Grant Agreement no. 287596

d-LIVER

ICT-enabled, cellular artificial liver system incorporating personalized patient management and support

INSTRUMENT: Collaborative Project (Integrating Project)

CALL: FP7-ICT-2011-7

OBJECTIVE: ICT-2011.5.1 Personal Health Systems

D10.1 Project Handbook

Due Date of Deliverable: 30th November 2011

Completion Date of Deliverable: 24th November 2011

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Start date of project: 1st October 2011 Duration: 48 months

Lead partner for deliverable: iXscient

Revision: v1.2

Project co-funded by the European Commission within the 7th Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	✓
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including Commission Services)	
CO	Confidential, only for members of the consortium (including Commission Services)	

Document History

Issue Date	Version	Changes Made / Reason for this Issue
13th November 2011	v0.1	First draft
24th November 2011	v1.0	Final version
10th April 2012	v1.1	Updated version to include EAP and logo
14th November 2012	v1.2	Updated due to contract amendment and new P.O.

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Document signed off by: Calum McNeil

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Table of Contents

1. Introduction

The d-LIVER Project Handbook has two main functions. Firstly, it acts as a reference source for all Consortium members covering many of the day-to-day activities and providing links to further information where required. Secondly, it aims to standardise various elements of the project e.g. project reports, deliverables, file naming conventions etc. through the use of agreed procedures and templates where relevant.

This Handbook is a living document and will be updated regularly throughout the project.

For the avoidance of doubt, the Grant Agreement and Consortium Agreement take precedence over this document.

2. Legal basis

The project operates within the Seventh Framework programme

The Grant Agreement with the Commission No. 287596 is in operation. The DoW (Annex I) forms a part of this contract. The current version of the DoW is file "DOW D LIVER (287596) 2012-06-08.pdf".

A Consortium Agreement has also been signed by all partners.

3. Important Contacts

3.1. d-LIVER Coordinator

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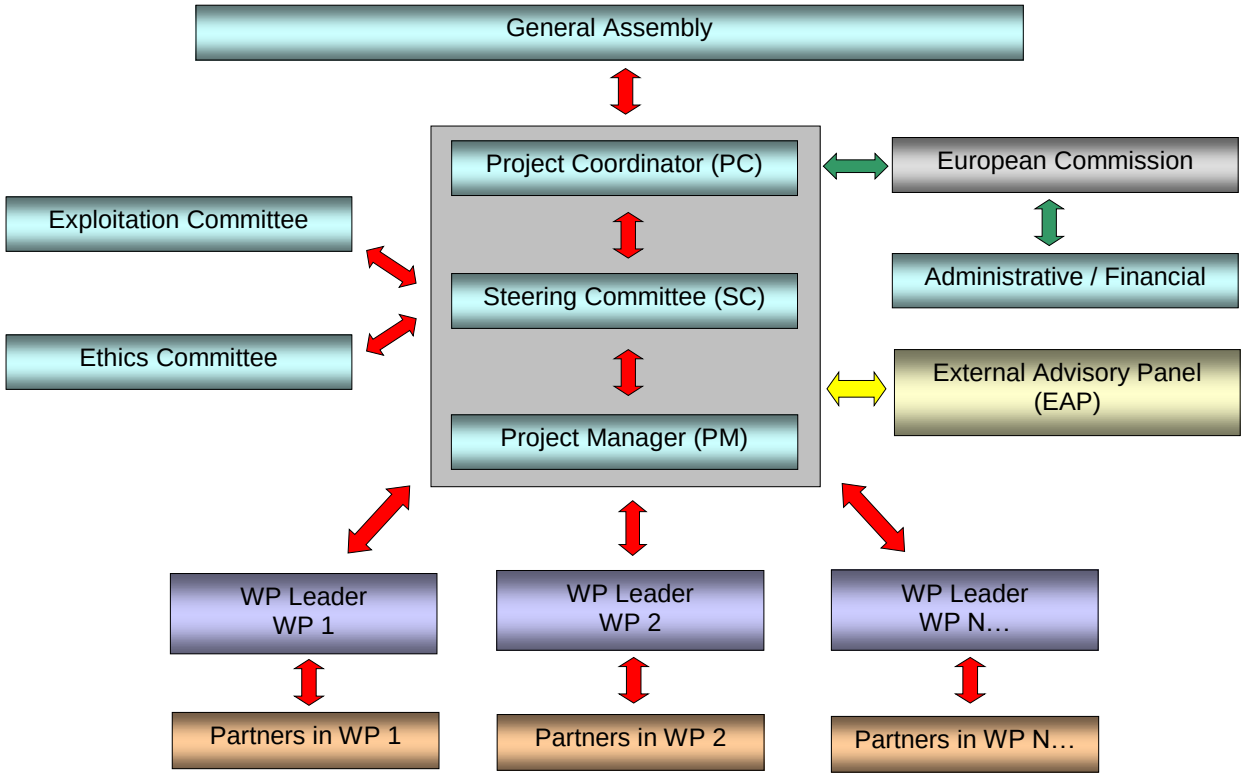
4. Consortium Partners

The following table shows the current d-LIVER partners. Contact details for all partners can be found on the project filestore site under "Contacts".

No.	Partner	Start	End
1	University of Newcastle Upon Tyne (UNEW)	M0	M48
2	Commisariat a l'Energie Atomique et aux Energies Alternatives (CEA-LETI)	M0	M48
3	Charité – Universitätsmedizin Berline (Charité)	M0	M48
4	CSEM Centre Suisse d'Electronique et de Microtechnique SA Recherche et Developpement (CSEM)	M0	M48
5	Fraunhofer-Gesellschaft zur Förderung der Angewandten Forschung E.V. (FhG-IBMT)	M0	M48
6	Institut für Mikrotechnik Mainz GmbH (IMM)	M0	M48
7	iXscient Ltd (iXscient)	M0	M48
8	Olivetti I-Jet (OIJ) [Withdrawn]	M0	M9
9	Stiftelsen SINTEF (SINTEF)	M0	M48
10	Universitat Rovira I Virgili (URV)	M0	M48
11	AT4 Wireless S.A. (AT4)	M0	M48
12	Stem Cell Systems GmbH (SCS)	M0	M48
13	4M2C Patric Salomon GmbH (4M2C)	M0	M48
14	Star Healthcare Management GmbH (STAR)	M0	M48

5. Management and Governance

The following diagram illustrates the overall project management structures. Members of the various project bodies are listed below.



5.1. Project Coordinator

The Coordinator is Prof. Calum McNeil from UNEW. The primary responsibilities for the Coordinator are:

- Monitoring overall implementation of the project
- Acting as primary contact for the European Commission
- Chairing meetings of the General Assembly and Steering Committee
- Submitting reports and deliverables to Project Officer
- Collation and submission of cost claims and audit certificates
- Receiving and distributing payments from the EC
- Financial, contractual and consortium agreement administration
- Interfacing with the External Advisory Panel, including participation at its meetings
- Acting upon decisions of the General Assembly and Steering Committee
- Producing financial reports as per FP7 reporting requirements

5.2. Project Manager (PM)

The Project Manager is Dave Wenn from iXscient. The primary responsibilities are:

- Acting as secondary contact for EC
- Acting as Secretary for the General Assembly and Steering Committee meetings
- Collating WP reports to produce overall quarterly project reports
- Reviewing progress in conjunction with Steering Committee
- Checking that progress and deliverables are produced according to the work plan
- Advising the relevant bodies on delays and project issues and problems
- Risk Management
- Formulating project documentation and templates
- Providing advice and information to consortium partners
- Writing periodic management reports

5.3. General Assembly

The top level of decision making within the consortium is the General Assembly. This will be composed of one representative from each partner organisation and will be chaired by the Project Coordinator. The General Assembly has overall responsibility for the direction of the project and has the following powers:

- agreeing upon proposals made by the Steering Committee for the allocation of the project's budget in accordance with the EC contract or, in default of agreement, returning budget proposals to the Steering Committee for reconsideration
- agreeing upon proposals made by the Steering Committee for (a) decisions to serve notice on a defaulting partner and (b) to assign the defaulting partners tasks and budgets to other partners
- agreeing upon the proposals made by the Steering Committee for entering into the EC contract and the Consortium Agreement of new partners/contractors for participation in the project
- agreeing upon proposals made by the Steering Committee for changes to technical specifications in Annex 1 of the EC contract and exchange of Workpackages between partners, if this exchange has an impact which goes beyond the scope of the sub-project
- making such changes to the membership of the Steering Committee as are decided upon

The General Assembly operates on a one member one vote principle, as prescribed by the Consortium Agreement. Every member is entitled to submit resolutions for consideration and voting.

5.4. Steering Committee (SC)

The Steering Committee will be responsible for the overall execution of the project, making executive decisions on key issues and will be a strongly influential body, having a major impact on the overall outcomes and success of the partnership, as decisions concerning the best technological developments to pursue will be taken here. Major decisions concerning the composition and structure of the consortium will also be taken here, affecting the probability of a successful and durable partnership beyond the life of this project. Policies such as positive action of gender equality, ethical standards, quality management, and knowledge management will be approved by the SC. Approval of plans

for future new partners, technologies or products will also require SC approval. The SC is, however, subject to the decisions made by the General Assembly.

The SC is currently made up of the following nominated representatives:

- Calum McNeil (UNEW)
- Dave Wenn (iXscient)
- Martin Stockmann (Charité)
- Marie-Line Cosnier (CEA-LETI)
- Michael Baßler (IMM)
- Mattia Bertschi (CSEM)
- Stephan Kiefer (FhG-IBMT)
- Frode Strisland (SINTEF)
- Thomas Bold (SCS)

The Consortium Agreement contains details of the working voting rules and procedures and should be used as the reference document.

5.5. Workpackage Leaders

Each Workpackage has a nominated leader, as shown in the table below, who is responsible for the deliverables and milestones for that WP. They are also responsible for reporting to the SC primarily through the PM and they should hold reviews both with the WP partners and the product development / commercialisation leaders. As they are ultimately responsible for the delivery of the WP, they will be required to implement a project management regime consistent with this responsibility.

WP	Title	WP Leader
WP1	Clinical application scenarios and validation	Martin Stockmann, Charité
WP2	System design and medical device regulatory requirements	Frode Strisland, SINTEF
WP3	Sensor development	Marie-Line Cosnier, CEA-LETI
WP4	Microfluidics, packaging and integration	Michael Baβler, IMM
WP5	Development and monitoring of Bio−artificial Liver Support Unit	Herbert Schuck, IBMT
WP6	Instrumentation platforms	Mattia Bertschi, CSEM
WP7	Communications, Patient Management and Decision Support	Stephan Kiefer, IBMT
WP8	Progenitor cells for bio-artificial liver	Matt Wright, UNEW
WP9	Dissemination, training and exploitation plans	Patric Salomon, 4M2C
WP10	Consortium Management	Calum McNeil, UNEW Dave Wenn, iXscient

5.6. Exploitation Committee

An Exploitation Committee will be setup to review both the technology within the consortium and the market drivers affecting its exploitation. Its role will be to identify potential areas of exploitation over and above those already identified and provide market guidance to steer the direction of work. This panel will be comprised of members

encompassing the exploitation and industrial partners, knowledge management partners and the Coordinator.

The Exploitation Committee is currently made up of the following nominated representatives:

- Calum McNeil (UNEW)
- Dave Wenn (iXscient)
- Patric Salomon (4M2C)
- Coralie Gallis (CEA-LETI)
- Katrin Zeilinger (Charité)
- Janie Baños (AT4)
- Peter Brimmers (STAR)
- Thomas Bold (SCS)

5.7. Ethics Committee

An Ethics Committee will be set up in order to maintain the highest moral and ethical standards in the project research activities. The Ethics Committee will oversee ethical approval and management of the use of blood and tissue samples during the course of the project. The members of the Ethics Committee are as follows:

- Calum McNeil (UNEW)
- Dave Jones (UNEW)
- Matt Wright (UNEW)
- David Wenn (iXscient)
- Martin Stockmann (Charité)
- Katrin Zeilinger (Charité)
- Stephan Kiefer (FhG-IBMT)
- Tilly Hale* (LIVErNORTH)

* – External patient representative

5.8. External Advisory Panel (EAP)

The members of the EAP are as follows:

- Prof Dr Hans Ulrich Prokosch (Lehrstuhls für Medizinische Informatik, Universitätsklinikums Erlangen, Germany)
- Dr Pietro Invernizzi (Center for Autoimmune Liver Diseases, IRCCS Istituto Clinico Humanitas, Rozzano, Italy)
- Mr Keith Rawson (Technical Director, Cambridge Life Sciences Ltd, Ely, UK)

6. Communications

6.1. E-mail & E-mail Etiquette

When sending e-mails it should be remembered that many people may be working on a number of different projects and are likely to receive numerous e-mails every day. This can make it difficult to quickly recognise the significance of an e-mail and also to find and segregate related e-mails. In order to ease this problem, d-LIVER related e-mails should

always include in the subject title the name of the project (i.e. "d-LIVER") followed by a more specific description of the subject.

When sending e-mails with file attachments, please consider the size of the attachment. Very large attachments may not be accepted by the recipient server and even modest size attachments (around a few MB) might rapidly cause e-mail quotas to be exceeded, particularly where recipients are away from the office for an extended period. Therefore, consideration should be given to uploading the relevant file to the project filestore instead of attaching it to the e-mail. When replying to an e-mail with a file attachment, please ensure that you delete the attachment unless the attachment is still required (e.g. if the reply is copied to a new group of people).

Finally, as a courtesy, please include your contact details on every e-mail that you initiate.

6.2. Mailbases

To facilitate rapid e-mailing of different sub-groups within the consortium, the following e-mail reflectors have been implemented:

Reflector name	Members	Address
ALL	All technical project participants	d-liver-all@newcastle.ac.uk
MGT	Management team	d-liver-mgt@newcastle.ac.uk
SC	Steering Committee	d-liver-sc@newcastle.ac.uk
WPL	Workpackage leaders	d-liver-wpl@newcastle.ac.uk
Ethics	Ethics Committee	d-liver-ethics@newcastle.ac.uk
EXP	Exploitation Committee	d-liver-exp@newcastle.ac.uk
Legal	Partner legal representatives	d-liver-legal@newcastle.ac.uk
Admin	Partner administrative contacts	d-liver-admin@newcastle.ac.uk

In addition to these, an e-mail reflector for each Workpackage WP1 – WP8 has been set up, in the form of d-liver-wp*x*@newcastle.ac.uk (where *x* is the number of the Workpackage). Also, there is a reflector for each partner in the form d-liver-*name*@newcastle.ac.uk, where *name* is the short name of the partner. Further e-mail reflectors may be set up on request. Any queries related to these mailbases, requests for additions or for new mailbases should be addressed to the Project Administrator.

A current list of the members of each mailbase is maintained on the project filestore under "Mailbases".

Note that, if you send an e-mail to a mailbase that you are a member of, you will not receive a copy.

Also note that there is a security feature when you send an e-mail to a mailbase that you are not a member of. If you try to send an e-mail to such a mailbase, you will receive an automated e-mail confirmation request. You then need to click on the link contained in this e-mail and send a reply in order to confirm your e-mail address is genuine and you want to post the message. Only after this will the message be sent to the mailbase members.

6.3. Conference Calls

It is recommended that all individuals who are able to do so should install the Internet-based voice, video and chat facility "Skype" and communicate their Skype unique name to the Project Manager, so that all members of the consortium are able to communicate freely and directly with each other. Skype also provides a facility for limited conference calls (up to 25 users) – since the calls are peer-to-peer the conference organiser must have good internet bandwidth in place to do this. Skype can be downloaded from www.skype.com.

7. Project Website

A d-LIVER project website has been set up and will be regularly updated (see www.d-LIVER.eu). Partners are encouraged to add a link from their own website to the d-LIVER home page.

Every partner will be provided with one or more login accounts in order to access the secure pages on the website and to allow updating of their organisation details.

8. Project Filestore

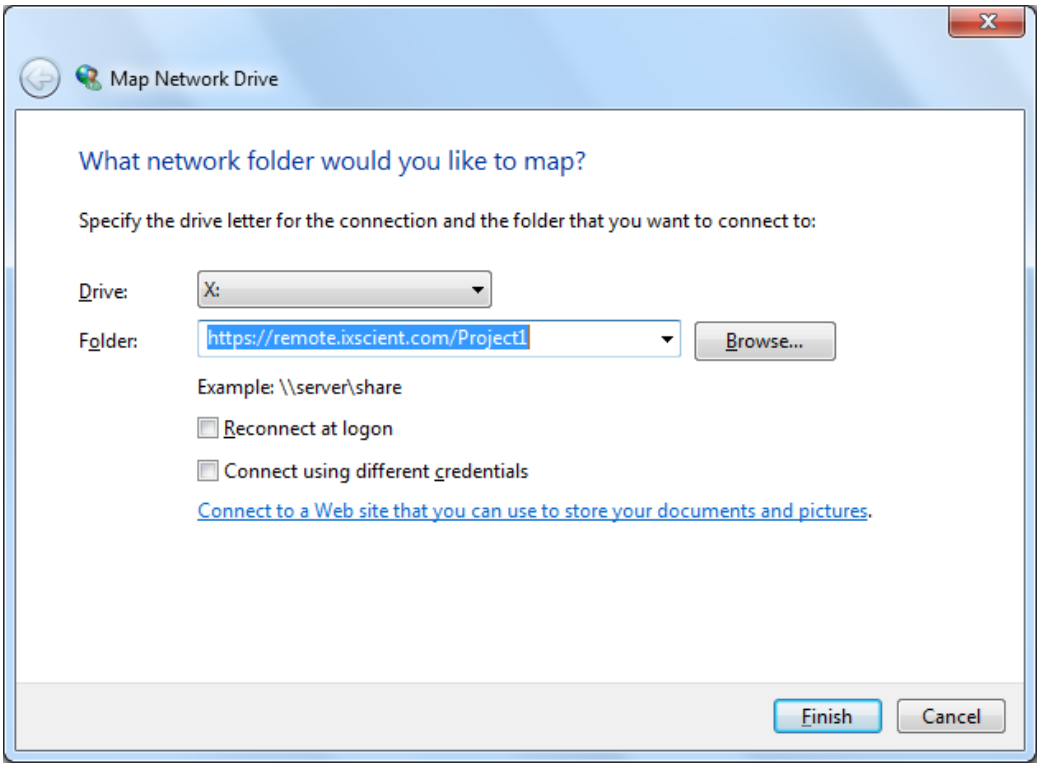
A project filestore has been set up. This will act as a file transfer and archive facility. Access to the filestore is controlled via a username and password. These are notified to users separately and are not included here in order that this document may be widely disseminated.

Important project files will be stored and maintained on the filestore, e.g. the current version of the DoW, current budget allocation, minutes of important meetings, etc.

The filestore includes a folder structure and most project related files will fit within this. Partners should not delete any of the existing folders. However, partners are encouraged to add further sub-folders where relevant, e.g. for each additional meeting or for technical WP information. Folders may also be created for storing temporary files where, for example, these are too large to circulate by e-mail. The filestore is accessed through WebDAV, not ftp. In order to do this, you will need to use Windows Explorer to map a network drive to "https://remote.ixscient.com/d-LIVER". Instructions for how to do this are given below. Do not click on this link because it will open in Internet Explorer or other browser and you cannot access the filestore this way.

INSTRUCTIONS

In Windows Explorer, click the Alt key to see the menu, select Tools, Map Network drive and then fill in as follows, except instead of "Project1" type "d-LIVER":-



You will be prompted to enter your username and password.

If you are using a Mac, from OS X, go to Finder, then "Go" and "Connect to server…", enter "https://remote.ixscient.com/d-LIVER" (etc).

9. Virtual Research Environment (VRE)

The VRE is a set of online tools, hosted by Newcastle University, to facilitate or enhance the research process. Each research group or project can have its own secure VRE site which can be used by external collaborators as well as members of the University.

University members can login using their usual campus ID and password. External users will have to obtain a free user ID from Protect Network (http://www.protectnetwork.org).

The VRE for d-LIVER is accessible here: https://researchtools.ncl.ac.uk/portal/site/d-liver. This will ultimately replace the existing secure storage location (WebDAV) and so all partners need to register for access. Note that the VRE will not replace the mailbases, which should still be used.

10. Financial

Details of the individual partner budgets are given on page 5 of the DoW. A spreadsheet detailing the distribution of the advance payment is available on the project filestore under the "Financial" folder.

11. Project Reporting Requirements

All partners are required to complete a quarterly partner report detailing progress against each task. Templates will be provided for these quarterly reports which should be sent to the Project Manager and the relevant WP leaders by the 15th of the month following the end of the quarter.

Workpackage leaders are required to produce a quarterly report for their respective WP using the appropriate template and generated from the individual partner reports. This report should be sent to the Project Manager by the 25th of the month following the end of the quarter. The Project Manager will compile the quarterly WP reports into an overall quarterly project report. This will also include information on effort expended vs budget taken from the Annual Action Plan. The quarterly report will be sent to the Project Officer.

Copies of the relevant templates will be available on the project filestore under "Templates". The templates will be designed to provide the information that is required for the Periodic Report for the Commission. This will simplify the reporting at the end of each period.

The consortium will submit a Periodic Report to the Commission (within 60 days after the end of each reporting period) containing the following:

- Publishable summary
- Project objectives for the period
- Work progress and achievements during the period
- Deliverables and milestones tables
- Details of Project Management activities
- Explanation of use of resources
- Financial statement (Form C) from each partner and summary financial report
- Audit certificates (if required)

More details on the reporting requirements can be found in the FP7 Reporting Guidelines, a copy of which has is available on the filestore under "EC Guidelines".

11.1. Reporting Periods

The project has four reporting periods as follows:

1) 1st October 2011 – 30th September 2012
2) 1st October 2012 – 30th September 2013
3) 1st October 2013 – 30th September 2014
4) 1st October 2014 – 30th September 2015 (or end of project)

11.2. Audit Certificates & Cost Claims

Each partner must provide an audit certificate for each period unless the financial contribution that they are claiming (for all periods for which an audit certificate has not been provided) is less than €375,000.

A guide to audit certificates is available on the filestore under "EC Guidelines".

11.3. Common Errors in Periodic Reports and Cost Claims

The EC are very pedantic about the reporting requirements, and the periodic reports and cost claims should meet the contractual requirements and reporting guidelines. A list of common errors is given below. The presence of such errors will delay acceptance of the reports and subsequent payments until clarifications or corrections have been provided.

11.3.1. Typical Form C Errors

- The contractor's legal name is slightly different to that in the contract. The legal name on the Form C and/or audit certificate should be EXACTLY the same as written in the contract.

- Only original signed copies of the forms are acceptable. It sounds obvious, but sometimes photocopies can slip through. The best way to avoid this is to sign all legal paperwork in BLUE ink. Electronic signatures are also unacceptable.
- The Form C must be signed by the authorised person(s) within the beneficiary's organisation. If the person responsible has changed, the Form C should be accompanied by a covering letter on headed paper stating the change of responsibility.
- There should be no claims for subcontract costs (except for audit certificates) UNLESS these are already described in the DoW. If a subcontract is required which was not originally foreseen, a separate justification will need to be made and the contract will need to be amended before such costs are accepted.
- The Commission require that a contractor's stamp accompany each Form C in Box 8. For contractors who do not have a stamp, it is recommended that you purchase one for the purposes of validating the Form C.
- Where reported costs are estimated, the subsequent Form C should show the adjustments made during the next period to reflect the actual costs incurred. Any such adjustments should be explained in the Periodic Report.
- The cost of audit certificates should be included under 'subcontracting' as a 'Management' activity. Costs for audit certificates should be claimed in the Form C for the period in which the costs were incurred, and NOT the period for which the audit certificate relates. The only exception to this is in the final year of the project when it is acceptable to claim the costs of the audit certificate in the Form C for the period for which the audit certificate relates.

12. Deliverables and Milestones

Deliverables and milestones should be completed on time. Progress on deliverables or milestones should be reported in the quarterly partner reports and WP reports for the period in which they are due. If any deliverables or milestones due in the period are late, an explanation for this MUST be given, as well as any mitigation actions and the anticipated completion date. For deliverables which are not written reports, a brief written summary should nevertheless be produced to accompany the deliverable. A template for the deliverable reports will be produced and will be available on the filestore under "Templates".

12.1. Approving Deliverables

To ensure that deliverables are of an appropriate standard, all deliverables will be reviewed by a member of the Steering Committee who has not been part of the core team developing the deliverable. The prime responsibility of a reviewer is to ensure that the deliverable is complete and of an appropriate standard. Typically, the Project Manager will act as reviewer. Alternatively, the PM will nominate a reviewer. The reviewer will then receive the final draft of the deliverable and provide the partner responsible for the deliverable and the relevant WP leader with a written response by e-mail indicating that the deliverable is ready for release or that elements of the deliverable require further attention giving details. The reviewer may also make minor corrections and format adjustments directly. The reviewer should respond within 5 working days of receiving the draft deliverable. If revisions are required then the above process is repeated. Once the deliverable has been accepted the date of sign off will be added to the cover page, together with details of the reviewer.

The review process is part of the preparation of the deliverable and WP leaders should take appropriate steps to ensure that the review is completed and the deliverable issued before

the due date. The due date is the last day of the month that is specified for the deliverable in the DoW.

The Project Manager will circulate the final deliverable to the consortium and also place a copy on the project filestore. The Coordinator will submit all deliverables to the Commission.

If the WP leader and the reviewer cannot agree to release the document, the matter will be referred to the Steering Committee for a binding decision.

13. File Naming Conventions & Version Control

It is essential that every document circulated to other partners in the consortium includes a version number and date. This will help to avoid the situation where partners are working with old or obsolete versions of documents.

In terms of file names, it is difficult to have a fixed file naming convention which can cover every situation. However, the guidelines below should be followed as much as possible:

1. The filename should be descriptive of the contents and should include the project name e.g. "d-LIVER_UNEW_SPIE 2011.ppt" for a presentation by UNEW at an SPIE conference in 2011.
2. Where a document is specific to a particular date, this date should be included in the filename in the form 'dd-mm-yy'. For example, minutes of a WP4 meeting on 1st October 2011 will be called "d-LIVER_WP4 Minutes_01-10-11.doc".
3. Where a document is likely to be produced in a similar format by various partners, the partner short name should be included in the filename e.g. "d-LIVER_Q1_Report_CSEM" for CSEM's first quarterly partner report.
4. Where different versions of a document are used, e.g. for deliverables and reports, the version number should be included at the end of the filename. For draft documents, the version number should start at v0.1, and increment in 0.1 steps. Once the document is formally issued, the version should change to v1.0 and then increment in 0.1 steps for minor changes. For a major change, the version will change to v2.0. For example, "d-LIVER_D6.1_v0.1.doc" will be used for the first draft version of deliverable D6.1.
5. When commenting on a document provided by another partner, the filename should be changed to include the initials of the person or short name of the partner making the changes e.g. "d-LIVER_D6.1_v0.1_dw.doc" if changes to D6.1 have been made by Dave Wenn or "d-LIVER_D6.1_v0.1_CEA" if changes have been made by CEA.
6. When suggesting changes to a document, the use of the track changes feature in Word is recommended to assist the document author/owner.
7. Only the originating author or owner of a document should increment the version number i.e. when the author has received and implemented all changes to the first draft version of deliverable D6.1, it becomes "d-LIVER_D6.1_v0.2.doc".

14. Conflict Resolution

In the case of a technical, financial or procedural conflict arising among partners, there is a principle of amicable settlement whenever possible at the lowest decision making body. If there is a dispute within a Workpackage, the WP leader should in the first instance try and resolve the issue, with the aid of the Project Manager if necessary. Only if a resolution is not possible should the matter be raised with the Steering Committee. The Project Manager and the Coordinator should help in the conflict resolution as necessary. Failing such a resolution, the Steering Committee will discuss the issues and vote on a resolution to achieve a binding

solution. If necessary, individual partners can seek to convene an extraordinary meeting of the Steering Committee, and all partners are able to put resolutions to that Committee.

15. Grievance Procedure

Should a partner wish to complain about any member of the Consortium, the first action should be to document, in detail, the grievance, communicating this in private to the Project Coordinator and the Project Manager. The individual concerned will then be given a right to reply to the complaint, again, in private. The Coordinator and Project Manager will then work to resolve the complaint to the satisfaction of both parties. Partners should refrain from making personal attacks or remarks against any individual.

16. Publication Clearance Procedure

Some information on the publication clearance procedure is contained section 8.3.1 of the Consortium Agreement. The preliminary procedure is detailed below.

During the course of the project many partners will disseminate information about the project through:

- presentations at public events
- posters at public events
- submission of articles for publication in professional and other journals
- other means

There is a duty within the consortium to ensure that information is not disclosed that partners would regard as proprietary, or that they may be using to prepare patent applications. If this type of information inadvertently becomes public, then any subsequent patent applications relying on this information would be invalid. Any information prepared for public dissemination must be made available for review by all partners in advance of its submission for publication, i.e. in good time to review it and make comments and changes if necessary.

The partner wishing to publish, present or disclose information about the project must follow the correct procedure as summarised below. This is documented in more detail in the Consortium Agreement, which takes precedence.

- The partner wishing to publish shall forward an abstract and/or draft presentation to the whole consortium.
- As a general rule, the time-limit for prior notice of any such dissemination activity to be given to the other partners shall be twenty one (21) days.
- Following receipt of the aforementioned notification, any of the partners may object to such dissemination activity within fifteen (15) days from the date on which they received such notification.

An objection is justified if:

- The objecting Party’s legitimate academic or commercial interests are compromised by the publication; or
- The protection of the objecting Party's Foreground or Background is adversely affected; or
- The proposed contribution includes the Foreground, Background or Confidential information of the objecting Party.

The objection has to include a precise request for necessary modifications. If an objection has been raised, the involved partners shall discuss how to overcome the justified grounds for the

objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication).

Please note that all publications MUST acknowledge the funding from the EU. A suitable form of words is "The research leading to these results has received funding from the European Union's Seventh Framework Programme (FP7/2007-2013) under grant agreement no. 287596".

17. Procedure for IP Protection and Exploitation

Intellectual Property protection and access rights are detailed in the Grant Agreement, the Consortium Agreement and Guidelines for Intellectual Property in FP7, all of which can be found on the project filestore.

Any partner within the consortium has the right to protect knowledge it has generated within the project. Partners should however declare their intention of seeking protection for IP generated within the d-LIVER project to the consortium. Partners must also take into account the contributions of other partners in the generation of such knowledge and come to an amicable and reasonable decision on it sole or joint ownership.

Partners wishing to seek IP protection should follow this procedure:

- Partners should initially discuss their intension to seek protection with partners that have been involved with the generation of that knowledge.
- After this the partner must inform the consortium by e-mail of the intention to seek protection, giving as much detail as possible without compromising the application.
- A minimum of 21 days prior notice of application shall be given by the party wishing to seek protection.
- Any partner may object within 15 days of receipt of the notice on the grounds that it has a legitimate claim to be included in the application or for some other good reason.
- The partner wishing to seek protection should address the concerns of the objecting partner and, if the claim is legitimate, negotiate a reasonable solution.

18. Minutes of Meetings

The keeping of minutes for all project related meetings is extremely important as they are a record of decisions taken and actions required by partners in the project. It is the responsibility of the chair of the meeting to organise the taking of minutes.

A template for minutes is located on the project filestore under "Templates". The template has space for attendees, minutes, actions from the meeting and for the meeting agenda to be attached. The minutes are to be written up and circulated to all members of the meeting for comment and correction as soon as possible after the meeting. The author should set a deadline for response e.g. 5 working days. After this period the minutes can be circulated to other relevant partners and uploaded to the filestore as a permanent record of the meeting. Minutes of all meetings should also be sent to the Coordinator and Project Manager.

19. Useful Links

Project Website: www.d-LIVER.eu

General information from the Commission including contractual documents and guidelines is available on the Cordis website at http://cordis.europa.eu/fp7/home_en.html or through the Participant Portal at http://ec.europa.eu/research/participants/portal/appmanager/participants/portal.