# 6GARROW

**6G AI-Native Integrated RAN-Core Networks**

# Deliverable D1.1
# Quality Plan

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**Abstract**

The 6GARROW project quality plan outlines a comprehensive framework for managing and executing the project's objectives. It establishes internal rules, guidelines, and methodologies to ensure effective collaboration among partners, high-quality research outcomes, and efficient resource utilization. The plan covers project organization, document preparation, and deliverable processes. It emphasizes a structured approach with defined roles such as the Project Coordinator, Technical Coordinator, Work Package Leaders, Steering Committee, and Project Technical Committee to facilitate smooth project flow and decision-making. The plan is a living document, subject to updates approved by the Steering Committee, ensuring adaptability and continuous improvement throughout the project's lifecycle. This structured methodology aims to achieve the project's goals while adhering to best practices in collaborative research and development.

**Keywords**

Project Organization; Quality Plan; Collaboration; Living Document; Best Practices; Document Preparation; Deliverable Processe

**Disclaimer**

[1] SEN = Sensitive, only members of the consortium (including the Commission Services). Limited under the conditions of the Grant Agreement

PU = Public

# Executive Summary

The 6GARROW project quality plan serves as a comprehensive guide to ensure the successful execution and management of the project's objectives. It establishes a structured framework that includes internal rules, guidelines, and methodologies designed to facilitate effective collaboration among partners, ensure high-quality research outcomes, and optimize resource utilization. The plan is meticulously organized to cover various aspects of project management, including project organization, document preparation and deliverable processes.

Central to the plan is a well-defined organizational structure that delineates roles and responsibilities across the project. Key roles include the Project Coordinator, Technical Coordinator, Work Package Leaders, Steering Committee, and Project Technical Committee. This structure is designed to streamline project flow and decision-making processes, ensuring that all project activities are aligned with the overarching goals and objectives.

The quality plan emphasizes the importance of a living document approach, allowing for updates and revisions as approved by the Steering Committee. This adaptability is crucial for responding to project dynamics and ensuring continuous improvement throughout the project's lifecycle. By adhering to best practices in collaborative research and development, the 6GARROW project aims to achieve its goals efficiently and effectively.

In summary, the 6GARROW project quality plan ensures that all project activities are conducted in a structured, efficient, and collaborative manner, with a focus on achieving high-quality outcomes and optimizing resource use. Through its detailed guidelines and adaptable framework, the plan sets the foundation for the successful realization of the project's objectives.

## Table of Content

# Acronyms and abbreviations

| Term | Description |
|------|-------------|
| EC | European Commission |
| ROK | Republic of Korea |
| WP | Work Package |
| WPL | WP leader |

# 1  Introduction

This deliverable presents the 6GARROW quality plan. The internal rules and the guidelines for the realization of the 6GARROW project, making of progress reports (such as internal reports and deliverables), communication procedures, and publications, are provided. Therefore, a methodology shared by all partners that relies on the best practices of collaborative projects is necessary to ensure an effective use of the resource of the project, so as high standard of the results of the research activities carried out within the project. The project produces deliverables and reports but also publications, software, etc.

Section 2 shows how the project is organized, how meetings are arranged and how the risks are managed. Section 3 gives the rules for the preparation of documents produced by the project, including confidential documents. Section 4 details the process for the deliverables and internal reports preparation. Publication and public presentations issues are dealt in section 5.

Every partner of the 6GARROW project can use this deliverable as a basis for the organization of the project. It is a living document that could be updated during the lifetime of the project (under approval of the Steering Committee).

# 2  Project organization

The consortium of the 6GARROW project is made up of eight European and five Korean partners. The consortium includes five universities, three research centers, four industrialists and one business school from four European countries (France, Italy, Germany and Finland) and Republic of Korea. In the rest of the document, 6GARROW-EU (resp. 6GARROW–ROK) will name the sub-consortia from Europe (resp. Korea). Financial support comes from the SNS Program of European Union and from Korean Ministry of Science for 6GARROW-EU and 6GARROW–ROK respectively.

Table 2-1 and Table 2-2 shows the partners of European and Korean sub-consortia, respectively.

**Table 2-1: European project team**

| Participant Number | Name of the organization | Country |
|---|---|---|
| 1 (Coordinator) CEA | Commissariat à l'énergie atomique et aux énergies alternatives | FR |
| 2 FhG | Fraunhofer HHI | DE |
| 3 AALTO | University of Aalto | FI |
| 4 OULU | University of Oulun | FI |
| 5 INTEL | Intel Deutschland GmbH | DE |
| 6 HPE | Hewlett-Packard Italiana S.r.l. | IT |
| 7 GEM | Etablissement d'Enseignement Superieur Consulaire Grenoble Ecole De Management | FR |
| 8 ORANGE | Orange SA | FR |

**Table 2-2: Korean project team**

| Participant Number | Name of the organization |
|---|---|
| 9 YONSEI | Yonsei University |
| 10 KU | Korea University Research And Business Foundation |
| 11 ETRI | Electronics And Telecommunications Research Institute |
| 12 LGE | LG Electronics, Inc. |

## 2.1 Structure of the management

The 6GARROW project direction has been conceived to provide a light and adaptable management system, Figure 2-1, that allows:

- ensuring an open and productive dialogue between partners on scientific and strategic issues;
- making quick and effective decisions on technical or organizational matters;
- complete conformity with the Funding authorities' contractual requests;
- the conception, implementation and monitoring of the project's technological infrastructure
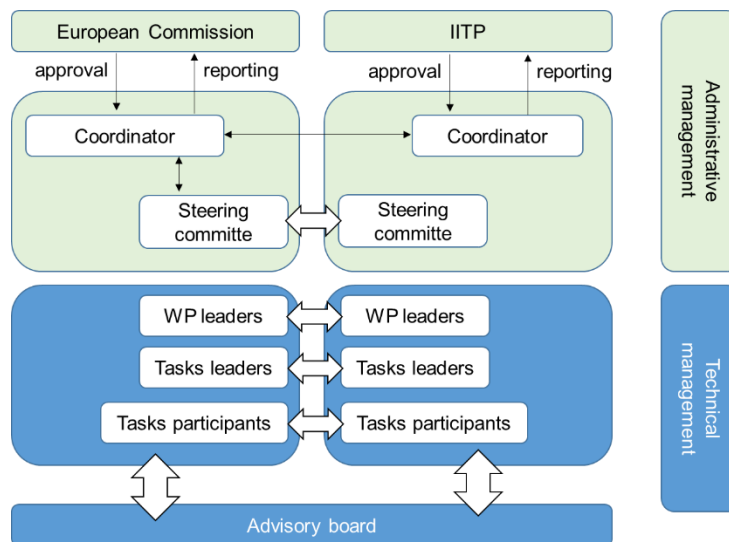


**Figure 2-1: Project governance structure.**

CEA and Yonsei are the coordinators of the project. They chair at the Steering Committees (SCs). They are in charge of the coordination and overall management of the project.

The 6GARROW-EU coordinator is CEA. The Administrative and Financial Board supports the Coordinator for Financial and Periodic Reporting Questions and is staffed throughout the project by the CEA Financial and Administrative Department. The 6GARROW-ROK coordinator is Yonsei. Yonsei supports the EU Coordinator for Periodic Reporting Questions.

Any modification in the scope or progress of the project must be agreed by the steering committees. All ways of communication and the structure of the management are described below.

Overall responsibility for the administrative and legal aspects of the organisation, technical and scientific coordination, as well as project planning and control, is assumed by the coordinators. The interface with the European Commission and IITP is carried out by the coordinators. The EU coordinator ensures that reports are submitted on time to the European Commission (EC). The project manager is responsible for the proper administration of the project. The project manager collects, monitors and integrates the partners' administrative data at the intermediate meetings and prepares them for submission to the EC. He co-chairs management meetings and coordinates technical aspects of the project.

The defined procedures ensure that:

- the goals are clearly identified and well understood,
- work packages and activities represent a good division of labour and include the expertise necessary to achieve objectives
- responsibilities are properly allocated
- the communication channels between participants are clear

The 6GARROW project management has been designed to provide a lightweight and flexible management mechanism capable of ensuring an intensive, flexible and open-intended dialog among the partners concerning key strategic and scientific issues; rapid and effective decision-making on technical and organizational issues; full and effective compliance with contractual requirements of Funding Authorities; design, implementation and management of the technological infrastructure for the project.

The key elements of the 6GARROW project management are: The **Project Coordinator (PC)** is responsible for managing the administrative and legal aspects of the 6GARROW project, including organization, planning, and control. He collaborates closely with the Technical Coordinator, serve as the primary contact for the European Commission, and ensure timely report delivery. The PC gathers and monitors administrative data, prepares annual submissions to the EC, handles contract issues, co-chairs management meetings, and coordinates technical activities throughout the project. The **Technical Coordinator** (TC) oversees the research and validation efforts of the 6GARROW project, facilitating interactions among multiple WPs and their leaders (WPLs). The TC collaborates with the PC to determine technical options, plan adjustments, and establish internal reporting structures and quality control procedures. **Work Package Leaders** (WPLs) oversee technical tasks within their respective WPs in collaboration with the TC. WPLs set detailed objectives and milestones, while activity leaders report to them. This structure aims to ensure a smooth project flow by defining clear goals, dividing work into sensible packages with necessary expertise, assigning clear responsibilities, and establishing open communication channels among participants. Each WP leader has autonomy to make swift decisions, which are coordinated with the PC. The **Steering Committee** (SC), consisting of the PC and representatives from each partner organization, oversees the 6GARROW project. The SC governs decision-making processes, revises the project vision, establishes guidelines, analyzes and resolves issues, approves changes to the Work Plan, and develops exploitation plans. The SC's responsibilities include overseeing regular revisions of the project vision, establishing guidelines, analyzing and resolving issues, approving changes, and developing exploitation plans. The SC's decision-making is governed by a Consortium Agreement, which is based on standard agreements approved by funding authorities. The **Project Technical Committee** (PTC) is responsible for overseeing the day-to-day management of technical work in the 6GARROW project. The PTC, consisting of WPLs and Task Leaders, monitors progress in individual WPs, regularly revises the Project Work Plan, facilitates daily interaction among technical contributors, and organizes face-to-face meetings as needed. The PTC primarily uses electronic communication channels, holding in-person meetings only when necessary.

| Role | Person | Deputy |
|---|---|---|
| **Project Coordinator** | Emilio Calvanese Strinati (CEA-Leti) Seong-Lyun Kim (Yonsei) | Nicolas Cassiau |
| **Technical Manager** | Riku Jäntti (Aalto) Seong-Lyun Kim (Yonsei) | |
| **Innovation Manager** | Markus Mueck (Intel) | |
| **WPL 2** | Markus Mueck (Intel) Seong-Lyun Kim (Yonsei) | Valerio Frascola Amanda Gamage |
| **WPL 3** | Nicolas Cassiau (CEA) Joongheon Kim (KU) | Emilio Calvanese Strinati Sungjoon Lee |
| **WPL 4** | Riku Jäntti (Aalto) Jemin Lee (Yonsei) | Alexis Dowhuszko Jeonghun Park |
| **WPL 5** | Zoran Utkovski (HHI) Tae Yeon Kim (ETRI) | Thomas Haustein Doyoung Lee |
| **WPL 6** | Matti Latva-Aho (OULU) Jaehoon Chung (LGE) | Dileepa Marasinghe Jaehoon Chung |

| Task | Person |
|------|--------|
| T1.1 | Emilio Calvanese Strinati (CEA) / Seong-Lyun Kim (Yonsei) |
| T1.2 | Alexis Dowhuzko (Aalto) |
| T1.3 | Markus Mueck (Intel) |
| T2.1 | Nicola Di Pietro (HPE) |
| T2.2 | Nicolas Cassiau (CEA) |
| T2.3 | Markus Mueck (Intel) |
| T3.1 | Nicolas Cassiau (CEA) |
| T3.2 | Louis-Adrien Dufrène (Orange) |
| T3.3 | Nandana Rajatheva (Oulu) |
| T4.1 | Alexis Dowhuzko (Aalto) |
| T4.2 | Nicola Di Pietro (HPE) |
| T5.1 | Nicolas Cassiau (CEA) |
| T5.2 | Jose Costa-Requena (Aalto) |
| T6.1 | Matti Latva-aho (Oulu) |
| T6.2 | Pierre d'Al Zotto (GEM) |
| T6.3 | Thomas Haustein (FhG) |

## 2.2 Work packages and work organization

The relations between WPs and Tasks are shown on Figure 2-2. Deliverables and internal reports materialize the exchanges at pre-defined dates (milestones). Nevertheless, ongoing exchanges between partners, even between different WPs and tasks, are fostered.
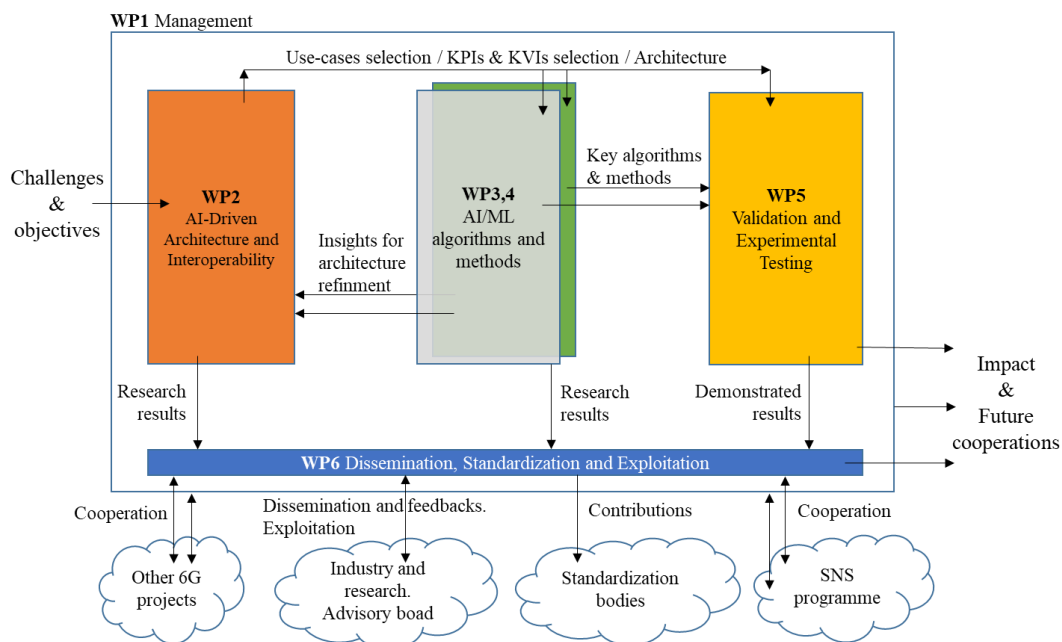


**Figure 2-2: Project work package interdependencies.**

### 2.2.1 Work package structure

A work plan has been created in the aim of achieving the high technical and scientific goals. This work plan provides the principal activity of technical research. It is complemented by appropriate engagement activities with concerned partners and field tests. The work plan is divided into six work packages (WPs) with the objectives described below:

| Work Package | Main Output |
|---|---|
| **WP1 "Project Management"** will undertake all project coordination activities, interfacing with the European Commission and IITP, day-to-day project coordination, contract management, quality control, knowledge and innovation management. *Leader: CEA / YONSEI* | Coordination and monitoring. Data management. Quality plan, quality monitoring. Innovation and impact management plan. |
| **WP2 "AI-Driven Architecture and Interoperability"** will develop a novel AI-native architecture / interfaces for 6G networks and identify and define key scenarios & use-cases that demonstrate the practical application and benefits of AI in 6G network operations. *Leader: INTEL / YONSEI* | Fully defined 6GARROW scenarios and use-cases. Identified KPIs and KVIs. Highly efficient interfaces. |
| **WP3 "AI/ML Algorithms for Enhanced Device Performance"** will develop advanced AI/ML solutions that streamline automated traffic management, significantly boost energy efficiency, and contribute to the simplification of hardware in user devices. *Leader: CEA / KU* | Detailed specification of AI/ML algorithms to enhance network and device performance. |
| **WP4 "AI/ML Solutions for RAN and Core Optimization"** will transform RAN and CN management, enhancing network energy conservation, and improving failure recovery processes. *Leader: AALTO / YONSEI* | AI/ML based energy-efficient algorithms/models for management of core and radio functions. AI-powered solutions for the autonomous management of base stations. |
| **WP5 "Validation and Experimental Testing"** will evaluate the feasibility and performance of novel AI and ML concepts and provide a joint EU-ROK demonstration of key 6GARROW concepts. *Leader: FhG / ETRI* | Laboratory demonstrations and testbeds. Joint EU-ROK demonstration of an AI-enhanced network. |
| **WP6 "Dissemination, Standardisation and Exploitation"** will coordinate outputs from all WPs to disseminate the project outcomes and contribute towards standardisation in 3GPP and possibly ETSI. Additionally, an exploitation plan of the project results will be put in place. *Leader: OULU / LGE* | Top-tier journal/conference publications, workshops, special sessions, etc. Fruitful collaboration. Contributions to Standards Development Organizations. |

**Table 2-3: Deliverables**

| Number WP | Deliverable name. (Lead participant) and description | Type - Dissemination level Delivery date (in months) |
|---|---|---|
| D1.1 WP1 | **Quality plan.** (CEA/YONSEI) Detailed quality plan giving the project guidelines, communication practices, preparation and delivery of progress reports, etc. | R–PU M3 |
| D1.2 WP1 | **Data management plan.** (CEA/YONSEI) Data management life cycle for the data to be collected, processed and/or generated by the 6GARROW project. It will be updated all along the project. | R–PU M3 |

| Number WP | Deliverable name. (Lead participant) and description | Type - Dissemination level Delivery date (in months) |
|---|---|---|
| D1.3 WP1 | **First periodic report** (AALTO /YONSEI) Technical work description of the first period (M1- M12) of the project, at the project level and at each WP level. Description of the technical contribution from each partner over the reporting period; action plan and revised risk management plans. | R–PU M12 |
| D1.4 WP1 | **Second periodic report** (AALTO /YONSEI) Technical work of the second period (M13- M24) of the project, at the project level and at each WP level. Description of the technical contribution from each partner over the reporting period; action plan and revised risk management plans. | R–PU M24 |
| D1.5 WP1 | **Final report and cooperation handbook** (CEA /YONSEI) Project achievements with respect to Objs. Description of the technical contribution from each partner over the reporting period. Roadmap towards EU-ROK cooperation and handbook for EU-ROK cooperation. | R–PU M36 |
| D1.6 WP1 | **6GARROW impact report.** (INTEL) Identified cross-opportunities stemming from the project's technical innovations. New market prospects. Technical and socio-economics impacts. | R–PU M36 |
| D2.1 WP2 | **6GARROW Scenarios, Use Cases and related KPIs/KVIs.** (INTEL) Detail key Scenarios, Use Cases and related KPIs/KVIs meeting the requirements for European and Korean application of AI/ML in cellular networks, and to be applied in WP3, WP4 and WP5. | R–PU M8 |
| D2.2 WP2 | **6GARROW Initial System Architecture. (**AALTO) Initial 6GARROW architecture approach, including an AI-native 6G architecture approach | R–PU M10 |
| D2.3 WP2 | **6GARROW Refined Scenarios, Use Cases and related KPIs/KVIs** (FhG) Refinement of the scenarios described in D2.1, based on first WP3,4 findings and T1.3 outcomes. | R–PU M14 |
| D2.4 WP2 | **6GARROW Final System Architecture. (**ORANGE) Final 6GARROW Refined System Architecture including Data Acquisition and Management features. | R–PU M30 |
| D2.5 WP2 | **6GARROW Interfaces. (**CEA) 6GARROW Interface specifications, enabling intra-network access to AI/ML features as well as an external exposure of an AIaaS Interface. | R–PU M30 |
| D3.1 WP3 | **State of the art and challenges for AI/ML Enhanced Device Performance**. (OULU). Exhaustive view on the SotA relative to AI/ML Enhanced Device Performance and lists the challenges to be addressed. Common framework from WP2. | R–PU M10 |
| D3.2 WP3 | **6GARROW initial findings on AI/ML Enhanced Device Performance.** (ORANGE). Initial algorithms for automation and optimization of terminal traffic, enhanced terminal energy efficiency and AI/ML enabled simplification of terminal hardware. | R–PU M24 |
| D3.3 WP3 | **6GARROW final findings on AI/ML Enhanced Device Performance.** (FhG). Final algorithms for automation and optimization of terminal traffic, enhanced terminal energy efficiency and AI/ML enabled simplification of terminal hardware. | R–PU M36 |
| D4.1 WP4 | **State of the art on AI/ML Solutions for RAN and Core Optimization.** (CEA). Exhaustive view on the SotA relative to Energy Efficient Algorithms for Automation of Core and Radio Resource Management, and Network Failure Recovery. Common framework from WP2. | R–PU M10 |
| D4.2 WP4 | **6GARROW initial findings on AI/ML Solutions for RAN and Core Optimization.** (HPE). Initial energy efficient algorithms for automation of core and radio resource management, and network failure recovery. | R–PU M24 |
| D4.3 WP4 | **6GARROW final findings on AI/ML Solutions for RAN and Core Optimization.** (AALTO). Final energy efficient algorithms for automation of core and radio resource management, and network failure recovery. | R–PU M36 |

| Number WP | Deliverable name. (Lead participant) and description | Type - Dissemination level Delivery date (in months) |
|---|---|---|
| D5.1 WP5 | **6GARROW initial architectures of Validation and Experimental Testing** (FhG). Description of the testbeds to be implemented in T5.1: architecture, interfaces, capabilities and targets. | R–PU M19 |
| D5.2 WP5 | **Architecture and interfaces of the 6GARROW EU-ROK joint demonstration** (HPE). Specification of the network architecture design, underlying functional components, cross-component interfaces, and targeted hardware/software for the joint PoC. | R–PU M24 |
| D5.3 WP5 | **6GARROW Validation and Experimental Testing (**CEA) Demonstration and validation of the selected key 6GARROW KPIs and KVIs based on testbeds. | R–PU M36 |
| D5.4 WP5 | **6GARROW final EU-ROK joint demonstration (**AALTO). Final EU-ROK joint demonstration and validation of intercontinental testbed and experimental evaluation of the key AI/ML concepts | R–PU M36 |
| D6.1 WP6 | **Dissemination, standardisation and communication plans, and project website.** (OULU): Plan for the dissemination, standardisation and communication activities; project website. | R–PU M3 |
| D6.2 WP6 | **Dissemination, Standardisation and Exploitation activity report Y1** (OULU): First year status and update plans for dissemination, standardisation and exploitation. | R–PU M12 |
| D6.3 WP6 | **Dissemination, Standardisation and Exploitation activity report Y2** (INTEL): Second year status and update plans for dissemination, standardisation and exploitation. | R–PU M24 |
| D6.4 WP6 | **Business Model Development and Market Exploitation** (GEM): strategy and value proposition to provide business models; report detailing the component of the business model based on the Badenfuller & Mangematin typology. | OTHER – PU M36 |
| D6.5 WP6 | **Dissemination, Standardisation and Exploitation activity report Y3** (CEA): Final status for dissemination, standardisation and exploitation. | R–PU M36 |

**Table 2-4: Milestones**

| Milestone number Name | Related work package(s) | Due date (in month) | Means of verification |
|---|---|---|---|
| **Ms1** 6GARROW set-up | WP1,2,6 | M8 | - Dissemination, standardisation and communication plans set. <br> - Project website online. <br> - Quality and data management plans delivered. <br> - Initial Scenarios, Use Cases and related KPIs/KVIs well defined. |
| **Ms2** End of Phase 1 | WP2 | M14 | - Refined scenarios and KPI/KVIs provided. <br> - Initial 6GARROW architecture set-up. |
| **Ms3** First results of Phases 2&3 | WP3,4,5,6 | M19 | - SotA on AI/ML Enhanced Device Performance provided. <br> - SotA on AI/ML Solutions for RAN and Core Optimization provided. <br> - 6GARROW initial architectures of Validation and Experimental Testing provided. <br> - > 10 papers published and at least 1 workshop held. |

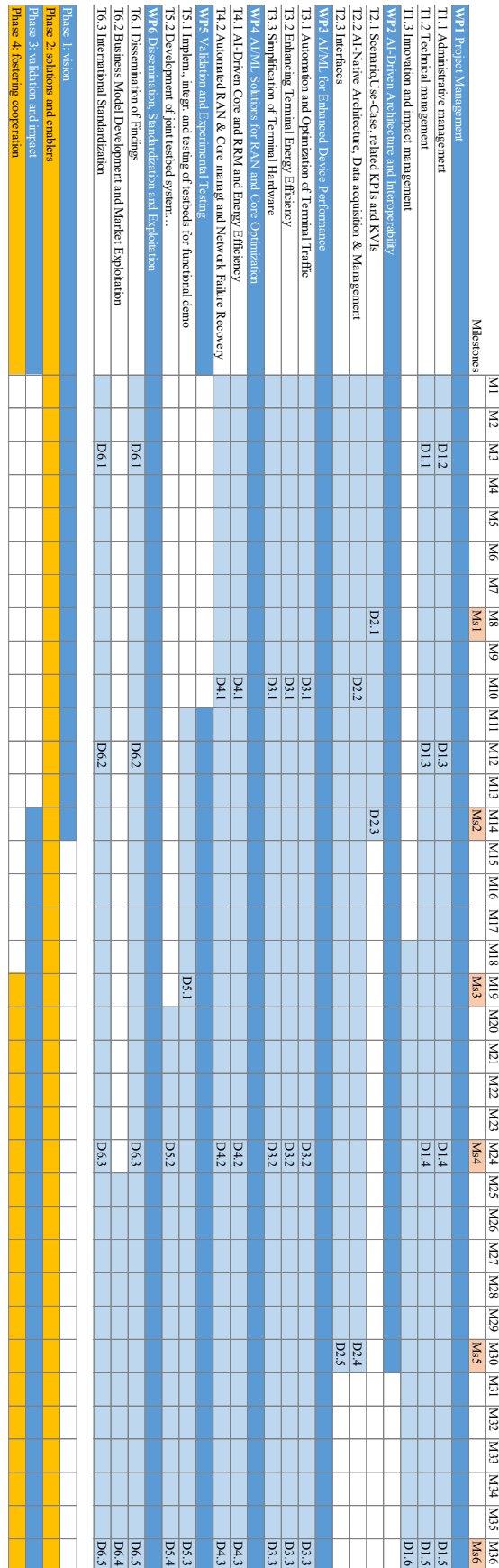| Milestone number<br>Name | Related work package(s) | Due date (in month) | Means of verification |
|---|---|---|---|
| **Ms4**<br>Intermediate results of Phases 2&3 | WP3,4,5,6 | M24 | - Initial findings on AI/ML Enhanced Device Performance provided.<br>- Initial findings on AI/ML Solutions for RAN and Core Optimization provided.<br>- Architecture and interfaces of the 6GARROW EU-ROK joint demonstration available.<br>- First contributions to standardisation done. |
| **Ms5**<br>Architecture and Interfaces | WP2 | M30 | - Final System Architecture provided, considering 6GARROW findings.<br>- 6GARROW Interfaces for AI-native network defined. |
| **Ms6**<br>Final results of Phase 2,3&4 | WP1-6 | M36 | Phase 2:<br>- 6GARROW final findings on AI/ML Enhanced Device Performance delivered.<br>- 6GARROW final findings on AI/ML Solutions for RAN and Core Optimization delivered.<br>Phase 3:<br>- Key concepts demonstrated.<br>- Plans for future EU-ROK collaboration set.<br>- Innovation and impact of 6GARROW demonstrated.<br>- Expected standardisation contributions delivered.<br>- Possibilities for business development defined.<br>- Target number of papers and workshops reached.<br>Phase 4:<br>- Joint EU-ROK demonstration held and successful.<br>- Last joint EU-ROK workshop held.<br>- Future collaboration plans set. |

| Work Package / Task | Deliverables & Milestones (by month) |
|---|---|
| **WP1 Project Management** | |
| T1.1 Administrative management | D1.2 (M3); D1.5 (M36) |
| T1.2 Technical management | D1.1 (M3); D1.3 (M12); D1.5 (M36) |
| T1.3 Innovation and impact management | D1.4 (M24); D1.6 (M36) |
| **WP2 AI-Driven Architecture and Interoperability** | |
| T2.1 Scenario/Use-Case, related KPIs and KVIs | D2.1 (M8) |
| T2.2 AI-Native Architecture, Data acquisition & Management | D2.2 (M10); D2.4 (M30) |
| T2.3 Interfaces | D2.3 (M14); D2.5 (M30) |
| **WP3 AI/ML for Enhanced Device Performance** | |
| T3.1 Automation and Optimization of Terminal Traffic | D3.1 (M10); D3.2 (M24); D3.3 (M36) |
| T3.2 Enhancing Terminal Energy Efficiency | D3.1 (M10); D3.2 (M24); D3.3 (M36) |
| T3.3 Simplification of Terminal Hardware | D3.1 (M10); D3.2 (M24); D3.3 (M36) |
| **WP4 AI/ML Solutions for RAN and Core Optimization** | |
| T4.1 AI-Driven Core and RRM and Energy Efficiency | D4.1 (M10); D4.2 (M24); D4.3 (M36) |
| T4.2 Automated RAN & Core manag and Network Failure Recovery | D4.1 (M11); D4.2 (M24); D4.3 (M36) |
| **WP5 Validation and Experimental Testing** | |
| T5.1 Implem., integr. and testing of testbeds for functional demo | D5.1 (M19); D5.3 (M36) |
| T5.2 Development of joint testbed system... | D5.2 (M24); D5.4 (M36) |
| **WP6 Dissemination, Standardization and Exploitation** | |
| T6.1 Dissemination of Findings | D6.1 (M3); D6.2 (M12); D6.3 (M24); D6.5 (M36) |
| T6.2 Business Model Development and Market Exploitation | D6.4 (M36) |
| T6.3 International Standardization | D6.1 (M3); D6.2 (M12); D6.3 (M24); D6.5 (M36) |
| Phase 1: vision | |
| Phase 2: solutions and enablers | |
| Phase 3: validation and impact | |
| Phase 4: fostering cooperation | |
| **Milestones** | Ms1 (M8); Ms2 (M14); Ms3 (M19); Ms4 (M24); Ms5 (M30); Ms6 (M36) |

**Figure 2-3: Project Gantt chart.**

## 2.3 Consortium and grant agreement

Three contractual documents rule the project:

*Grant agreement* defining the legal obligations agreed between the European Commission and the coordinator, and acceded by the consortium partners. The grant agreement n. 101192194 has been signed on Novembre 4th 2024. It has been communicated to all partners and is available on the collaborative web site.

*Consortium agreement* defining the relations between the EU partners of the consortium, and their rights and obligations. This consortium agreement is still under negotiation at the date of writing this deliverable; it will be signed by all the EU partners and its final version will be made available on the collaborative web site.

*Coordination agreement* framing and coordinating the activity of the South Korean Consortium and the activity of European Consortium in consultancy, interchange of information, and performance in the fields of research and technology development defined in the 6GARROW proposal. This coordination agreement is still under negotiation at the date of writing this deliverable; it will be signed by all the partners and its final version will be made available on the collaborative web site.

## 2.4 Project meetings

Consortium meeting are ruled by the Consortium Agreement. Consortium meeting will be set approximatively every 6 months, with early notice to the partners. Meeting information (agenda, venue) will be available on the collaborative website.

The project coordinator prepares the draft agenda and submit it to the consortium two weeks prior to the meeting. Project coordinator and work package take the meeting minutes and submit it to the consortium at the latest three weeks after the meeting. Objections and remarks must then be done within fifteen days.

## 2.5 Risk management

The Technical Steering Group is responsible for the management of the risks of the project. A risk table per WP is maintained by the Work Package leader. It must contain:

- The description of the identified risk;
- The level of the risk: 1 (low probability, low impact), 2 (high probability, low impact), 3 (low probability, high impact), 4 (high probability, high impact);
- The possible action to take to mitigate the risk.

The Technical Steering Group periodically reviews the risk tables during meetings. If a risk occurs, the plan for mitigation is applied by the workpackage leader, after concertation with the Technical Steering Group. If an agreement on the action to take is not possible at the Technical Steering Group level, the decision is to be taken by the project steering committee.

# 3 General rules for documents preparation

## 3.1 Logo

A project logo has been created and must be affixed to all 6GARROW documents. The logo can be found on the exchange server.

## 3.2 Templates

Documents created during the 6GARROW project (reports, presentations, agenda, etc.) must use the templates that are made available on the exchange server. This guarantees a consistent format of all the data produced by the project.

## 3.3 File and document naming

The names of the documents must respect the rules below.
- Final versions of deliverables:
  - Start with "6GARROW_";
  - Followed by the number of the deliverable, e.g. "D1.1_";
- Presentations:
  - Start with "6GARROW_";
  - Followed by the main title of the document, e.g. "YYYYMM_F2F_Location_"
  - Followed by the subtitle if any, e.g. "Agenda" or "Minutes";
- Other documents:
  - Start with "6GARROW_"
  - Followed by the workpackage number "WPx_"
  - Followed by the main title of the document, without spaces.

Generally speaking, spaces must be avoided in documents names.

## 3.4 Confidentiality

There are several identified levels for the confidentiality of the documents:

- Public documents: most of the 6GARROW deliverables are public in the description of work. Also, presentations from workshops or conference may be made available. One must note that only the final version of any public document is public.

- Confidential documents: some deliverables, internal reports, the minutes of the meetings are confidential. They nevertheless can be exchanged between partners by using the exchange server.

- Restricted documents: documents that include proprietary information and that cannot be shared with the whole consortium.

The level of confidentiality of a document must be mentioned on the first page. The Consortium Agreement rules the management of confidentiality and the non-disclosure obligations. One must note that the Industrial Advisory Board members do not belong to the consortium and must be considered in accordance regarding these confidentiality rules..

# 4 Deliverables and internal reports

## 4.1 Preparation and review

Partners are held to the highest technical level and highest formal quality for project deliverables and internal reports. The following rules must therefore be respected:

- **3 months** before the delivery date:
  - The deliverable editor proposes the table of contents; prepares a skeleton document and assigns responsible partners for each section.
- **2 months** before the delivery date:
  - the respective companies in the table below shall name the WP-external reviewers
- **30 days** before the delivery date:
  - The deliverable editor(s) sends a DRAFT version of the deliverable to the project coordinators and the technical managers of the EU and ROK parts of the projects.

- The EU technical manager sends the document for a review to:
  - the WP leaders (EU and ROK) of the WP the deliverable belongs to;
    - check contents and results against the other tasks/WPs;
    - perform a general quality check;
  - the assigned WP-external reviewers
    - check contents and results against the Description of Work;
- **15 days** before the delivery date:
  - the EU technical manager collects the comments from the reviewers and sends them to the deliverable editor(s).
    - to revise the document according to the reviewers comments
- **7 days** before the delivery date:
  - the deliverable editor(s) sends the FINAL version of the deliverable to the project coordinators and the technical managers of the EU and ROK parts of the projects;
  - the EU and ROK technical managers perform the final revision in collaboration with the deliverable editor(s) to check the overall quality of the deliverable and the improvements with respect to the DRAFT version, also considering the reviewers' comments.
- **3 days** before the delivery date:

  - the EU and ROK technical managers sends the VERIFIED version of the document to the project coordinators for the deliverable submission.

## 4.2 Document updates

Documents are stored in the shared workspace.The documents can be modified online by several persons at a time. The corrections and changes made by a partner shall be clearly visible, for instance using the "track changes" function of the editing software.

## 4.3 Disclaimer

Written material must include the disclaimer:

- Disclaimer: The content of this website does not represent the opinion of the European Commission (EC), IITP and MSIT. The EC, IITP and MSIT are not responsible for any use that may be made of the information.

## 4.4 Project annual reports

The advancement of the project must be closely supervised in order to quickly detect difficulties and find appropriate solutions. The status of the project will be presented annually, at months 12, 24 and 36. They provide in detail the status of each workpackage. These reports will be prepared under the supervision of the project coordinator and the workpackage leaders.

# 5 Publications and public presentations

## 5.1 Publications

Article 17 of the Grant Agreement – and the Consortium Agreement – rules the activities of dissemination (presentations and publications included). All partners must be informed of a publication within the project 30 days before submission. Possible objections must be given not latter than 10 days after information. Tolerable objections will be listed in the Consortium Agreement. The list of presentations and publication will be available on the exchange server.

## 5.2 Interviews

Press requests are of major interest for 6GARROW, they allow to inform the public about the project activities. They therefore must be treated timely and with care. After receiving a request, any partner must coordinate the answer with the project coordinator.

Interviews by phone must remain exceptional, and the project coordinator must be informed. The interviewed person may ask the support of a public relation professional or of a colleague. A draft of the media must be requested before public release, that will be circulated between consortium partners.

Any partner who answers to a press request on behalf of 6GARROW must represent the whole consortium and not only its own organization interests.

## 5.3 Acknowledgment

The acknowledgement below must be included in any article published in a conference or in a journal:

*This work (or 'part of this work') has been supported by the 6GARROW project which has received funding from the Smart Networks and Services Joint Undertaking (SNS JU) under the European Union's Horizon Europe research and innovation programme under Grant Agreement No 101192194 and from the Institute for Information & Communications Technology Promotion (IITP) grant funded by the Korean government (MSIT) (No. RS-2024-00435652).*

## 5.4 Copyright

The copyright below must be included in any public presentation:

"© yyyy 6GARROW consortium" with yyyy the current year..