within two weeks after the event, the partner must provide to PQB a concise written report about the event. If possible, the report should be accompanied by the event's proceedings (or at least a suitable extract of it).

#### **4.6. Internal Quality Audits**

The QM will be responsible for the implementation of this procedure. The progress of the project will be monitored by the QM through any possible communication links (mainly by e-mail), involving all the related partners. All day-to-day and trivial barriers of the project have to be dealt in this way. In exceptional cases, when a problem of paramount importance comes up with a certain partner, an Internal Audit Procedure will be carried out by a specific project group. This group will consist of: (a) the PC, (b) the SC and (c) the QM. All the findings of the Internal Audit will be documented by the QM in the Internal Audit Report (see Appendix 7). Then, the QM will issue corrective actions, which again will be documented in order to make all the discrepancies obsolete, within the appropriate time period. Follow up actions will be arranged, so as to ensure the effectiveness of the corrective actions. The results of the Internal Quality Audits will be distributed to all partners, related to a specific WP.

#### **4.7. Project Reporting and Monitoring**

Concerning Quality Management Scheme, Periodic Management Reports (PMRs) that have been included in the DoW will be delivered on a 6-month-basis, and in which all partners will contribute by reporting their technical and financial progress in the project. Every partner should provide the following information for the particular 6-monthly reporting period (Periodic Management Report):

- Per each Work Package and respective Tasks:
  - Objectives of the WP/Task within the reporting period
  - Status and progress towards the WP/Task Objectives
  - Deviations from the DoW and Corrective Actions
  - Plan for the next reporting period (regarding the WP/Task)
- Dissemination & Exploitation activities for the reporting and the next reporting period
- Project Meetings
- Cooperation with other partners
- Cooperation with other projects
- Deviations from planned deliverables and milestones
- Planned and actual person months per WP and Task.

The PMR will be used to depict deviations from planned milestones including delays or early finishes and their implications on the overall progress of the project. The corrective actions that

are necessary for implementation will be considered and communicated to the SC so that they are carried out in a timely manner in order to achieve the expected results. Alarms will be raised in case of significant deviations in the planned work and budget spending. A Template of the PMR is presented in Appendix 8 so as to facilitate the efficient and easy integration of the feedback from all the partners by the PC.

#### 4.8. Corrective and preventive actions

The issues described in this section relate to general performance of a Partner and the quality of his work outcome and not to Project Deliverables, for which the previously described procedures should be followed. Any participant may raise such an issue on the work of another participant or external suppliers work.

The PC and the QM are responsible for resolving such matters within their own areas of responsibility. All complaints are to be investigated and corrective action to be agreed. Corrective and possible preventative actions are recorded and all involved are informed of the action taken (using the template forms in Appendices 7, 9, 10).

The procedure in such cases will be as follows:

- a) The PC identifies the need for corrective actions (e.g. by proposals from partners).
- b) The PC notifies the WP leader.
- c) WP leader discusses the issue with the Task leader and comes up with a proposed solution. The relevant request is documented on the appropriate form and a proposal on corrective action is being done.
- d) The solution is forwarded to the PC and the SC via the WP leader.
- e) The PC and the SC decide on the matter. The decision shall be documented according to the template of Appendix 3. The PC sends the decision to all involved parties and checks that the actions are implemented.

### 5. CONTROL OF REPORTING AND DOCUMENTATION

The QM is responsible for ensuring all documents are controlled effectively and that they follow the format scheme that is described in the following sections.

#### 5.1. Document Types

The types of documents produced within FrailSafe are as indicated in the table below:

Table 2. Document Types

| Document Type    | Document Type Code | Description  |
|------------------|--------------------|--|
| Deliverable      | D                  | Describes the work done within a WP and/or task.   |
| Internal Report  | IR                 | Describe work done towards a specific subtask of goal of the project for use by the consortium.      |
| Technical Report | TR                 | A scientific paper submitted for publication, or is in press, or has already published, and which is |

|                            |     |   |
|----------------------------|-----|---|
|                            |     | uploaded in the FrailSafe web site.   |
| Dissemination Report       | DR  | Describe the foreseen dissemination activities before publication in order to inform the consortium and get feedback. Dissemination activities include, (but are not limited to) magazine/journal publications, demonstration in exhibitions and conference publications, leaflets and brochures. |
| Review Report              | RR  | Filled in by a deliverable reviewer as a measure to evaluate the quality of the work done.  |
| Meeting Program            | MP  | Used to communicate the schedule of a project's event or meeting. In many cases, it can be just an e-mail to the project mailing list.  |
| Meeting Agenda             | MA  | Used to communicate the purpose and items to be discussed in a physical or virtual meeting. In many cases, it can be just an e-mail to the project mailing list.  |
| Meeting Minutes            | MM  | Summarizes the topics dealt during the meeting as well as the actions agreed.   |
| Conference Call Minutes    | CM  | Summarizes the topics dealt during a conference call as well as the actions agreed. In many cases, it can be just an e-mail to the project mailing list.  |
| Presentation               | P   | Used to expound topics related to the project, both internally (Consortium meetings, a partner's vision/contribution, etc) and externally (conferences, dissemination events, meetings, annual review meetings, etc).   |
| Financial Report           | FR  | Filled in by the partners to state their costs.   |
| Periodic Management Report | PMR | Filled in by the partners to report on status and progress towards project objectives as well as on managerial issues, cost statements and justifications, as well as on planned and actual manpower spent within a certain reporting period.   |
| Other                      | OTH | Any other of document category that does not fall in the types described above  |

## 5.2. File Formats

The format of a file depends on its type and use, which can be either **internal** to the consortium or **external** (including the EC). The following table shows the allowable format of documents per type and use, where “**doc**” stands for MS-Word or equivalent compliant format, “**txt**” stands for plain text format, “**ppt**” stands for MS Power-Point presentation or equivalent compliant format, “**xls**” stands for MS-Excel or equivalent compliant format, and “**PDF**” stands for the portable document format.



Table 3. Document formats and templates

| Document Type              | Allowable Format for Internal Use | Allowable Format for External Use |
|----------------------------|-----------------------------------|-----------------------------------|
| Deliverable                | doc                               | PDF                               |
| Internal Report            | doc                               | PDF                               |
| Technical Report           | doc                               | PDF                               |
| Dissemination Report       | doc                               | PDF                               |
| Review Report              | doc                               | PDF                               |
| Meeting Program            | doc, txt                          | PDF                               |
| Meeting Agenda             | doc, txt                          | PDF                               |
| Meeting minutes            | doc                               | PDF                               |
| Conference Call minutes    | doc, txt                          | PDF                               |
| Presentation               | ppt                               | PDF                               |
| Financial Report           | doc, xls                          | PDF                               |
| Periodic Management Report | doc                               | PDF                               |

### 5.3. Document Naming and Coding

For facilitating common browsing and storage in different platforms and OS's, no spaces should be used in the document names, and instead the dash character “-” should be used.

All project document names must start with the prefix “*FrailSafe-*” in order to facilitate quick identification and indexing. In particular, the following conventions are mandatory for certain types of documents. Names of deliverable documents should follow the convention:

| <b><i>“FrailSafe-Deliverable-Dw.n[.m]-[ShortTitle]-vX.Y.ext”</i></b> |   |
|--|---|
| <b>“Dw.n[.m]”</b>  | is the deliverable number                                       |
| <b>“w”</b>   | is the WP number  |
| <b>“n”</b>   | is the numbering of the deliverable within the specific WP      |
| <b>“[.m]”</b>  | (if exists) is the sub-numbering within the specific WP         |
| <b>[ShortTitle]</b>  | is an indicative short title that characterises the deliverable |

|        |   |
|--------|---|
| “vX.Y” | is the version number                               |
| “X”    | is the version                                      |
| “Y”    | is the sub-version                                  |
| “ext”  | is the file extension pertaining to the format used |

For instance, the name of (the final version of) deliverable D9.2 sent to the EC can be “FrailSafe-Deliverable-D9.2-Project\_quality\_plan-v1.7.pdf”

The name of remaining *FrailSafe* documents will follow the convention:

**“FrailSafe-XX-ddd.pdf”**

where “XX” is document type code as defined in Table 4 the “ddd” is a three-digit decimal number that will be assigned automatically to a new Technical Report by the related submission service of the FrailSafe- web site.

## 5.4. File Naming

There will be a unique coding system for Project documents, as indicated below:

**Table 4. Description of Document Codes for File Naming**

| Document Code | Document Type                            | Type of Forms to be used  |
|---------------|--|---|
| D             | Deliverable                              | Deliverable Template, Peer Review Report, Summary of main Feedback and Actions taken, Non-Conforming Report, Corrective Actions Request |
| TP            | Technical Paper                          | Internal Report Template  |
| PR            | Work Packages Plans and Progress Reports | Internal Report Template  |
| M             | Minutes, Action Lists, Decision Lists    | Internal Report Template  |
| OTH           | Other subjects                           | Internal Report Template  |

## 5.5. Document referencing and templates

There is a unique document referencing scheme which is not applicable for informal data and views exchange between Partners. The document referencing scheme is only valid for official Consortium documents, falling in one of the above categories of the previous section. Still, if a Participant selects not to classify one of his communications, he may not raise claims later, if another participant has not considered it.

Project Deliverables should fully comply with the templates given in appendices at the end of this document. This includes the guidance for the layouts of the Cover Page, headers, footers, etc. For the convenience of partners the QM will make available separate Word files of the Templates in question.

Furthermore, they should abide to the following rules:

- Have a list of abbreviations used within the Deliverable
- Have a table of contents
- Have a list of Figures (including the ones provided within Appendices)
- Have a list of Tables (including the provided within Appendices)
- Start with an one-page Executive Summary
- Include a References section after the Conclusions section
- Include all detailed technical and other information in Appendices

# APPENDIX 1: TABLE OF DELIVERABLES WITH CORRESPONDING REVIEWERS

Table 5. FrailSafe Deliverables and Reviewer assignments

| Del. № | Deliverable name  | Lead Beneficiary | Type      | Due Date | Reviewer  |         |
|--------|---|------------------|-----------|----------|-----------|---------|
|        |   |                  |           |          | 1         | 2       |
| 1.1    | Analysis of current practices   | CERTH            | R         | M6       | INSERM    | UoP     |
| 1.2    | User requirements, use cases, UCD methodology and final protocols of evaluation studies | CERTH            | R         | M12      | INSERM    | UoP     |
| 1.3    | FrailSafe technical specifications and end-to-end architecture                          | CERTH            | R         | M12,M24  | MATERIA   | SIGLA   |
| 2.1    | Clinical study methodology  | INSERM           | R         | M6       | HYPERTECH | SMARTEX |
| 2.2    | Clinical guidelines formalized  | MATERIA          | OTHER     | M18,M27  | INSERM    | UoP     |
| 2.3    | Completion of quantification campaign   | INSERM           | OTHER     | M18,M25  | MATERIA   | UoP     |
| 2.4    | Behavioural Monitoring  | INSERM           | OTHER     | M18      | UoP       | MATERIA |
| 3.1    | Definition of sensor components and communication strategy                              | SMARTEX          | R         | M6       | HYPERTECH | BRA     |
| 3.2    | Preliminary WWBS prototype  | SMARTEX          | R/<br>DEM | M15      | SIGLA     | CERTH   |
| 3.3    | Final WWBS prototype  | SMARTEX          | R/<br>DEM | M24      | CERTH     | UoP     |
| 4.1    | Offline analysis of data  | UoP              | R/<br>DEM | M18,M24  | CERTH     | SMARTEX |
| 4.2    | Online analysis of data   | UoP              | R/DEM     | M18,M24  | CERTH     | SMARTEX |
| 4.3    | Dynamic User Profiling models and Patient modelling and representation framework        | CERTH            | R         | M6,M12   | UoP       | SIGLA   |
| 4.4a   | Linguistic Corpus   | UoP              | OTHER     | M18      | HYPERTECH | SIGLA   |

| Del. No | Deliverable name  | Lead Beneficiary | Type    | Due Date          | Reviewer  |           |
|---------|---|------------------|---------|-------------------|-----------|-----------|
|         |   |                  |         |                   | 1         | 2         |
| 4.4b    | LingTester Test Results – Active (on-line) mode                                     | UoP              | R       | M18,M24           | CERTH     | SMARTEX   |
| 4.5a    | LingTester (Prototype)  | UoP              | DEM     | M12,M24           | SIGLA     | HYPERTech |
| 4.5b    | LingTester Test Results – Passive (off-line) mode                                   | UoP              | R       | M18,M24           | SIGLA     | HYPERTech |
| 4.6     | Signal processing algorithms for extraction of frailty related indicators           | UoP              | R/DEM   | M12,M24           | SIGLA     | HYPERTech |
| 4.7     | FrailSafe Decision Support System   | UoP              | R/DEM   | M24, M28          | CERTH     | SMARTEX   |
| 5.1     | Analysis of hardware devices and software tools. Game hardware and software design. | BRA              | R       | M6                | HYPERTech | CERTH     |
| 5.2     | Beta version of the Synthesized AR game system.                                     | BRA              | DEM     | M16               | UoP       | HYPERTech |
| 5.3     | Final Synthesized AR game system  | BRA              | DEM     | M24               | CERTH     | SIGLA     |
| 5.4     | Personalised context-aware,Information Visualization                                | CERTH            | R/DEM   | M24, M28          | UoP       | BRA       |
| 6.1     | FrailSafe Virtual Community Platform  | UoP              | R/OTHER | M28,M32           | BRA       | SIGLA     |
| 6.2     | FrailSafe mHealth Integrated version  | SIGLA            | R/DEM   | M18,M25, M32      | HYPERTech | BRA       |
| 7.1     | Assessment protocol   | MATERIA          | R       | M20,M26           | HYPERTech | BRA       |
| 7.2     | Small-scale evaluation report   | INSERM           | R       | M22               | UoP       | MATERIA   |
| 7.3     | Field trials report & Socio-economic guidelines                                     | MATERIA          | R       | M36               | INSERM    | UoP       |
| 8.1     | Dissemination Plan and FrailSafe dissemination material                             | AGE              | R       | M3, M12, M24, M36 | HYPERTech | SMARTEX   |
| 8.2     | Project Web Presence  | HYPERTech        | DEC     | M3                | SIGLA     | BRA       |
| 8.3     | Exploitation Report and FrailSafe Business models                                   | HYPERTech        | R       | M24,M36           | UoP       | CERTH     |

| Del. No | Deliverable name   | Lead Beneficiary | Type  | Due Date           | Reviewer  |         |
|---------|--|------------------|-------|--------------------|-----------|---------|
|         |  |                  |       |                    | 1         | 2       |
| 8.4     | IPR Protection Plan  | HYPERTech        | R     | M12,M24            | SIGLA     | BRA     |
| 8.5     | Standardisation and concertation activities report                         | SIGLA            | R     | M24,M36            | HYPERTech | SMARTEX |
| 8.6     | Data Management Plan   | HYPERTech        | R/DEC | M6,M24<br>M36      | SIGLA     | UoP     |
| 9.1     | Project reference manual and quality plan                                  | UoP              | R     | M3                 | CERTH     | INSERM  |
| 9.2     | Project Quality Plan   | UoP              | R     | M3                 | INSERM    | CERTH   |
| 9.3     | Periodic Management Reports  | UoP              | R     | M6,M12,<br>M24,M30 | All       | All     |
| 9.4     | Project First Report   | UoP              | R     | M18                | All       | All     |
| 9.5     | Project Final Report   | UoP              | R     | M36                | All       | All     |
| 9.6     | Ethics, Safety and mHealth Barriers (regulation, legislation, etc.) Manual | UoP              | R     | M5,M36             | INSERM    | MATERIA |

## APPENDIX 2: TEMPLATE FOR PEER REVIEW FORM



**Project:**  
Sensing and predictive treatment of frailty and associated co-morbidities  
using advanced personalized models and advanced interventions  
(FrailSafe, Grant Agreement No: 690140)



| Peer Review Consolidated Report |  |
|---------------------------------|--|
| Deliverable                     | DX.X Deliverable name  |
| WP, No, title, activity type    | Beneficiary short name                                       |
| Dissemination level             | WPX – WP Title   |
| Lead beneficiary                | Main task(s) of relevance                                    |
| Quality Manager                 | Type of dissemination level: PU (public) – CO (confidential) |
| Review year                     | Month/Year   |
| Review result                   | FD (final draft) – WD (working draft)                        |
| File name and size              | "File name", FileSize kb                                     |

FRAILS SAFE – H2020-PHC–690140

Peer Review

DX.X

### INTRODUCTION

The FrailSafe Consortium uses the Peer Review process for its internal quality assurance for deliverables to assure consistency and high standard for document project results.

The Peer Review is processed individually by selected reviewers. The allocated time for the review is about two weeks. The leading author of the corresponding Deliverable has the final responsibility to collect the comments and suggestions from the Peer Reviewers and decide what changes to the document and actions are to be undertaken.

### Quality Manager

| Surname/ Name  | Beneficiary Name (short name) | Contact e-mail    |
|----------------|-------------------------------|-------------------|
| Elivul Ioannis | UoP                           | elivul@upatras.gr |

### Peer Review List

| # | Surname/ Name | Beneficiary Name (short name) | Contact e-mail |
|---|---------------|-------------------------------|----------------|
| 1 |               |                               |                |
| 2 |               |                               |                |
| 3 |               |                               |                |

### Overall rating of the Deliverable

| Excellent                | Very good                | Good                     | Poor                     | Very poor                |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 2 -

FRAILS SAFE – H2020-PHC–690140

Peer Review

DX.X

### 1. SUMMARY OF SUGGESTED ACTIONS

The review process concluded that...

**Page break**

### 2. COMMENTS BY REVIEWER #1

| General comments                       |                     |
|--|---------------------|
|  |                     |
| Specific comments                      |                     |
| Relevance                              | Reviewer's comment: |
|  | Author's response:  |
| Response to user needs                 | Reviewer's comment: |
|  | Author's response:  |
| Methodological framework soundness     | Reviewer's comment: |
|  | Author's response:  |
| Quality of achievement                 | Reviewer's comment: |
|  | Author's response:  |
| Quality of presentation                | Reviewer's comment: |
|  | Author's response:  |
| Deliverable layout / Spelling / Format | Reviewer's comment: |
|  | Author's response:  |

- 3 -

# APPENDIX 3: DELIVERABLE TEMPLATE



Project Title: Sensing and predictive treatment of frailty and associated co-morbidities using advanced personalized models and advanced interventions

Contract No: 690140

Instrument: Collaborative Project

Call Identifier: H2020-PHC-2014-2015

Topic: PHC-21-2015: Advancing active and healthy ageing with ICT: Early risk detection and intervention

Start of project: 1 January 2016

Duration: 36 months

## Deliverable No: DX.X

### Deliverable Title

Due date of deliverable: MXX (XX<sup>th</sup> Month 201X)

Actual submission date: XX<sup>th</sup> Month 201X

Version: X.X

Date: XX<sup>th</sup> Month 201X

Lead Author: XXXXXXXX (ORGANIZATION ACRONYM)

Lead partners: XXXXXXXX (ORGANIZATION ACRONYM)

XXXXXXXX (ORGANIZATION ACRONYM)



Horizon 2020  
European Union funding  
for Research & Innovation

### Change History

| Ver. | Date     | Status | Author (Beneficiary)               | Description |
|------|----------|--------|------------------------------------|-------------|
| X.X  | XX/XX/XX | draft  | Author name (ORGANIZATION ACRONYM) | ToC         |
|      |          |        |                                    |             |
|      |          |        |                                    |             |

<PAGE BREAK>

### EXECUTIVE SUMMARY

This deliverable reports on XXXX.

<PAGE BREAK>

### DOCUMENT INFORMATION

|                    |   |          |          |
|--------------------|---|----------|----------|
| Contract Number:   | H2020-PHC-690140  | Acronym: | FRILSAFE |
| Full title         | Sensing and predictive treatment of frailty and associated co-morbidities using advanced personalized models and advanced interventions |          |          |
| Project URL        | <a href="http://fril-safe-project.eu">http://fril-safe-project.eu</a>   |          |          |
| EU Project officer | Mr. Ramón Sanmartín Solís   |          |          |

|                      |     |        |      |
|----------------------|-----|--------|------|
| Deliverable number:  | X.X | Title: | XXXX |
| Work package number: | X   | Title: | XXXX |

|                              |  |                                       |                                |     |
|------------------------------|--|---------------------------------------|--------------------------------|-----|
| Date of delivery             | Contractual                                | XX/XX/201X (MXX)                      | Actual                         | TBC |
| Status                       | Draft <input checked="" type="checkbox"/>  |                                       | Final <input type="checkbox"/> |     |
| Nature                       | Report <input checked="" type="checkbox"/> | Demonstrator <input type="checkbox"/> | Other <input type="checkbox"/> |     |
| Dissemination Level          | Public <input checked="" type="checkbox"/> | Consortium <input type="checkbox"/>   |                                |     |
| Abstract (for dissemination) | This deliverable reports on XXX.           |                                       |                                |     |
| Keywords                     | XXXX                                       |                                       |                                |     |



|                                      |                              |       |            |
|--------------------------------------|------------------------------|-------|------------|
| Contributing authors (beneficiaries) | XXXXX (ORGANIZATION ACRONYM) |       |            |
|                                      | XXXXX (ORGANIZATION ACRONYM) |       |            |
| Responsible author(s)                | XXXX                         | Email | XXXXXXXXXX |
|                                      | Beneficiary ACRONYM          | Phone | XXXXXXXXXX |

<PAGE BREAK>

## TABLE OF CONTENTS

|         |                   |   |
|---------|-------------------|---|
| 1       | Introduction..... | 1 |
| 2       | XXX .....         | 1 |
| 2.1     | XXXX .....        | 1 |
| 2.1.1   | XXXXX .....       | 1 |
| 2.1.1.1 | XXXXXXX .....     | 1 |

<PAGE BREAK>

## LIST OF TABLES

<PAGE BREAK>

## LIST OF FIGURES

<PAGE BREAK>

FRILSAFE – H2020-PHC–690140

DX.X XXXXXXXXX

## 1 INTRODUCTION

XXX

## 2 XXX

### 2.1 XXXX

XXXX

#### 2.1.1 XXXXX

XXXX

##### 2.1.1.1 XXXXXXX

XXXXX

Figure X.X XXXXX

XX

<PAGE BREAK>

## REFERENCE

[1] XXXXXX

[2]

# APPENDIX 4: TEMPLATE FOR REPORTING NEW MAGAZINE PUBLICATIONS



**Project:**  
Sensing and predictive treatment of frailty and associated co-morbidities  
using advanced personalized models and advanced interventions  
(FrailSafe, Grant Agreement No: 690140)



Form for publication in Magazine

| Title of Magazine Article              |   |
|--|---|
| Lead beneficiary/ Author               | Beneficiary Short name/ Author            |
| Summary                                | No more than 10 lines                     |
| Related WP no, title and activity type | Main WP(s) of relevance<br>WPX – WP Title |
| Contributing task(s)                   | Main task(s) of relevance                 |
| Submission date                        | DDMMYY                                    |
| Publication date                       | Month/Year                                |
| Publication status                     | Published, Accepted, Pending              |

- 1 -

FRAILSAFE – H2020-PHC–690140 Magazine Publication MM/YY

## 1. TITLE

|  |
|--|
|  |
|--|

## 2. AUTHOR & LIST

| Leading author (editor)           |                               |                |
|-----------------------------------|-------------------------------|----------------|
| Surname/ Name                     | Beneficiary Name (short name) | Contact e-mail |
|                                   |                               |                |
| Co-author (in alphabetical order) |                               |                |
| Surname/ Name                     | Beneficiary Name (short name) | Contact e-mail |
|                                   |                               |                |

## 3. ABSTRACT

|  |
|--|
|  |
|--|

## 4. OTHER INFO ABOUT THE ARTICLE

|                               |  |                         |
|-------------------------------|--|-------------------------|
| Number of pages or words      | (eg. "10 pages, single-space" or "6000 words") |                         |
| Language of paper             | <input checked="" type="checkbox"/> English    | Other: (please specify) |
| Full reference (if available) |  |                         |

- 2 -

FRAILSAFE – H2020-PHC–690140 Magazine Publication MM/YY

## 5. MAGAZINE INFORMATION

|                  |  |  |  |                           |           |
|------------------|--|--|--|---------------------------|-----------|
| Name of magazine | Full magazine title                            |  |  |                           |           |
| Acronym          |  |  |  |                           |           |
| Publisher        |  |  |  |                           |           |
| Editor           | Surname of editor                              |  |  |                           |           |
| Magazine URL     |  |  |  |                           |           |
| Type             | <input checked="" type="checkbox"/> Scientific | Professional                               | Special  | Informative               | Newspaper |
| Range            | International                                  | <input checked="" type="checkbox"/> Europe | America  | National (please specify) |           |
| General policy   | Traditional publishing policy                  |  | <input checked="" type="checkbox"/> Open access policy |                           |           |
| Authors' cost    |  |  |  |                           |           |
| Readers' cost    |  |  |  |                           |           |

## 6. SPECIAL REQUESTS/COMMENTS

|  |
|--|
| Special requests/comments to be communicated to the Project Coordinator, Scientific Manager or Quality Manager prior or after the publication. |
|  |

- 3 -

# APPENDIX 5: TEMPLATE FOR REPORTING NEW DEMONSTRATION EXHIBITION



Horizon 2020  
European Union funding  
for Research & Innovation

## Project:

Sensing and predictive treatment of frailty and associated co-morbidities  
using advanced personalized models and advanced interventions  
(FrailSafe, Grant Agreement No: 690140)



Form for demonstration in Exhibition/Event

| Name of Exhibition and Abbreviation Publication |  |
|---|--|
| Lead beneficiary/ Authors                       | Beneficiary Short name/ Authors          |
| Summary   | No more than 10 lines                    |
| Related WP no, title and activity type          | Main WP(s) of relevance                  |
|   | WPX – WP Title                           |
| Contributing task(s)                            | Main task(s) of relevance                |
| Exhibition date                                 | DD/MM/YY                                 |
| Status  | Finished, Agreed, Pending until DD/MM/YY |

- 1 -

FRILSAFE – H2020-PHC–690140

Exhibition / Event

MM/YY

## 1. SIGN BOARD

Please type here the overhead label to be used at the stand.

## 2. TYPE

|    |   |                     |                        |
|----|---|---------------------|------------------------|
| 1. | <input checked="" type="checkbox"/> Project Stand           | Partner Stand       | Other: (please notify) |
| 2. | <input checked="" type="checkbox"/> Multimedia Presentation | Interactive demo(s) | Other: (please notify) |

## 3. EXHIBITOR'S LIST

| Leading person                       |                               |                |
|--------------------------------------|-------------------------------|----------------|
| Surname/ Name                        | Beneficiary Name (short name) | Contact e-mail |
|                                      |                               |                |
| Co-exhibitor (in alphabetical order) |                               |                |
| Surname/ Name                        | Beneficiary Name (short name) | Contact e-mail |
|                                      |                               |                |
|                                      |                               |                |

## 4. SHORT DESCRIPTION

## 5. OTHER INFO ABOUT THE STAND/DEMO

|                          |   |
|--------------------------|---|
| Time                     | (eg. half-day)  |
| Space                    | (size in m <sup>2</sup> )   |
| Language                 | <input checked="" type="checkbox"/> English Other: (please specify) |
| Supportive material used | (eg. Project videos, posters, leaflets, Newsletters, etc.)          |

- 2 -

FRILSAFE – H2020-PHC–690140

Exhibition / Event

MM/YY

## 6. MAGAZINE INFORMATION

|                  |  |  |  |                                      |                                    |
|------------------|--|--|--|--------------------------------------|------------------------------------|
| Name of magazine | Full magazine title                            |  |  |                                      |                                    |
| Acronym          |  |  |  |                                      |                                    |
| Publisher        |  |  |  |                                      |                                    |
| Editor           | Surname of editor                              |  |  |                                      |                                    |
| Magazine URL     |  |  |  |                                      |                                    |
| Type             | <input checked="" type="checkbox"/> Scientific | <input type="checkbox"/> Professional      | <input type="checkbox"/> Special                       | <input type="checkbox"/> Informative | <input type="checkbox"/> Newspaper |
| Range            | International                                  | <input checked="" type="checkbox"/> Europe | America  | National: (please specify)           |                                    |
| General policy   | Traditional publishing policy                  |  | <input checked="" type="checkbox"/> Open access policy |                                      |                                    |
| Author's cost    |  |  |  |                                      |                                    |
| Reader's cost    |  |  |  |                                      |                                    |

## 7. SPECIAL REQUESTS/COMMENTS

Special requests/comments to be communicated to the Project Coordinator, Scientific Manager or Quality Manager prior or after the publication.

- 3 -

# APPENDIX 6: TEMPLATE FOR REPORTING NEW CONFERENCE PUBLICATION



**Project:**  
Sensing and predictive treatment of frailty and associated co-morbidities  
using advanced personalized models and advanced interventions  
(FrailSafe, Grant Agreement No: 690140)



Form for presentation in Conference

| Name of Conference and Abbreviation Publication |                                 |
|---|---------------------------------|
| Lead beneficiary/ Corresponding persons         | Beneficiary Short name/ Authors |
| Summary   | No more than 10 lines           |
| Related WP no, title and activity type          | Main WP(s) of relevance         |
|   | WPX – WP Title                  |
| Contributing task(s)                            | Main task(s) of relevance       |
| Submission date                                 | DD/MM/YY                        |
| Presentation date                               | Month/Year                      |
| Presentation status                             | Presented, Accepted, Pending    |

- 1 -

FRILSAFE – H2020-PHC–690140 Magazine Publication MM/YY

## 1. TITLE

|  |
|--|
|  |
|--|

## 2. TYPE

| Oral presentation                   | Paper                    | Poster                   | Tutorial                 | Other: (please notify)   |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 3. AUTHOR LIST

| Leading speaker (main author)    |                               |                |
|----------------------------------|-------------------------------|----------------|
| Surname/ Name                    | Beneficiary Name (short name) | Contact e-mail |
|                                  |                               |                |
| Co-authors (in alphabetic order) |                               |                |
| Surname/ Name                    | Beneficiary Name (short name) | Contact e-mail |
|                                  |                               |                |
|                                  |                               |                |

## 4. ABSTRACT

|  |
|--|
|  |
|--|

## 5. OTHER INFO ABOUT THE ARTICLE

|                               |  |                         |
|-------------------------------|--|-------------------------|
| Number of pages or words      | (eg. "10 pages, single-space" or "5000 words") |                         |
| Language of paper             | <input checked="" type="checkbox"/> English    | Other: (please specify) |
| Full reference (if available) |  |                         |

- 2 -

FRILSAFE – H2020-PHC–690140 Magazine Publication MM/YY

## 6. CONFERENCE INFORMATION

|                        |   |  |                   |                            |           |
|------------------------|---|--|-------------------|----------------------------|-----------|
| Name of conference     | Full conference title                               |  |                   |                            |           |
| Acronym                |   |  |                   |                            |           |
| Date and location      |   |  |                   |                            |           |
| Conference URL         |   |  |                   |                            |           |
| Type                   | <input checked="" type="checkbox"/> Scientific      | Professional                               | Special           | Informative                | Newspaper |
| Range                  | International                                       | <input checked="" type="checkbox"/> Europe | America           | National: (please specify) |           |
| Review policy          | <input checked="" type="checkbox"/> Abstract review | Extended abstract review                   | Full paper review | Other: (please notify)     |           |
| Conference proceedings | <input checked="" type="checkbox"/> Hardcopy        | Hardcopy and CD                            | CD                | Other: (please notify)     |           |
| Speaker's cost         |   |  |                   |                            |           |
| Participant's cost     |   |  |                   |                            |           |

## 7. SPECIAL REQUESTS/COMMENTS

|  |
|--|
| Special requests/comments to be communicated to the Project Coordinator, Scientific Manager or Quality Manager prior or after the publication. |
|--|

## 8. POST REPORTING

|   |
|---|
| Report on the participants' feedback after the conference to be communicated to the Project Coordinator, Scientific Manager or Quality Manager. |
|---|

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# APPENDIX 7: TEMPLATE FOR INTERNAL AUDIT REPORT



Horizon 2020  
European Union funding  
for Research & Innovation

## Project:

Sensing and predictive treatment of frailty and associated co-morbidities  
using advanced personalized models and advanced interventions

(FrailSafe, Grant Agreement No: 690140)



| Internal Audit Deficiency Report No. (please notify the number) |                                   |
|---|-----------------------------------|
| Title   | A small description of the report |
| Audited Partners  | Name (Partner)                    |
| Summary   | (no more than 5 lines)            |
| Date  |                                   |

|                  |          |
|------------------|----------|
| AUDITED PARTNER: | REF. No: |
| REFERENCE:       |          |

| PART 1: DEFICIENCY DETAILS      |  |
|---------------------------------|--|
| Inspected by:                   |  |
| Partner Representative:         |  |
| Details:                        |  |
| PART 2: CAUSE                   |  |
| Details:                        |  |
| PART 3: CORRECTIVE ACTION       |  |
| Details:                        |  |
| PART 4: FOLLOW UP AND CLOSE OUT |  |
| Details:                        |  |

# APPENDIX 8: TEMPLATE FOR PARTNER PERIODIC MANAGEMENT REPORT



Horizon 2020  
European Union funding  
for Research & Innovation

**PROJECT:**

SENSING AND PREDICTIVE TREATMENT OF FRAILTY AND ASSOCIATED COMORBIDITIES USING ADVANCED PERSONALIZED MODELS AND ADVANCED INTERVENTIONS

(FrailSafe, Grant Agreement No: 690140)



| FrailSafe Periodic Management Control                    |  |
|--|--|
| (Each partner should send the consolidated input to UoP) |  |
| Partner  |  |
| Reporting period   |  |
| Date   |  |

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## 1 WORK PROGRESS AND ACHIEVEMENTS IN THE REPORTING PERIOD

### 1.1 Description of Work and Future Steps

#### 1.1.1 Objectives for the Reporting Period of all active WP and T

|   |  |
|---|--|
| WP1   | The objectives of WP1 in this reporting period were to |
|   |  |
| T1.1- State-of-the-art assessment and acquisition of methodological tools |  |
|   |  |

#### 1.1.2 Status and Progress towards objectives of all active WP and T

|   |  |
|---|--|
| T1.1- State-of-the-art assessment and acquisition of methodological tools |  |
|   |  |

#### 1.1.3 Efforts for the Next Period of all active WP and T

|   |  |
|---|--|
| T1.1- State-of-the-art assessment and acquisition of methodological tools |  |
|   |  |

#### 1.1.4 Deviations from DoA and Corrective Actions

|   |  |
|---|--|
| T1.1- State-of-the-art assessment and acquisition of methodological tools |  |
|---|--|

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#### 1.2 Deliverables for the Reporting Period

| Del. No. | Deliverable name | WP No. | Lead Benef. | Nature | Diss. Level | Del. Date |
|----------|------------------|--------|-------------|--------|-------------|-----------|
|          |                  |        |             |        |             |           |
|          |                  |        |             |        |             |           |
|          |                  |        |             |        |             |           |

#### 1.3 Milestones for the reporting period

| ML No. | Title | WP No. | Lead Benef. | Comments | Del. Date |
|--------|-------|--------|-------------|----------|-----------|
|        |       |        |             |          |           |
|        |       |        |             |          |           |

#### 1.4 Highlights / anticipated problems for next reporting period

#### 1.5 Cooperation within the Project

All project partners have been participated in the kick-off meetings and anticipated a fruitful and intense cooperation towards next effort foreseen in the project.

During the project kick-off meetings, several actions to be undertaken by project partners were set and a list of actions were prepared and distributed by UoR to the Consortium.

Furthermore, several internal meetings, and teleconferences have been performed by WPL and the PC and the necessary tasks were assigned per each partner towards fulfilling the objectives of the reporting period.

Specific cooperation among partners is as follows:

| Partner | Cooperation within the project |
|---------|--------------------------------|
| UoR     |                                |
| BRA     |                                |
| SMARTEX |                                |
| AGE     |                                |

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|           |  |
|-----------|--|
| CERTH     |  |
| MATERIA   |  |
| BIGLA     |  |
| HYPERTECH |  |
| INSERM    |  |

#### 1.6 Cooperation with other Projects (all partners)

#### 1.7 Deviations from Planned Deliverables and Milestones

#### 1.8 Development and Maintenance of the Frailsafe/Project web site

#### 2 DISSEMINATION/EXPLOITATION INFORMATION

##### 2.1 List of Publications

| No       | Title | Authors | Title of the periodical or the series | Number, date or frequency | Publisher | Year of publication | Pages | Permanent Identifiers | Open access |
|----------|-------|---------|---------------------------------------|---------------------------|-----------|---------------------|-------|-----------------------|-------------|
| Attended |       |         |                                       |                           |           |                     |       |                       |             |
| 1.       |       |         |                                       |                           |           |                     |       |                       |             |
| 2.       |       |         |                                       |                           |           |                     |       |                       |             |
| Foreseen |       |         |                                       |                           |           |                     |       |                       |             |
| 1.       |       |         |                                       |                           |           |                     |       |                       |             |
| 2.       |       |         |                                       |                           |           |                     |       |                       |             |

##### 2.2 List of Dissemination Activities

| No       | Type of activities | Partners involved | Title | Date | Place | Type of audience | Size of audience | Countries addressed |
|----------|--------------------|-------------------|-------|------|-------|------------------|------------------|---------------------|
| Attended |                    |                   |       |      |       |                  |                  |                     |

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|          |  |  |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|--|--|
| 1.       |  |  |  |  |  |  |  |  |  |
| 2.       |  |  |  |  |  |  |  |  |  |
| Foreseen |  |  |  |  |  |  |  |  |  |
| 1.       |  |  |  |  |  |  |  |  |  |
| 2.       |  |  |  |  |  |  |  |  |  |

#### 2.3 Concentration activities and Synergies

#### 2.4 Other dissemination activities

#### 3 USE OF RESOURCES

##### 3.1 Summary of planned and actual PMs Allocation for the reporting period

The following table shows the person months planned and actually spent for this reporting period. The numbers in the 'planned' row typically reflect the average distribution of the resources over the lifetime of a WP. The numbers in the 'actual' rows are the actually spent PM's over the 12-month reporting period.

| Partner short name | WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | WP7 | WP8 | WP9 | Total |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
|                    |     |     |     |     |     |     |     |     |     |       |
|                    |     |     |     |     |     |     |     |     |     |       |

##### 3.2 Explanation of the use of resources

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frail  safe

| Non-Conformity report |                                 |
|-----------------------|---------------------------------|
| Title                 | Small description of the report |
| Partner               | Name                            |
| Summary               | No more than 5 lines            |
| Status                | D (draft) / F (final)           |

[illegible]



## APPENDIX 10: TEMPLATE FOR CORRECTIVE ACTION REQUEST



Horizon 2020  
European Union funding  
for Research & Innovation

**PROJECT:**

### SENSING AND PREDICTIVE TREATMENT OF FRAILTY AND ASSOCIATED COMORBIDITIES USING ADVANCED PERSONALIZED MODELS AND ADVANCED INTERVENTIONS

(FrailSafe, Grant Agreement No: 690140)



| Corrective Action Request No (please notify number) |                                 |
|---|---------------------------------|
| Title   | Small description of the report |
| Requesting Participant                              | Name                            |
| Summary   | No more than 5 lines            |
| Date  |                                 |

| FRAILSAFE – H2020-PHC-880140 | Corrective action request | Date |
|------------------------------|---------------------------|------|
|------------------------------|---------------------------|------|

[illegible]