



D6.3 – Communication Tools



Project acronym: I'CityForAll
Project name: Age Sensitive ICT Systems for Intelligible City For All
Strategic Objective: Socio-acusis ICT solutions for a better social well-being of Elderly People
Project number: **AAL 2011-4-056**
Project Duration: July, 1st 2012 – Jun, 30th 2015 (36 months)
Co-ordinator: CEA : Commissariat à l'Energie Atomique et aux Energies Alternatives
Partners: UPD : Université Paris Descartes
 ENEA : Agenzia nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile
 TUM : Technische Universität München
 CRF : Centro Ricerche FIAT
 CENTICH : Centre d'Expertise National des Technologies de l'Information et de la Communication pour l'autonomie
 Active Audio,
 EPFL : Ecole Polytechnique de Lausanne – Lab. D'Electromagnétisme et d'Acoustique

D6.3

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D6.3	Executive Summary
<p>The aim of the deliverable D6.3 – Communication Tools – is to describe the tools that are setting up in order to communicate in a more efficient and appropriate way inside and outside the consortium. A project overview with a short description of the partners' roles is also given.</p>	

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Glossary of terms

Active Audio	Active Audio (Partner)
CEA	Centre d'Énergie Atomique et aux Energies Alternatives (Partner, coordinator of the project)
CENTICH	Centre d'Expertise National des Technologies de l'Information et de la Communication pour l'autonomie (Partner)
CRF	Centro Ricerche FIAT (Partner)
CMU	Central Management Unit of AAL Joint Program
ENEA	Agenzia Nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile (Partner)
ESCOOP	European Social Cooperative in Italy (subcontractor of ENEA)
EPFL	Ecole Polytechnique de Lausanne, Laboratoire d'Électromagnétisme et d'Acoustique (Partner)
GA	General Assembly is the meeting of the SC
LinkLab	Joint Laboratory of CEA and TELNET (subcontractor of CEA, UPD and EPFL)
NCP	National Contact Point
PO	Project Officer
PC	Project Coordinator
PM	Person.Month
TUM	Technische Universität München (Partner)
SC	Steering Committee of I'CityForAll project
UPD	Université Paris Descartes (Partner)
WP	Workpackage

Introduction

The project has internal communications for exchange between partners, including restricted deliverables, and external communications like public deliverables or publications in conferences including exchanges with the Central Management Unit (CMU) of Ambient Assisted Living Joint Programme (AAL JP). This deliverable describes the communication tools of both modalities.

The internal communication modality based on classical communication such as meetings, conference calls, videoconferences or emails, is enhanced by a collaborative platform based on the Wiki tool. Therefore, this deliverable describes the Wiki tool and the classical internal communication ones as virtual meetings.

For the external communication, the workpackage 5 (Dissemination, exploitation and labellisation) will deliver the website and other external communication supports such as leaflet. Therefore, this deliverable focuses on publication procedure in journals or conferences.

This deliverable also includes reporting and deliverable guidelines and their procedures. Since it concerns both internal and external communication respectively for public and restricted deliverables, this report is organized as following:

- Section 1 described the l'CityForAll project through a presentation of the four main technical steps of the project flow
- Section 2 devoted to the Wiki's content description;
- Section 3 dedicated to the classical internal communication tools.
- Section 4 described the processes of classical communication such as the reporting, the deliverable guidelines and its tools.
- Section 5 described the publication procedures to be used for example in conference or for scientific journals.

1 l'CityForAll project

The l'CityForAll project is supported by AAL JP co-funded by national agencies and Europe. The Funding National Agencies (NFAs) of l'CityForAll are the partners' national agencies:

- In France, Agence Nationale de la Recherche (ANR) and Caisse Nationale de Solidarité pour l'Autonomie (CNSA),
- in Germany, Bundesministerium für Bildung und Forschung (BMBF),
- in Italy, Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR)
- in Switzerland, Federal Department of Economic Affairs (FDEA) newly Federal Department of Economic Affairs, Education and Research (EAER).

Following summary of the project flow in section 1.1, section 1.2 presents the project structure.

1.1 Main steps

The project I'CityForAll (Age Sensitive ICT Systems for Intelligent City For All) aims at enhancing the sense of safety and self-confidence of presbycusic people, whose hearing degradation increases with age.

Two situations are considered: mobility in public confined spaces and mobility in urban space. For public confined spaces, the ICT solutions consist in intelligent loudspeakers for better intelligibility of vocal messages.

For urban mobility, I'CityForAll partners will develop a system embedded in vehicles for better localization of alarm sounds (e.g. ambulances, police cars, fire trucks, etc.) and studied an appropriate enhancement of car signal alarms (e.g. safety belt warning, lane change warning), as the hearing degradation alters not only perception of distance and direction of sound sources but also and diminishes gradually the sound volume and frequency perception.

These systems will be “transparent” and embedded in mass products for the large public. We target the design of embedded solutions in mass products at reasonable cost for people with pseudo-normal and presbycusic-hearing without impacting normal-hearing people (concept “for All”).

The 4 main steps of ICityForAll project are described below and illustrated by figure 1.

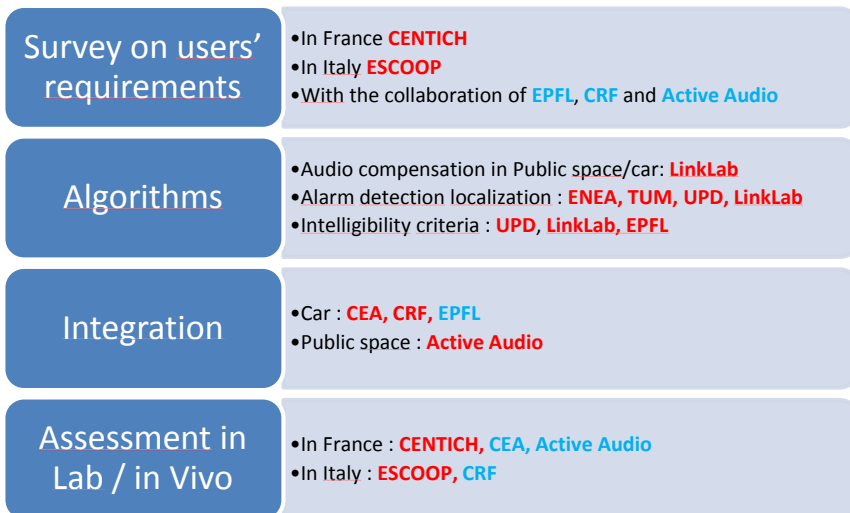


Figure 1: The 4 main steps of I'City For All project flow, in red names of the partners with major contribution in each step.

The **first main step** of the project is a **survey** on elderly subjects in order to assess **audio users requirements** on intelligibility, well-being and safety in their mobility in two contexts: confined public places and equipped car. This is the purpose of the task 1.1 of WP1. The main stakeholders of this

testing step are CENTICH, the French end-user and partner, and ESCOOP, the Italian end-user subcontractor of ENEA.

The **second main step** is dedicated to **algorithm development**. Three types of algorithms will be developed. The first one is devoted to hearing loss **compensation**, enabling not only better intelligibility of vocal announcements in public spaces but also for better urban sound localization for an presbycusic driver. This is the purpose of the task 2.3 of WP2 and is supported by the LinkLab, joint lab of CEA and TELNET, a subcontractor for CEA and leader of WP2.

The second type of algorithm aims to **detect, localize and track in real time, alarm** sound sources such as ambulance or police car. This is the goal of the task 4.2 of WP4. Three partners are involved in the development of these algorithms: ENEA, TUM and UPD and the LinkLab as subcontractor of UPD.

The third type of algorithm is dedicated to **objective intelligibility criteria** computation in order to automatically assess the intelligibility quality of ICT sound solution. This is the purpose of task 2.3 of WP2 which involves UPD, EPFL and the LinkLab as subcontractor of EPFL.

The **third main step** concerns the **integration of the above algorithms**. For public space, the **compensation** algorithms will be integrated **into loudspeakers** for public space of ActiveAudio and this is the main purpose of the first part of the task 3.3 supported by ActiveAudio.

For the context of car, the compensation algorithms will be integrated into **classical loudspeakers or into the glass windows of the car**. Then, the algorithms for **detection-localization** of alarms will be integrated into the car in order to **display the location of the alarm source** to the driver. This is the goal of task 4.4 of WP4, supported mainly by CRF.

The last step consists in an **assessment of the developed Age Sensitive ICT Systems on a cohort** of elderly subjects. This is the purpose of task 1.3 of WP1. The main stakeholders of this last step are CENTICH, the French end-user and partner, and ESCOOP, the Italian end-user subcontractor of ENEA.

1.2 Project structure

The core entities of the project are the Project Coordinator (PC) and the Steering Committee.

The PC is Sylvie GHALILA (CEA, LinkLab). As mentioned in the Consortium Agreement of the project (see section 5.1.2), the PC is the intermediary body between the partners and the AAL CMU and the AAL National Funding Agencies (NFAs). She is in charge of:

- an appropriate and timely **completion of reports** (scientific and financial).
- the **overview of the scientific exchange**, communication and collaboration among the members of the project and contributions in order to make sure that all information is used in the best way ;
- the monitoring of the partners compliance with their obligations ;
- the preparation of **meetings**, proposing decisions and the agenda of **Steering Committee** meetings, chairing the meetings, preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings ;
- **the transmission of documents and any information in relation with the project**, including copies of access documents and changes of contact information to the partners and make the link between the members of the project among themselves ;

- Providing , upon partners request documents official copies or originals which are in the sole possession of the Coordinator when such copies or originals are necessary for the partners to present claims.

The Steering Committee (SC) consists of one senior representative from each partner in the consortium and is composed as follows:

1. CEA – Sylvie GHALILA (SC chaired by PC of the project), Christian Bolzmacher as substitute,
2. UPD – Gaël MAHE,
3. ENEA – Andrea ZANELA,
4. TUM – Martin KLEINSTEUBER,
5. CRF – Silvia QUATTROCOLO,
6. CENTICH- Jawad HAJJAM,
7. Active Audio – Régis CAZIN,
8. EPFL – Hervé LISSEK.

As mentioned in the CA of the project, the Steering Committee (SC) takes decisions on the overall direction of the Project, including:

- **Agree on all key decisions** concerning the project, activity plans and budget and the possible changes of the Technical Description of the Project or entry/withdrawal of a partner to be agreed upon by the respective National Funding Agencies ;
- **Monitor the progress** on a regular basis and **decide** on necessary **adjustments** of the **work plan** ;
- **Ensure** that **ethical issues** within the project are properly addressed ;
- **Advise** on the principle and **content of publications and communications** related to the project ;
- Take necessary **actions** if some of the **partners fail to deliver** the promised contribution.

The General Assembly of the project consists in the meeting of the SC that must be held at least once a year. The second one will held on the 20th and 21st of March in Italy, in CRF center.

The General Assembly (GA) provides a forum for discussing **management issues** and major **technical issues**. Decisions are taken **with a consensus**. If necessary, a vote among the SC will be organized for which each **partner** will have **one voice**. Decisions may be taken if $\frac{3}{4}$ of the partners are present or represented. Therefore, the l'CityForAll Quorum is present when 6 partner representatives in the SC are present. Decisions shall be taken by a majority of 2/3 of the votes of present or represented SC members.

2 Classical internal communication tools

The partners of the consortium communicate through two types of meetings. The first one is the **live meeting** which is the configuration of the General Assembly (GA), held twice per year to ensure a continuous and common view on the project progress, results and problems. The second one will be held on the 20th and 21st of March at CRF center in Italy. To take advantage of the presence of the project members at GA, technical meetings such as workshops may be organized at the discretion of WP and task leaders.

The second type is **virtual meeting** configuration. These virtual meetings are of two types:

- **On-line GA** – at least once a year in addition to live GA;
- **On-line technical meetings** - at discretion of WP and task leaders; the recommendation of project coordinator is a **monthly meeting for each WP** whenever is dedicated to one task/deliverable or not, with an invitation by email to all members of the project involved into WP/task/deliverable, and a copy to the other partners/subcontractors.

For these virtual meetings, the PC is using two modalities:

- **Video-conference** of Polycom Technology, via a point-to-point mode when only 2 members have to be connected, or via Conference Bridge for more than 2 point connections. For both of the latter modes, an IP address with a conference number is communicated to all participants of the meeting.
- **Audio-based WebEx conference** to share files and presentations at the meeting. It is also possible to record the meeting. This feature should be activated by the moderator at the beginning of the meeting. The WebEx system sends an email to invite all participants, including the French telephone numbers, PIN for participants and two links: one pointing on the list of international phone numbers and the other to the interface for sharing files and application presentations. Note that, for a virtual meeting involving the LinkLab, the team is called by Webex since Webex doesn't propose any phone number in Tunisia for participants of audio-conference from this country.

Each partner has at his/her disposal a video-conference system with other on-line meeting facilities. For instance CRF uses Microsoft Office Live Meeting, with facilities very similar to WebEx audio-conference described above.

In order to guarantee the confidentiality set in our consortium agreement, Skype or other free digital communication tools based on unsecured servers are not allowed for communication between partners.

For each meeting, the **moderator writes the minutes** that are reviewed by at least two members of the project from other partner organizations than the moderator one. The **announcement of the meeting and the associated reviewed minutes are posted on the calendar of the project Wiki** within the two weeks after the meeting (see next section).

3 Collaborative Wiki-based exchange platform of I'CityForAll

The Collaborative I'CityForAll platform is hosted by CEA, the project coordinator. Each partner has a secured access to the collaborative platform located at <https://www-icityforall.cea.fr>.

The collaborative platform of I'CityForAll project is a Wiki. The I'CityForAll wiki uses DokuWiki engine which is licensed under GNU General Public License Version 2.

It is built on access controls and authentication connectors to ensure the confidentiality of data contained therein. I'CityForAll wiki is provided, moderated and hosted by CEA, who has only registered I'CityForAll partners and their two main subcontractors, ESCOOP and LinkLab. This means that each partner/subcontractor has one secured access to the collaborative platform by using

his/her own login and password access. This configuration limits potential manipulation errors on data since, for example, it forbids for partner A, to delete the files uploaded by partner B.

Since a wiki is similar to a website which pages can easily be edited by visitors, I'CityForAll wiki allows collaborative writing of the uploaded digital documents and additions of comments on the collaborative production. Therefore, it offers a dynamic way to discuss on sharing references, documents and various productions of the project work plan.

The skeleton of the I'CityForAll DokuWiki is similar to the one of the workplan with a homepage, named "start page" that is dedicated, on one side, to project general information, such as project full title, registered number, project GANTT, project abstract, as well as to partners' short description, and, on the other side, to an overview of the wiki contents.

This content description points to I'CityForAll wiki main pages that are dedicated to the WP activities. Indeed, each WP has its own page.

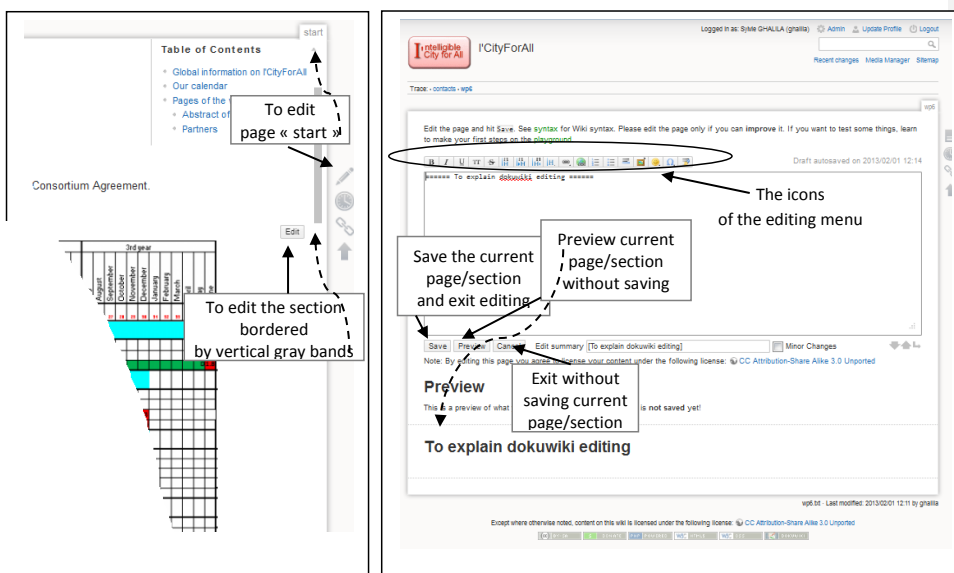


Figure 2: on left figure 2.a: how to edit page or section. Here, the right part of "start" page of the I'CityForAll project. On right figure 2.b: main functions of the editing mode.

The outline of each WP page is organized as the following:

- the WP title;
- the WP leader email;
- the WP main objectives description;
- the tasks description with associated deliverables;
- the Documents section, devoted to sharing documents as deliverables' drafts;

- the References section, where are posted relevant references for the WP;
- the Meetings section where dates and minutes of WP meetings are listed
- the Comment/Discussion section, an editing free space dedicated to comments and remarks about the ongoing work among WP partners.

By clicking on the icons of the top menu, it is possible:

- To format the text: bold text, Italic text, underlined text, code text, strike through text;
- To insert a headline: Same Level Headline, lower Headline, Higher Headline, Select Headline,
- To insert links to pages : Internal Link for pages of our dokuwiki, External link for external page of the dokuwiki ;
- To make a list of item : Ordered List Item, unordered List Item;
- To add horizontal rule, add image or other files, Smileys, Special chars and to insert signature of the logged partner.

The DokuWiki's features are extensible by plugins installation without the need to hack the original code. Their installation is managed by the administrator of the DokuWiki, the CEA in our case. Currently, the plugins already installed on our dokuwiki are the following:

- **Discussion:** it adds a discussion section after a wiki page for partner comments. We already have used it for the choice of the logo, to define the date and the agenda of the second GA. When it is active, this plugin creates a page, called "alldiscussions", where all discussions of the wiki are merged on this page.
- **Doodle:** to schedule meetings or make other decisions. At the opposite of the open access doodle, the configuration of the installed doodle allows only one vote per partner.
- **News:** it is a generator of feed. For example, this plugin enables registered participants to follow the recent changes on the dokuwiki pages. In general, this plugin is useful to alert the partners of the deadline dates, meetings and deliverables.
- **Wikicalendar:** it is a simple calendar where each day is represented by a wiki page. It presents punctual information on day-to-day events and issues. Here, the partners are posting the **agenda of the meetings** and useful files or links. After the meeting, the minutes are also posted here and a link at the section "Meetings of WP" of the associate WP page points to the date page of the wiki calendar. After installation, this plugin generates automatically a set of pages for which the top page has the same name as the one chosen for the wikicalendar, in our case: ourcalendar.

The current work on collaborative platform now focuses on **how to share the future database of sounds between members of the project**. Indeed, it might be filled by CENTICH, ESCOOP, ActiveAudio, CRF, EPFL and then, used by EPFL, ENEA, LinkLab, TUM and UPD to calibrate their algorithms and at the end, re-used for the assessment of ICT solutions of the project by CENTICH, ESCOOP, CRF and EPFL. The DokuWiki plugin [Structured Data Plugin](#) could be a solution since it allows to add structured data to the wiki and then, make queries and aggregation on the data.

4 Reporting, deliverable guidelines and tools

This section is a compilation of template and guidelines put at the disposal of AAL project coordinators on the AAL website¹.

4.1 Progress Reporting

Progress will be monitored throughout the project during the 6 monthly on-line or via physical meetings. It will be compiled based on the reports of the WP leaders. This report will cover technical progress, results, deliverables, dissemination, exploitation and quality aspects as well as compliance with the work plan. The coordinator of the project will submit it internally every 6 months.

4.1.1 Annual progress and financial report

Within 60 calendar days after the end of each calendar year, the PC will add the financial development on the project (see table 1) to this report and will submit it on behalf of the consortium to the Project Officer (PO) of CMU as the Annual Management Report (D6.1.x) at (Feb 2013, 2014 and 2015), and to the National Agencies of the partners at June 2013, 2014 and 2015 (D6.2.x) for the French NA. The coordinators of other countries involved into the project, called steering committee coordinators in the consortium agreement, will send this annual report to their own National Agencies.

6. FINANCIAL REPORT

PROJECT FINANCIAL DEVELOPMENT DURING THE REPORTING PERIOD

PARTNER ORG. ACRONYM	Actual cost of the project for the reporting period	Planned cost of the project for the reporting period	Actual effort in person/ months for the reporting period	Planned effort in person/ months for the reporting period	Remarks
1	€	€	PM	PM	
2	€	€	PM	PM	
3	€	€	PM	PM	
TOTAL	€	€	PM	PM	

PROJECT PAYMENTS DURING THE REPORTING PERIOD

Partner Organisation Acronym	Funding <u>requested</u> (if applicable)	Date of request sending (if applicable)	Date of receiving the money	Time between request and receive (if applicable)	Remarks
1	€	DD/MM/YYYY	DD/MM/YYYY		
2	€	DD/MM/YYYY	DD/MM/YYYY		

¹ <http://www.aal-europe.eu/documents-ressources/resources-for-project-coordinators/>

3	€	DD/MM/YYYY	DD/MM/YYYY		
TOTAL	€	-----	-----	-----	-----

Table1: Financial part of the annual report template: data to be sent annually to CMU within 60 calendar days after the end of each calendar year

The 6-monthly work plans presented in the Annual Management Reports will be presented at the Project Meetings and agreed by the steering committee. Any deviations and/or corrective actions to the workplan will be presented to and agreed by the PO.

The steering committee will define and review the procedures for identification, collection, indexing, access, filing and maintenance of all the documents and information related to the project. The information will be posted on the Project Wiki.

4.1.2 Midterm review

Around month 18 (beginning of year 2014), the project will undergo the midterm review. As mentioned on the CMU² website the midterm review will consist in a **separate physical review** of typically 4 hours, which could be in connection with a consortium meeting or organized by an agency (NFAs/CMU).

The mid-term review of the AAL projects is a common monitoring involving the National Contact Points (NCPs) of the countries represented in the project and the AAL CMU. The **CMU will be represented by at least one person with experience in project reviews and by a minimum of two international experts** (external reviewers).

It would be desirable if the consortium is broadly represented at the review with the least representation by the coordinator, the business partner, and the leading end-user partner (the three mandatory partner profiles in an AAL project); the technical partner should also be present.

The projects should deliver **at least two weeks before** the review meeting the final agenda of the meeting, a summary of project for publishing and the list of consortium participants.

The projects should deliver **at the review** presentations on the project structure, resource-management issues and project content issues such as IT and technology perspectives, end-user perspectives, service and business perspectives, that would enable the reviewer to do an assessment as required on the review form.

The reviewers will produce a report indicating their views on the progress in technology innovation, addressing end-user demands, integration of technology in service-delivery, and value-creation models of AAL. On the management aspects, they will also assess technical, administrative and financial management of the project, project collaboration and communication aspects, resource use, description and assessment, deviations from plans in management issues and IPR issues management. The business model development, dissemination, applied ethics and impact assessment will also be reviewed.

² http://aal-europe.eu.apache11.hostbasket.com/wp-content/uploads/2012/04/v4_PC_The-midterm-review-of-AAL-JP-projects.doc

4.1.3 Final Project Report

Within 60 calendar days after the final date of the project, a final report will be submitted to the CMU and to partners NCPs at the end of the project, summarizing the work achieved, and indicating the intentions of the project consortium concerning the future project results exploitation with a **special focus on end-user feedback**.

4.2 Project deliverables

Each task-leader is the responsible of the delivery of each project deliverable. The task-leader follows the review process described as the following. If the deadline is on month M then the process of the deliverable elaboration is given by next steps:

- Download template on ICityForAll Wiki³ and rename it with deliverable reference and date of the current version.
- At most on the 15th of month M-1, the **task leader** (Dleader) posts a **draft outline** at the associated task section on wiki page of the associated WP for review to task partners.
- At most on the 15th of the month M, the **task leader** (Dleader) **sends the first draft of deliverable to WP leader** with a copy to Project Coordinator for reviewing. The PC sends it to another partner for a third reviewing.
- At most on the 21st of month M, the reviewers send their **reviewings to the task-leader** .
- At most 30th of the month M, the task-leader **sends the final version to WP leader. An additional copy is sent to the PC** in order to be validated by the SC at the next GA. If the deliverable is public, it will be published on the website of the project⁴.

5 Publication procedure

A **prior notice of any planned publication** shall be given to the other partners **at most 45 days before publication** of any article, poster, press release, etc... The authors should upload the document to the ICityForAll Wiki at least on the WP5 page.

Using a descriptive file name (e.g. authors, short title, event acronym, publication date), they must request **review from the SC with a deadline in 30 days**. After the review, if there are no objections, the publication is approved. No comment after 30 days means acceptance. After publication, authors must **add a comment describing any impact assessment of the publication**.

Please add to all ICityForAll or associated papers the following phrase in the acknowledgements: "The research leading to these results has received funding from the AAL project I'CityForAll (AAL2011-4-056 www.icityforall.eu)".

Conclusions

This deliverable presented the communication guidelines and tools for the I'CityForAll project. The information listed in this document and relevant links to reference material for the project partners

³ https://www-icityforall.cea.fr/lib/exe/fetch.php?media=name_of_deliverable-09072012.docx

⁴ www.icityforall.eu

are uploaded on the dokuwiki at WP6-Mamangement page (see section 3). The guidelines will be continuously reviewed in the six monthly progress meetings and updated so that the information is kept up-to-date for the partners.