



## Deliverable D1.1

### Project Handbook and Quality Plan

<b>Grant agreement nr</b>	688382
<b>Project full title</b>	Audio Commons: An Ecosystem for Creative Reuse of Audio Content
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# Executive Summary

The Project Handbook intends to be a guide for the project partners during the AudioCommons project. This document contains all relevant information for securing a common understanding of procedures to be applied during project execution, making smooth the collaborative work performed within the project and complying with the European framework.

The purpose of this document is to provide all project partners with a summary of the most important project procedures (partners information, legal framework, management structure, operational framework, project monitoring, reporting tools, financial management, templates for producing documents in a uniform format, quality assurance procedures).

Quality Assurance procedures will be applied to all activities throughout the project and will be the joint responsibility of all partners and especially the Project Coordinator. Additionally this document comprises partner and contact lists as well as documentation (including templates to be used by all project partners) and communication standards in order to enable quick and efficient communication within the project consortium.

This document was produced by the Project Coordination Office within the Music Technology Group at Universitat Pompeu Fabra. It is the first issue of the document reflecting partner and project details. In order to fulfil its function as a quick reference to frequently asked questions and problems, if necessary this document will be updated and changed according to the evolution of procedures and progress during the lifetime of the project. The feedback of all partners to improve this handbook is appreciated by the Coordinator.





# Background

This deliverable belongs to the Project Management task (T1.1) of the Project Coordination work package (WP1). It is intended to be a guide for all project partners to be used along the whole duration of the AudioCommons project, therefore it has a latent relation with all tasks, deliverables and work packages of AudioCommons.





# 1 Introduction

## 1.1 Main objectives and goals

The purpose of this deliverable is to provide all project partners with a summary of the most important project procedures (partners information, legal framework, management structure, operational framework, project monitoring, reporting tools, financial management, templates for producing documents in a uniform format, quality assurance procedures). It is divided in a number of sections and appendices that contain all the above mentioned information.

## 1.2 Terminology

**AudioCommons:** reference to the EC H2020 funded project AudioCommons, with grant agreement nr 688382.

**Audio Commons Initiative:** reference to the AudioCommons project core ideas beyond the lifetime and specific scope of the funded project. The term “Audio Commons Initiative” is used to imply i) our will to continue supporting the Audio Commons Ecosystem and its ideas after the lifetime of the funded project, and ii) our will to engage new stakeholders which are not officially part of the project consortium.

**Audio Commons:** generic reference to the Audio Commons core ideas, without distinguishing between the concept of the initiative and the actual funded project.

**Audio Commons Ecosystem (ACE):** set of interconnected tools, technologies, content, users and other actors involved in publishing and consuming Audio Commons content.

**Audio Commons content (ACC):** audio content released under Creative Commons licenses and enhanced with meaningful contextual information (e.g., annotations, license information) that enables its publication in the ACE.

**Content creator:** individual users, industries or other actors that create audio content and publish in the ACE through content providers.

**Content provider:** services that expose content created by content creators to the ACE.

**Content user:** individual users, industries or other actors that use the content exposed by content providers and created by content creators in their creative workflows.

**Tool developer:** individual users, industries or other actors that develop tools for consuming (and also potentially publishing) Audio Commons content.

**Embeddable tools:** tools for consuming Audio Commons content that can be embedded in existing production workflows of creative industries.





## 2 Project partners

### 2.1 Coordination

The coordination of the project (administrative and technical) is the responsibility of:

**Universitat Pompeu Fabra - UPF**  
Communication Campus - Poblenou  
Music Technology Group (MTG)  
Tanger Building  
Roc Boronat, 138  
08018 Barcelona (Spain)

and will be managed by Prof. Xavier Serra.

### 2.2 Partners

What follows in this section is a list of relevant contact persons for each AudioCommons partner.

#### 2.1.1 Universitat Pompeu Fabra (MTG-UPF)

Partner nr	Partner Organisation Name	Acronym
1	Music Technology Group Universitat Pompeu Fabra	MTG-UPF
Contact Person	Email address	Responsibility
Xavier Serra	xavier.serra@upf.edu	Principal investigator
Sonia Espí	sonia.espi@upf.edu	Project coordinator, Financial
Frederic Font	frederic.font@upf.edu	Researcher, Project coordinator
Dmitry Bogdanov	dmitry.bogdanov@upf.edu	Researcher
Alastair Porter	alastair.porter@upf.edu	Developer, Researcher
Xavier Favory	xavier.favory@upf.edu	Researcher
Eduardo Fonseca	eduardo.fonseca@upf.edu	Researcher

#### 2.1.2 Queen Mary University of London (QMUL)

Partner nr	Partner Organisation Name	Acronym
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2	Queen Mary University of London	QMUL
Contact Person	Email address	Responsibility
George Fazekas	g.fazekas@qmul.ac.uk	Principal investigator
Mathieu Barthet	m.barthet@qmul.ac.uk	Co-investigator
Mark Sandler	mark.sandler@qmul.ac.uk	Co-investigator
Lasse Vetter	l.vetter@qmul.ac.uk	Researcher
Damir Juric	d.juric@qmul.ac.uk	Researcher
Johan Pauwels	j.pauwels@qmul.ac.uk	Researcher
Alan Walker	a.walker@qmul.ac.uk	Research Services Manager
Greg Dow	g.dow@qmul.ac.uk	European Pre-award officer
Catherine Cowton	c.cowton@qmul.ac.uk	Financial
Keisha Sellapillay	k.sellapillay@qmul.ac.uk	EU Finance Officer

### 2.1.3 University of Surrey (Surrey)

Partner nr	Partner Organisation Name	Acronym
3	University of Surrey	Surrey
Contact Person	Email address	Responsibility
Mark D. Plumbley	m.plumbley@surrey.ac.uk	Principal investigator
Wenwu Wang	w.wang@surrey.ac.uk	Co-investigator
Tim Brookes	t.brookes@surrey.ac.uk	Co-investigator
Russell Mason	r.mason@surrey.ac.uk	Co-investigator
David Plans	d.plans@surrey.ac.uk	Co-investigator
Carla Bonina	c.bonina@surrey.ac.uk	Co-investigator
Milosz Miszczyński	m.miszczynski@surrey.ac.uk	Researcher
Sarah Gillies	s.gillies@surrey.ac.uk	Financial
Edina Tozser	e.tozser@surrey.ac.uk	Amendments





## 2.1.4 Jamendo SA (Jamendo)

Partner nr	Partner Organisation Name	Acronym
4	Jamendo SA	Jamendo
Contact Person	Email address	Responsibility
Martin Guerber	martin@jamendo.com	Content
Samuel Devyver	samuel@jamendo.com	Management
Vivien Genet	vivien@jamendo.com	Developer
Mickaella Barillaro	m.barillaro@jamendo.com	Financial, Administrative

## 2.1.5 AudioGaming (AudioGaming)

Partner nr	Partner Organisation Name	Acronym
5	AudioGaming	AudioGaming
Contact Person	Email address	Responsibility
Amaury La Burthe	amaury@audiogaming.net	Management
Chunghsin Yeh	chunghsin.yeh@audiogaming.net	Researcher
Paul-Arthur Sauvageot	paul-arthur.sauvageot@audiogaming.net	Developer

## 2.1.6 Waves Audio LTD (Waves)

Partner nr	Partner Organisation Name	Acronym
6	Waves Audio LTD	Waves
Contact Person	Email address	Responsibility
Yuval Levi	yuval.levi@waves.com	Developer
Nir Kozlovsky	Nirk@waves.com	Management
Meir Shaashua	meir@waves.com	Management





## 3 Legal framework

In terms of funding program, the regulation that establishes the Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020) is the [REGULATION \(EU\) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 and repealing Decision No 1982/2006/EC](#).

The consortium and project activities are regulated by the following legal framework:

- The [Grant Agreement \(GA\)](#) - contract between the Commission and the Consortium, especially relevant Annex I (also known as [Description of Action - DoA](#))
- The agreement between the Consortium members ([Consortium Agreement- CA](#))

Both documents are available in our Google drive repository within the [Contractual Docs](#) folder.

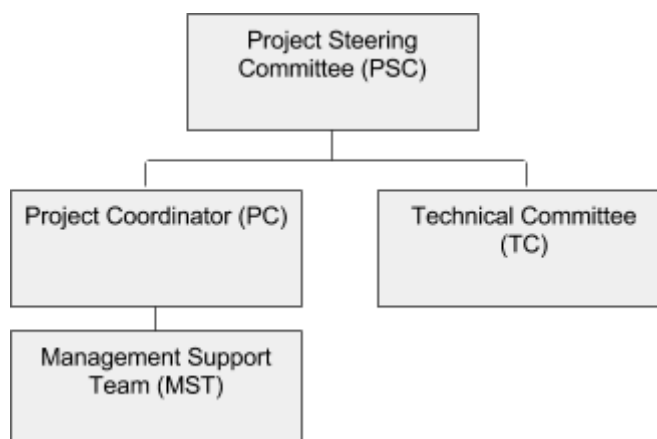




## 4 Management structure

### 4.1 General structure

The following diagram presents the AudioCommons management structure:



This management structure is composed of the executive body, the Project Steering Committee (PSC), which surveys the progress of work and ensures the coherence and compliance of the project's output. PSC will also determine the sound direction of the activities within the work plan and the operational layer in which the actual work is performed. The formal decision making body of the Consortium will be the Project Coordinator (PC) and the Technical Committee (TC), in which all partners participate.

#### 4.1.1 Project Steering Committee (PSC)

The Project Steering Committee (PSC) will ensure that the Consortium fulfils all its contractual obligations. The members of this board have enough seniority to take binding decisions on behalf of their entities (also in terms of budget or level of disclosure of the research data and findings). The PSC meets at least once a year, while extra meetings might be convened if needed. The PC chairs the PSC meetings.

Decisions at PSC level are made on the basis of consensus; however, if this is not possible, they are made on the basis of a majority vote, with the PC having the casting vote. Each representative of the PSC is responsible for the internal project activities within his/her institution. The role of the key persons inside the PSC is as follows:

Role	Partner short name	Key person
Chair	MTG-UPF	Xavier Serra
Secretary	MTG-UPF	Management Support Team
Member	QMUL	George Fazekas





Member	Surrey	Mark Plumbley
Member	Jamendo	Martin Guerber
Member	AudioGaming	Amaury La Burthe
Member	Waves	Meir Shaashua

### 4.1.2 Project Coordinator (PC)

The PC is led by Prof. Dr. Xavier Serra and supported by the management team at the Music Technology Group of UPF. The PC plays a crucial role in the design and monitoring of the project evolution and achievements in accordance with the objectives and risks identified throughout its complete duration, and in the implementation of contingency plans if required.

More specifically, the PC is responsible for the following tasks: establishing and maintaining efficient communication within the Consortium, monitoring the project progress according to the work plan, time schedule and resources as established in DoA (identifying possible deviations) and reporting to the European Commission, resolving any potential conflicts, coordinating and leading the PSC meetings and monitoring risk elements.

MTG-UPF has extensive experience in participating in European projects. Since the 4th Framework Programme, it has participated both as partner and also as coordinator (SIMAC, RAPID-MIX, PHENICX, MIReS and GiantSteps at scientific level) in several projects. In addition, MTG-UPF is an internationally recognised research group because of its track record in TechTransfer and innovation actions, having established 3 spin-off companies (BMAT, Reactable Systems and Voctro Labs) and participated in the development of commercially available products such as the Vocaloid singing voice synthesizer (exploited by Yamaha Corp.), the Good-sounds.org repository (in collaboration with Korg) and the Loopmash VST3 Instrument integrated into Cubase (exploited by Steinberg).

### 4.1.3 Technical Committee (TC)

The Technical Committee (TC) involves the key persons within the WP leaders. WP leaders will be in charge of the coherence of the tasks running into the WP, ensuring that they all target their specific task goals and are aligned to the objectives of the WP. Moreover, WP leaders will ensure that all WP intra/inter-dependencies are well identified and coordinated, will organise meetings when required and will consolidate partner's information, preparing the reports for the PC and overseeing the timely submission and quality of deliverables. The WP1 leader is not included in this grouping because its role is already covered by the liaison between the PC and the PSC. The list of key persons within the TC is as follows:

WP nr	WP title	Partner acr.	Key Person
2	Ontology specification and service orchestration	QMUL	George Fazekas
3	Intellectual property and business models	Surrey	David Plans





4	Semantic annotation of musical sound properties	MTG-UPF	Frederic Font
5	Semantic annotation of non-musical sound properties	Surrey	Mark Plumbley
6	Prototyping and evaluation in production workflows	QMUL	Mathieu Barthet
7	Dissemination and exploitation	MTG-UPF	Xavier Serra

#### 4.1.4 Management Support Team

The Management Support Team is formed by members of the project coordinator. It shall be responsible for the day-to-day management of the Project.

Person	Email address	Partner acronym
Sonia Espí	sonia.espi@upf.edu	MTG-UPF
Frederic Font	frederic.font@upf.edu	MTG-UPF

## 4.2 Change management

Any changes required from the agreed DoA and/or relevant budget should be communicated to the Project Coordinator. The requested change will then be evaluated to assess whether: (i) it has an effect on the critical path of the project; (ii) and if so, which measures need to be put in place to avoid any risks for the project.





## 5 Project reporting

AudioCommons is a 36 month project, starting on February, 1st 2016 and ending on January, 31st 2019. For detailed tasks and milestones timetable, please refer to [Annex 1](#) to the Grant Agreement available under '[Contractual Docs](#)' folder within the Google Drive.

### 5.1 Internal management reporting

Though not formally required by the EU for AudioCommons, the use of some form of progress reporting during the course of the project will facilitate the successful development of the project. For this purpose we are proposing **three internal reports** to be delivered on **month 8, month 14 and month 28** by each partner in order to be discussed at the project meetings. A link to the template for this internal report is available in [APPENDIX 1](#). The fulfilled templates will be submitted to the Management Support team 15 days before the corresponding project meeting.

The goals of the internal management reports are:

- Update on work done per WP;
- To discover deviations at an early stage and;
- To start corrective actions (if necessary) as soon as possible.

The template for this [internal management reporting](#) is also available at the AudioCommons repository within Google Drive under [Templates](#) folder.

### 5.2 Periodic reports

The Periodic Reports for AudioCommons Project will be submitted **up to 60 days after** the finalisation of the reporting period (M18 and M36) following the guidelines and templates provided by the European Commission. The Commission might penalise late reporting.

The Periodic Report includes a technical part and a financial part. All partners must contribute to both parts of the report:

- **Technical part:** the Management Support Team will ask for information from each partner about the work carried out per WP during the reporting period including relevant technical/scientific work progress, significant results and tasks deviations. The technical part must be sent to the Management Support Team, who will integrate all the information and create a consolidated report.
- **Financial part:** each partner has to complete the financial part (Financial Statement) online through the Participant Portal including information about incurred expenses by category and WP and number of Person Months consumed by WP during the reporting period. The financial report functionality will become active at the end of each reporting period.

The Management Support Team will email the partners when the reporting period finishes to ask their contribution to the periodic report with detailed instructions to fill both technical and financial report. In addition, instructions about how to complete the periodic report are available at the [Participant Portal IT Manual](#). Partners must complete and submit their individual reports within 3 weeks of the





end of the reporting period. The financial part will be signed and submitted through the Participant Portal.

The Management Support team will be in charge of:

- reviewing all the information (formal and content);
- asking for further explanations in case of unclear information or deviations;
- asking for modifications in case of errors;
- consolidating the periodic report and submitting it to the European Commission.

## 5.3 EC reviews

European Commission reviews will be organised to present the project results at regular intervals (every 18 months) to the European Commission and their independent experts. This enables the Commission to monitor the project and to ensure that the contractual obligations are fulfilled. Additionally, future project plans are discussed and agreed upon within such a meeting. The payment to the project will be processed if the outcome of the European Commission Review is considered satisfactory. These reviews will be called by the European Commission Project Officer and coordinated by the Project Coordinator in collaboration with the WP leaders.

## 5.4 Time records

In relation to these matters please refer to: (i) The [AudioCommons Grant Agreement-688382](#), and (ii) your institution's rules. The text below only reflects the first mentioned document.

The records for personnel costs depend on whether the person worked exclusively for the action or not.

**For persons who work exclusively for the action** (regardless if they are full-time or part-time employees), the beneficiary may sign a 'declaration on exclusive work for the action' (one per reporting period), to confirm that the person worked exclusively for the action, either:

- during the whole reporting period or
- during an uninterrupted time-period, covering at least a full natural month within the reporting period.

Intermittent (i.e. sporadic or random) periods of 'exclusive' dedication can NOT be subject of a declaration.

If a person worked randomly for the action after an uninterrupted time-period covered by a declaration, time records for the period of random work are needed.

**Example:** *the person worked for the action exclusively from 15/02 to 31/05 and then worked again in the action some days in July and October and the full month of November. The declaration will cover the period from 15/02 to 31/05 and time records must be kept for the time the person worked for the action in July, October and November.*

The declaration must be dated and countersigned for acceptance by the person concerned.

A template for [declaration on exclusive work for the action](#) is available on the Participant Portal EC electronic tool.







**Best practice:** *Beneficiaries should take a prudent approach and use this possibility only if it is planned that the person works exclusively on the action during a long and continuous period of time. If there are any doubts, a record of actual hours worked should be kept (e.g. timesheets).*

**For persons who do NOT work exclusively for the action**, the beneficiaries must show the actual hours worked, with reliable time records (i.e. time-sheets) either on paper or in a computer-based time recording system.

Time records must be dated and signed at least monthly by the person working for the action and his/her supervisor.

If the time-recording system is computer-based, the signatures may be electronic (i.e. linking the electronic identity data (e.g. a password and username) to the electronic validation data, with a documented and secure process for managing user rights and an auditable log of all electronic transactions).

Time records should include:

- The title and number of the action, as specified in the GA.
- The beneficiary's full name, as specified in the GA.
- The full name, date and signature of the person working for the action.
- The number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day).
- The supervisor's full name and signature.
- A reference to the action tasks or work package described in Annex 1, to easily verify that the work carried out matches the work assigned and the person-months reported to the action.
- A brief description of the activities carried out, to understand and show what work was carried out.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

A template for [time-sheets](#) is available on the Participant Portal EC electronic tool. (This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed above.)

If time records are not reliable, the Commission/Agency may exceptionally accept 'alternative evidence' if it proves the number of hours worked on the action with a similar (or at least satisfactory) level of assurance (assessed against generally-accepted audit standards).





## 6 Financial Management

Detailed guidance on financial issues and management of Horizon 2020 projects can be found in the [AudioCommons Grant Agreement - 688382](#) available within the [Contractual docs](#) folder. This guide is aimed at assisting H2020 Project Beneficiaries and includes all details about European projects framework. It is provided for informational purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert.

### 6.1 Payments by the commission

Payments are made to the Project Coordinator on behalf of the consortium. The Project Coordinator is responsible for receiving and ensuring the distribution of the community financial contribution. The allocation of the payments to the partners has to be decided by the consortium (within the Consortium Agreement) following the amounts listed in the DoA.

At the beginning of the project all partners have to send the bank account information to the Project Coordinator, by using the template provided by the coordinator. This form has to be filled out, stamped and signed by each partner and has to be sent back to the Project Coordinator. Whenever changes regarding this bank account information occur on the partner's side, the Project Coordinator has to be informed immediately.

The maximum total EC contribution which appears in the Grant Agreement cannot be exceeded. Even if the eligible costs of the project happen to be higher than planned, no additional funding is possible.

Beneficiary	Direct personnel costs	Other direct costs	Subcontracting costs	Indirect costs	Total eligible costs	Reimbursement Rate	Maximum EU contribution
MTG-UPF	510000€	102000€	0	153000€	765000€	100%	765000€
QMUL	470855€	70627€	0	135370.50€	676852.50€	100%	676852.50€
Surrey	469872€	96050€	0	141480.50€	707402.50€	100%	707402.50€
Jamendo	124200€	24840€	0	372260€	186300€	100%	186300€
Audiogaming	180000€	27000€	0	51750€	258750€	100%	258750€
Waves	270000€	37800€	0	76950€	384750€	100%	384750€

The EC contribution includes:

- A single pre-financing payment paid at the start of the project as defined in the Grant Agreement
- The Interim payment following the 18-month reporting.
- The final payment at the end of the project.

For the calculation of the final Community contribution, any interest generated by the pre-financing in the account of the coordinator as well as any receipt received by the beneficiary has to be taken into account. The information on maximum rates of contribution according to the activities and the type of beneficiary concerned can be found in GA.





For further explanations concerning payment modalities, the calculation of the pre-financing and the beneficiaries' contribution to the Guarantee Fund, see the Grant Agreement. Please note that the total amount of the pre-financing and interim payment shall not exceed 90% of the maximum Community financial contribution defined in Article 6 of the Grant Agreement.

## 6.2 Financial statements and certificates

### 6.2.1 Financial statements

The financial statements cover each partner's cost claim for the previous reporting period. They will be submitted to the European Commission as part of the periodic reports. The financial statement document is generated automatically when the financial report is completed on the [Participant Portal](#) by each partner at the end of each reporting period (see section 5.2).

In order to submit the financial statements all consortium partners have to use an electronic signature tool. The persons having the right to sign with the tool are entered by the LEAR (legal representative) of each consortium partner. The appointment of a LEAR therefore becomes mandatory.

### 6.2.2 Certificate on financial statements (CFS)

A Certificate on Financial statement has to be provided only when cumulative requested contribution is EUR 325 000 or more as reimbursement of actual costs and unit costs calculated by the entity on the basis of its usual cost accounting practices. The Certificate must be issued by an external auditor using the template in Annex 5 of Grant Agreement. See more details about Certificates on Financial statements [here](#). The coordinator must submit the final report within 60 days following the end of the last reporting period containing among others a CFS for each beneficiary that requested the contribution indicated above.





# 7 Operational Framework

## 7.1 Project meetings

Meetings are held to ensure the project progress and to make necessary decisions. Besides meetings of the different project boards work package meetings will be held as required. The organisation of project meetings is under the responsibility of the Project Coordinator and the partner hosting the meeting.

Agendas are prepared by the Project Coordinator in collaboration with the hosting partner. The meeting agenda needs to be distributed to all participants no later than 2 weeks before a meeting. Work package meetings have to be arranged by the work package leaders. The meeting minutes will include attendees, actions and responsibilities, and written evidence for the project progress. Presentations and minutes of all meetings will be made available on the AudioCommons Google Docs repository.

The participant that hosts each meeting is responsible for the practical organization and preparation of the meeting. This includes the arrangement of a suitable location and necessary equipment for the meeting and also providing information to the rest of the participating partners with regards to preferred accommodation.

The organising chairman has the following responsibilities:

- Preparation and submission of proposed agenda and meeting objectives.
- Keeping the topics of discussion within reasonable time margins.
- Arranging all practical and local details in terms of food and other Consortium's activities.
- Proposing breaks (scheduled or improvised) as necessary.

The hosting partner will pay for the meals of all attendees during working hours (for example coffee breaks and lunches) and declare the cost as hosting costs. Apparent violation of the principle of economy, the reporting of costs not only incurred for project purposes and/or those considered not reasonable might be a reason for the cost rejection by the European Commission.

Hosted partners need to pay only for the 'non-working hours' associated expenses (like hotel, transport from airport to the venue and dinners). The meeting attendees must not receive the whole per diem rate since the coffees and lunches are part of the meeting expenses covered by the meeting hosting partner and thus would be considered double funding.

Two project meetings will be organised every year for the AudioCommons project. Meetings will be alternatively held in Barcelona and London to facilitate attendance from all partners. The project meeting after the project's midterm and the project meeting at the end of the project will include the review meetings with the European Commission (see [Section 5.3](#)). Rough estimates of the dates and places for the project meetings are as follows:

- Project Meeting 1 - January 2016 - M0 - Barcelona (Kick-off meeting)
- Project Meeting 2 - October 2016 - M9 - London (around MS1)
- Project Meeting 3 - March 2017 - M14 - Barcelona (before MS2)
- Project Meeting 4 - September 2017 - M20 - London (including EC review)
- Project Meeting 5 - May 2018 - M28 - Barcelona (before MS3)
- Project Meeting 6 - January 2019 - M36 - London (including EC review)





## 7.2 Work package operation

The Work Package Leader is responsible for the detailed planning, monitoring, quality assurance and coordination of the Work Package operation. In addition, the Work Package Leader is responsible for supervising the production of Deliverables and ensuring that all the Task outputs are provided on time. Moreover, the Work Package Leader is responsible for all the activities in the Work Package. This, together with the quality procedures as described in [Section 8](#) entails ensuring that the outputs and Deliverables and their review are produced on time.

The Work Package Leader informs the Project Coordinator about the progress of the Work package operations and about any problems that affect the operation of the Work Package.

## 7.3 Dealing with issues

When an issue arises in the context of AudioCommons project, the following rules are applied:

- Issues that concern only one Task are dealt with directly by the Task Leader together with the partners contributing to this Task.
- Issues involving more than one Task within the same deliverable are referred to the Work Package Leader and are dealt with by the Work Package Leader. Short-term corrective actions are taken by the Task Leader in agreement with the Work Package Leader.
- Issues involving tasks across Work Packages are handled by the Project Steering Committee. Short-term corrective actions are taken by the Work Package Leader in accordance with the Project Coordinator.
- Issues which could affect the success of the project are reported through the Work Package Leader to the Project Steering Committee, which establishes together with the Work Package Leader and the affected Task Leader a corrective action plan.

In all cases, the Project Coordinator and all partners are informed about the issue and the resolution.





# 8 Quality assurance procedures

## 8.1 Communication

### 8.1.1 Language

The working language of the project is English. All communications should be in English except where the material is for purely local distribution (if possible, an English language translation of such material should be available for the project AudioCommons shared folder, see Section 8.2.4).

Where partners would like to include documents in other languages, this should be encouraged, particularly with regard to the public website of the project. However, in this case partners will be responsible for the accurate translation of the material and the relevant reference document will remain the English version.

### 8.1.2 Communication with the commission

All communications with the European Commission should be carried out through the Project Coordinator through the Management Support Team within the Music Technology Group at Universitat Pompeu Fabra. When a partner wants to contact the European Commission, whether confidential or not, this communication should be made through the Project Coordinator.

### 8.1.3 Email and mailing lists

There is a generic AudioCommons contact e-mail address for direct contact from visitors, [audiocommons@upf.edu](mailto:audiocommons@upf.edu). This address will also be used for sending emails to the mailing lists, and is managed by the Project Coordinator.

During the lifetime of the project several email lists may exist to distribute project related information and messages. They should enable smooth communication between all members or subgroups of the project and also dissemination outside the consortium. All emails sent over the list will be stored in an email archive and will be available there for documentation purposes.

Email lists, however, should normally not be used to distribute documents as attachments. This will keep the mailboxes of each partner and the data traffic in general as small as possible. If you have to distribute documents, please store the document in the AudioCommons shared folder (see [Section 8.2.4](#)) or, for final versions, in the Teamwork online collaboration space (see [Section 8.1.5](#)), and send a mail to the list attaching only the link to the document in the document store.

The AudioCommons mailing lists are as follows:

- **audiocommons@llista.upf.edu**: main mailing list and communication channel for the members of the consortium. This list is private, managed by the Project Coordinator and all members of the teams of the different partners of the consortium should be in it.
- **audiocommons-psc@llista.upf.edu**: this mailing list only includes the members of the Project Steering Committee. It is also private and managed by the Project Coordinator.





- **audiocommons-friends@llista.upf.edu**: this is a public mailing list that can be used for dissemination of activities to the general public. Anyone can register to this list by visiting [this url](#), which is also exposed in the project website. By default, all members of audiocommons@llista.upf.edu are also added to this mailing list. The list is also managed by the Project Coordinator.

## 8.1.4 Shared calendar

A shared calendar will be used to keep track of all the dates of deliverable internal reviews (see [Section 8.3.1](#)), submissions, milestones and project meetings. Even if these dates are also represented in the different DoA documents of the project and in the online collaboration space (see [Section 8.1.5](#)), the shared calendar can be useful as a general reference for deadlines. The management of the calendar is done by the Project Coordinator. Subscription to the shared calendar can be done via the following url:

[https://calendar.google.com/calendar/ical/upf.edu\\_igp36iiv1q2ab3eoj256jklgvk%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/upf.edu_igp36iiv1q2ab3eoj256jklgvk%40group.calendar.google.com/public/basic.ics)

If using google calendar, subscription can be done by visiting the following link and then clicking on '+GoogleCalendar' at the bottom right:

[https://calendar.google.com/calendar/embed?src=upf.edu\\_igp36iiv1q2ab3eoj256jklgvk%40group.calendar.google.com&ctz=Europe/Madrid](https://calendar.google.com/calendar/embed?src=upf.edu_igp36iiv1q2ab3eoj256jklgvk%40group.calendar.google.com&ctz=Europe/Madrid)

The calendar includes the following types of events:

- **Deliverable internal review dates**: these events indicate the date when a deliverable should be circulated for internal review in the consortium (see [Section 8.3.1](#)). These events have the name "rDX.Y - deliverable name" where DX.Y is the number of deliverable.
- **Deliverable submission dates**: these events indicate the date when a deliverable should be submitted to the EC (see [Section 8.3.1](#)). These events have the name "sDX.Y - deliverable name" where DX.Y is the number of deliverable.
- **Milestone dates**: these events indicate when the four milestones defined in the AudioCommons DoA take place. Event names have the form "AudioCommons MSX", where X is the name of the milestone.
- **Project meetings**: these events indicate when and where the project meetings will take place. Event names have the form "AudioCommons Project Meeting".

## 8.1.5 Online collaboration space (project management software)

During the lifetime of the project we'll use an online project management software to keep track of all the tasks and deliverables, store final deliverable documents to send to the EC. The software works as an online collaboration tool in which we have loaded the work plan of AudioCommons with the representation of work packages, tasks and deliverables. This tool is managed by the Project Coordinator, and can be accessed at the following url:

<https://audiocommons.teamwork.com>

All members of the AudioCommons consortium must have an account for logging in to the site. Accounts are created by the Project Coordinator. Users will be assigned to the tasks in which they participate and the discussion boards for each task can be used to maintain conversations among the





members involved in each task. Final versions of the deliverables will be uploaded to this tool (see Section 8.3.1).

## 8.1.6 Project website

The AudioCommons website is a central part of the project's dissemination activities, being the main communication channel for dissemination to the world. The website is designed to be the entry point for information about Audio Commons and the Audio Commons Ecosystem, and will host all public documents and related materials produced within the project. It can be accessed at the following url:

<http://www.audiocommons.org>

All partners are expected to contribute content to the public website, either in the form of documents to host, news entries or other types of content that might have not been considered yet. The project website is hosted in a Github repository<sup>1</sup>. The technical and organisational responsibility belongs to MTG-UPF as disseminator coordinators. See deliverable D7.1 Project Website for more information about the website and how to contribute content.

## 8.1.7 Twitter account

The AudioCommons project has a twitter account ([@AudioCommons](https://twitter.com/AudioCommons)) which can be used for general dissemination and for building a network and be updated about other related initiatives. This twitter account is managed by the Project Coordinator, but other partners of the consortium are most welcome to participate and use it too.

# 8.2 Document management

## 8.2.1 Types of documents

Within the AudioCommons project, a document may be:

- **Minutes** of a meeting to be produced by the Project Coordinator or the partner hosting a meeting. The draft shall be sent to Partners within 15 calendar days of the meeting.
- **Agenda of meetings:** The partner hosting the meeting shall send partners a written agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting. The agenda items will be decided by the partner hosting the meeting in collaboration with the Project and Scientific Coordinators, and of the WP Leaders if specific WP working sessions are needed.
- **Deliverable:** to be produced by the Responsible Partner as defined in DoA following the template provided and to be sent to the designated internal reviewer as defined in the Deliverables in Google Drive. For further details about timing for deliverable release and internal review please visit Section 7.4.1.
- **Internal Management Report** has to be produced following the template provided before each project meeting. The Management Support team will gather inputs from Partners up to and

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<sup>1</sup> <https://github.com/AudioCommons/audiocommons.github.io>







consolidate all information. Corrective actions may be requested to Partners depending on the deviations found on the Internal Management Reports.

- **Periodic Report documents** (including Form Cs) will be produced by the Project Coordinator for the public summaries based on the inputs from all partners (especially WP leaders) to be collected up to 3 weeks after the end of the period. The Partners are responsible to duly fill out their individual information in the Participant Portal (EC tool for online reporting).

See [APPENDIX 1](#) for links to the templates for generating these documents.

## 8.2.2 Document reference

In order to standardise the naming of AudioCommons documents, all documents have to be assigned a unique identifier. The identifiers are made up as follows:

AC-WP**X**-**P**-**D** **Title**

where:

- X describes the number of work package
- P denotes the acronym of the originating partner (the responsible)
- D denotes the type of document, must be one of the options in the table below
- Title given to the document (if the title is too long, it can be summarized)

DX.Y	Deliverable identifier (e.g., D1.1)	AR	Periodic activity report	WD	Working document
MN	Minutes	FC	Form C	AG	Agenda
<del>DX.Y-IR</del>	<del>Internal Review of Deliverable (DX.Y must be the deliverable identifier)</del> <b>UPDATE: deliverable internal review reports are no longer requested as feedback is given via inline comments.</b>	ER	External review	IMR	Internal management report

For example, the unique identifier for this document should be:

AC-WP1-UPF-D1.1 Project Handbook and Quality Plan

As another example, the unique identifier of deliverable D3.1 should be:

AC-WP3-Surrey-D3.1 Report on Rights Management requirements





## 8.2.3 Proposed document formats

In order to facilitate information flow between the consortium members, it is suggested to use the Google Docs file formats for standard documents, spreadsheets and presentation slides. As a second option, documents using the Microsoft Office formats and editors (Word, Excel and Power Point) can also be used. Final versions of documents (deliverables, etc.) should be exported as PDF.

## 8.2.4 Shared folders

An [AudioCommons Google Drive shared folder](#) has been set up to share documents and related AudioCommons information with all the partners of the consortium. This shared folder, in combination with the integrated Google Docs tools, allows all project partners to create, edit, download, archive and exchange project related data during the whole project execution. All work-related documents intended for the project group as a whole, should be uploaded to the shared folder as a matter of course. This is necessary for several reasons:

- It ensures that all documents are available to the entire project group
- It will 'track' the historical versions of documents
- In the future when the project is complete, the shared folder will be the definitive description of the work of the project

The AudioCommons shared folder contains a folder for each work package (named WPX - Work package name) and three top-level folders with relevant documents about meetings, reporting and general resources (logos, design, fonts, templates, etc.).

The project-related AudioCommons shared folder in Google Drive is only accessible to members of this project consortium, and is hosted using MTG-UPF's IT infrastructure.

## 8.2.5 Source code repositories

We encourage all members of the consortium to use source code repositories when working on "close-to-code" tasks such as research and development. Using source code repositories allows easy collaboration, tracking of changes and easy sharing of development and research outputs. The preferred version control system to be used in AudioCommons repositories is git.

A [Github AudioCommons organisation](#) has been set up and will host the repositories for the development tasks of the project that are expected to have a public output (e.g., tools, API clients, specification, etc.). Repositories for specific research tasks are not expected to be hosted in this organisation, but this could be reconsidered in a future. Tools and other developments that are not expected to become public (e.g., tools developed by industry partners) are not expected to be hosted in a public repository. The Github AudioCommons organisation is managed by the Project Coordinator.

Alternatively, we also suggest to take advantage of source code repositories that can be hosted in [SoundSoftware](#) website. The SoundSoftware project, run from the C4DM, QMUL (partners of AudioCommons), provides facilities, training, tools, and incentives to improve the publication and reuse of scientific software and data in the UK audio and music research community. SoundSoftware allows for both private and public repositories.





## 8.3 Project deliverables and publications

### 8.3.1 Deliverables production

Deliverables are evidence of the project's performance and enable the Project Coordinator, consortium and the European Commission to monitor the project. The Coordinator has administrative responsibility for the transmission of all deliverables to the Commission.

A list of deliverables to be submitted to the EC is available in the Grant Agreement and within the AudioCommons Teamwork online collaboration space (including information about deadlines). Alternatively, a list of deliverables sorted by the submission date can be found in the [List of Deliverables spreadsheet](#) in the WP1 shared folder. Submission deadlines for deliverables are also indicated in the shared calendar (see Section 8.1.4).

With independence of the type of Deliverable (Report, Demonstrator, Website, etc.) **the partner in charge of the deliverable has to produce a report** describing the outcome by the deadline defined. The partner in charge of each deliverable is indicated in the list of deliverables found in the Grant Agreement (lead beneficiary column), in the [List of Deliverables spreadsheet](#), and also in deliverable descriptions introduced in Teamwork.

The responsible partner compiles the deliverable with the support of the other partners assigned to this specific task. **This document should be placed inside the Deliverables folder** of the corresponding Work Package folder, and named as described in Section 8.1.2. For example, the current deliverable is placed under `AudioCommons/WP1 - Project Coordination/Deliverables/` folder, and is named `AC-WP1-UPF-D1.1 Project Handbook and Quality Plan`.

Please note that deliverables must be produced using the template available at the AudioCommons shared folder 'Resources/Templates'. You can also find a link to the template document in [APPENDIX 1](#). Authors of the deliverable **must follow the instructions of the template and its structure**. For example, as described in the deliverable template, all of them must include an executive summary, following the template structure/tips.

All project deliverables will be **internally peer-reviewed by members of the consortium** before they are sent to the EC. The procedure for submitting a deliverable will be as follows:

1. Every deliverable should be assigned **a leader and at least one internal reviewer**. The leader of the deliverable must be someone from the partner in charge and will be designated by the partner itself. Reviewers should ideally be members of other partners. The deliverable leader must check the [List of Deliverables spreadsheet](#) of WP1 shared folder in which **one or more reviewing partners for each deliverable have been assigned**. The deliverable leader is in charge of contacting the assigned reviewing partner(s) leaders to decide who is going to be an internal reviewer for the deliverable.
2. **Two weeks before the submission deadline** (indicated with **rDX.Y** in the shared calendar): The leader of the deliverable should notify the reviewers of the deliverable that a draft of the document is ready for review. Additionally, she can send an email to the consortium mailing list so that other members of the consortium can provide feedback. At this point, the status of the deliverable, as indicated in its cover page, should be "DRAFT". The reviewers can then read the document and make comments using the Google Docs tools. The reviewers also have to fill in a review report [using the template](#) found in the templates folder. The filled review report should be stored in the same folder as the original deliverable with its filename following the indications of [Section 8.2.2](#). For example, the review report for this deliverable should be placed in `AudioCommons/WP1 - Project Coordination/Deliverables/`, and be named `AC-WP1-PARTNER-D1.1-IR Project Handbook and Quality Plan`.





**UPDATE:** It has been decided that it is no longer necessary to fill in the internal review report as feedback can be fully provided using inline comments in the deliverable documents.

3. **One week before the submission deadline:** the internal reviewers of the deliverable should notify the deliverable leader that their reviews are ready. The leader (and whoever has been working with her on the production of the deliverable) can now update the deliverable by incorporating suggestions and improvements proposed by the reviewers. As soon as the deliverable is updated, the leader of the deliverable should:
  - a. Set the status of the deliverable in its cover page to “FINAL”.
  - b. Update a PDF version of the deliverable to Teamwork (under the corresponding deliverable entry).
  - c. Send an email to the audiocommons consortium mailing list ([audiocommons@llista.upf.edu](mailto:audiocommons@llista.upf.edu)) notifying that the deliverable is finished and uploaded to Teamwork.
4. Once the deliverable is completed and notified in the mailing list, the Project Coordinator will upload it to the participant portal (EC) and to the project website (in case of public deliverables). The deadline for uploading the **deliverable to the participant portal is the last day of the month**, indicated in the shared calendar as **sDX.Y**.

### 8.3.2 Acknowledging EC support in publications

All publications or any other dissemination activities relating to foreground shall include the EU emblem and the following statement to indicate that said foreground was generated with the assistance of financial support from the EC:

*“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 688382”.*

High-resolution emblems [can be found here](#). Any dissemination of results must disclaim that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

### 8.3.3 Other publications and dissemination activities

Publications based upon work carried out in the context of the AudioCommons project can be released by the project partners, unless the publication contains confidential information or covers other Beneficiary’s Background or Foreground (please review the Consortium Agreement for further details). In that case, the Management Support team will have to be asked in order to decide on the matter. In all cases the authors must state in the publication their participation in the AudioCommons project and acknowledge the project source of funding (see Section 8.3.2).

Documents to be published by partners of the consortium such as articles, blog posts, press releases or, in general, public communications should be shared with the members of the consortium before publication and while modifications can still be made. In this way, members of the consortium have the opportunity to review the work and propose modifications. Notification of such works should be made either to the main AudioCommons consortium mailing list ([audiocommons@llista.upf.edu](mailto:audiocommons@llista.upf.edu)) or





directly to the Project Coordinator. Enough time (at least one week) should be given so that feedback can be obtained from the consortium.

When members of the consortium attend dissemination events, they should add an entry to the [Dissemination Events spreadsheet](#) that can be found in the WP7 folder of the AudioCommons Google Drive shared folder. This will be useful to keep track of all attended events and related information.

The beneficiaries must disseminate its results as disclosed in [Article 29](#) of the Grant Agreement, where obligations regarding open access requirements and visibility of EU funding in the dissemination of results by beneficiaries are defined. The beneficiaries must promote the action as disclosed in [Article 38.1](#) of the Grant Agreement, where obligations regarding visibility of EU funding in communication activities by beneficiaries are defined.

Academic publications should encourage research reproducibility. Both the code and datasets used to produce research results should be, as much as possible, disseminated together with the academic publications (e.g. including a link to a code repository and datasets) to facilitate the reproducibility of the results.

## 8.4 IPR Management

Detailed descriptions of IPR management can be found in the [AudioCommons Grant Agreement - 688382](#) (Section 9 and 'Background included' attachments) available within under [Contractual docs](#) folder. Here we provide a summary for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert.

In terms of Background, the AudioCommons partners may ask for access rights to any of the other partner's Background technologies used in the project as far as they need this access in order to carry out their tasks. In the case where the IP of background is not fully owned by a specific consortium member, this member will be responsible of reaching required agreements that allow providing other partners with access rights to the background technologies if needed.

The Foreground produced during the project execution will be identified, captured, assessed, managed and nurtured. The general policy will be to avoid joint ownership of the Foreground in order to prevent potential blocking factors for the exploitation of project technologies beyond the project scope and duration. In this way, each partner's IPR will be fully protected, being brought to the project as existent and complete, available for use by all other consortium partners during the project and also beyond through dual license scheme models (including AGPL, MIT & proprietary licenses).





## 9 Conclusion

This document was produced by the Project Coordination Office within the Music Technology Group at Universitat Pompeu Fabra. It is the first issue of the document reflecting partner and project details. In order to fulfil its function as a quick reference to frequently asked questions and problems, if necessary this document will be updated and changed according to the evolution of procedures and progress during the lifetime of the project. The feedback of all partners to improve this handbook is appreciated by the Coordinator.





## APPENDIX 1: Document templates

The shared folder found in [AudioCommons/Resources/Templates](#) hosts all the templates for the different document that will be generated within AudioCommons. Links to the specific documents are as follows:

- Minutes template:  
[https://drive.google.com/open?id=1IVr98mPbJfxvrKZHxwH5YmC0t\\_FF9ZZ2TUJ0YloVoE](https://drive.google.com/open?id=1IVr98mPbJfxvrKZHxwH5YmC0t_FF9ZZ2TUJ0YloVoE)
- Meetings agenda template:  
[https://drive.google.com/open?id=1rZJz2gE9j\\_eOAKZ0YQFciN\\_PGF2U3yq0AtOj3mb1TE4](https://drive.google.com/open?id=1rZJz2gE9j_eOAKZ0YQFciN_PGF2U3yq0AtOj3mb1TE4)
- Deliverable template:  
<https://drive.google.com/open?id=1ysb0bhXM8l1Xflt2xHKgHW-m8xNakF1dYBGyxjiPALk>
- Deliverable review template:  
<https://drive.google.com/open?id=1CPIbzggSLE9s5qqqCYirTavI6pChs0-tnLeDNYBMvGk>
- Standard document template:  
[https://drive.google.com/open?id=1OsVXEC6T2PKqAMYt8cVC8TOzfALEy\\_2h-rhMj4O7v8](https://drive.google.com/open?id=1OsVXEC6T2PKqAMYt8cVC8TOzfALEy_2h-rhMj4O7v8)
- Presentation slides template:  
<https://drive.google.com/open?id=15uYH5qwVtO8jwAeXSpTD2rQC4tZmX80Y6EICvbhjMb0>
- Internal Management Report template:  
<https://drive.google.com/open?id=1vQPavJllQf1f6LGtcLruxqzqqy1Y2xSdDhuakLEIZ7o>

To generate a document using one of this templates you should right click on the template (in the Google Drive web interface) and select '**Make a copy**'. Then you can rename the copy and move the document wherever it should be and continue working from there.

PDF versions of the above templates are annexed in the following pages so that these are also visible to the EC reviewers:

- D1.1 Annex - 1 Meetings Minutes template.pdf
- D1.1 Annex - 2 Meetings Agenda Attendees Template.pdf
- D1.1 Annex - 3 Deliverable template.pdf
- D1.1 Annex - 4 Deliverable review template.pdf
- D1.1 Annex - 5 Standard document template.pdf
- D1.1 Annex - 6 Presentation slides template.pdf
- D1.1 Annex - 7 Internal Management Report template.pdf

