PROJECT PROGRAMME (Annex I)

Guidelines for RTD Projects

Software Technologies

September 1996

Contents Page

INTRODUCTION

The Project Programme Guidelines (PP) are for use by organisations planning to prepare the documents and information needed to establish a contract for an Esprit R&D project. The guidelines show how to prepare a **Project Programme** (annex I to the contract) and the other documents needed by the Commission before a contract can be awarded.

The PP contains the description of the work to which the consortium partners commit themselves by signing the contract. It should be unambiguous and not contain information presented in the proposal supporting general claims for the importance of the work nor the background information in support of these claims.

As background material, please refer to the call for proposals published in the Official Journal, the Workprogramme for the IT Programme 1994-1998 and the text of the contract itself.

A PP consists of two parts and an Annex.

Part 1: Financial and Administrative data

Part 2: Description of the RTD project

Annex: Exploitation Plans

PP Contents The following table summarises the contents of the PP .

PROJECT PROGRAMME: TABLE OF CONTENTS (*)	
Section	*Information*
Cover	Project Programme identification (**)
Part 1	Financial and administrative data
1.1	Executive summary
1.2.	Administrative information
Part 2	DESCRIPTION OF THE PROJECT
1	Project objectives and exploitable results
2.	Exploitation Plans
2.1	Common exploitation strategy
2.2	Individual exploitation plans
3.	Project workplan and deliverables
4.	Project management
5.	Reports and reviews
6.	Obligations and rights of participants and relationship between participants
Annex	EXPLOITATION PLANS
1.	Consortium's exploitation strategy
2., 3. etc.	Individual exploitation plans for each of the partners

(*) Each page of the PP must be numbered and indicate the project number, acronym and document version and date.

The following information must be included in the cover:

i) "Annex I Project Programme",

ii) project number, acronym and title

iii) version number and date of issue.

PART 1: FINANCIAL AND ADMINISTRATIVE DATA

General remarks

For preparing the contractual and financial terms of the contract information must be provided to the Commission. Such information must be presented in the form described below.

1. Executive summary

The executive summary is a brief description (one page maximum) of the project containing the following items:

- the objectives and results of the project
- how the partners intend to approach the work
- what will be the impact of the expected results
- how the results of the work will be exploited.

The first page of the Project Snapshot (attached on page 7) shall also be completed and provided as complementary summary information.

The summary may be used as input for the dissemination of information about the project published by the Commission (therefore, it should be attractive, clear and concrete). The Project Snapshot must be updated regularly and submitted periodically together with the Periodic Progress Report.

2. Administrative information

Information on participants and the budgeted financial breakdown must be provided using:

1. Project Administrative Overview (Form 1). On this form the participating organisations are listed with their roles and overall budgeted costs

2. Individual Participant data (Forms 2.1, 2.2, 2.3, 2.4). Each participant (contractor and associate contractor) should completely fill in these forms. Form 2.1 includes in particular the name of the person(s) authorised to sign the contract. Evidence of such authorisation should be provided, unless the Programme Directorate has been informed of this already. Forms 2.2 and 2.3 provide the names and addresses of the technical and administrative contact persons of each participant.

3. Financial breakdown (forms 3.1, 3.2, 3.3)

   All figures to be presented are for budgetary purposes and will be used as a reference. Costs as incurred will have to comply with conditions specified in annex II of the contract. Guidelines for completing cost statements can be obtained on request. All cost figures should be provided in KECU (1000 ECU).

   The contract contains (see article 3) a statement of the total costs and the maximum contribution to be made to the project by the Commission. The PP lends substance to this total cost figure by detailing the resources per workpackage and constituent tasks, and per deliverable.

   Periodic cost breakdowns for each participant (see form 3.1 in Annex 2) and a summary for all participants (see form 3.2 in Annex 2) must be provided. The period used must be one year unless otherwise agreed with the Commission.

   If contractors require for accounting purposes to distinguish during the course of the project between advances received and payments due, it is recommended to provide a table for the deliverables detailing the proportion of the costs of each contributing task which is necessary for the preparation of the deliverable. Such a table shall be considered as the basis for the application of clause 23.2 of the contract (see form 3.3 in Annex 2). Please note that this form 3.3 is *optional.*

4. Form 4 needs to be completed by the coordinator only, providing the further information for the contract, including bank details, according to the format given in Annex 3.

PROJECT SNAPSHOT

This information must be provided with every progress report in a form which could be relevant for managers and executives

PROJECT No:	**ACRONYM:**
TARGET MARKETS: Mention main market sectors in which the partners (both users and developers) plan to commercialise or benefit from results of the project. **TECHNOLOGIES:** Mention the key technologies developed/used in the project.	
EXPLOITABLE RESULTS: Describe the results that are planned to be exploited, and in which form (services, products, improved processes), in relation to identified user needs.	
ANTICIPATED OR DEMONSTRATED BENEFITS: Describe the measurable benefits that each of the exploitable results is expected to provide or demonstrates to the target markets.	
APPLICATION AND ASSESSMENT OF RESULTS: Describe the specific applications where the technologies are deployed in the context of the action, as well as any outcome from their assessment.	
INNOVATIVE ASPECTS: Describe the innovations achieved with respect to the current state of the art.	

This page is intended for publication

PART 2: DESCRIPTION OF THE RTD PROJECT

General Remarks

The Project Programme must be based on the proposal as evaluated, taking into account the evaluators' recommendations and any other conditions the Commission has placed on the consortium as a prerequisite for possible funding. It should provide a detailed definition of the objectives, workplan and exploitation plans to which the consortium will commit itself by signing the contract. It should **not** contain as separate sections the background information, state of the art, or any other information which was presented in the proposal to demonstrate the relevance of the work and the credibility of the consortium.

The Project Programme must contain:
1. The **objectives** and **results** of the project
2. **Exploitation** plans
3. The **workplan** to achieve the objectives, made up of a breakdown of **work packages and tasks**, including the estimated manpower, intermediate targets (**deliverables and milestones**) and a description of the **role of the partners**.
4. Description of the **project management**
5. **Reports, deliverables** and **reviews**
6. Obligations and rights of participants

The level of detail provided in the Project Programme should enable an assessment of the contractual obligations of the consortium to carry out certain R&D work, to achieve certain results and to exploit them.
It should be taken into account that the Project Programme forms part of the Contract.

1. Project objectives and exploitable results

This section, which should not exceed two pages, should describe the major objectives and exploitable results which the project aims to achieve (both business and technical). **Objectives** are achievements which the project will bring about (eg. increased sales, improved efficiency), while **exploitable results** are concrete items that will be produced for the performance of future commercial/business activities (eg. a tool, a process).

Specific measurable objectives should be specified (eg. 20% increase in ....). The commercially exploitable results to be created in the project should be briefly -but clearly- described. This section should also include the definition of **yardsticks** by which it will be possible to measure the progress towards the achievement of the objectives and results.. All reviews and assessments of the project will refer to the contents of this section.

PROJECT OBJECTIVES AND EXPLOTABLE RESULTS
· **Specific, measurable objectives** · **Exploitable results** · **Yardsticks**

2. Exploitation plans

This section should provide an excutive summary of the following:

– the **Consortium's exploitation strategy** (1 page) and

– the **individual exploitation plans** for each of the partners (1 page each).

This information shall be developed in detail as an Annex to the Project Programme and should provide the information suggested in the following tables.

Consortium's Exploitation strategy
· **Global exploitation strategy** of the Consortium including: - identification of exploitable results - User needs being addressed - Solution (exploitable results) matching the demand (user needs) - Global Consortium's commercial strategy and positioning in the market – IPR strategy and commercial agreement if available. Otherwise an outline of the future Commercial agreement (including an indication of which partners intend to commercialise which results).

INDIVIDUAL EXPLOITATION PLANS

1. Core business

- Current business lines of the company with an indication of their contribution to the overall revenues, as well as the position in the relevant markets. Relevant business lines (with regard to the exploitable results) should be described in further detail.

2. Exploitable results

- Description of the exploitable results to be commercialised (be they products, services, know-how, etc.)

- Target clients addressed.

  - Their needs
  - Justification and sizing of the future demand

- The solution: how the exploitable results match the needs and requirements of the future demand

3. Implementation strategy: exploitation plan

- Competition analysis and positioning. Barriers to entry.

- The commercial strategy

- Form of commercialisation and channels (product, services, processes, etc; customised offer, mass distribution in shops, internal exploitation, etc; stand-alone or part of a service or product; use of distributors, licensees, strategic alliances; geographical coverage; etc)
- Marketing mix (Product, Price, Promotion, Distribution)

- Financial analysis

- Commercial plan and phased revenue plan
- Investment during and after the project (including the pre-commercial stage and the commercial stage)
- Return on investment

4. Exploitation activities in the project

- Overview of the exploitation activities to be undertaken in the project and how they contribute to the implementation strategy above. *Further details would be provided in the exploitation activities in the workplan.*

5. Anticipated impact on core business

- Description and quantification of the expected impact of the exploitable results in the relevant business lines described in 1.

In view of the commercially sensitive nature of information relating to exploitation, contractors may choose to transmit additional information in confidence and bilaterally to the Commission services.

The management of the exploitation of project results should form an integral part of the strategies of participating companies. A smooth transition from R&D work to commercial exploitation should be ensured. The exploitation plan should clearly address the embedding of the results exploitation in the company strategy.

Each participant should describe the exploitation of results in its own company as well as in relation with other participants where appropriate.

Exploitation plans will vary depending on the specific nature of the project and market conditions. The table attached (see previous page) is intended to provide an indication of their content.

The exploitation plans must be reviewed and updated continuously as the project proceeds and the planned milestones and deliverables are achieved. Revisions should be scheduled for delivery to the Commission at least yearly.

At, or before, the end of the project the consortium shall submit a Technology implementation plan acceptable to the Commission (Art. 10.1 of Annex II to the Contract). This plan shall indicate all potential results and exploitation plans (including a timetable) and the plans for the transfer of technology to SMEs. In accordance with Art. 15 of Annex II to the Contract, the contractor shall make available to the Commission on its request the information and documents to enable verification with the technology implementation plan.

The Project Programme must be accompanied by letters from the senior managers from the divisions which will exploit commercially the results of the project (commercial divisions, product or service divisions, etc; as applicable) stating their commitment concerning the objectives and exploitation plans. Confirmation about the accordance of the plan with their mid/long term commercial strategy shall be also included.

An Exploitation Workpackage is expected to be part of the workplan. The activities involved in it will address the following:

1. Further developing and updating the exploitation plans according to market and project evolution. .

2. The activities to be undertaken during the project in order to prepare and make the future exploitation possible. It could include activities like understanding of user needs, market research of general interest for the Commission, user feedback and promotion through user groups, etc.

In other words, these activities should develop a deeper understanding of the market and ensure that results match future demand.

3. Project workplan, deliverables

This section should concisely describe the work planned to achieve the objectives of the project. An introduction shall provide an overview, the overall rationale of the workplan, the structure of the workplan and how the workplan will lead the participants to attain the goal of the project. It should identify critical paths and risks together with measures to contain them. Essential elements in the workplan are:

PROJECT WORKPLAN

- Introduction, overview and overall rationale of the workplan
- **Structure** of the work in **workpackages** and **tasks**
- **Role of the partners.**
- **Description and** t**imetables of deliverables** and **milestones** (presentation of expected results, e.g. prototypes, reports)
- **Bar chart** and **Pert chart** to illustrate the sequence and dependencies of the work

The project workplan will need to be updated and modified as part of the project management and monitoring task and as a means of ensuring a clear and well-defined basis for reaching the project's objectives. It will be revised at major review points and is only contractually binding after approval by the Commission.

The workplan must be structured using the convention of **workpackages and tasks** as defined in the glossary in Annex 1. The required tables and lists should be presented in an attachment to the Project Programme.

WORKPACKAGE/TASK DESCRIPTION

Each workpackage and task shall be described including the following:

- Objectives
- Approach
- Responsible partner
- Outputs and which ones are considered as deliverables and exploitable results
- Dependencies (outputs from other tasks which are used as inputs for the task)
- Start and end month
- Effort
- Success criteria and contingency plans.

For each workpackage, the objectives must be clearly stated and the relationship between the workpackage and its component tasks defined. Tasks must be described by giving their objectives, the approach to be followed, the list of activities, the list of **deliverables,** and the relevant information dissemination actions.

Deliverables should be clearly defined and where possible take the form of a working prototype, or possess some demonstrable and measurable indicator of progress. Deliverables are major achievements of the project which allow the Commission services to assess progress. Their number should be limited and geared to the schedule of reviews, for which they form the input. Exploitable results shall be explicitly identified (deliverables which will be the subject of future commercial exploitation). Presentations should where possible be linked to potential exploitation. The target date for completion of deliverables must be given in the list of deliverables. A status must be attributed to each deliverable concerning its distribution (e.g. confidential, restricted, public) in accordance with the classification indicated in the entry for "deliverable" in the glossary (Annex 2). A schedule of deliverables should be given (see form 5.1). Each deliverable should be assigned a unique identifier, possibly with a naming convention which allows a straightforward mapping to the workpackage and task where it is generated. The table suggested in Form 5.1 should be reported both ordered by deliverable code and by due month.

The number of **workpackages** used must be appropriate to the complexity of the work and the overall value of the project. However, each workpackage should be a major sub-division of the project and should also have a verifiable end-point (normally a milestone in the overall workplan). A workpackage should be described in terms of a number of specified tasks, indicating mutual dependencies.

The contribution of each individual participant in the project (contractors, associated contractors, subcontractors) must be unambiguously correlated to workpackages by indicating their activity in or contribution to each workpackage or task.

In the preparation of the workplan, the resource requirements for each workpackage should be estimated. At this stage the interdependencies of workpackages with external events should also be identified. The resources allocated to individual workpackages and deliverables should be shown as person-months (see form 5.2 and 5.3). For resources, instead of forms 5.2 and 5.3, a single table, summarising the effort per partner per task, should be given.

In order that the technical progress and exploitation potential of the project can be measured and assessed, a number of **milestones** must be identified within the workplan. A milestone marks the end of a defined unit of work and should be marked by a deliverable item in some tangible, readily verifiable form such as a demonstration of a prototype, software or hardware, or the submission of a report. Milestones should be defined in such a way as to indicate when major results of the project are expected to be achieved. Success criteria and contingency plans should also be included. A list should specify the nature and timing of the project's milestones.

A **Pert chart and Bar chart** should be used to illustrate the sequence and structure of work. The milestones to be shown on these charts should indicate when major achievements will be attained.

An overview of the resources allocated to participants per work package forms the basis for the budget allocation presented in forms 1 and 3.

Compliance and relationships with **international standards**, either by use of existing standards or by providing input for the standardisation process, must be described at workpackagelevel. Consortium members with formal relations to relevant standardisation bodies should be identified with details of their relationship. The use, where applicable, of European and international standards is mandatory in all Community projects and programmes financed from the Community budget, and these should be referred to in the description of the relevant deliverables.

If the proposed project results will significantly affect working conditions or the physical or social environment, or if any special human or social factors are evident, then this should be addressed in this section of the Project Programme and the workplan should contain actions to deal with the risks or exploit the benefits.

4. Project Management

Project management must be clearly identified in terms of resources, and a separate workpackage or task identified covering at least the coordinating contractor's management role.

This chapter should describe the management structure and procedures. With regard to coordination, it should be clearly stated which participant organisation has the leading role in each workpackage; the distribution of responsibilities over the whole workplan of the project should also be indicated. The key decision processes and methods for conflict resolution should be explicitly covered. Key personnel must be named (e.g. the project manager and possible team leaders from the participants). The role of key personnel and their responsibilities within their organisations must also be made clear.

Interdependencies and relationships with national, Community or other relevant projects and programmes should be indicated.

5. Reports and reviews

Dates for the delivery of progress reports and the organisation of reviews should be listed in this section. Some background information is provided below for reference.

Report requirements are defined under article 6 of the contract and articles 10 and 11 of Annex II to the Contract.

Management reports should be short and formal; they should not repeat what is stated in the PP.

The periodical progress reports and final reports must enable the Commission to evaluate progress and to ascertain the applicability and potential interest of the project results. They shall include an updated project snapshot.

The target date for completion of the deliverables must be given in the list of deliverables (see form 5.1, Annex 1).

Reviews are the instrument for the Commission services to assess progress of the project against the objectives set in the PP. With assistance of external experts deliverables will be evaluated against the criteria given in the project and progress towards exploitation of results will be assessed.

When deliverables are accepted by the Commission services after a review, the appropriate section of the project shall be considered to have been satisfactorily completed.

Projects may be reviewed at any time by the Commission services. Reviews are generally held in phase with cost reporting periods. As a general rule, the first review will be held within 12 months after signature of the contract. Further reviews should be proposed to the Commission services in a way adapted to the schedule of project milestones and deliverables. As a result of the review the project might have to be adapted or, if no progress is shown, terminated.

6. Obligations and rights of participants and relationship between participants

Annex II of the contract specifies rights and obligations between contractors themselves and between contractors and associated contractors. Any provision of the PP which does not comply with the rules given in annex II will be void. The PP, as an integral part of the contract, could, however, be used for specifying additional provisions, e.g. joint ownership of results (Art. 9.2 in Annex II to the Contract).

It is strongly advised to consider the need for such provisions, taking into account Art. 12.3 of Annex II.

ANNEX 1: GLOSSARY

Achievement	Achievements are the intermediate results of a workpackage or task on its way to a deliverable. In most cases the achievements are results of the tasks, aiming at the goals of a workpackage.
Bar Chart	A chart of activities, tasks and workpackages against elapsed time. For each work unit the start and finish point and duration should be clearly identified. The milestones, deliverables and resources required should also be shown on the chart or in an associated, and easily related, table.
Dates	
Effective commencement date	The effective commencement date is the starting date of the project work following the signature by all parties of the contract. Therefore for each project this starting date must be communicated to the COMMISSION.
Operative Commencement date of the contract	The operative commencement date of the contract is the date when the contract has been signed by the Commission or the date which is explicitly mentioned in the contract. This date is relevant for the Cost Statements acceptance and processing. The Commission can only accept costs which occur after this date.
Deliverable	A deliverable is an output of a workpackage in a tangible form (e.g. a piece of hardware, software, report documenting a result) which can be externally assessed; its description in the Project Programme includes the acceptance procedures. Each task contributes to at least one deliverable. if a task contributes to various deliverables, the consortium should document the portion of the task cost (in %) attributable to each relevant deliverable. A classification of availability should read as follows **C = confidential**, only available to the project participants **R = restricted**, only available to Esprit or other Community programmes **P = public**, available to everybody Important note The above classification does not constitute a modification of the general contractual rules on the rights and obligations for the transmission of foreground patents as mentioned in the contract.
Milestone	A point in time during project execution marking the completion of a deliverable or workpackage. Milestones are control points at which progress can be assessed. Major milestones are the most significant control points for the project and mark the end of one or more major workpackages. Milestones point at events, when objectives or intermediate goals are to be reached. A milestone is normally connected with the submission of deliverables.
PERT chart	A chart which shows the sequence and interdependencies of activities, tasks and workpackages. The nodes on the chart correspond to the end of work unit and to due dates for deliverables and milestones.
Project	The complete programme of work to achieve defined goals and objectives within constraints of resources, time and other conditions. The details of goals, objectives, time schedules, allocation of resources are precisely defined for a Project by the Project Programme to the contract.
Executive summary	The Executive summary is the brief description of the project. It will be used to inform the interested public regarding the project progress and achievements; therefore the project objectives, the expected results and the industrial impact should be well structured and described concisely.
Task	Workpackages can be further divided into tasks, and these, when large, can be further structured into sub tasks. Different tasks can proceed in parallel, within a workpackage, and cover one or more reporting periods of the project. A task (or sub task) is therefore the unit between the nodes of e.g. a PERT chart of the project. Thus, a task should end on a definite milestone and lead to at least one deliverable.
Workpackage	A major, normally self-contained, subdivision of a project which leads to the completion of one of the goals, objectives or major deliverables within the project. A workpackage should comprise work of at least 5 man-years. Different workpackages can proceed in parallel within a project.

ANNEX 2: ADMINISTRATIVE FORMS

Form 1: Project Administrative Overview

Esprit Proposal N°:	Action Type [(a)]:	Acronym (max. 10 char.):
Proposal Title (max. 160 char.):		
Work Programme Task [(b)]:		Duration (in months):

List of Participants

N°	Organisation Name[1]	Country	Admin. Role(c) C/P/A	Funct. Role (d) S/U	Assoc. to n° [2]	Global costs in Ecu[3]	Funding in ECU	Effort in Person Years
						TOTALS		

Please copy this form if more space is needed to list the participants.

(a) A list of codes is supplied in Appendix to Form 2.1.
(b) See Work Programme
(c) C = Coordinator, P = Partner, A = Associated Partner
(d) S = Supplier, U = User
1 Short name for participants that use such a name in form 2.1, and legal name if such a short name does not exist
2 This column must only be completed for an Associated Partner (A). It should indicate to which partner N° a particular Associated Partner is linked
3 The global costs as indicated in form 3.1

Form 2.1: Registration Form for organisations registered as contractors within Esprit

Project No

Legal Identification of the Organisation

Full Name [1]	
Legal Status (SA, Ltd, GmbH)	
Name(s) of Legal Signatory (ies)	
VAT number	Registration number

Organisation Classification for Statistical Purposes

Organisation type [2]	Industry sector [3]
Number of employees	Is the organisation an SME (Y/N)? [4]

Legal Address of the Organisation

Address	Tel country + area code:
	Tel number:
	Fax:
	Email:

Mailing Address of the Organisation (if different from the Legal Address)

Address	Tel country + area code:
	Tel number:
	Fax:
	Email:

Do you have a Parent Organisation Y/N?
If yes, please complete the following sections of this form.

Legal Identification of the Parent Organisation

Full Name [1]	Short Name
Legal Status (SA, Ltd, GmbH)	
VAT number	Registration number

Parent Organisation Classification for Statistical Purposes

Organisation type [2]	Industrial sector [3]
Number of employees	Is the organisation an SME (Y/N)? [4]

Legal Address of the Parent Organisation

Address	Tel country + area code:
	Tel number:
	Fax:
	Email:

Appendix to Form 2.1: Industrial Sectors

NOTES

1 The legal name is the one used in contracts
2 The organisation type codes are as follows:
U University
R Research Institute
I Industry
A Public Administration
O Other
3 The industrial sector codes are as follows:

Business

FI Finance and insurance
BC Business, legal and management consultancy; holdings
PP Publishing, printing and reproduction of recorded media
RE Real estate activities
RL Renting and leasing
LR Lodging and restaurants
TA Technical testing and analysis
WR Wholesale and retail trade; repair of goods

Commmunity activities

CS Community service activities
ED Education
EN Energy production and distribution; gas and water supply
HS Health and social work
RC Recreational, cultural and sporting activities
CY Recycling
PT Post and telecommunications
TS Transportation services

Engineering (other than software engineering)

EE Electrical engineering and related technical consultancy
ME Mechanical engineering and related technical consultancy

IT activities

IA Audiovisual consumer electronics
IC Electronic components
IE Electronic engineering and related technical consultancy
IP Industrial process control systems
IM Office machinery and computers
IS Software consultancy and supply, data processing and related services
IT Telecom products

Manufacturing

AS Aircraft and spacecraft
MA Metals and alloys
CP Chemical products
FM Fabricated metal products, except machinery and equipment
FB Food products and beverages
FV Furniture
LL Leather and leather products
EQ Machinery, electrical and optical instruments
IN Medical, precision and optical instruments
MP Non-metallic mineral products
PH Pharmaceuticals, medicinal chemicals and botanical products
PA Pulp, paper and paper products
RU Rubber and plastic products
TE Textile and textile products
VL Vehicles for land transportation
VS Vehicles for sea transportation
WW Wood and wood products

Other activities

AF Agriculture and forestry
CB Construction and building
FI Fishing
MQ Mining and quarrying
NN **Activity code not provided**

4 Small/medium sized enterprise (SME). An organisation is classified as an SME if it satisfies simultaneously the following criteria:
- has no more than 500 employees;
- has an annual turnover of no more than 50 million ECU;
- is no more than one third owned by an organisation that does not satisfy the first two criteria, unless it is a financial investor such as a bank or venture capitalist.

Form 2.2: Technical contact point

Project No

1.4 TECHNICAL CONTACT (= T)		
TITLE		
FIRST NAME		
LAST NAME		
ORGANISATION NAME		
DEPARTMENT NAME		
STREET NAME		No.
PO BOX	REGION CODE	
COUNTY/LOCALITY *(eg. Province, Nomos, Region, Bundesland)*		
POST CODE	CITY	
COUNTRY		
TELEPHONE No. *(direct line)*	TELEFAX No.	
TELEX No.	EUROKOM NAME	
E-MAIL		

Form 2.3: Administrative contact point

Project No

1.5 ADMINISTRATIVE CONTACT PERSON (=A)		
Please tick if this is the same person as mentioned in form 2.1		
TITLE		
FIRST NAME		
LAST NAME		
ORGANISATION NAME		
DEPARTMENT NAME		
STREET NAME		No.
PO BOX	REGION CODE	
COUNTY/LOCALITY *(eg. Province, Nomos, Region, Bundesland)*		
POST CODE	CITY	
COUNTRY		
TELEPHONE No. *(direct line)*	TELEFAX No.	
TELEX No.	EUROKOM NAME	
E-MAIL		

Form 2.4: Exploitation contact point

Project No

1.4 EXPLOITATION MANAGER (= E)		
TITLE		
FIRST NAME		
LAST NAME		
ORGANISATION NAME		
DEPARTMENT NAME		
STREET NAME		No.
PO BOX	REGION CODE	
COUNTY/LOCALITY *(eg. Province, Nomos, Region, Bundesland)*		
POST CODE	CITY	
COUNTRY		
TELEPHONE No. *(direct line)*	TELEFAX No.	
TELEX No.	EUROKOM NAME	
E-MAIL		

Form 3.1 Partner costs/cost types per period (1) (KECU)

Project N°: **Acronym:**

Participant:

Period Cost category	Period 1 KECU	Period 2 KECU	Period 3 KECU	Period 4 KECU	Period 5 KECU	Total KECU
1. Personnel						
2. Equipment (2)						
3. Third party assistance						
4. Travel and Subsistence (3)						
5. Consumables and computing (4)						
6. Other significant specific Project Costs (5)						
7. Overheads (6)						
Total KECU (7)						

Total costs: .... KECU

Requested Project Funding from CEC .... KECU

in % of Costs .... %

National Currency for this Participant: ....

Length of periods and conversion rate used in budget (value of 1 ECU in National Currency)

	Period 1	Period 2	Period 3	Period 4	Period 5
Number of Months					
National Currency					

(1) a period in this table is normally 12 months. In special cases it may be necessary to use shorter periods

(2) Equipment must be depreciated (Art. 19.2 of Annex II of the contract)

(3) See Article 19.4 of Annex II of the Contract

(4) See Article 19.5 of Annex II of the Contract

(5) To be used strictly in accordance with Art. 19.6 of Annex II of the Contract

(6) See Article 20 of Annex II of the Contract

(7) to be carried forward to Form 3.2

Form 3.2 Partner costs/cost types per period [1] (KECU)

Project: **Acronym:**

Participants	**Period 1 KECU(2)**	**Period 2 KECU(2)**	**Period 3 KECU(2)**	**Period 4 KECU(2)**	**Period 5 KECU(2)**	**Total KECU(2)**	**Funding to Project**
Total KECU (3)							

Total costs: .... KECU

Requested Project Funding from CEC: .... KECU

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(1) A period in this table is defined at form 3.1. It is normally 6 or 12 months. In special cases it may be required to use shorter periods (3 or 6 months)

(2) Values carried over from Form 3.1

(3) These totals must comply with Art. 3 of the Contract

Form 3.3 **Project costs per deliverable and deliverable's share of funding**

Remarks:
1) completing this form is **optional** for the application of clause 23.2 of the contract
2) each deliverable is allocated a certain share of the funding, subject to agreement with the Commission. The sum of the shares must be 100%

Project: Acronym:

Milestones	Deliverables	Tasks	Cost of Deliverables	Funding for Deliverables (1)
Milestone 1	Deliverable 1 Deliverable 2	Task a Task b Task c Task i Task j		
Milestone 2	Deliverable 3 Deliverable 4	Task a Task c x x x		
Milestone n	Deliverable n	x x x		

(2)

(1) When a deliverable is accepted, in accordance with Art. 23.2 of Annex II of the Contract a portion of the advance payment already made would change status from an advance to a payment. These amounts may cumulatively not exceed the total of allowable costs incurred multiplied by the appropriate funding percentages or the cumulative total funding of the deliverables submitted and accepted, whichever is the lower.

(2) The total of the Column "Funding for Deliverable" must equal the contract sum.

Form 4: Additional information - to be completed by coordinator only

Project No

1.7.1 COUNTRY OF LAW

1.7.2 DESIRED START DATE

1.7.3 FINANCIAL MANAGER (= F)

TITLE

FIRST NAME

LAST NAME

ORGANISATION NAME

DEPARTMENT NAME

STREET NAME **No.**

PO BOX **REGION CODE**

COUNTY/LOCALITY *(eg. Province, Nomos, Region, Bundesland)*

POST CODE **CITY**

COUNTRY

TELEPHONE No. *(direct line)* **TELEFAX No.**

TELEX No. **EUROKOM NAME**

E-MAIL

1.7.4 BANK DETAILS *(see Annex 3 for bank account formats)*

BANK NAME

BANK/SORT/SWIFT CODE

STREET NAME **No.**

PO BOX **REGION CODE**

COUNTY/LOCALITY *(eg. Province, Nomos, Region, Bundesland)*

POST CODE **CITY**

COUNTRY

BANK ACCOUNT No.

PAYMENT REFERENCE

Form 5.1: Schedule of deliverables

Project: Acronym:

Types of deliverables	Description of the deliverable (Title)	Availability C - R - P (1)	Workpackage reference	Responsible/ involved partner	Project month
YEAR 1 Deliverables - Specifications - Prototypes - Tools - etc.					
YEAR 2					

(1) Availability: C = confidential, R = restricted, P = public

Form 5.2: Resources allocated to workpackages related to deliverables (per participant)

Project: Acronym:

Participant:

Workpackages	Start (project month)	End (project month)	Effort (person-months)	Deliverable reference
		Total		

Form 5.3: Resources allocated to participants (per workpackage)

Project: Acronym:

Participants	Efforts per workpackages (WP) in person-months						Effort person-month
	WP1	Role(1)	WP2	Role(1)	WPn+1	Role(1)	
Total							

(1) Role: Workpackage coordinator = C, participant in workpackage = P

READER'S COMMENT FORM

Esprit - Project Programme Guidelines (PP). Software Technologies (Sept 1996)

Please take a few moments to provide us with feedback on this document.

1. Please rate this document on the following criteria:					
Criteria	unsatisfactory	adequate	good	very good	excellent
1.1 Accuracy					
1.2 Completeness					
1.3 Organisation					
1.4 Readability					
1.5 Printing quality					
1.6 Format					
2. Your experience with			**Esprit I**	**Esprit II**	**Esprit III**
2.1 Participant in					
2.2 Newcomer to					
3. Your use of the PP guidelines '96					**Esprit IV**
3.1 for information					
3.2 to prepare the Project Programme					
3.3 to consult others					

You are welcome to give us further comments about these guidelines or the other documents associated with it. In particular please state if any items were missing or inadequately described. You may also wish to point out sections which you find particularly helpful:

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B - 1049 Brussels
Telefax: Belgium-Brussels - 296 85 97

NAME ____________________________________ Phone ____

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ANNEX 3: FORMAT OF BANK ACCOUNT NUMBERS PER COUNTRY

GERMANY

	BLZ BANK CODE											ACCOUNT N° (including check digit)									
	x	x	x		x	x	x		x	x		x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3		4	5	6		7	8		1	2	3	4	5	6	7	8	9	10

BELGIUM

	BANK				ACCOUNT N°								C.D.	
	x	x	x	-	x	x	x	x	x	x	x	-	x	x
POSITION	1	2	3	-	1	2	3	4	5	6	7	-	1	2

DANEMARK

	NUMERO REGISTRE					ACCOUNT N° (including check digit)									
	x	x	x	x		x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4		1	2	3	4	5	6	7	8	9	10

FRANCE

	CODE ETABLISSEMENT						CODE GUICHET						NUMERO DE COMPTE											RIB	
	x	x	x	x	x		x	x	x	x	x		x	x	x	x	x	x	x	x	x	x		x	x
POSITION	1	2	3	4	5		1	2	3	4	5		2	3	4	5	6	7	8	9	10	11		1	2

UNITED KINGDOM

	SORT CODE									ACCOUNT N°							
	x	x		x	x		x	x		x	x	x	x	x	x	x	x
POSITION	1	2		3	4		5	6		1	2	3	4	5	6	7	8

IRELAND

	SORT CODE									ACCOUNT N°							
	x	x		x	x		x	x		x	x	x	x	x	x	x	x

POSITION	1	2		3	4		5	6		1	2	3	4	5	6	7	8

SPAIN

	ENTIDAD					OFICINA					D.C.			ACCOUNT NUMBER									
	x	x	x	x		x	x	x	x		x	x		x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4		1	2	3	4		1	2		1	2	3	4	5	6	7	8	9	10

ITALY

	CODE ABI (Ets)						Code CAB (Guichet)							Numéro de Compte											
	x	x	x	x	x		x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5		1	2	3	4	5	6		1	2	3	4	5	6	7	8	9	10	11	12

LUXEMBOURG

	A			B							C			D			
	x	x		x	x	x	x	x	x		<	x		x	x	x	x
POSITION	1	2		1	2	3	4	5	6		1	2		1	2	3	4

A = Bank code, B = Bank account n°, C = not defined, D = not defined

THE NETHERLANDS

	ACCOUNT N°								
	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	6	7	8	9

Checklist

(for internal CEC use)

CHECKLIST : Compliance of submitted Project Programme (PP) to requirements of PP related to TAG'95

Project Nr.	. . . .	Acronym:	Project Officer: .... Unit: ....
PP-version	Initial PP: yes / no	Revised PP Nr.:	Final PP-version: yes / no

PART 2 Ref. No	DESCRIPTION	COMPLIANCE (1)				NOTES
		++	+	-	na	
1	Project objectives					
2.1	Project workplan					
2.2	Breakdown of efforts/allocated resources per Workpackage					
2.3	Schedule of deliverables and milestones					
3	Project management					
4	Exploitation plan					
5	Reporting and review procedures					
6	Obligations and rights of participants					
7	Compliance with and impact to standards					

PART 1 Ref. No	DESCRIPTION	COMPLIANCE (1)				NOTES
		++	+	-	na	
1	Project summary					
2	Administrative form 1					
3	Administrative forms 2.1, 2.2, 2.3					
4	Financial breakdown forms 3.1, 3.2, 3.3					
5	Form 4					

Remarks: (1) Compliance ==> ++ = Full compliance, + = requires follow up, - = Not complying,
na = not applicable / PP-check