



Deliverable D6.1
Quality Assurance Report

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Eva Spoor	TUD	Reporting Handbook
Henry Varga	TUD	First draft, revisions
Rob Goverde	TUD	Comments on drafts, quality check

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Executive summary

The purpose of the Quality Assurance (QA) Report is to provide a single point of reference on the quality assurance processes that will govern the course of the MOVINGRAIL project. This deliverable defines the project organization, procedures, roles and responsibilities related to the quality control and quality assurance activities that will be carried out.

This deliverable describes how the project will execute its day-to-day activities from a quality perspective, and ensures that standards, processes, and procedures are defined and their execution is continuously monitored, corrected when necessary and improved. It exposes the proposed risk management approach of the project for managing and controlling all project risks. Moreover, this plan will address the roles and responsibilities of the organization, the risk identification, as well as risk assessment and mitigation plans.

This document is based on the terms and conditions established in the Grant Agreement (GA) and its Annexes, as well as in the Consortium Agreement (CA). Furthermore, this document is a further development of the Reporting Handbook, an internal MOVINGRAIL document that is a reference source for all consortium members covering many day-to-day activities and standardise various elements of the project through the use of agreed procedures and templates where relevant.

The use of the present guidelines can ensure better collaboration among the consortium partners. This deliverable is to be used by all the project partners in order to ensure quality assurance of project processes and outputs and prevent possible deviations from the project work plan.

1. Project summary

MOVINGRAIL ('MOving block and VIRTual coupling New Generations of RAIL signalling') is a Shift2Rail project addressing the topic 'Analysis for Moving Block and implementation of Virtual Coupling concept'. The MOVINGRAIL project aims:

- at identifying operational procedures and testing methods for *Moving Block* (MB) signalling, as well as;
- assessing communication technologies and impacts of Virtual Coupling (VC) on different segments of the railway market.

The project will analyse the application of Moving Block and Virtual Coupling signalling considered as the most promising technologies for increasing line capacity and reducing wayside life-cycle costs. The two concepts are in a different stage with Moving Block being an established standard in ERTMS/ETCS Level 3 and metro systems, while Virtual Coupling is still in the conceptual stage. Both signalling approaches are based on train-centric solutions using position information from the trains rather than train detection information from tracks. They differ in the fact that a Moving Block allows train separation based on an absolute braking distance between trains, while Virtual Coupling enables a relative braking distance incorporating the braking behaviour of a leading train.

MOVINGRAIL builds on existing European and national research projects bringing together technologies and concepts that will significantly boost innovative and cost-efficient technologies and systems for railway signalling. In order to develop the project, the consortium decomposed the high-level aims documented in the project Call and the technical ambition for the D2.3 Moving Block and the D2.8 Virtual Coupling detailed in the Shift2Rail Multi-Annual Action Plan, to identify the key objectives that will help overcome existing barriers to innovation and introduce innovative methods, technological solutions and validation processes to Moving Block and Virtual Coupling.

The MOVINGRAIL framework will be built by grouping activities in three main working areas, in line with each of the three domains (i.e. operational, technological, business) identified to abstract macro-areas of the railway enterprise. The work in the project is arranged within a total of six work packages that will be interacting among each other as represented in the following figure (figure 1).

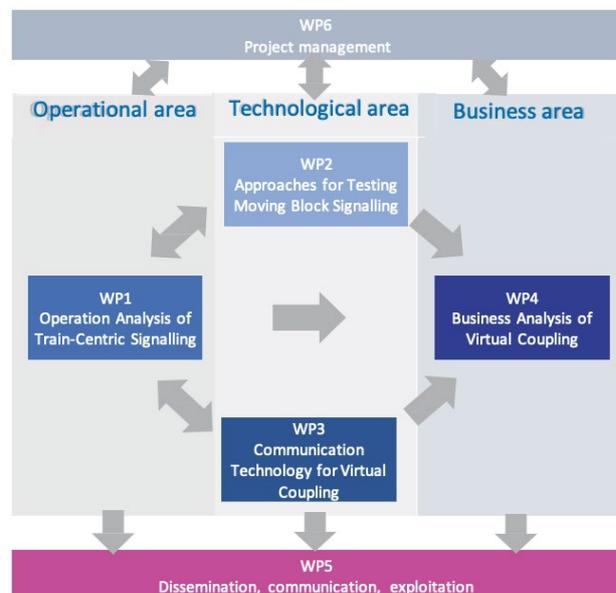


Figure 1: Work package interaction

2. Objective/Aim

The establishment of a Quality Assurance (QA) Plan is part of WP6 – Project management (Task 6.1: Technical coordination in M24 and D6.1 Quality Assurance Report) The present document gives a practical guidance to all the partners for checking the progress of the project and assuring the quality of its outputs and results. This document reports on the procedures to be followed for the management of the resources, documentation production, project dissemination activities amongst others. In particular it describes:

- Project management structures, role and responsibilities of the different project management bodies, the decision-making procedures as well as the communication channels within the consortium, with Shift2Rail and complementary Shift2Rail projects.
- Reporting requirements for WP leaders and project partners, procedures for the production of deliverables, reports, and financial statements. These procedures include document naming and version numbering protocols as well as formats to be used for various purposes. Templates, where appropriate, are provided in the Annexes;
- Procedures for the review and distribution of the various types of deliverables, reports, demos, publications and prototypes.
- Overall project monitoring and risk assessment procedures.
- Procedure to be followed by all project partners for communication, publication and dissemination activities.
- Rules for the use of the project webpage and social media.

3. Management Structure – roles and responsibilities

The management structure aims at safeguarding the effective cooperation among the members of the Consortium and at producing high quality deliverables to the Commission during the various stages of the project life. The overall management structure will endorse links between MOVINGRAIL partners and build and strengthen new interactions, especially by enabling and fostering the transfer of complementary expertise between the involved research, industry, end-users and other relevant stakeholders players and countries. Within the MOVINGRAIL consortium, each participant will take an active part in the efficient implementation of the RIA, and will cooperate, perform and fulfil, promptly and on time, all of its obligations as foreseen in the GA. The management structure is addressed in the Reporting Handbook (i.e. project handbook) and is available on the cloud-based repository (see chapter below ‘Monitoring and reporting progress’).

4. Monitoring and reporting progress

The MOVINGRAIL consortium believes that one of the crucial factors for success in this kind of collaborative project is to maintain an efficient communication flow between the partners. The MOVINGRAIL consortium uses a cloud-based repository to share documents, and includes, although not limited to, work package documents, working and final deliverables, minutes, templates, etc. The platform is called *SURFdrive* and the repository [MOVINGRAIL ALL](#) and [MOVINGRAIL Coordination team](#).

Throughout the lifetime of the project there are the following technical and financial progress reports:

1. Progress reports (internal);
2. IP2 Steering Committee Progress report to Shift2Rail;
3. Periodic reports (RP1 & RP2) to the European Union;
4. Final Report to the European Union.

Reporting is performed on the following scheme:

- **Six-monthly (internally only):** The WP leaders submit a brief summary progress report to the Project Coordination. This includes short information about progress, results obtained (e.g. deliverables) and compliance with the work programme.
- **Three-monthly (submitted to Shift2Rail IP2):** The Technical Coordinator prepares a progress report for the IP2 Steering Committee meetings. The report follows the IP2 meeting reporting template provided by Shift2Rail and includes the overall status, recent technical developments vs objectives, next steps, main deviation to DoA (including risks and mitigation), dissemination, and complementary projects.
- **Annually (submitted to the EC):** The work package leaders will submit to the Project Coordination a summary progress report showing the technical work carried out during the year. The Project Coordination will prepare a consolidated annual progress report for the EC. Also, after 12 months and 25 months, the Project Coordination will prepare a consolidated overview of the budgetary situation of the project on the basis of the costs statements from the partners.

To ensure timely submission the partners should respect the following deadlines:

Table 1 – Overview reporting

Kind of report Period	Period covered	Template to partners	Deadline to send to coordinator	Submitted to EC
Internal Financial Report	M1-M6 (DEC 2018 - MAY 2019)	M6	M7 June 2019	N/A
Periodic Technical and Financial Report to EC (RP1)	M1-M12 (DEC 2018 – NOV 2019)	M12	M13 December 2019	M14
Internal Financial Report	M13-M18 (DEC 2019 - MAY 2020)	M13	M19 June 2020	N/A
Periodic Technical and Financial Report to EC (RP2)	M13-M25 (DEC 2019 – DEC 2020)	M25	M26 January 2021	M27
Final report	M1-M25 (DEC 2018 – DEC 2020)	N/A	N/A	M27

5. Meetings

The following formal meetings will take place:

- **Kick-off meeting:** planning the initial work for each WP and their interactions.
- **Monthly WP leaders progress meetings,** including partner TECN who only has task leads, are held every month by video conference to monitor and verify the work progress of each WP and the interactions between WPs. These meetings will help update project status on a regular basis as well as having the opportunity to discuss technical, operational and administrative issues on a timely fashion.
- **Semi-annual WP meetings** take place rotating physical location or via video conferencing. Partial supplementary meetings can take place upon request from any partner. These annual meetings will serve to debate and discuss the relevant topics, to address ongoing activities and to plan the work for the subsequent period. These WP meetings are held in conjunction with the consortium meetings.
- **Semi-annual consortium meetings** are held every six months (M6, M12, M18, M24) to present the progress of each WP, discuss the interactions between tasks and plan the work for the next period. These are two-day events. Originally, these consortium meetings were planned to take place at the partner locations (M6 and M12), but after the COVID-19 outbreak they were held by video conferences. The minutes of the meetings will be submitted to the PO (if required).
- **Steering Committee (SC) meetings** take place in conjunction with the **consortium meetings**.
- **Advisory Board (AB) meetings** takes place in conjunction with the **consortium meetings** on the second day.

For every meeting taken place, minutes should be sent to the coordinator.

6. Risk management and handling of conflicts

6.1. Risk Management plan

During the implementation of the MOVINGRAIL, internal and external risks, as well as any other issues that might affect the project progress, are identified and monitored in order to carry out mitigation actions as soon as possible. The management process identifies and monitors technical and management risks as well as any other issues that might affect the project progress towards its objectives, in order to carry out mitigation actions as early as possible. Risks can arise from unexpected technical difficulties or scientific findings, poor communication or cooperation between the partners, poor communication or cooperation with Complementary Projects, resource shortage by the partners, objectives not achievable in terms of budget or feasibility, partners leaving the consortium, human operational errors, etc.

Each partner has the responsibility to report immediately to their respective WP leader any risky situation that may arise and may affect the project objectives or their successful completion. Any change in the time schedule of the deliverables or in the allocated budget must be reported to the corresponding WP Leader or to the Project Coordinator. In case of problems or delays, the Steering Committee will be consulted and it may set up task forces in order to take the necessary actions. In case there is no resolution, the project Steering Committee will be consulted and will establish mitigation plans to reduce the impact of risk occurring. Responses may include:

- strengthened supervision
- adjustments to project strategy, changes to implementation
- arrangements and changes in budget allocations.

The partners performed a risk analysis jointly during proposal preparation. It is included in part A (Annex I of DoA).

6.2. Risk Management: Roles and responsibilities

Quality and risk management will be performed under the supervision of the Project Coordinator, who will be responsible for the following tasks:

- Allocating the required resources and time to execute the Quality Assurance Plan within the scope of the project budget and schedule.
- Developing, distributing and implementing the Quality Assurance Plan.
- Monitoring the project to identify any new or changing risks.
- Updating the initial risk list with the support of the consortium.
- Contributing to risk mitigation and contingency planning.
- Coordinating with the consortium to monitor risks and implement risk response strategies.
- Managing quality control procedures on deliverables.
- Monitoring the effectiveness of the risk management strategies.
- Reporting regularly to the consortium.
- Making the final decision on risk actions, in co-ordination with the WP Leaders.
- Liaising with the Shift2Rail Project Officers (PO).
- Preparing regular IP2 Steering Committee progress reports and meeting minutes with action points.

Steering Committee responsibilities include:

- Developing and/or updating the risk response strategy.
- Monitoring the risks and any threats or opportunities to the project.
- Assessing the probability that a risk will occur and specifying the criteria used to assess the probability; and
- Assessing the impact of risks on project cost, time, scope, and quality objectives, and specifying the criteria used to assess the impact.

Work Package (WP) Leaders are responsible for the following tasks within their work package(s):

- Identifying and describing any risk.
- Helping to identify the risk owners and assisting in developing the risk response strategies.
- Performing the risk response steps assigned.
- Reporting on the progress of the risk response to the Project Coordinator; and
- Assisting the Project Coordinator in activities associated with risk monitoring and control.

6.3. Risk Processing

Risk identification, analysis, response planning and monitoring and control are the steps involved in processing risk.

The Consortium before the beginning of the project forecasted a table of risks. This table is completed and updated during the project progress. This Risk Management Register is maintained and used to record all possible risks of the project and any subsequent measures or actions required. The Risk Management Register is placed on the intranet website and will be continuously updated.

Figure 1: Risk management process



6.4. Risk Identification

Risk identification is done throughout the life-cycle of the MOVINGRAIL project, with an emphasis on identifying risks as early as possible so effective response planning and subsequent monitoring can take place. Risk Identification will be performed within work packages. WP leaders will report the risks and suggestions for the risk priority to the Steering Committee, which will agree on the final risk priority as well

as on the respective response strategy. Newly identified risks will be added to the critical implementation risks and mitigation actions table, which currently contains seven identified risks (Table 1.3.2 in Annex I, part A of the Grant Agreement). This register is accessible to the consortium through the intranet platform SURFdrive – MOVINGRAIL ALL.

6.5. Risk Impact Analysis

The systematic progress of the work in the MOVINGRAIL project is secured by the monitoring of deliverables and the work progress reporting at the 6M meetings. The latter serve as regular moments where the consortium convenes to report and assess the status of the work of the individual participants, as well as in their mutual interconnection in the consortium performance as a whole. Any existing or potential problems will be identified at such occasions. In similar European collaborative projects this has proven to be a very effective procedure, resulting in a mechanism of self-control and self-adjustment, which usually makes it unnecessary that strict measures on progress recovery by the SC need to be explicitly enforced. Experience shows that for a consortium of specialized and professional partners, such as assembled in the MOVINGRAIL consortium, most difficulties which appear constitute only minor or temporary deviations from the work program anyway, which can be easily managed by the partners themselves.

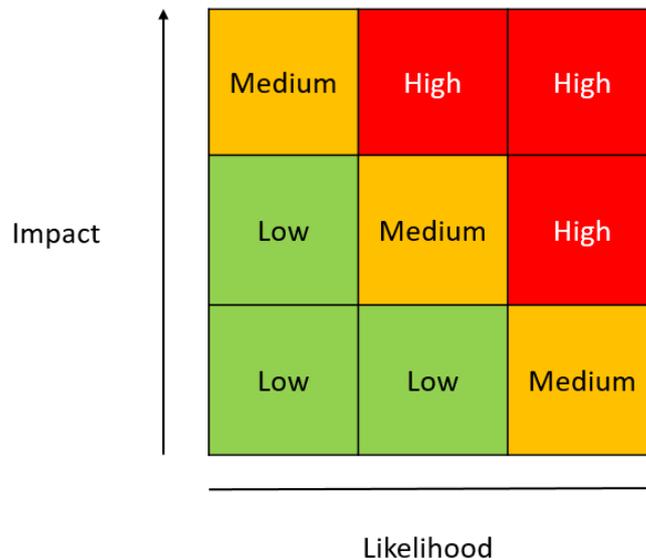
The procedure to handle conflicts is first to treat it at WP level such as task dependencies and delayed deliverables. It also includes issues where MOVINGRAIL is dependent on deliverables from complementary projects under Shift2Tail, regulated by complementary agreements, the Collaboration Agreement (COLA). If a solution cannot be found at this level, the WP leader reports the conflict to the coordinator and the coordinator attempts to find a proper solution. If this fails, the issue is taken to the following SC meeting. For urgent questions, a video-conferencing between the partners or an extraordinary SC meeting can be called.

In the case of more serious problems which may demand a specific action, such as a modification of the work plan execution or even the task distribution among partners, including modifications of the consortium budget distribution, as well as interaction with complementary projects under Shift2Rail and the COLA development, the following actions will be undertaken:

- Identification of the main risks and the potential causes.
- Identification of the impact of the risks on the project objectives, resources and budget.
- Analysis of possible mitigation plans to reduce the risks to occur in close cooperation with the affected partners.
- Preparation of recovery plans.
- Decision making by voting at the Steering Committee meeting.

All the above actions will be inspired by the coordinator but will be realized in full cooperation with the SC and when necessary in consultation with the EU program officer.

Figure 2: Risk assessment matrix



6.6. Response Planning

During risk response planning, strategies and plans are developed to minimise the effects of the risk to a point where it can be controlled and managed. During response planning, higher priority risks should receive more attention than lower priority risks. Every risk that poses a threat should be assigned to a responsible party during response planning.

The following strategies will be taken (depending on the risk category):

- **For high and medium - priority risks:** Mitigation

Risk mitigation involves reducing the probability and/or the impact of a risk to an acceptable level. Taking early and proactive action against a risk is often more effective than attempting to repair the damage a realized risk has caused. Contingency planning is an example of risk mitigation.

- **For low-priority risks:** Acceptance

Acceptance is often taken as a risk strategy since it is very difficult to plan responses for every identified risk. Risk acceptance should normally only be utilized for low-priority risks. Risk acceptance can be passive, where no action is taken at all, or active. The most common active approach to risk acceptance is to develop a cost and/or schedule revision to accommodate known (or unknown) threats. Utilizing a risk acceptance approach determines that the risk should be monitored rather than reassessed.

6.7. Risk Monitoring and Control

Each Work Package Leader is responsible for the Risk Management within their Work Package. Each project partner is highly encouraged to communicate and discuss any (possible) risks and response planning with their Work Package Leader.

It is the responsibility of all MOVINGRAIL partners to communicate to the Project Coordinator about the status and effectiveness of each risk and mitigation plan in order to update the Risk Management Register and assess the relevance of the tools. Risk exposure will be continuously reevaluated and modified accordingly and the results of monitoring and control will be documented.

7. Document production and review

7.1. Formats

The following are the formats specified for use in partner communication, documentation, reporting, and deliverable production.

In the Annexes, the project document templates can be found. The latest version of all the templates will be always available in the project Intranet to all partners.

7.1.1 Reports and Deliverables

Reports and Deliverables are produced in Microsoft Word: working drafts and editable working copies are supplied to partners as Word documents. The Project Coordinator makes a final release version as a PDF file. This PDF version will also be made available to the partners on SURFdrive and will be regarded as the definitive version of the Report or Deliverable.

The reports and deliverables are based on the Shift2Rail deliverable template and have a consistently styled cover sheet and structure, based on the template contained in this document (Annex I). The cover should contain:

- Logos of Shift2Rail, the project and of the H2020 Programme
- Deliverable number and Title
- Project acronym
- Starting date
- Duration (in months)
- Call (part) identifier
- Grant agreement no
- Due date of deliverable
- Actual submission date
- Responsible/Author
- Dissemination level
- Status.

All pages are numbered and the grant agreement number is included in the footer. They should also use the page layout (headers) suggested in the same Annex. Furthermore, they should abide to the following rules:

- Have a list of abbreviations used within the deliverable
- Recognition of funding and a disclaimer
- Versioning and Contribution History
- Have a table of contents
- Have a one-page executive summary
- Include a References section at the end of the document
- Include all technical details and other information in Annexes.

The content of each deliverable report depends on the type of provided information. As a general principle, the responsibility for the content of each deliverable report is always with the author(s). Nevertheless, the reports should always meet a set of quality criteria, as described below:

- a) **Completeness.** Information provided in the deliverable report must be reliable and must correspond with reality. This means that all background information used in the reports should be appropriately supported by references. Foreground information should be supplied in a clear fashion such that misinterpretation will be avoided.
- b) **Accuracy.** Information used in the deliverable report should be focused on the key issues and be written in a fashion that takes into consideration the scope of the specific research work and its target audience.
- c) **Relevance.** All information used should be provided to the depth needed for the purpose of the reports, according to the project and programme objectives.
- d) **Appearance and structure.** Although deliverable reports will be authored by different partners, it is important that reports are prepared with uniform appearance and structure, such that they appear as originating from a single initiative. It is therefore necessary to observe the templates provided in the Annex I.
- e) **Punctuality.** The report should be released on time.

Always include recognition of funding:

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7.1.2 Presentations

A template for project presentations is provided in the Annex II in order to facilitate their production as well as to guarantee the consistency and quality of images. Templates are available the common repository SURFdrive.

7.1.3 Meeting Minutes

All participants are reminded of plenary meeting dates 30 days in advance. The meeting chair will circulate an agenda not later than two weeks before the meeting. All necessary working documents are uploaded in to the common repository SURFdrive at least five working days in advance of the meeting date.

Minutes are circulated to the Partners no later than three weeks after the meeting. Minutes shall be deemed to be approved if no objection has been sent to the Coordinator within 7 days of the circulation of the minutes. Template of Minutes can be found in Annex IV.

8. Review procedure

TUD has administrative responsibility for the transmission of all deliverables to the European Commission. Specific milestones and deliverables are defined for each WP. Milestones are clear intermediate GO/NOGO moments and as such are a project management tool to measure whether the project is still on track. They are also part of the Gantt chart. The list of deliverables and milestones are included in table 3.1.c and table 3.2.a, respectively, of the Grant Agreement (GA). The progress of the activities in each WP and the outlook of the exploitation of the results are critically reviewed and compared to the planning and criteria described in the work program. This is primarily the task of the WP leader. The Technical Coordinator guarantees the quality management of the deliverables. Necessary changes are decided and implemented. A list and database of all deliverables and publications is kept and updated by the Coordinator, who will be in contact with the WP leaders to monitor progress.

9. Repository

The quality records resulting from the review process are to be maintained by the consortium and can be made available when necessary. All quality records are to be filed to allow easy retrieval. The records are retained for the time required under the Grant Agreement. An analysis of the records is carried out to indicate unsatisfactory trends so that corrective action can be taken. All records are kept in a suitable environment to minimize damage.

Deliverable D6.1 *Data Management Plan* (DMP) provides further detailed information how research data is managed in the MOVINGRAIL project within the Open Research Data Pilot (ORD Pilot). The DMP describes the management of the data to be collected, processed and published during a research project, creating awareness about research data management topics such data storage, backup, data access, data sharing, archiving and licensing.

10. Web page

A project website has been created (<https://movingrail.eu>) under the lead of partners UoB and TUD in WP 5 and has been delivered as a deliverable under D5.3. The website shows information about the project and partners as well as deliverables and news about the project such as consortium meetings, workshops, scientific publications or conference presentations. Any news related to the project should be communicated to WP5 leader. The WP5 leader will prepare the content to be published on the webpage and will submit it to the Coordinator for approval.

11. Project logo

The project logo can be found on the project common repository.

12. Social media

The project uses the following social media:

Twitter: <https://twitter.com/movingrail>

Any content to be shared using social media should be sent to the WP5 Leader.

13. Annex I. Deliverable Template

<div style="display: flex; justify-content: space-between; align-items: center;"> </div> <div style="text-align: center; margin: 20px 0;"> <h2 style="margin: 0;">MOVINGRAIL</h2> </div> <p style="text-align: center; margin: 10px 0;">Deliverable DX.Y Deliverable title</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <tr><td style="width: 30%;">Project acronym:</td><td>MOVINGRAIL</td></tr> <tr><td>Starting date:</td><td>01/12/2018</td></tr> <tr><td>Duration (in months):</td><td>25</td></tr> <tr><td>Call (part) Identifier:</td><td>H2020-S2R-OC-IP2-2018</td></tr> <tr><td>Grant agreement no.:</td><td>826347</td></tr> <tr><td>Due date of deliverable:</td><td>Month XX</td></tr> <tr><td>Actual submission date:</td><td>DD-MM-YYYY</td></tr> <tr><td>Responsible/Author:</td><td>Name - Beneficiary Short Name</td></tr> <tr><td>Dissemination level:</td><td>PU/CO</td></tr> <tr><td>Status:</td><td>Draft/Issued</td></tr> </table> <p style="margin-top: 20px;">Reviewed: (yes/no)</p> <p style="font-size: small; margin-top: 20px;">GA 826347 Page 1 11</p>	Project acronym:	MOVINGRAIL	Starting date:	01/12/2018	Duration (in months):	25	Call (part) Identifier:	H2020-S2R-OC-IP2-2018	Grant agreement no.:	826347	Due date of deliverable:	Month XX	Actual submission date:	DD-MM-YYYY	Responsible/Author:	Name - Beneficiary Short Name	Dissemination level:	PU/CO	Status:	Draft/Issued	<div style="display: flex; justify-content: space-between; align-items: center;"> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center; background-color: #f2f2f2;">Document history</th> </tr> <tr> <th style="width: 15%;">Revision</th> <th style="width: 15%;">Date</th> <th style="width: 70%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td>First issue</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center; background-color: #f2f2f2;">Report contributors</th> </tr> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Beneficiary Short Name</th> <th style="width: 50%;">Details of contribution</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="margin-top: 20px;"> </p> <p style="font-size: x-small; margin-top: 20px;">Funding This project has received funding from the Shift2Rail Joint Undertaking (JU) under grant agreement No 826347. The JU receives support from the European Union's Horizon 2020 research and innovation programme and the Shift2Rail JU members other than the Union.</p> <p style="font-size: x-small; margin-top: 5px;">Disclaimer The information in this document is provided "as is", and no guarantee or warranty is given that the information is fit for any particular purpose. The content of this document reflects only the author's view – the Joint Undertaking is not responsible for any use that may be made of the information it contains. The users use the information at their sole risk and liability.</p> <p style="font-size: small; margin-top: 20px;">GA 826347 Page 2 11</p>	Document history			Revision	Date	Description	1		First issue							Report contributors			Name	Beneficiary Short Name	Details of contribution												
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1		First issue																																																				
Report contributors																																																						
Name	Beneficiary Short Name	Details of contribution																																																				

14. Annex II. Presentation Template

<p style="text-align: center;">MOVINGRAIL</p> <p>Work Package < Nr > < or other Title > < WP title if applicable > < (Name lead organization) ></p> <p>< DD > JUNE 2020 M18 Meeting (Video conference)</p> <p>< Name presenter > < E-mail presenter ></p> <p style="text-align: right;">1</p>	<p style="text-align: center;">WP <X> Objective</p> <p>< Please keep this font and try to not smaller size than 20 ></p> <ul style="list-style-type: none"> • Bullet points ... it contains <ul style="list-style-type: none"> - Sub-bullet point • Individual financial statement • Explanation of the use of resources <p style="text-align: right;">2</p>	<p style="text-align: center;">Pending deliverables/ reports</p> <ul style="list-style-type: none"> • DX.X – Title (Lead: < Short name >) (MMM 2020) <p style="text-align: right;">3</p>
<p style="text-align: center;">Upcoming deliverables/ reports</p> <ul style="list-style-type: none"> • DX.X – Title (Lead: < Short name >) (MMM 2020) <p style="text-align: right;">1</p>	<p style="text-align: center;">Next steps & Dead-lines</p> <ul style="list-style-type: none"> > Deliverable, report etc : dishfg l irdgh ir <ul style="list-style-type: none"> • slhdh rgurg rvvgu (e.g. OCT 2020) > Conference ... <p style="text-align: right;">1</p>	<p style="text-align: center; color: blue; font-size: 1.2em;">Thank you for your attention!</p> <p style="font-size: 0.8em; text-align: center;">This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 101019747</p> <p style="text-align: right;">1</p>

15. Annex III. Reporting Template

<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px dashed gray; padding-bottom: 5px;"> <div style="text-align: center;">  </div> <div style="text-align: center; font-size: 8px;">  Horizon 2020 European Union Funding for Research & Innovation </div> <div style="text-align: right; font-size: 8px;"> <i>Project Logo Here (if applicable)</i> </div> </div> <p style="text-align: center;"> Project Number: Project Acronym: Project title: </p> <p style="text-align: center; font-size: 1.2em; font-weight: bold;"> Periodic Technical Report Part B </p> <p style="font-size: 8px;"> Period covered by the report: from dd/mm/year to dd/mm/year Periodic report: 1st <input checked="" type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> </p> <p style="text-align: right; font-size: 8px;">1</p>	<div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px dashed gray; padding-bottom: 5px;"> <div style="text-align: center;">  </div> <div style="text-align: center; font-size: 8px;">  Horizon 2020 European Union Funding for Research & Innovation </div> <div style="text-align: right; font-size: 8px;"> <i>Project Logo Here (if applicable)</i> </div> </div> <p style="font-weight: bold; font-size: 0.9em;">Table of contents</p> <table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td>Glossary of terms abbreviations</td> <td style="text-align: right;">3</td> </tr> <tr> <td>1. Explanation of the work carried out by the beneficiaries and overview of the progress</td> <td style="text-align: right;">4</td> </tr> <tr> <td> 1.1 Objectives and progress achieved during the reporting period</td> <td style="text-align: right;">4</td> </tr> <tr> <td> 1.2 Explanation of the work carried per Work Package (WP)</td> <td style="text-align: right;">4</td> </tr> <tr> <td> 1.2.1 WP1: name of the WP</td> <td style="text-align: right;">4</td> </tr> <tr> <td> 1.2.2 WP2: name of the WP</td> <td style="text-align: right;">5</td> </tr> <tr> <td> 1.3 Status Collaboration Agreement/s</td> <td style="text-align: right;">6</td> </tr> <tr> <td> 1.4 Impact</td> <td style="text-align: right;">6</td> </tr> <tr> <td>2. Update of the plan for exploitation and dissemination of results (if applicable)</td> <td style="text-align: right;">7</td> </tr> <tr> <td>3. Update of the Data Management Plan (if applicable)</td> <td style="text-align: right;">7</td> </tr> <tr> <td>4. Follow-up of recommendations and comments from previous review(s) (if applicable)</td> <td style="text-align: right;">7</td> </tr> <tr> <td>5. Deviations from DoA (if applicable)</td> <td style="text-align: right;">8</td> </tr> <tr> <td> 5.1 Tasks</td> <td style="text-align: right;">8</td> </tr> <tr> <td> 5.2 Use of resources</td> <td style="text-align: right;">9</td> </tr> <tr> <td> 5.2.1 Unforeseen subcontracting (if applicable)</td> <td style="text-align: right;">9</td> </tr> <tr> <td> 5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable) ..</td> <td style="text-align: right;">9</td> </tr> <tr> <td>6. Annex</td> <td style="text-align: right;">9</td> </tr> </table> <p style="text-align: right; font-size: 8px;">2</p>	Glossary of terms abbreviations	3	1. Explanation of the work carried out by the beneficiaries and overview of the progress	4	1.1 Objectives and progress achieved during the reporting period	4	1.2 Explanation of the work carried per Work Package (WP)	4	1.2.1 WP1: name of the WP	4	1.2.2 WP2: name of the WP	5	1.3 Status Collaboration Agreement/s	6	1.4 Impact	6	2. Update of the plan for exploitation and dissemination of results (if applicable)	7	3. Update of the Data Management Plan (if applicable)	7	4. Follow-up of recommendations and comments from previous review(s) (if applicable)	7	5. Deviations from DoA (if applicable)	8	5.1 Tasks	8	5.2 Use of resources	9	5.2.1 Unforeseen subcontracting (if applicable)	9	5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable) ..	9	6. Annex	9
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16. Annex IV. Minutes Template

<div style="display: flex; justify-content: space-between; align-items: center;"> </div> <div style="text-align: center; margin: 20px 0;"> <h3 style="margin: 0;">Minutes</h3> <p style="margin: 0;">< Type of meeting > < date DD-MMM-YYYY ></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 20%;">Project acronym:</td><td>MOVINGRAIL</td></tr> <tr><td>Starting date:</td><td>01/12/2018</td></tr> <tr><td>Duration (in months):</td><td>25</td></tr> <tr><td>Call (part) identifier:</td><td>H2020-S2R-OC-IP2-2018</td></tr> <tr><td>Grant agreement no.:</td><td>826347</td></tr> <tr><td>Due date of deliverable:</td><td>-</td></tr> <tr><td>Actual submission date:</td><td>-</td></tr> <tr><td>Responsible/Author:</td><td>< full name > <short name organization></td></tr> <tr><td>Dissemination level:</td><td>CO</td></tr> <tr><td>Status:</td><td>Issued</td></tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> GA 826347 Page 1 2 </div>	Project acronym:	MOVINGRAIL	Starting date:	01/12/2018	Duration (in months):	25	Call (part) identifier:	H2020-S2R-OC-IP2-2018	Grant agreement no.:	826347	Due date of deliverable:	-	Actual submission date:	-	Responsible/Author:	< full name > <short name organization>	Dissemination level:	CO	Status:	Issued	<div style="display: flex; justify-content: space-between; align-items: center;"> </div> <p style="margin-top: 10px;">List of Participants</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0f2f1;"> <th style="width: 50%;">Organisation (Full name)</th> <th style="width: 50%;">Participants (Full name)</th> </tr> </thead> <tbody> <tr> <td><Name organisation></td> <td><First name> <Family name></td> </tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p style="margin-top: 10px;">Agenda</p> <div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> < Bullet points of issues discussed ... > </div> <p style="margin-top: 10px;">< Heading of issues discussed ></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> GA 826347 Page 2 2 </div>	Organisation (Full name)	Participants (Full name)	<Name organisation>	<First name> <Family name>														
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