



Project FoSIBLE
Fostering Social Interactions for a Better Life of the Elderly



Deliverable

D9.1: Quality handbook

Responsible

University of Duisburg-Essen

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Dissemination level: (PU, PP, RE, CO): PU

Abstract

Short description about mayor rules to grant the quality of shared documents, final papers and the project itself.

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1. Introduction

1.1 Purpose of the Document

The purpose of this summary is to specify/report on the technical achievements in the FoSIBLE project and to explain the D4.1 report. The architecture and the components of the social platform are described in detail.

1.2 Project Partners and Contact Information

The project consortium consists of 9 participants, including companies and research institutes. The University of Duisburg-Essen takes is responsible of the project coordination. A detailed list of all participating partners can be found on our website (www.fossible.eu) and in the detailed work description.

For the project, it is important for all participants to keep the contact information up-to-date. All partners need to provide information on their organization, including a general description, general contact (phone number, email address, mailing address), and website. This information will be linked or presented on the FoSIBLE website. Furthermore, contact information on all participating team members should be provided, including mailing information, telephone number, email address, and Skype contact, which is, however, to be handled internally.

2. Legal Conditions

The project is performed partially funded by the EU and partially funded by local programs submitted to AAL JP Call-2. The coordinating partner UDE has provided a consortium agreement which all partners have subscribed and have access to.

The consortium agreement regulates the legal rules and relations between the partners in the consortium, the handling of IPR, and other important aspects regarding the project cooperation.

3. Project Management Structure

Steffen Budweg and Matthias Klauser from UDE are main actors within the management structure of the project.

The project coordinator is responsible for the overall project progress, for financial reporting, for organizing the consortium meetings and review meetings. The project coordinator is the projects contact point for the EU project officer (PO), representing the funding organization.

The contact with each local project officer is provided directly by each partner of the consortium.

Furthermore, the project coordinator is responsible for:

- Monitoring compliance by the participants with their obligations.
- Ensure that project objectives are met and deliverables are prepared on schedule.
- Collecting and reviewing to verify consistency of reports and other deliverables as well as financial statements (confirmation of work fulfillment). Therefore, the project coordinator provides templates for project documents, such as technical reports, assures their formal correctness by organizing the necessary technical reviews and approves them.

To ensure the quality of deliverables the work-package leaders are responsible to review the deliverables done in their work-package.

4. Quality and Risk-Management

4.1 Roles

To ensure the quality of the project's deliverables a state of the art quality and risk management plan was developed and implemented into the workflow of the project.

The following roles are assigned within the project:

- Quality Assessor (QA)
The Quality Assessor is an external reviewer affiliated at one of the partners.
- Quality Controller (QC)
The quality Controller is typically the Work package leader which is responsible for the deliverables developed in his WP.
- Work Package Leader (WPL)
The work package leaders are responsible for the coordination of the deliverable process. He is responsible for all final check of a deliverables developed in his work package.
- Project Manager (PM)
The PM is in charge of the operational management and administration within the project.
- Project Coordinator (PC)

The PC is responsible for the communication between the partners of the project. He also manages the communication between the project and the European Commission, as well as the financial and contractual obligations defined in the consortium agreement. The PC works together with the WPL to ensure the consistency of the work done in the project.

4.2 Deliverables

The Quality- and Risk-management is provided by each work-package leader in the project. The work-package leader is responsible for the quality of the deliverables done in their work-package.

Deliverable reviews

Each deliverable will be reviewed through at least one other member from the project (The QA for this Deliverable). For the purpose of validity and impartiality, this QA should not have a main part in the creation of the deliverable. Regarding the content, the reviewer should have at least the understanding of the topic to ensure the quality of the content.

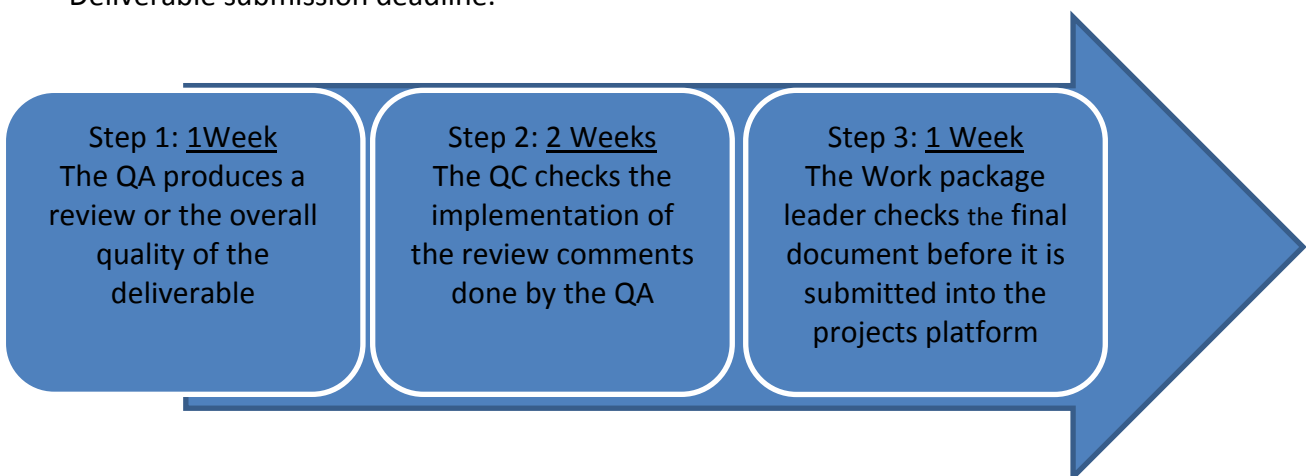
This mechanism ensures a high quality standard for each deliverable.

Code Reviews

To ensure the quality of developed programs and applications according to the deliverable reviews, short code-reviews and/or testing phases will be implemented. Each program or application should be tested in various dimensions i.e.: code-quality, error-handling, interface-design, usability and accessibility. Which dimension should and can be tested has to be decided by the work package leader together with the developer and the end-user partners.

4.3 Quality Management for Deliverables

To implement an effective quality management process integrating the different roles mentioned above the Quality Assurance Process (QAP) starts at least 4 weeks before the Deliverable submission deadline.



4.4 Template, deliverables, reports and further information

Templates, deliverables, reports and further information can be found in the projects platforms.

- Each WPL is responsible for uploading the deliverables into the projects internal website.
- The QA and QC are responsible for uploading the reviews in time regarding their Deliverables.
- The PM is responsible for uploading all necessary information regarding the communication between the EU commission and the Project partner.
- The PC is responsible for providing templates and communication possibilities for all partners.

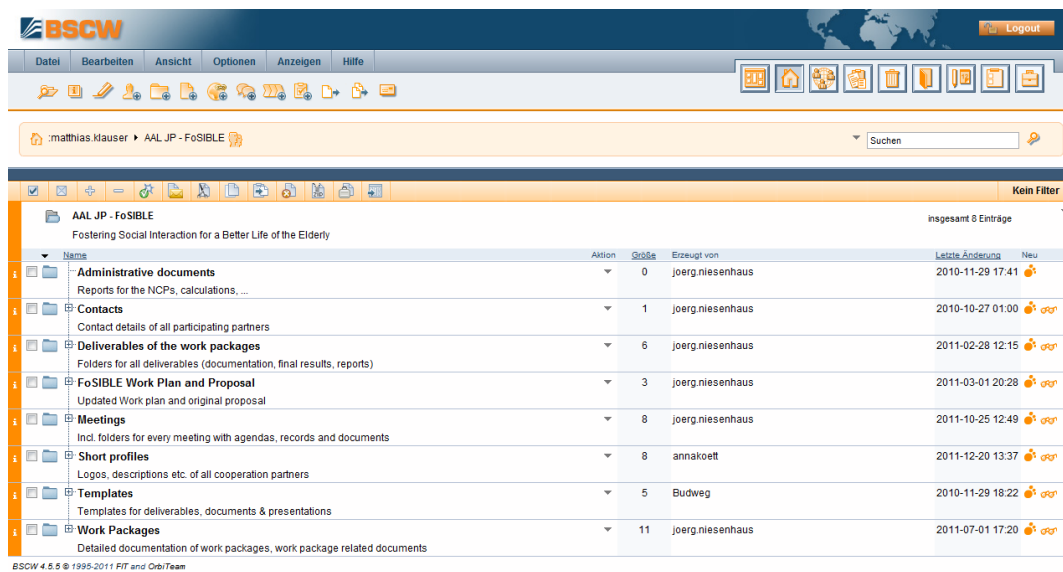


Figure 1: shows the top perspective of our platform

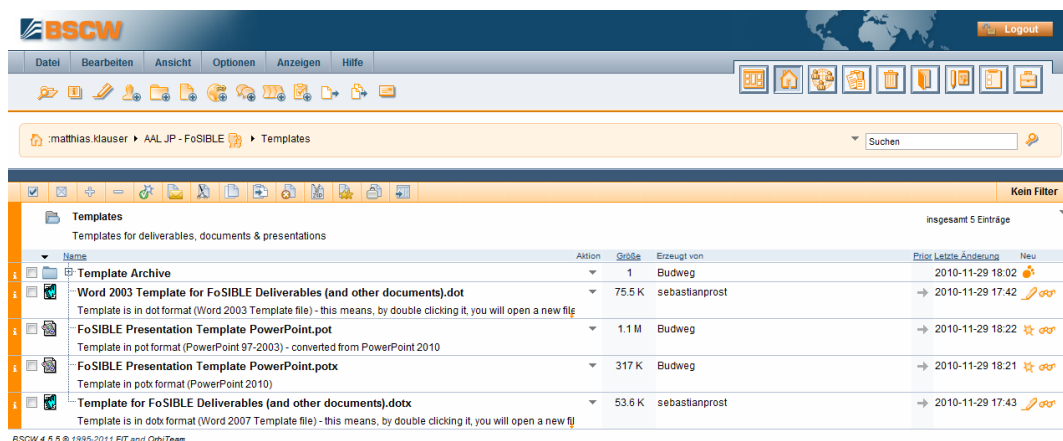


Figure 2: Template achieve accessible for all partners

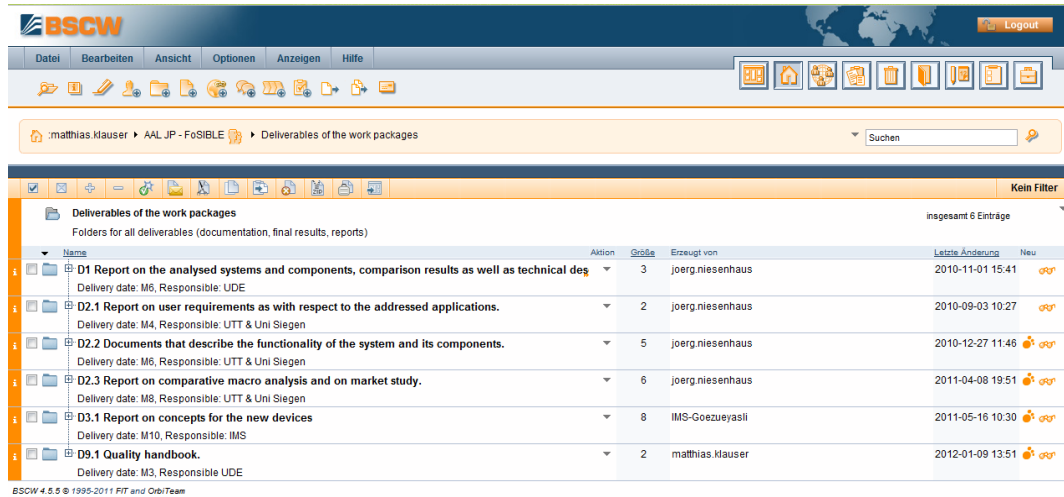


Figure 3: Deliverable section of the internal platform

4.5 Risk Assessment

To identify and react to potential problems and pitfalls, it is important for all sections, deliverables, reviews and task within the project. It involves the identification of probable hazards, the persons likely to be affected, the procedures already in existence and those that need to be put in place to minimize the risks. We identified a list of potential risks for the project and collect them in a short table:

Risk	Probability	Impact	Contingency Strategy
Partner leaves consortium	Low	Medium	Consortium is of sufficient strength and diversity for other partners to replace if required.
Staffing & recruitment problems	Medium	Low	The knowledge in given disciplines spread across the partners to avoid excessive dependency on any one partner.
Key staff illness during critical project phase	Medium	Medium	All critical parts of the project are executed by more than one partner. So the risk of illness of important partners is manageable.
Research or software components fail or deliver limited functionality	Low	Medium	The multidisciplinary nature of the projects composition offers a degree of independency regarding technology, methodology and strategies. The developed architecture is able to use all kind of different technologies, so even the risks of changing the software is low. Further, the project methodology is based on principles of agile software development and rapid prototyping which makes the project very flexible and able to react fast on upcoming problems.
Technology changes require	Medium	Medium	Technology watch is a key activity coordinated by the technical WPL.

re-design			
Time for development is underestimated	Medium	Low	The WPL monitor their milestones and project checkpoints on a regular basis to detect problems early in the development process.
Tools cannot be integrated	Low	Medium	The interfaces of the developed platform are quite open to any kind of data. The Project uses mainly xml Files as an interchange format which are formally described by the ISO, to ensure maximal interchangeability.
Decision in favor of standards with no promising future	Medium	Medium	Selection of technology and relevant standards is based on experience gained in the previous years in the ongoing contribution to standardization committees such as the W3C or OASIS. Even if the field of internet TV isn't standardized, our technology is mainly based on HTML-Web-technology which ensures a future capability.
Project objective no longer appropriate	Low	High	The objectives set out by the project aim to resolve one of the main bottlenecks, responsible for the prolonged uptake of Semantic Web and semantic technologies in general. Based on industry interest in semantic technologies, the objectives are expected not to lose their appropriateness.

4.6 Dissemination and Exploitation Manager

The work-package leaders are responsible for the work done within the individual work-packages. Therefore, each partner is responsible for reporting all dissemination and exploitation activities to the work-package leader and to the project coordinator. The project coordinator will contribute and support the annual planning of activities together with the whole consortium.

Regarding general dissemination activities, including the project website, and the representation of the project itself at the AAL-congress will be handled by the project coordinator. These activities have to be supported by every partner by providing information and further input on their work, their development, or other information concerning the project.

5. Project Work Structure

5.1 Workpackages / Deliverables

The Project structure is divided into work-packages. A deliverable is marked with the Work-package number followed by the number of the Deliverable within the work-package (i.e.: 2.3 → Work-package 2 Deliverable 3). Each work-package has several Deliverables which describe the deliverable type and topic.

The work-package leader is defined by the partner with the most work-person months within the Work-package. The work-package leader is responsible for the deliverables, the time planning, and the quality of the deliverables.

5.2 Project Meetings

The project schedules two consortium meetings per year. To reduce the travel costs for each partner in the consortium, the meetings take place alternate by country and by partner (exceptional is the location of Duisburg, since the Fraunhofer inHaus2 is a special location needed for the project demonstrations. Therefore, the inHaus2 will be used as a host for project meetings whenever necessary). The coordination of the project meetings is managed by the project coordinator together with the local host.

A detailed agenda, the names of the participants, and a list of planned results and goals of the meeting will be provided by the project coordinator before the meeting takes place.

5.3 Organizational and Communication Tools

5.3.1 BSCW – Basic Support for Cooperative Work

The BSCW online platform will be used by the project to store and provide every document and information (i.e.: protocols & notes) for all partners. The access to the platform is provided and managed by the project coordinator, so that also restricted documents may be uploaded.

The BSCW Server is hosted by the University of Duisburg-Essen and can be easily accessed through a web browser via http protocol.

The BSCW-data top level is structured as follows:

- Administrative Documents
- Contacts
- Deliverables of the Work-packages
- FoSIBLE - Work Plan and Proposal
- Meetings
- Short profiles
- Templates
- Work Packages

All documents provided in this structure are accessible for every member of the project. Further, the BSCW is able to provide limited access to non-registered persons, or grant access via a special generated http site. These further functions are only available for the project coordinator and can be used and requested by all other partners when necessary.

To represent the project and provide project related results, data and software used within the project is provided on a wordpress based webpage.

5.3.2 Mailing list

The project coordinator provides and coordinates a mailing list (is-fosible@lists.uni-due.de). The members of this list are administrated by the project coordinator. All important emails concerning the whole consortium will be sent to this list. This also includes the duty of every project member to frequently read the mails sent to the FoSIBLE mailing list. Information regarding special work-packages, individual partners, or other subgroups in the consortium will be addressed directly via mail or other communication channels.

5.3.3 Skype

In this project, Skype is used as a conference call system. Therefore, the contact sheet used in this project (available in the BSCW) includes Skype contact-names of all partners. Once a month, the consortium meets via a Skype call to discuss several actual topics and long term planning issues (like Dissemination and Exploitation). If a member of this consortium cannot attend to a call, s/he is responsible to inform the coordinator before the call starts. At least one day before a Skype call, the project coordinator provides a detailed agenda for all partners which will be send via the project-mailing list. Just after the calls, the project coordinator creates a protocol with all follow ups, discussed topics and conclusions made during the Skype call. Each document (agendas and protocols) is uploaded to the BSCW and sent via the project mailing list to ensure that every participating person in the project is informed about the latest issues.

5.3.4 General contact information

A list including all important contact information is provided by the project coordinator. Each participant of the project is responsible to keep his/her contact information up to date, so that the contact list can be provided correctly. To keep the project's communication network intact, any change in Skype-name, mail address or telephone number should be announced via the projects mailing list and directly to the project coordinator.

5.3.5 Website

The website is our means to communicate externally. The project will provide non-sensible information on the projects outcome and software. All partners will contribute to the generation of content on the webpage and all associated tasks. The leader of the website organization and the displayed content is the project coordinator.

6. Project Documents

6.1 6 Month Management report

The 6 Month management report will be provided by the project coordinator. A template filled in by the project partners will support this process and provide necessary information on the work conducted by every partner. Each partner is committed to provide any necessary information until one week before the report has to be delivered. The coordinator will collect and then use the information to provide the six month report.

6.2 Templates & documents

The project coordinator is responsible for providing several templates for reports, presentations, documents and other.

All documents should be written using *Microsoft Office tools* or tools which are compatible to them. This should assure the compatibility of all documents to all partners. Working documents are to be exchanged in .doc format for easier additions and contributions.

To secure final Documents, the PDF Format is the preferred choice. Work documents or shared working documents should be exchanged via e-mail using the projects mailing list (is-fosible@lists.uni-due.de) for the whole group, or individual mailing lists for individual tasks. Additionally, each partner has to use the repository on the BSCW platform procured by the University of Duisburg (<http://bscw.uni-due.de/>) to store or distribute all kinds of documents.

Documents, PDFs or other digital data can be compressed using standard tools (e.g. zip or winrar), when useful. Each document will furthermore be verified before being made available via the information system.

6.3 Format of documents

A template with all requirements for a document is the **DocumentTemplateForProjectFoSIBLE** on the BSCW platform. The Requirements for each document are structured as followed:

- Each document cover sheet contains at least the following information:
 - Project name (FoSIBLE- Fostering Social Interactions for a better Life of the Elderly)
 - Contacts: list of name and e-mail of the people responsible for the document
 - Status of the document with a Version Number or the status “final”
 - If the document is living document with changes over time, there has to be a Change log as a table, with at least the following information:

Name	Forename	Organisation	Description	Date
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- Date of issue of the current version must be stated
- Every document should be named in the following way:

- DeliverableNumber_DocumentName_[VersionNumber].
- The Version number should be between 0.1 and n.
- A version number <0 is a sign for a working document
- A version number >1 is a sign for a tolerably final version

For each document a suitable deadline is set: partners that do not raise objections until the deadline implicitly accept the document in the current status.

6.4 File Formats

Test/Word processing

Microsoft Word (version 2010 and below, DOC, DOCX) files or compatibles are defined as the word processing file format distributed between project partners.

Presentation format

Microsoft PowerPoint (version 2010 and below, PPT, PPTX) files or compatibles are defined as the presentation file format distributed between project partners.

Spreadsheet format

Microsoft Excel (version 2010 and below, XLS, XLSX) files or compatibles are defined as the file format distributed between project partners.

6.5 Conventions and Rules

6.5.1 Project Language

The language used in the project is English. All documents, deliverables, reports and agenda are to be prepared in English.

Dissemination material such as flyers for congresses or trade fairs are provided in English but may also be provided in the congress or fair language.

6.5.2 Units

Use SI units only (meter (m), second (s, not sec!), gram (g), volt (V), ..), do not use other units like feet, inch, pound.

6.5.3 Currency

The currency used for the project budget and in project reporting is Euro.

6.5.4 Project Full and Short Name

The projects full name is:

“Fostering Social Interaction for a Better Live of the Elderly”

The projects short name is:

“FoSIBLE”

(Note that the short name is all in uppercase letters, except for the “o” in FoSIBLE)

7. General ethical guidelines

For evaluations and tests with end-users it is important to consider ethical standards to protect the end-users personal life. Especially when personal data will be used or recoded ethical issues should be considered when planning the experiment. Therefore local ethical concerns, methods and rules should be considered and if possible approved by an independent ethical committee.

For ethical issues, the end-user partners follow special rules to ensure the privacy and safety of personal data. In addition to these rules, the University of Duisburg-Essen has access to a bioethical committee which will be consulted before end-user tests. The judgments of the ethical committee are based on German Data Protection Act (<http://www.uni-due.de/imperia/md/content/kognitionspsychologie/bdsg.pdf>) the declaration of Helsinki, the guidelines of the German Society of Psychology e.V. (<http://www.uni-due.de/imperia/md/content/kognitionspsychologie/richtlinien.pdf>) and the professional association of German Psychologists e.V. .

The members of the ethical committee are the following:

- **Chair:**
[Prof. Dr. Matthias Brand](#), General Psychology: Cognition
- **Other Members:**
Professors:
[Prof. Dr. Annette Kluge](#), Organisational and Business Psychology
[Prof. Dr. Nicole Krämer](#), Social Psychology: Media and Communication
[Prof. Dr. Jürgen Ziegler](#), Interactive Systems/Interaction Design
Co-Workers:
[Dr. Katrin Starcke](#), General Psychology: Cognition

A form for applications to the ethical committee is provided by the project coordinator (<http://www.uni-due.de/imperia/md/content/kognitionspsychologie/basisfragebogen.doc>) and uploaded to the BSCW. A support file to fill in the form can also be found in the BSCW or under the following link:

http://www.uni-due.de/imperia/md/content/kognitionspsychologie/hilfestellung_zur_ausfuellung_des_basisfragebogens.pdf. The application has to be send by the project coordinator to the following email address: ethikkommission.inko@uni-due.de.

7.1 France

An informed consent form is signed by the participants and the UTT represented by the principal investigator. This two pages document (see annex) present elements to inform the participants and guarantee the privacy of their personal data. For France, the CNIL issues will be added because it applies only to France.

7.1.1 The status and role of the “CNIL”

The “Commission nationale de l’informatique et des libertés” (CNIL)¹ is an independent administrative authority whose mission is to ensure that data privacy law is applied to the collection, storage, and use of personal data. Its existence was established by French law n° 78-17, concerning computers, files and liberties (data privacy) and enacted into law on 6 January 1978. The CNIL is composed of seventeen members from various government entities, four of whom are members of the parliament (Assemblée nationale and Sénat). Twelve of these members are elected by their representative organisations. The CNIL's administrative authority status is totally independent for selecting the actions that it will undertake. However, its power is limited and defined by law. The CNIL is financed by the budget of the French Republic.

The CNIL ensures that the methods used to implement an individual's statutory right to access his/her data on files do not impair the free exercising of that right. It holds the specific competence to access State security, defence and public security files, including those of the security branch of the police force and investigation police department, on behalf of citizens.

The CNIL responds to all the requests for advice it receives; It adopts recommendations for a correct implementation of the law (actually 28 recommendations on the most varied subjects: telephone auto-commutators, consumer credits, polls and surveys, CCTV, use of files for political communication purposes, medical research, health websites, diffusion of nominative judicial decisions on the Internet, etc.); It promotes the adoption of professional rules of good conduct or codes of deontology in various professional sectors (direct marketing, call centres, mass marketing).

Sensitive data processing is subject to the CNIL's authorisation. Data controllers that fail to comply with those formal requirements may be liable to administrative or criminal sanctions. The CNIL makes the “file of files” available to the public, i.e. a list of notified files and their main characteristics.

The CNIL keeps itself informed of the evolution of technical processes; it draws up reports which are submitted to public consultation (files for combating fraud in matters of consumer credit, advertising via email, biometric recognition technologies, the Internet and minors, cyber-surveillance in the workplace, etc.); It proposes to the government all the necessary legislative or regulatory measures for adapting the protection of rights and liberties regarding the evolution of technologies.

The CNIL supervises compliance with the law, by inspecting IT systems and applications. The Commission uses its inspection and investigation powers to investigate complaints, improve its knowledge on some specific files, better appreciate the implications of using IT in some sectors, and following up on its deliberations.

¹ <http://www.cnil.fr>.

The CNIL also monitors the security of information systems by checking that all precautions are taken to prevent the data from being distorted or disclosed to unauthorised parties.

The CNIL may pronounce different types of sanctions: warnings, injunctions, financial sanctions up to €300.000, orders to stop processing operations. The Chairman may also file a petition in court to order any necessary measure. He can, on behalf of the Commission, report breaches of the law to the Prosecutor.

No public file may be implemented without a favourable opinion of the CNIL: if the decision is unfavourable, the file can only be implemented if the Council of State hands down a positive opinion; The CNIL can, on its own initiative or following a complaint by an individual, carry out an audits on the spot concerning any file (it carries out approximately fifty audits a year); in case of offences, the CNIL may issue warnings to the persons responsible for the files or inform the Public Prosecutor of any offences it has knowledge of.

7.1.2 "Déclaration Normale" for the FoSIBLE social media platform

An online statement (Fig. 1) of the social media platform for personal data processing is done to the CNIL in France. This statement "Déclaration Normale" is the most common procedure, applicable to most treatments that do not raise difficulties with regard to the protection of freedoms.

Figure 1. CNIL Online Statement

7.2 Germany

Field of Ethics	Appropriate activities and principles to safeguard Ethics
User Involvement	<p>Participation in FoSIBLE user involving tasks is completely voluntary and test users can terminate any tasks at any time</p> <p>Recruitment of participants was done via visits of local elderly groups and presentation of the project.</p> <p>Assurance that participants understand all information before giving consent by qualified personnel</p> <p>Avoidance of dependencies of services by providing extensive information about the characters of the prototypes</p> <p>In case that a participant gets dependent of a tested service we plan a cautious weaning from the end of the trials to the end of the project</p>
Privacy	<p>Adherence to all national legal and ethical requirements as well as to the recommendations of the European group on ethics in science and new technologies and the Ethics Committee of the American Psychological Association</p> <p>Independent ethical approval of all applied methods and information given to the participants by an external ethics authority</p>
Security	<p>Secure storage of collected data (Communications and anonymised personal information)</p> <p>Taken photos at public places will be acquired and stored in accordance with legislative regulations which protect the privacy of the citizens</p> <p>All the personal data collected in the project and any images from public places that will not be used for any commercial purpose.</p> <p>No transfer of personal data between European countries</p>
Safety	FoSIBLE should not be used to compensate the human contact and interaction, but to support it

7.3 Austria

Table 1. Activities and principles to follow in the fields of Ethics (User Involvement, Privacy, Security and Safety).

Field of Ethics	Appropriate activities and principles to safeguard Ethics
User Involvement	<p>Participation in FoSIBLE user involving tasks is completely voluntary and test users can terminate any tasks at any time</p> <p>Recruitment of test persons via CURE's test person database with around 1800 entries where people can initiate and remove registration at any time</p> <p>No research without informed consent of participants (obeying to Declaration of Helsinki)</p> <p>To guide the process of informed consent additional information sheets will be provided (each in proper language)</p> <p>Assurance that participants understand all information before giving consent by qualified personnel</p>

	<p>Avoidance of dependencies of services by providing extensive information about the characters of the prototypes</p> <p>In case that a participant gets dependent of a tested service we plan a cautious weaning from the end of the trials to the end of the project</p>
Privacy	<p>Adherence to all national legal and ethical requirements as well as to the recommendations of the European group on ethics in science and new technologies and the Ethics Committee of the American Psychological Association</p> <p>Independent ethical approval of all applied methods and information given to the participants by an external ethics authority</p>
Security	<p>Secure storage of collected data (Communications and anonymised personal information) taking into account appropriate technical and organizational measures to protect personal data against accidental or unlawful loss (Article 17 of Directive 95/46/EC)</p> <p>Taken photos at public places will be acquired and stored in accordance with legislative regulations which protect the privacy of the citizens</p> <p>All the personal data collected in the project and any images from public places that will not be used anymore for scientific experiments should be irreversibly destroyed</p> <p>Imagery will only be used for scientific reasons and will not convey any information that enable identification of individual persons</p> <p>No transfer of personal data between European countries</p>
Safety	<p>FoSIBLE should not be used to compensate the human contact and interaction, but to support it</p> <p>Vulnerable people should not be exposed to increased risks as a result of ICT usage by informing them about the special character of the prototypes and the testing procedure</p>

7.4 FoSIBLE platform – Technical safety

The main FoSIBLE social platform is installed on a server that is administered by the project partner Kaasa. Updates are done on a regular weekly basis and in case urgent security updates for the operating system and the web-services are necessary, these are realized out of the regular update schedule.

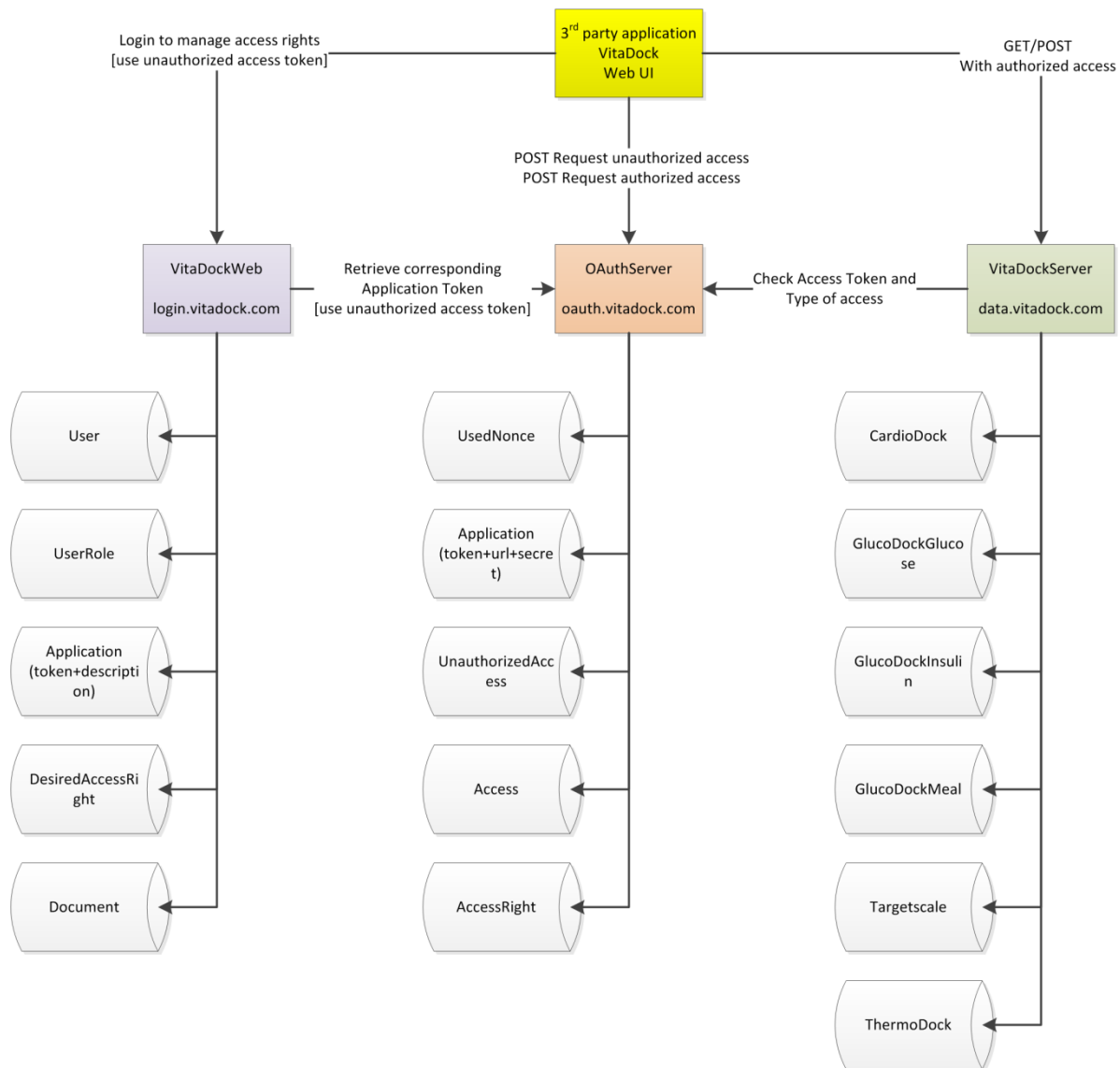
The database on the server is secured using common security methods like encrypted passwords.

VitaDock Health Data

The VitaDock database is under construction at the moment. The whole structure of the database and the needed applications will be changed to meet future requirements. Security will be provided by the use of three different servers. One will be used to receive the requests, the second one is functioning as an authentication instance and only the third server will have the health data of each user stored. The authentication method for all instances is OpenAuth, which is a standard protocol for login procedures.

The servers will be able to communicate between each other but only one of them will have an interface to the external sources. The traffic will be monitored on all systems all the time and special events are logged and reported.

The final infrastructure will be discussed with the German Telekom and other involved partners in the following weeks, so that all required directives are being met (local and global directives).



Later on, the servers will be hosted in a server center by an affiliated company of the German Telekom. All required certificates regarding data security and medical topics will be covered but the evaluation of the needed certifications, which are not finished yet.

The VitaDock application is already certified according to the following norms:

- Software:
62304 (SW-Development) EU norm
13485 (QM) ISO
14971 (RM) ISO

62366 (Usability)

Also the CE Certificate has been provided according to 13485 norm. Therefore, the quality management is implemented.

Field of Ethics

Appropriate activities and principles to safeguard Ethics include the following:

Secure storage of collected data (Communications and anonymous personal information) taking into account appropriate technical and organizational measures to protect personal data against accidental or unlawful loss (Article 17 of Directive 95/46/EC)

- Taken photos at public places will be acquired and stored in accordance with legislative regulations which protect the privacy of the citizens.
- All the personal data collected in the project and any images from public places that will not be used anymore for scientific experiments should be irreversibly destroyed.
- Imagery will only be used for scientific reasons and will not convey any information that enable identification of individual persons
- No transfer of personal data between European countries

8. Attachment

INFORMED CONSENT FORM

(Two copies printed: one copy is for the participant, the investigator keeps the other)

I, the undersigned: Mr, Mrs, Ms

First Name:

Last Name:

Address:

.....

States that:

I received all the necessary information to understand the interests and the course of the study, the expected benefits, constraints and foreseeable risks if they exist.

I was able to ask all necessary questions for the proper understanding of given information and I received clear and precise answers.

I have disposed of a sufficient reflection delay between the received information and this consent before making my decision.

In witness whereof, **I agree**, freely and consciously, to participate as a subject in the study entitled: **Promoting Social Interactions for a Better Life of the Elderly** which is sponsored by Troyes University of Technology (UTT), 12 rue Marie Curie BP. 2060, 10010 Troyes and led by Myriam Lewkowicz.

Principal investigators:

Malek Alaoui in his capacity as PhD Student.

Myriam Lewkowicz in her capacity as project manager for the UTT, and director thesis of Malek Alaoui

Purpose of the Study:

The decline of the social ties of the elderly after retirement due to a loss of companionship and autonomy can contribute to isolation, depression and may have negative impacts on their general health status. Our research charts a work in progress in the frame of the European project AAL FoSIBLE². This project is addressed to foster social interactions among older people by providing appropriate communication means and online application promoting collective activities on a Social TV system. The major objective is related to the improvement of the quality of life of the elderly persons

² Fostering Social Interactions for a Better Life of the Elderly

through maintaining social contacts and limiting unfavourable trends related to isolation, depression and limited socialisation. Following this purpose, we are then aiming at defining services by rethinking the use of well-known existing technologies and to broaden their scope to be more affordable by older people.

Participant Commitment:

The study consists of the “volunteer end-user” early engagement. The future users are invited to participate actively in the creation of the future interactive environment and services, in the early stages of design, bringing their ideas from their experience, practice, desires and frustrations. A variety of techniques will be used to collect data: semi-structured interviews to understand participants daily practices, how do they live and what are their actual needs in relation to the use of TV as a medium of communication and collective activities. The necessary equipment will be supplied and installed at home. The principal investigators will be responsible for collecting the results of home tests continuously.

Focus groups will be formed throughout the process to enable participants to develop their own ideas.

Principal Investigators commitment:

Principal investigators, agree to conduct this research in accordance with ethical and professional conduct, to protect physical, psychological and social integrity throughout the research and ensure the confidentiality of collected information. They also agree to provide participants with necessary support that may result from participation in this research.

Participant’ Freedom:

The consent to pursue the search can be withdrawn at any time without explanation and without any liability or consequence. Answers to questions are optional and failure to respond will not have consequence on the participant.

Participant’ Information:

Participant has the opportunity to obtain additional information regarding this study from principal investigators, within the constraints of the research plan.

Information Confidentiality and

All information regarding the participants will be kept anonymous and confidential. Computer processing is not nominative. Personal data concerning the participant will also be made anonymous before being incorporated into a report or a scientific publication.

Data computerization:

I accept the computerized processing of personal data in accordance with the provisions of Law 78/17 of 6 January 1978 relating to computers, files and freedoms, amended by Law No. 2004-801 of 6 August 2004 of the National Commission for Informatics and Freedoms (CNIL), concerning the protection of individuals with regard to the processing of personal data. In particular, I noted that I could exercise at any time, the right to access and correct my personal data.

Deontology and ethics:

The sponsor and the principal investigator commit to preserve absolute confidentiality and professional secrecy for all information about the participant (Title I, Articles 1,3,5 and 6, and Title II, articles3, 9 and 20 of the Code of psychologists deontology, France).

Photos and movies:

The participant agrees that photos or films could be used for scientific purposes.

<i>Part to be completed by the participant</i>	<i>Part to be completed by the investigator</i>
First and Last Name of the participant	First and Last Name of the investigator
Signature	Signature
Date and place	Date and place