ITEA Rules & Regulations

Version 22 – June 2023

WARNING

Make sure that you have the latest version the ITEA Rules & Regulations: check it on the ITEA website and, whenever needed, discard obsolete versions you might have stored and download the up-to-date one.

Table of contents

1. Introduction

The goal of this document is to provide information on the ITEA processes and decision mechanisms, for both the ITEA 3 and ITEA 4 programme. When the document states "ITEA/ECP label", ITEA label refers to the ITEA 3 programme and ECP label refers to the ITEA 4 programme.

2. The ITEA programme

ITEA 4, the successor of ITEA, ITEA 2 & ITEA 3, is a transnational and industry-driven Research, Development and Innovation (R&D&I) programme in the domain of software innovation. ITEA 4 is a Cluster of Eureka, an intergovernmental network for R&D&I cooperation, involving over 45 countries globally. In this document "ITEA" will refer in general to the ITEA programme or to the actual ITEA organisation managed by the ITEA Office.

ITEA enables a large international community to collaborate in funded projects that turn innovative ideas into new businesses, jobs, economic growth, and benefits for society. It covers a wide range of business opportunities facilitated by digitisation such as smart mobility, healthcare, smart cities and energy, manufacturing, engineering, and safety & security. ITEA pushes important technology fields like artificial intelligence, big data, simulation, and high-performance computing into concrete business applications. ITEA is open to large industry, small and medium-sized enterprises (SMEs), start-ups, academia, and customer organisations. Its bottom-up project creation ensures that the project ideas are industry-driven and based on actual customer needs. The ITEA programme is publicly funded on a national level; each ITEA project partner can apply for funding from their own national Public Authority (PA).

ITEA 4 is also part of the Eureka Cluster Programme (ECP), adopted by the Eureka organisation on June 24, 2020. The ECP defines, among other things, joint Calls ("joint Eureka Calls") and the roles, constitution and responsibilities of the Public Authorities Committee ("PAC").
The ECP determines Multi-Annual Plans (MAPs) every four years. The Eureka Clusters can apply to take part in these MAPs. As part of the first MAP, running from 2021 until 2025, ITEA 4 will organise annual Calls for projects; the first ITEA 4 Call opened in September 2021.

Where in these Rules and Regulations a reference is made to terms that are defined in the ECP, this is indicated with the abbreviation between brackets: "(ECP)".

These Rules and Regulations also apply for labelled joint Eureka Call projects that have chosen ITEA as primary Cluster.

2.1. The ITEA programme schedule

The ITEA 4 calendar for bottom-up Call remains the same as for ITEA 3. The annual Call opens in September and the labelling of projects takes place in March.

The two-stage annual Call structure is maintained with Project Outlines being evaluated before Full Project Proposals are submitted.

The ITEA Call process and schedule are published on the ITEA public website and are updated for each new Call. More information about the joint Calls schedule can be found in the Multi-Annual Plan (MAP) of the ECP.

2.2. The ITEA website

ITEA wishes to communicate its intentions and results as much as possible to the wider public with an interest in ITEA and to the people in the ITEA Community. For this purpose, a website has been set up. The public part of the ITEA website (https://itea4.org) contains information about:

- project Call information
- funding (contact) details
- project portfolio, impact stories and success stories
- companies, universities, and institutes participating in ITEA
- ITEA Magazine & other publications
- events
- news & media
- ITEA, Eureka and ECP in general

For communication with the ITEA Community, including ITEA bodies and project participants, a restricted Community website (https://itea4.org/community) has been set up. This Community website is available to those who have created an ITEA account and, for some parts of the website, signed a dedicated Non-Disclosure Agreement. The data accessible through the ITEA Community website depends on the account access rights.

3. Structure of ITEA

3.1. Purpose

The scope and purpose of the ITEA programme is to stimulate and support pre-competitive R&D projects within the goals of ITEA, to be executed by the project partners and partly publicly funded.

3.2. Basic principles

- ITEA is the Eureka Cluster on software innovation. The Eureka rules that are applicable to the ITEA projects and partners include the following:
  - a consortium must consist of at least two different organisations, both not belonging to the same parent organisation, from two different countries, of which one must be a Eureka Member Country and another one must be either a Eureka Member Country or a Eureka Associated Country;
  - the Project Leader (PL) must be from an organisation established in a Eureka Member Country or Eureka Associated Country;
  - partners from non- Eureka countries may participate in a project provided all participants agree,
  - public funding is not a pre-requisite for a project to get or keep an ITEA/ECP label;
  - being funded is not a pre-requisite for a partner to participate in a project;
- The ITEA programme is industry-driven regarding strategy, goals and management;
- The ITEA 3 programme adheres to the ITEA 3 Frame Agreement; the ITEA 4 programme adheres to the ITEA 4 Frame Agreement;
- The composition of the executive bodies reflects an appropriate mix with respect to countries, fields and levels of activity;
- The ITEA Office is a not-for-profit organisation and financed by publicly funded contributors to the projects.

The ITEA programme has no direct control over the projects' performance. Technical know-how, ownership of the results and responsibility for project management, execution and reporting remain with the project partners. If a project no longer complies with one or more of the basic principles (Eureka rules) mentioned above, the PL (or the project partners) shall inform the ITEA Office. Depending on the situation the ITEA office and the project consortium will decide how to proceed.

Ten months after labelling by the ITEA Board, the ITEA Board Support Group (BSG) and the ITEA Authorities Committee (ITAC) evaluate the status of the projects that have not started yet and decide on the validity of their ITEA/ECP label.

3.3. Tasks of the ITEA organisation

The main tasks of the ITEA organisation (Office and bodies, see next paragraph) are:
- to create/increase awareness of the programme;
- to help set up projects[1] and continue to support them throughout their term;
- to ensure rigorous quality from Call to completion; and
- to monitor changes in technology and steer the techno-business relevance of the programme accordingly while maintaining strong cooperation with PAs, the Public Authorities Committee (PAC) (ECP) and other Eureka Clusters.

3.4. The ITEA bodies

To achieve these tasks, a permanent ITEA Office has been established as well as three additional bodies: the Board, the Board Support Group (BSG) and the Steering Group (STG), each composed of ITEA Board Company representatives. The detailed list of ITEA Board companies can be found on the ITEA website: https://itea4.org/organisation.html.

All members of the ITEA bodies have signed a Declaration of Non-Disclosure (DND) covering all the information they work with, related to their ITEA duties.

The different tasks of the ITEA bodies are shown in Figure 1 - The ITEA organisation

---

[1] Including support in building project consortia through focused sessions at the launch of a Call.

ITEA Board
- Responsible for overall strategy and coherence
- Labels project proposals
- Represents the programme to stakeholders
- Negotiates with Public Authorities
- Responsible for the ITEA Office

ITEA Board Support Group
- Supports the ITEA Board with delegated responsibilities and prepares the Board meetings
- Prepares Guidelines for the Steering Group
- Sets priorities and ranks projects for public support
- Approves project proposals and makes recommendations for labelling

ITEA Steering Group
- Evaluates Project Outlines and Full Project Proposals and recommends a selection
- Monitors projects progress by participation in project reviews
- Evaluates Change requests
- Evaluates half year Progress reports

ITEA Office (includes Chairperson and Vice Chairperson)
- Helps set up projects and continues to support them throughout their working period
- Issues and monitors rules
- Monitors progress
- Analyses data and reports on the programme
- Supports other ITEA bodies
- Creates/increases awareness of the programme
- Provides information and communications
- Maintains and improves ITEA websites
- Organises ITEA events
- Issues the ITEA Magazine
- Produces an annual quality report
- Proposes improvement priorities
- Proposes and executes the budget
- Executes the financial administration
- Monitors funding situation in cooperation with Public Authorities
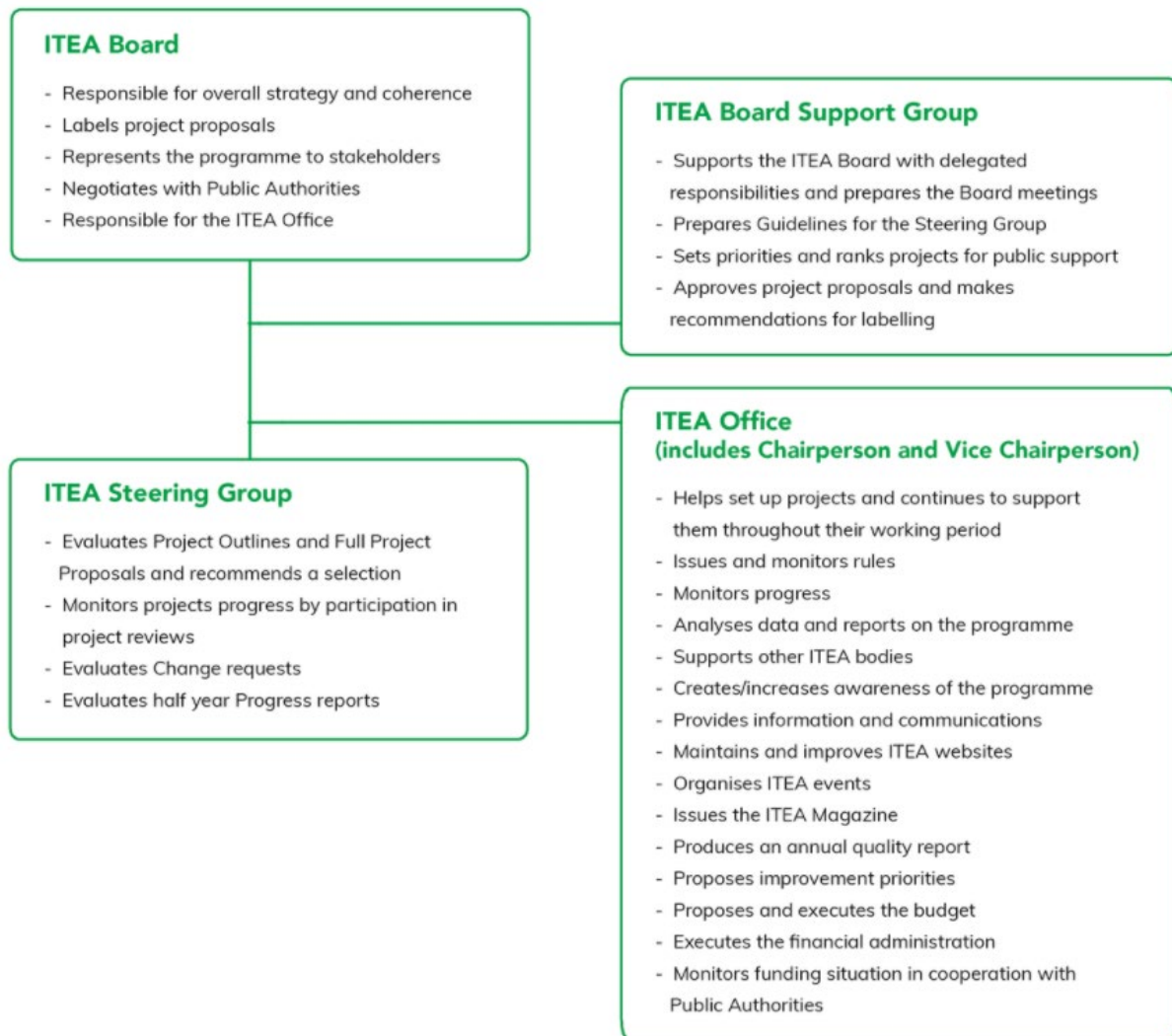
Figure 1 - The ITEA organisation

The ITEA Office executes the office tasks for the ITEA programmes.

4. ITEA and Public Authorities

The Public Authorities (PAs) that support ITEA harmonise and synchronise measures related to the ITEA programme in order to ensure continuity and optimal execution of the programme.

The PAs from the main countries of ITEA are organised in the ITEA Authorities Committee (ITAC) for the bottom-up Calls. For the ECP joint Calls the PAs are organised in the ECP Public Authorities Committee (PAC) and the PAC Support Group (PAC-SG).

The countries involved in ITAC can be found on the ITEA website. For the countries who are not involved in ITAC, the Eureka National Project Coordinator (NPC) acts as formal contact point.

The ITAC mainly consults with the ITEA Board Support Group (BSG) and the ITEA Presidium on a regular basis.

4.1. Interaction between ITEA and the Public Authorities

4.1.1. Reporting from ITEA to the Public Authorities

- ITEA was established in agreement with the respective PAs; the ITEA project partners can apply for funding from their respective governments.
- Part of the information collected by the ITEA organisation is needed by the PAs as a basis for decision making on starting or continuing financial support for the individual projects.
- The PAs require information at both programme and project level.
- The information at programme level is given via:
  - the ITEA Annual Report containing elements such as programme achievements and improvement priorities, project Call progress and effort overview;
  - the ITEA Magazine, which is published three times per year; and
  - the ITEA Community website, with up-to-date project data.
- The information at project level is based mainly on the technical reports and includes progress achieved, quantifiable results, market and/or competitive situation, cooperation aspects and a milestone trend analysis.
- The ITEA Office takes care of providing the regular programme information required by Eureka.
- The PAs are regularly informed about any relevant events concerning new or ongoing projects (such as labelling status, project Change Requests, etc.).

4.1.2. Coordination of public support

4.1.2.1 General

- The ITEA organisation provides the respective PAs as early as possible with information that can be used as a basis for the planning of financial support for the individual projects.
- Each respective PA supports – in close contact with the ITEA organisation – the synchronisation of participating countries' public funding and provides the ITEA Office with relevant national funding contract information.
- The respective PAs provide the ITEA organisation with all relevant information for the planning of a coordinated start and execution of the projects.
- The respective PAs contribute to the Calls by providing special topics related to the themes of their national programmes.

4.1.2.2 Organisational aspects

- Supported by the ITEA Office, PAs coordinate and monitor the execution and funding of ITEA projects.
- According to its individual funding mechanisms, each PA may involve its own bodies or advisors.

4.1.2.3 Procedures for bottom-up Calls

▪ New project proposals (see detailed procedure in § 5.1.3) are sent to the PAs on the basis of a Project Outline (PO).

▪ The PAs examine the POs and discuss the funding outlook and the potential source of national funding. The opinion of the PAs is disclosed to the BSG in a joint meeting.

▪ The ITEA Office informs the PLs of the final decision of ITEA and provides the ITEA evaluation report plus the funding outlook and technical comments of the PAs and BSG.

▪ The project consortia submitting a proposal that passes the Project Outline stage are invited to make a Full Project Proposal (FPP). The submitted FPPs are sent to PAs.

▪ PAs evaluate the FPPs through their own mechanisms. The outcome of the evaluation process (both ITEA as PAs evaluations) and the funding outlook are discussed in a joint ITAC-BSG meeting.

▪ The funding outlook is not to be considered as a formal or legal commitment from the PAs for funding.

▪ PAs share the funding contract information with the ITEA Office once a national funding contract is signed.

5. From a project idea to an ITEA/ECP label

5.1. From a project idea to a label for a bottom-up Call

5.1.1 Project initiation

The ITEA programme is open for organisations able and willing to contribute significantly to the strategic and technological goals of ITEA and to comply with the rules of ITEA.

5.1.2 Calls for projects

Every year, ITEA issues an open Call for projects. ITEA Calls open in September and target a project start within 10 months after the opening of the Call.

5.1.3 A two-stage Call procedure

The ITEA website menu 'Project Calls & Funding' clearly outlines the Call and project selection process for ITEA: candidates have to check the public ITEA website for up-to-date processes and recommendations. To ensure high-quality project proposals, a two-stage selection procedure is used:

5.1.3.1 Stage 1: Project Outline

The first stage for a project consortium consists of responding to a Call for 'Project Outlines' (POs). The PO must give a short overview of a project, mainly describing what the project is about (see § 5.1.4 for more details): concept & vision, objective, market relevance and proposed innovation. This enables an initial selection among the different ideas presented while keeping the workload of consortia to a reduced level. At the opening of each Call, ITEA organises a PO

preparation event[2] for newcomers as well as experienced ITEA partners to form consortia and/or generate preliminary outlines for projects.

The PO is used for the pre-selection of proposals, preliminary information- and budget discussions between the ITEA organisation and the respective PAs and for general information exchange within the ITEA organisation.

PO evaluation:

The Programme coordinators assign two or three ITEA Steering Group (STG) members (from companies that have no relation to the proposal and the consortium) to evaluate the PO (based on the selection criteria as defined in § 5.1.4) and report to and discuss with the full STG. The names of the STG evaluators assigned to each PO remain confidential to ensure reviewers can freely express their opinions. The STG evaluation is communicated to the Board Support Group (BSG).

In parallel, the ITEA Office sends the POs to the PAs, who make their own evaluation.
Once both evaluations are complete, the ITAC and the BSG exchange their opinions on the projects in a joint meeting. Pursuant to this meeting, the BSG decides for each PO whether it is accepted or not.

The PLs are then informed about the BSG decision and receive the ITEA and PAs recommendations from the ITEA Office.

Hence, about three months after a Call has been launched, a consortium knows whether it has a reasonable chance of being labelled.

5.1.3.2 Stage 2: Full Project Proposal
For the project consortia that have an accepted PO, the second stage is the production of the 'Full Project Proposal' (FPP).

The consortia of the accepted POs are invited to prepare an FPP and submit it to ITEA before a specified deadline.

The FPP must detail the project content and in particular how the project will be executed and managed; the information contained in the PO can be updated based on the feedback received and needs to be submitted for the FPP as well (see § 11.3.2 for more details).

---

[2] Due to the Corona virus pandemic, the 2020 & 2021 PO Preparation Days were organised as online event spread over 5 days. The 2022 PO Preparation Days was organised as a physical event again, with some online elements, i.e. online project idea pitches and online country information sessions.

The ITEA Office has created an instruction video containing guidelines for FPP preparation, to help potential PLs to increase their chances of success. In addition, ITEA Office organises an FPP briefing webinar to guide the project partners invited to submit an FPP.

A time span of a few months between the PO acceptance and the FPP submission allows the consortia to fine-tune their proposal, at best taking into account the advice from ITEA and the relevant national PAs.

Immediately after the FPP submission deadline, the ITEA Office sends all the FPPs to the PAs and STG for evaluation. The FPPs are evaluated in parallel by ITEA and by the PAs. Consortia eventually receive the results of both evaluations from the ITEA Office.

FPP evaluation:
The process is similar to the one for the PO evaluation: the Programme coordinators assign two or three STG members (the same as for the PO evaluation where possible and, in any case, from companies not participating in the proposal) to evaluate the FPP (based on the selection criteria as defined in § 5.1.4) and to report to the whole STG. This evaluation also takes into account how the mandatory recommendations made by ITEA and the PAs in the PO evaluation phase have been implemented. As for POs, the names of the STG evaluators assigned to each FPP remain confidential.

For each FPP, the STG recommendation, to either accept or refuse the FPP, is communicated to the BSG.

After the parallel evaluations made by the STG on the one hand and the PAs on the other hand, the ITAC and the BSG exchange their opinions on the projects in a joint meeting, pursuant to which the BSG makes the final recommendation to the ITEA Board, which makes the final decision to grant the ITEA/ECP label or not. The PLs are then informed about the official ITEA decision within a few days.

The above-mentioned procedure:
- complies with quality standards set by ITEA and worked out in agreement with PAs;
- accommodates a set of constraints due to the fact that different national PAs fund them (therefore, the content of each of the projects must be approved at the national level); and
- avoids consortia doing large amounts of work without a reasonable chance of success.

Only after obtaining the ITEA/ECP label, project partners can apply for funding from PAs (but an ITEA/ECP project label does not automatically imply funding for the project). The following paragraph details the criteria for PO and FPP evaluation.

5.1.4. Criteria for PO and FPP evaluation

(Questions to be answered in the PO/FPP document)

The PO as well as the FPP will be evaluated according to the following criteria:

- Rationale of the project
  - Is the general problem to be addressed clearly described?
  - Does the proposed solution and challenges to be addressed fit in the scope of the ITEA programme?
- Market view
  - Is the current State-of-the-Art in the market (similar available solutions in the market, competitors, new legislation, alternative/disruptive technologies introduced recently) clearly described for the proposed solution?
  - Does the proposed solution have a clear business impact?
  - Is the market value chain clearly described and complete?
  - Do the current partners have sufficient competences and access to the market to bring the solution successful to the market?
  - Are the market opportunities, future potential products or services clearly documented for each partner?
- Technology view
  - Is the technology State-of-the-Art properly described?
  - Is the technological innovation described in relation to the State-of-the-Art and is the project innovative enough?
  - Does the proposal document how the project relates to and/or builds on the results of, and differentiates from, other (completed or running) cooperative projects?
  - Is there a description of a solution concept (high-level architecture) and is it indicated for each partner to which parts of this concept they will contribute?
  - Is the added value of the cooperation of the different partners clearly explained?
  - Are the targeted achievements described in terms of expected outputs (what will be delivered) and quantified objectives (how well will the results perform in numeric terms)?
- Consortium (key players & cooperation added value)
  - Is there enough R&D competence and business power in the consortium?
  - Is the mix of partner types (i.e. large industrial players, SMEs and universities or research institutes) appropriate?
  - Is the mix of countries in accordance with the Eureka rules (see § 3.2)?
  - Is the added value of each partner's contribution described and convincing?
  - Does this consortium help the partners to achieve their goals (business and technological)?
- Rationale for funding
  - Is there a convincing rationale for each country why the partners need to be funded?
  - Have the partners investigated the national policies and taken them into account?

For the FPP an extra chapter on the work description is requested:

- Work descriptions
  - Is the project structure (work packages and their interdependencies) clearly described?
  - Is there an adequate project management plan?
  - Are the milestones relevant and major?
  - Are the work packages clearly described and complete?
  - Is the total effort in line with the work and the objectives to be achieved?
  - Is the effort of each partner in line with the work to be done?

5.1.5. Project labelling

- The ITEA/ECP labels are endorsed by Eureka. They represent the assessment by the ITEA organisation that the proposed project fits the goals of ITEA and that the applying organisations are accepted as partners in the considered ITEA programme.
- To obtain and keep an ITEA/ECP label, a project must comply with the Eureka rules (see § 3.2).
- The ITEA/ECP label also implies that the ITEA organisation recommends the project to PAs for public funding, under the condition that the project takes into account the evaluations and recommendations made by the ITEA organisation and by the respective PAs.
- An ITEA/ECP label, however, does not automatically imply funding for the project; each partner must apply for funding in its respective country (in some countries through a National Programme) and negotiate with its national PA. To enable the quickest possible funding decision by the PAs, the partners have to check the right deadline or time window with the PAs of each respective country. As a consequence, the national application for funding may have to be done before labelling or even before the FPP submission (depending on the country). For instance, excellent POs may be selected, in agreement with the PAs, for parallel preparation of the FPP and the national funding applications in order to arrange for fast funding shortly after the labelling decision.
- The label is given to the project – as described in the FPP – and to each applicant partner according to the list of partners in the FPP.
- The label is conditioned by the project partners' compliance with the ITEA regulations (irrespective of the funding situation).
- The validity of the ITEA/ECP label awarded to an ITEA project will be evaluated by the ITEA BSG and ITAC after 10 months if the project has not started within this period. Based on the outcome of the evaluation, ITEA BSG and ITAC will decide jointly on withdrawal or continuation of the ITEA/ECP label (See § 6.10 for more details).
- The ITEA Board may decide to withdraw the label, either from the total project or from individual partners, if the conditions and criteria for granting the label are no longer fulfilled or when a project consortium or partner does not cooperate in providing the proper information to the ITEA Office.

Subcontracting:

With regard to the ITEA regulations, subcontractors and their contribution to projects are considered as part of the project partners involving the subcontractors. Regarding effort and costs, the subcontracting project partners must indicate the cumulative actual effort and costs of their subcontractors and themselves; the project fees (Art. VII.1 Frame Agreement) will be calculated on to these overall costs. As a consequence, subcontractors should not appear in the list of partners, but they can be mentioned in the PO/FPP document (e.g. their contributions can be detailed separately).

Special case of subcontractors willing to appear as full partners:

In some cases, some subcontractors with core contributions are relevant parties in the project and should / want to appear as full ITEA project partners (this can typically happen when initial partners have to be subcontracted due to the eligibility rules of the national contracts). In this case, entry as full partner is a decision from the contractors and subcontracted organisations (by default, subcontractors should not appear, as detailed previously), which has the following consequences:

- from an ITEA perspective, the subcontracting is then ignored: the organisation appears as a full partner (and can thus access the Community website and take responsibilities, like a work package or the project leadership), with all the associated visibility (public project website, leaflets, posters, etc.), rights (e.g. IPR) and duties (e.g. confidentiality);
- the subcontractor has to sign a Declaration of Acceptance (DoA), which binds it to these Rules & Regulations and the ITEA Frame Agreement and has to provide it to the ITEA Office;
- the subcontractor has to sign the PCA;
- the costs & effort are separated: the originally subcontracting project partners only indicates its own costs & effort, and the subcontractor indicates its own costs & effort as well;
- both contractor & subcontractor have the same funding status (if one is funded, the other one is too);
- the subcontractor has to consider the ITEA contribution rules in the same way as the project partner/contractor itself (it is its own responsibility to adapt the subcontracting contract to deduct the fees if needed – but that remains a partner's own consideration): subcontractors of funded partners that are liable for project fees thus have to pay the project fees themselves, and will thus receive invoices to be paid;
- the contractor has to clearly notify the ITEA Office about the subcontracting situation, i.e. has to indicate which partner it is actually subcontracting;
- the national consortium has to check with its PA that it is acceptable to have the subcontracted organisation appearing as a full partner on the ITEA side; for ITEA, it is

acceptable if an ITEA partner is actually subcontracted by another project partner in the national contracts.

5.1.6. Special case: fast-track process

The fast-track process must remain exceptional and ensure the same quality as the standard process. At the request of at least two PAs, a project proposal can enter the fast-track procedure for fast funding, i.e. can omit the PO stage:

- either by submitting an FPP at the PO deadline,
- or by submitting an FPP at the FPP deadline, without prior PO submission.

Such a request should come with a clear motivation to ITEA Office and ITAC: it is recommended to pre-announce it 4 weeks before the deadline with a 2-page summary. The consortium then sends an FPP to ITEA before the regular deadline. The evaluation process is the same as a regular FPP; the BSG gives its labelling recommendation based on the STG and ITAC evaluations, and the Board decides on labelling. Mandatory requirements for improvements can still be requested.

6. After labelling

6.1. Project Leader guidelines

Once the ITEA/ECP label has been granted, the ITEA Office will provide PLs all information, guidelines and regulations related to the execution of the project. ITEA Office also organises a Project Leader Briefing webinar to provide the necessary guidance for project partners.

6.2. Financing and funding ITEA projects

- Each project partner is responsible for executing and financing his effort in the project.
- Each PA will decide on a partner per partner basis and according to the relevant national funding regulations to fund a project or not.
- Funding contracts are dealt with according to the national regulations (e.g. directly between each project partner and the relevant funding PA or through a national coordinating participant).
- Each project partner is responsible for providing the respective PA or national coordinating participant with all information concerning his project according to the national regulations.
- In addition to the FPP, the ITEA organisation may provide the relevant PAs with any available information if needed. This includes the Declaration of Acceptance signed by ITEA project partners, which is necessary for preparing funding decisions.
- The ITEA organisation will regularly report to the relevant PAs on the progress and changes in the programme as well as in the individual projects.
- In addition to the programme organisation established by ITEA, each participating PA can instate its own experts for the evaluation of project proposals or ongoing projects.

6.3. National applications

- Since the submission deadline of the national application varies from country to country, each project partner (or national contact person of each consortium) should get in touch with the relevant PAs immediately after the Call opening to find out the deadline, the information to be gathered and/or the forms to be filled in.
- Information on the PA contact persons is available:

  - on the Funding page (https://itea4.org/funding.html) of the public ITEA website for the countries' ITAC members, and
  - on the Eureka website https://www.eurekanetwork.org/ you can find the relevant information about your country via Our Programmes > In your country. This applies also for the Eureka countries that are not member of the ITAC.
- The PL must stimulate the launch and monitor the status of the national applications to be completed by each partner; the PL must inform the ITEA Office of the status of the national application.

- Partners who fail to obtain funding may decide either to participate in the project at their own cost or to leave the project; in the first case, they (or the PL) should inform the ITEA Office; in the latter case, it is subject to a Change Request (see § 6.9).

6.4. Funding decisions

The PL should monitor the status of the funding decisions for each project partner and provide this information to the ITEA Office, per country and per partner as soon as it is known.
Once the national funding contracts are signed, project partners are obliged to provide the ITEA Office with the contract information (copy of the national funding contract, planned costs in the contract etc.). PAs shall be requested to provide the same information.

6.5. Project Coordination Committee

After the labelling decision, for each project the PL must initiate the formation of a Project Coordination Committee (PCC). Further details are specified in the PCA, see next paragraph.

6.6. Project Cooperation Agreement (PCA)

Preferably before but at the latest once the label has been granted, the PL must launch the process of getting all the partners of the project agreeing upon and signing a Project Cooperation Agreement (PCA), see § 12.6. The ITEA Office must be informed of the existence of a signed PCA, and the PL is asked to report to the programme coordinators the status of the PCA up to its signature. The PCA is expected to be signed before the first project review. A copy of the signed PCA should be uploaded to the ITEA Community website.

6.7. Basic guidelines for Intellectual Property Rights (IPR)

The main IPR principles with regard to the cooperation of partners in the ITEA programme are specified in the corresponding ITEA 4 Frame Agreement, see § 12.1. Project-specific IPR clauses can be included in the PCA.

6.8. Project statuses and start/end dates

6.8.1. Project statuses
Projects can have the following statuses:
- Concept: a pre-PO proposal that has not yet been submitted. Non-submitted concepts are deleted.
- PO submitted: this is a temporary status that will change to one of the two following statuses once the PO has been evaluated:

  - PO accepted: the project is then invited to submit an FPP. It is a temporary status (the status changes by the FPP submission deadline at the latest).

- PO rejected: a rejected PO cannot continue as it has been submitted and cannot be resubmitted. It can be enhanced based on the evaluation feedback to generate a new PO for the following Call.

- No FPP submitted: the project is subsequently cancelled.
- FPP submitted: This is a temporary status that will change to one of the two following statuses once the FPP has been evaluated. The consortium is already advised to check with the relevant PAs for the national funding procedures:

  - FPP rejected: a rejected FPP cannot continue as it has been submitted and cannot be resubmitted. It can be enhanced based on the evaluation feedback to generate a new PO for the following Call.
  - Labelled: the FPP has been accepted and the ITEA/ECP label granted. The consortium is again invited to check with the relevant PAs for the national funding procedures and decisions. It is a temporary status, as labelled projects either start or get cancelled.

- Running: when a project has started and is not yet finished.
- Recently completed: when a project that has started is finished less than a year ago, i.e. when all partners have stopped working on the project. Therefore, only running projects can become recently completed projects.
- Completed: the project status changes automatically from 'recently completed' to 'completed' one year after all partners have stopped working on the project.
- Cancelled: a labelled project may still be cancelled due to the withdrawal of mandatory partners (e.g. due to a negative funding decision): it is then cancelled through a Change Request cancellation. A cancelled project cannot start over again as the label is lost: if desired, a new PO can be set up and submitted to the following Call.
- Stopped: a running project may still be stopped due to the withdrawal of mandatory partners by unexpected circumstances. A project stops through a Change Request cancellation, which will be processed as a Stop Request. A stopped project cannot start over again as the label is lost: if desired a new PO can be set up and submitted to the following Call.

Overall, 'Labelled' and 'Running' projects are considered as 'active' projects. 'Rejected', 'Cancelled', 'Stopped', 'Recently completed' and 'Completed' projects and considered as 'inactive' projects. Projects in all other statuses are 'proposals'.

6.8.2. Project start date and end date

An ITEA project start date is defined as the start of the international collaboration. The formal definition of the start date of an ITEA project is the international kick-off meeting, managed by a

project partner with the approval of the international project coordinator, where all project partners are invited[3].

A project should start as soon as the main contributors are ready to start, or as soon as the PL considers the project should start. It is considered by default that to start, a project needs at least two different organisations from two different countries, of which one must be a Eureka Member Country and another one either a Eureka Member Country or a Eureka Associated Country, including the PL (special cases might still apply). Funding is not a pre-requisite to be a partner, an organisation may participate without public funding.

PLs are due to notify the ITEA programme coordinators of the start dates of their projects as soon as these dates are known.

An ITEA project end date is defined as the end of the international collaboration.

6.8.3. Project duration

Even before the project start date, a funded partner should initiate the project activities according to the funding schedule as indicated on its national funding contract. Where a subset of partners is continuing the project after the project end date, the project is not yet considered completed. The project is only considered to be completed when the project activities of the last funded partner stop as indicated in its national funding contract.

The duration of an ITEA project is defined from the moment when the first national funding contract becomes effective (project duration start date) to the end of the last effective national funding contract (project duration end date). This duration should be in line with the actual project start and end dates. However, where national funding contract durations are not synchronised, the project duration would cover a longer period than the time before the project start date / after the project end date.

The ITEA Office will set the project duration start and end dates of the project on the ITEA Office website based on the national funding contracts, however these dates will not be visible on the ITEA Community website.

The funded partners that are already active before the project start date and/or after the project end date are obliged to report their progress via the Project Progress Report (PRR) and to pay the ITEA contribution fee. If necessary, a temporary PL should be assigned during the period between project duration start date and project start date and/or between project end date and project duration end date.

---

[3] The physical as well as virtual attendance of all partners is not a prerequisite for the international kick-off meeting to take place, but the formal invitation is one.
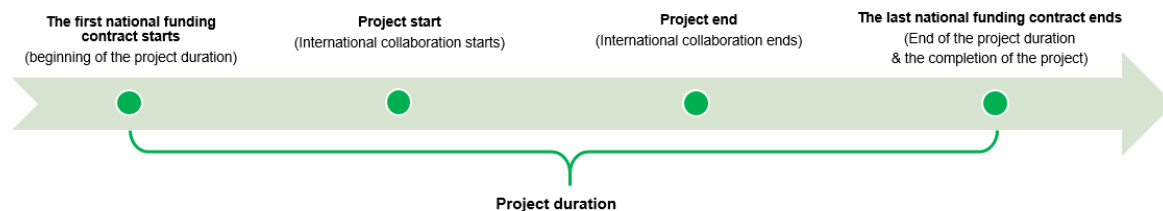
Figure 3 – Project duration for a project with unsynchronised national funding contracts

6.9. Changes in active projects

A Change Request (CR) procedure enables current plans to be changed; relevant CR guidelines are available via the Help function on the ITEA Community website (https://itea4.org/community/project/help/change-request.html).

In cases when a project is stopped or cancelled, ITEA can take the initiative to prepare a stop request respectively a final change request.

Change Requests related to the content or how a labelled project is executed, must be made by means of the CR procedure, regardless of the reason for or kind of change. There are two levels of Change Requests:
- minor CRs, and
- CRs with drastic changes, called major CRs.

The CR procedure is as follows:
- The PL documents and justifies the requested changes in the online CR form and submits it together with the updated FPP via the ITEA Community website to the ITEA Office, after approval by the project partner(s).
- An ITEA Programme coordinator checks the CR to judge whether the change is major or minor and proceeds as described below. The ITEA Office will inform the involved PAs about the submission of the CR.
- In the event of a minor CR (see characteristics below), an ITEA Programme coordinator evaluates the CR, provides his/her feedback and submits it to the STG for final approval. The change becomes effective after the Vice-chairperson of ITEA has duly signed the form. The ITEA Office informs the PL and the PAs.
- In the event of a major CR, two assigned reviewers of the STG evaluate the change in terms of trade-off between the original commitment (effort, objectives) and the new situation (effort, objectives and validity of project) and propose to either accept or reject it. The STG then either supports or rejects the proposal. If necessary, the request is sent to the BSG for a recommendation. The change becomes effective after the Vice-chairperson of ITEA has duly signed the form. The ITEA Office informs the PL and the PAs.

- While evaluating a major CR, the STG reviewers and the Vice-chairperson can request more information to be provided (due to key partners leaving, major reduction in total effort, etc.). In this case, additional questions will thus be asked by the ITEA Office to the PL, who will have to explain why the project remains relevant, in terms of innovation and business impact, despite the drastic changes. The answers will be transferred to the two assigned STG reviewers who will then follow the standard CR procedure.
- In the event of a rejected CR, the reason for rejecting a CR will always be given. If needed, a formal written complaint can be sent by the PL to the ITEA Office Director.
- The PL must re-assess the validity of the PCA (e.g. in the case of the partners' names) and if necessary, get it amended.
- In the event that a partner does not fulfil its obligations to the rest of the consortium, the rest of the consortium might remove this partner from the consortium by taking the relevant steps described in the signed PCA or in the relevant article of the ITEA model PCA where no PCA has yet been signed.

NB: the names of the STG reviewers assigned to a CR remain confidential, to ensure they can freely express their opinions.

Changes Requests are minor when limited to one or more of the following:
- start/end date modifications;
- changes in project/work package leaders;
- planning changes, e.g. shifting costs and effort from one year to another one;
- a total effort change of less than 20%;
- changes of partner name(s);
- any change that does not impact:

    - the targeted innovation and the business impact of the project;
    - the scope and objectives of the project.

All other Change Requests are considered as major.

Changes in total effort:

Changes in total effort in a CR can only be approved in cases like the following examples:
- as a result of a strategic change agreed in the consortium;
- based on new insights affecting the planning data for the future work in the project.

Changes in total costs:

Changes in total costs in a CR can only be approved if the modification is justified by the new funding contract.

- For partners who have been invoiced for the same project already before 1 January 2018, changes in total costs in a CR can only be approved when they are in line with the eligible planned costs in the modified national funding contract.

- For partners who have not been invoiced for the same project before 1 January 2018, the costs will be updated and fixed by the ITEA Office after the signing and receipt of the national funding contract. To reflect the modified total eligible planned costs on the funding contract, a copy of the new funding contract must be provided on request to the ITEA Office in advance of the CR by either the PAs or the consortium partners involved.

In addition to the above statements, there may be shifts in costs and effort from one year to the next (such shifts may or may not be the reason to enter a CR – that is up to the consortium to decide). For partners who have not been invoiced for the same project before 1 January 2018, the ITEA Office can support shifting the costs for the current and the future years if requested.

Consequently, any change in total costs and effort has to be substantiated and may be rejected by the ITEA Office if the justification does not fall under one of the above categories.

NB: If partners add self-funded costs on top of what was agreed in the national contracts, then they do not need to report these added costs to the ITEA Office.

The ITEA database considers planned costs on the national funding contract & planned effort figures, i.e. values relative to future contributions to the projects. However, changes to past effort may be accepted if they are submitted through a CR before the end of Q1 of the following year, and hence accepted by end April / early May. If such a CR is rejected, the consortium can claim a deadline extension of three months after the rejection notification, in order to submit an updated version of the CR (expected to be accepted or rejected by end September at the latest).

All project changes require an update of the FPP.

Fast-track CR process:

A PL might request a "fast-track" process for his/her CR if a quick decision by the ITEA Office is needed. Such a request must be explicitly formulated to the ITEA Office, giving clear reasons why the decision should be available as soon as possible (e.g. impact on the expected funding decision date in a country, etc.). The ITEA Office will then inform the PL if the fast-track process has been validated, in which case more pressure will be put on all stakeholders to push for a quick decision.

Mandatory CR before a project kick-off

Where the effort of active partners in a project constitutes less than 50% of the total effort compared to the original FPP before the project kick-off, a CR must be submitted and approved to maintain the ITEA/ECP label. Active partners belong to one of the following categories: funded partners, self-funded partners, partners awaiting the results of a submitted funding application. Adaptations in the project should reflect the reduced size and the project plan needs to be redefined.

6.10. Limited validity of the ITEA/ECP label

6.10.1. Label expiration after 10 months from labelling for projects not started
The validity of the ITEA/ECP label awarded to an ITEA project will be evaluated by the ITEA BSG and ITAC after 10 months if the project has not started within this period. Based on the outcome of the evaluation, ITEA BSG and ITAC will decide jointly on withdrawal or continuation of the ITEA/ECP label. Mandatory actions can be requested to the project before taking a final decision.

6.10.2. Deactivation of inactive partners in a running project
All partners in an ITEA project should become active in a running project within 10 months of labelling. When a project has started with only a subset of partners, the remaining inactive partners should start their project activities after no longer than 10 months of labelling regardless of the availability of public funding or otherwise, the inactive partners must leave the project. ITEA BSG and ITAC may jointly decide to allow inactive partners whose submitted funding application is still pending to remain in the project until the funding decision is made. This rule does not apply to partners who join the project after its start.

7.   Financial contribution

- The anticipated operational costs of the ITEA organisation are listed in an annual budget, subject to the approval of the ITEA Board.
- These costs are to be shared between all the funded ITEA project partners.
- We may charge a fee for joining or participating in (ITEA) events.
- The annual financial contribution is a fixed percentage of the eligible planned costs as specified in the national funding contract of a partner for the relevant year. The percentage is defined and approved each year by the ITEA Board. In case a national funding contract only indicates the total planned costs for the entire project duration, the ITEA Office distributes the planned costs yearly based on the number of months the project is running per year.
- Exact rules and invoice procedures are laid down in the ITEA contribution rules document for the relevant year and are published on the ITEA public website (https://itea4.org/call-documents.html).

8. Communications

ITEA offers the opportunity to publish, promote or disseminate (the results and outcomes of) ITEA projects and partners via its communication channels including website, newsletters, leaflets, social media and (exhibition) events. Regarding these Communications, each ITEA project is expected to support the ITEA Office with the following:

8.1. Rule for written external communication

Since the ITEA programme and projects receive public support, references to the "ITEA, Eureka Cluster on software innovation" have to be made in all publications, exhibitions, lectures and press information related to ITEA projects.

8.2. ITEA, Eureka and external events

Once or several times a year, the ITEA Office organises or partakes in an event (e.g. ITEA Event, Eureka Innovation Summit, external fairs) in which (a set of) running and recently finished ITEA projects are expected to present themselves in an exhibition stand, to showcase their results (so far) to the visitors (including Public Authorities, project participants, ITEA body members and other external interested parties).

Since 2019, ITEA started exploring a new approach for its events: to take part in a larger thematic customer fair (e.g. the Smart City Expo World Congress (SCEWC) and the Cyber Security and Cloud Expo) together with a set of corresponding ITEA projects. This approach is based on the wish from the ITEA project Community to have more visitors and potential customers from outside the known Community when exhibiting.

Furthermore, ITEA takes part in the annual Eureka Chair Innovation event, to some or a great extent.

As it is very important for ITEA projects to present their final results, project consortia need to take into account that they will be invited to showcase the project during a relevant ITEA, Eureka or external event that takes place after the final review/project closure.

8.3. Project promotion material

8.3.1. Project leaflets

The ITEA project leaflets are double-sided A4 project information sheets to be used for events, press and other external promotional activities. The ITEA Office provides its copywriter's services to the project to write the leaflet based on project documents (e.g. PO & FPP) and inputs from the PL and Presidium. The ITEA Office is responsible for creating the layout and producing the

leaflet (in coordination with the PL). A digital version of each leaflet is available on the ITEA public website.

8.3.1.1 Project profile
A 'project profile' leaflet is created as soon as a project has started.

8.3.1.2 Project results
Within a month after project completion, a 'project results' leaflet is created, based on the input gathered through interviews with the PL and attending Presidium member and the available project documentation.

8.3.2. Project poster(s)
Project posters are produced for relevant ITEA, Eureka or external events (see paragraph 8.2). The ITEA Office provides each PL with a template with guidelines. The PL must provide text and diagrams / pictures to the ITEA Office which is then responsible for the layout of the posters (in coordination with the PL). After approval by the PL, the ITEA Office takes care of the prints and the shipment of the posters.

8.3.3. Exploitable results communicated by the ITEA projects
Exploitable results are project results that can be reused by new projects, or more generally by third parties (under conditions), for example: technologies or integrated products, sub-systems, components, software libraries (closed or open-source), standards, algorithms, etc. Exploitable results are published on the ITEA website in the exploitable results database: a public, online and searchable dissemination tool in which project consortia can describe and promote their exploitable results. There is no obligation to be exhaustive, consortia are free to leave out some project results (if no public communication about them is desired).

During the course of the project, project leaders and technical contacts can submit and update exploitable results in this online database. From the second project review onwards, the exploitable results submission will be part of the preparation for project reviews: the list of exploitable results then needs to be updated (if applicable) online (ITEA Community website/Projects/Project name/Management/Exploitable results) two weeks before the review meeting.

The exploitable results database is publicly available on the ITEA website (https://itea4.org/exploitable-results.html).

8.3.4. State-of-the-Art contributions to the ITEA Living Roadmap
Public State-of-the-Art analysis reports written by the projects are reviewed by the two assigned STG reviewers) and evaluated in view of a potential addition to the ITEA Living Roadmap. When a SotA is ready, ITEA will ask in a review if it can be included into the Living Roadmap and if the project consortium accepts that, the Programme Coordinator will send the SotA to two STG members that will evaluate the SotA and give it a score.

The evaluation is based on the following scoring:

****   Excellent or even exceptional SotA – will be published in the Living Roadmap and the ITEA Magazine.

***   Requested and expected quality – will be published in the Living Roadmap.

**   Below the expected quality – might still be published in the Living Roadmap if it fills a knowledge gap in the Living Roadmap.

*   Insufficient and below standards – will not be published in the SotA database.

The assigned evaluators agree on a common scoring and notify it to the ITEA Office and to the ITEA Vice-Chairperson, who challenges this scoring and/or validates the decision with regards to the Living Roadmap. If the document is added to the Living Roadmap, the PL will be notified by the ITEA Office.

8.4. Copyright of content provided by ITEA partners

For Communications purpose, ITEA may use input that is provided by the partner(s) of a specific project, or a partner/ITEA Community member can upload and publish promotional material via the ITEA system. In any case of provided input, visual or textual, the project, partner or person in question is responsible for the copyrights of the material that is delivered to/through ITEA. ITEA can not be held liable for any copyright infringements regarding content delivered by an ITEA project, ITEA partner or ITEA Community member. Claims for infringement or absence of copyrights will be passed on to the ITEA project, ITEA partner or ITEA Community member.

9. Reporting, monitoring and reviewing

9.1. Introduction

The ITEA organisation has been installed to manage the ITEA programme and to maintain its coherence. Part of this task is to maintain an effective reporting and monitoring process covering both strategic and technical aspects of ITEA.

Reporting is organised to inform the ITEA Community of the progress of projects and the ITEA programme:

- Project progress reporting is used to inform the different levels of the ITEA organisation of the progress of projects.
- Based on the information generated by the Project Progress Reports (PPR), the ITEA organisation will report to the ITEA bodies and in particular to the PAs on the progress of the programme and on each individual project.

Monitoring is organised to evaluate the progress of the projects and of the ITEA programmes and to readjust current plans, if necessary.

- Project monitoring is established as a regular activity to provide the ITEA organisation with appropriate information as well as to initiate changes in the programme or in projects, if necessary.
- Additional monitoring can be initiated either by the ITEA bodies (STG, BSG, Board and ITEA Office) or by the PAs.

The ITEA Board and the PAs will use the results of the reporting and monitoring of ITEA projects in their decisions to either maintain or withdraw the ITEA/ECP label and/or to continue or stop the funding, respectively.

Each national PA may require additional specific information (e.g. financial details, technical reports/reviews, etc.) from its project contractors according to specific national regulations.

To ensure the consistency of the project data available to the ITEA organisation and to the PAs, a continuous exchange of information between ITEA and the PAs takes place.

9.2. Reporting

9.2.1. Regular reporting: Project Progress Report

Twice a year, each project consortium prepares, under the responsibility of its PL, a Project Progress Report (PPR).

Guidelines and Templates to be used are available on the ITEA Community website:
https://itea4.org/community/publication/overview/category-2/type-14.html.

The process to evaluate PPRs entails the following steps:

1. Two or three STG members (where possible, those following the project and, in any case, from companies not participating in the project) first evaluate the PPR independently of one another; then they consolidate their evaluation in a single PPR evaluation report. The names of the involved reviewers remain confidential.
2. This PPR evaluation report is delivered to the PL for further processing of the recommendations.
3. If felt necessary by the STG, a Project Check-up Team (consisting at least of the STG Chairperson and a programme coordinator, optionally extended with two STG reviewers and/or the relevant PAs) can be instated to review the project in more detail and propose to the PL recommendations for improvement. In the event of a failure to execute these recommendations, information for action is conveyed to the BSG.

9.2.2. Exceptional reporting

Major problems appearing in a project should be reported promptly by the PL to the ITEA Programme coordinators. The Programme coordinators might communicate them to the Presidium and to the STG members following the project, and might make a recommendation to be first approved by them and then communicated to the PL. If such problems remain, the Presidium may decide to instate a Project Check-up Team to review the project in detail (similar to the Project Check-up Team described in the section "Regular reporting").

The conclusions of the Project Check-up Team and/or the review meeting results will be made available to the STG, BSG and Board. Should severe problems remain, which could affect the overall ITEA programme, the ITEA Board and ITEA bodies will be informed and make a final decision.

If a project is not completed, the ITEA Board may decide to:
▪ enforce the necessary changes by means of a Change Request;
▪ exclude the partner(s) responsible for the non-completion;
▪ withdraw the ECP label;
▪ inform the PAs.

9.3. Monitoring

Monitoring in ITEA consists of the evaluation of project progress to re-assess existing plans and get them adjusted, if necessary. Monitoring by the ITEA organisation, possibly accompanied by representatives of the PAs, is done at project level.

9.3.1. Project review

Project monitoring is the regular evaluation of project progress by means of project reviews aiming to safeguard the progress and quality of the projects and, if necessary, to initiate changes. The ITEA Office schedules the reviews throughout the year.

The project review is performed by two assigned reviewers of the Steering Group together with the Programme coordinator and, optionally, an additional expert assigned by the PAs as an external reviewer representing all the PAs of the countries in which partners of the project are established. The review chairperson is either the ITEA Vice-chairperson or the ITEA Chairperson. The attending external experts assigned by PAs (if they do not belong to the PA organisations) will have signed a Non-Disclosure Agreement (NDA).

With respect to the project reviews the following rules apply:
- Projects are reviewed approximately one year after their formal start date. Then a project is reviewed every year, including a final review at the end of the project.
- The review is organised and facilitated by the project team and supported by a mentor, who often is an STG member of the main participating ITEA Board company. If there is no Board company involved in the project one of the STG members will be assigned by the ITEA Office.
- Detailed guidelines are available on the ITEA Community website: https://itea4.org/community/publication/overview/category-2/type-15.html.

Monitoring comprises technical progress with respect to the commitments stated in the current version of the FPP. This includes checking and verifying the milestones and deliverables, the cooperation between project partners and with other projects as well as the utilisation of human resources. Monitoring at this level will be based on the FPPs and PPRs, together with the available public and consortium-confidential deliverables.

The review meetings and their outputs are intended to help and improve projects. Achieving that goal requires clear communication between the review teams and the project consortia. Project consortia have thus to provide deliverables (both public and private) in time, by uploading them on the ITEA Community website two weeks before the review. These deliverables will be analysed by the reviewers to gain a better understanding of the overall achievements of the project.

When providing project deliverables to the review team, public State-of-the-Art (SotA) documents have to be clearly identified: these deliverables will be evaluated by the assigned STG reviewers as potential entries for the ITEA Living Roadmap and the reviewers will report on them to the ITEA Office during the project review. The ITEA Office informs the PL by email when a document is selected as a new Living Roadmap entry (see §8.3.4.).

Project reviews include a reviewers' private session, in which the review team summarises its feedback to the consortium: this feedback is then transferred to the PL via the review report called "Conclusions & Actions" (C&A). Consortia are invited to check this template to see which criteria are considered when reviewing projects:
https://itea4.org/community/publication/overview/category-2/type-20.html.

The review process is described in more detail in the review guidelines document.

9.3.2.   Post-closure project reporting

It is essential to communicate to the PAs the impact of the funding effort made by their country. In many cases, this impact, in terms of exploitation as well as, sometimes, in terms of dissemination, is not visible at the time of the project completion. Therefore, at the final project review, emphasis must be put on the exploitation prospects and dissemination plans of the project results.

In addition, upon request and up to ten years after the completion of the project, the PL must inform the ITEA Office of the latest developments concerning exploitation, standardisation, dissemination, patent applications and the creation of spin-offs, either via a survey, impact assessment or in a publication format e.g. Magazine article, Success story and/or Impact story. Public project websites must be available for at least 2 years after the project completion.

10. Contingent and dangerous situations

Global crisis events such as pandemics or terrorist attacks can have a significant impact on the execution of the ITEA programme and its project activities. This chapter covers ITEA's approach on such contingent and dangerous situations.

10.1. Traveling

Traveling, especially cross-border traveling is inevitable for the operation of the ITEA programme. In case of dangerous and contingent situations, traveling to join meetings and events can be discouraged.

Physical meetings or events organised by the ITEA Office will be cancelled / or transformed when the Dutch Ministry of Foreign Affairs (Ministerie van Buitenlandse Zaken) indicates the respective region where the meeting or event will take place in orange (travel only if indispensable) or red (do not travel) colours in their international risk assessment monitoring. In all other cases the ITEA Office will decide case-by-case whether or not to organise the physical meetings or events as scheduled. When a physical meeting or event cannot take place as scheduled, alternative solutions such as postponement, an online meeting or event might be selected.

In case of external meetings or events, ITEA participants will decide individually to participate or not and this decision may be based on their country or company travel restrictions.

For ITEA projects' internal physical meetings, the project partners can decide themselves whether or not to have the physical meetings as scheduled based on foreign ministries advice and individual company travel rules for traveling to certain regions. When the physical meeting cannot take place as scheduled, alternative solutions such as postponement or online meetings might be selected.

10.2. Project execution

The project consortium must get and remain in close contact with the ITEA Office in case the project execution is significantly hampered by contingent and dangerous situations. PLs may re-plan the project activities and request the extension of the project duration.
If it is no longer possible for a project consortium to organise a physical review meeting as scheduled due to a contingent and dangerous situation, the consortium should notify the review secretary and reviewers as soon as possible to decide whether to postpone the review or to organise an online review.

11. Key documents

11.1. General

- All documents submitted to the ITEA organisation must be written in English.
- The documents must comply with the ITEA-specified formats and templates.
- Unless otherwise specified, all documents must be sent to the ITEA Office (either directly or via the ITEA website, depending on the relevant process), which takes care of their distribution within the ITEA organisation.

11.2. Confidentiality

- To execute its tasks, the ITEA Office must maintain information and documentation on ITEA projects and proposals, the participating organisations and their contact persons. The management of all this information is subject to confidentiality and privacy regulations, which is based on the European General Data Protection Regulation (GDPR). For the full details, please read the ITEA information protection & privacy policy.
- Unless otherwise specified by the consortium, the State-of-the-Art dedicated text of the POs and FPPs is handled by the ITEA Office as public information.
- The members of the ITEA bodies have signed the ITEA Declaration of Non-Disclosure (DND) and have access to the POs, FPPs, CRs, PPRs and C&As of all the projects.
- Information contained in, or related to, the submitted POs, FPPs and CRs is disclosed to the PAs with the limitations described hereafter:

  - PAs (i.e. ITEA Authorities Committee (ITAC) members and National Project Coordinators (NPCs) in the EUREKA countries that are not members of the ITAC) can have access to the full POs, FPPs and CRs if, and only if, partners of the project are established in their country.
  - All PAs have access to an extract of all the submitted POs and FPPs; such an extract contains the following information:
    - the acronym;
    - the full-length title;
    - the PO/FPP one-page summary;
    - the respective countries and organisations;
    - the contact information of the PL.

- STG reviewers assigned to a project (e.g. for a review) have access to the public and restricted deliverables of that project. Confidentiality is ensured by the DND they have signed.
- ITEA Office staff members have full access to the project documents (both public and confidential), for administrative reasons (e.g. for being able to support projects). All members of the ITEA Office have signed the DND, to protect the confidentiality of information provided by projects.

- Besides the above-mentioned cases, all the documents that are used for ITEA internal purposes and for internal information to Eureka are considered as 'ITEA confidential', hence not disclosed to anybody that has not signed the ITEA Declaration of Non-Disclosure.

11.3. Information provided by the projects

The information flow from the ITEA projects to the ITEA Office and the PAs is reduced and automated as much as possible and can be grouped as follows:

11.3.1. Project Outline (PO)

Submitting a Project Outline consists of two parts:
- Provision of administrative and structural information via the ITEA Community website;
- Provision of a textual description of the content of your proposal in a "PO Annex".

The up-to-date set of the Project Outline (PO) Guidelines and Annex Template to be used is available on the ITEA website: https://itea4.org/call-documents.html.

The PO must give a short overview of a project, mainly to describe what the project is about. The PO is used for pre-selection of proposals, preliminary information, and budget discussions between the ITEA organisation and the respective PAs and for general information exchange within the ITEA organisation.

11.3.2. Full Project Proposal (FPP)

Submitting an FPP consists of two parts:
1. Provision of updated administrative information and of project structure via the ITEA Community website (for Joint Call projects information is provided via a designated Joint Call platform).
2. Provision of an updated textual description of the content of your proposal in a "FPP Annex" and its upload to the ITEA Community website (for Joint Call projects the template will be available on a designated Joint Call platform).

The Full Project Proposal Guidelines, included in the Annex Template, are available on the ITEA website: https://itea4.org/call-documents.html.

The FPP must describe the project content and how the project will be executed and managed. Any relevant information contained in the PO must also be contained in the FPP. The FPP is used for the evaluation and labelling of new projects and is the reference for the reporting and monitoring procedure.

11.3.3. Change Request

The Change Request (CR) procedure and guidelines are detailed on the ITEA Community website: https://itea4.org/community/project/help/change-request.html.

A CR must always be submitted via the ITEA Community website.

11.3.4. Project Progress Report (PPR)
The mandatory template and guidelines are downloadable from the ITEA Community website:
https://itea4.org/community/publication/overview/category-2/type-14.html.
The PPR is used for monitoring the progress of projects.

11.3.5. Information for the ITEA Office
Project partners need to provide the following information to the ITEA Office:
- Status of Project Co-operation Agreement (PCA) and its copy with the date of signature
- Funding status per country and per partner and regular update on any evolution in the funding situation (national application, funding approval or rejection, partners and years considered in each funding contract, etc.)
- National funding contract information that specifies yearly eligible planned costs per partner for a project
- Input to set up the Project result leaflet via an interview with the PL
- Input for satisfaction surveys and impact assessments / success stories
- Input for posters and activities for events in which the ITEA project partakes

11.4. Information provided by the ITEA Office

11.4.1. ITEA Community website areas for ITEA bodies
Dedicated areas of the ITEA Community website are available to the ITEA bodies. All members of the ITEA Board, BSG and STG have a personal login name and password, granting access to specifically defined data. PLs and partners have access to project-specific data. Up-to-date programme and project information and statistics are available via these areas.

11.4.2. ITEA Community website area for Public Authorities
The ITEA PAs also have access to the ITEA Community website. Regarding their access to POs, FPPs and CRs, their access right is differentiated per country.

12. Programme and project related documents

An overview of the formal documents is shown in Figure 4 (page 40).

- The ITEA contracts (Frame Agreement & Declaration of Acceptance) and a Project Cooperation Agreement define the legal framework for the cooperation within the ITEA programme.
- Compliance with the ITEA contracts is mandatory for obtaining and keeping the ITEA/ECP label.

12.1. Frame Agreement

The Frame Agreement sets out the ITEA organisation regulations for performing the ITEA programme. The Frame Agreement comprises:

- a description of the organisation
- the tasks and responsibilities of the members of the organisation
- the composition of the bodies of the organisation
- the voting procedures for the bodies of the organisation
- the regulations for the accession of further parties
- the definition of the partnership in ITEA
- Intellectual Property Right regulations
- the financial regulations for the organisation
- the confidentiality rules
- rules for termination by and for a member

The ITEA 3 and 4 Frame Agreement are available on the Community website: https://itea4.org/community/publication/overview/category-1.html.

12.2. Declaration of Non-disclosure

Declaration of Non-disclosure (DNDs) have been signed by:

- All members of ITEA Bodies
- Employees of, and personnel seconded to Eureka Secretariat who accesses ITEA information system.
- External experts, who work on assignment of the ITEA Steering Group and/or assignment of the ITEA PAs, are involved in reviews, evaluations and monitoring of ITEA projects
- External parties who are involved in reviews, evaluations and monitoring of ITEA 3 projects (when requested by an ITEA partner)
- Copywriters
- Art studio

12.3. Non-Disclosure Agreement

Non-Disclosure Agreements (NDAs) have to be signed by:

- Participants of Project Outline preparation events

- ▪ Community members that wish to have access to the ITEA Living Roadmap

12.4. Letter of Intent

A Letter of Intent (LoI) must be sent to the ITEA Office by each participating partner, within two weeks after the PO submission deadline. A model LoI containing instructions is available on the ITEA website, in the Call documents section: https://itea4.org/call-documents.html. The LoI can also be signed online.

12.5. Declaration of Acceptance

- ▪ Each partner intending to participate in an ITEA project has to acknowledge the rules and regulations laid down in the ITEA Frame Agreement as being applicable to such project(s) by signing the Declaration of Acceptance (DoA) and sending it to the ITEA Office within two weeks after the FPP submission deadline. A DoA template is available on the ITEA website, in the Call documents section: https://itea4.org/call-documents.html. The DoA can also be signed online.
- ▪ The ITEA/ECP label is only valid when all the required DoAs have been signed (PAs may make their funding decisions depending on the availability of the DoA).
- ▪ Each partner of each project has to sign a DoA.

12.6. Project Cooperation Agreement

All partners in each ITEA project have to sign a Project Cooperation Agreement (PCA). The PCA details the cooperation between the project partners (contractors, and if applicable, subcontractors).

For some PAs the PCA - signed by all partners - is a pre-requisite for granting a funding contract or for executing the payments. The PCA has to explain:
- ▪ the purpose and scope of the co-operation
- ▪ the execution of subcontracting
- ▪ financing aspects (if applicable)
- ▪ confidentiality regulations

The main elements of a PCA are laid down in a PCA model. When submitting an FPP, all partners have to declare to the ITEA organisation that a PCA has been or will be signed. The ITEA 3 model PCA can be downloaded from the Community website (login required):
https://itea4.org/community/publication/overview/category-2/type-29.html

12.7. Other formal documents

Other formal documents (as discussed earlier)
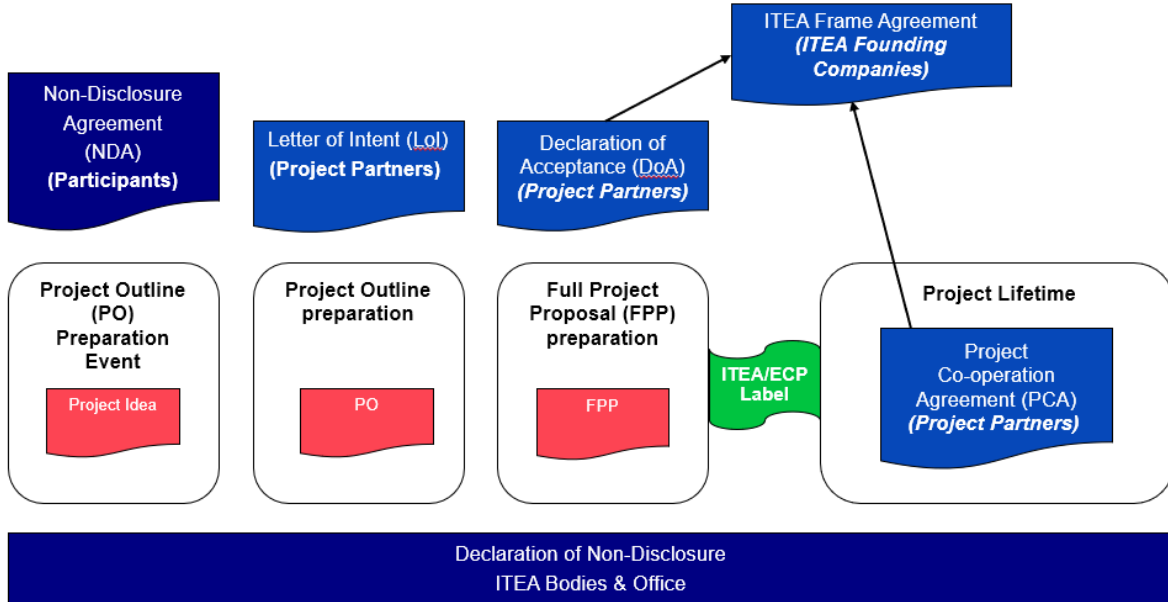- ▪ Project Outline (PO)
- ▪ Full Project Proposal (FPP)

- Change Request (CR)

Figure 4 – A trusted legal framework