This deliverable has not yet been externally reviewed and approved by the European Commission.

Project no.:	101095738		
Project full title:	**6G SHort range extreme communication IN Entities**		
Project Acronym:	**6G-SHINE**		
Project start date:	**01/03/2023**	**Duration**	**30 months**

D6.2. PROJECT COMMUNICATION CHAIN

Due date	31/10/2023	**Delivery date**	31/10/2023
Work package	WP6		
Responsible Author(s)	Ognen Ognenoski (IDE), Yasser Mestrah (IDE), Muhammad A. Jadoon (IDE)		
Contributor(s)	Frank Burkhardt (Fraunhofer IIS)		
Version	V1.0		
Reviewer(s)	Gilberto Berardinelli (AAU)		
Dissemination level	Public		

VERSION AND AMENDMENT HISTORY

Version	Date (DD/MM/YYYY)	Created/Amended by	Changes
V0.1	2/10/2023	Ognen Ognenoski (IDE) Yasser Mestrah (IDE) Muhammad A. Jadoon (IDE)	First draft (FD)
V0.2	11/10/2023	Frank Burkhardt (FHG)	Updates based on contributors' input
V0.3	18/10/2023	Ognen Ognenoski (IDE) Yasser Mestrah (IDE) Muhammad A. Jadoon (IDE)	Updates based on reviewers' comments
V0.4	22/10/2023	Gilberto Berardinelli (AAU)	Review of full document
V0.5	23/10/2023	Ognen Ognenoski (IDE) Yasser Mestrah (IDE) Muhammad A. Jadoon (IDE)	Further minor refinements
V0.6	30/10/2023	Berit H. Christensen (AAU)	Final proofreading and layout editing
V1.0	31/10/2023	Berit H. Christensen (AAU)	Submitted version

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

ABBREVIATIONS

Abbreviations	Explanation
EC	European Commission
EU	European Union
ETSI	European Telecommunications Standards Institute
EuCNC	European Conference on Networks and Communications
GA	General Assembly
GDPR	General Data Protection Regulation
IPR	Intellectual Property Right
MS	Microsoft
PO	Project Officer
SNS	Smart Networks and Services
WP	Work Package
WPLs	Work Package Leads

EXECUTIVE SUMMARY

This deliverable outline 6G-SHINE's project communication activities. It includes information regarding the most relevant activities related to the project communication chain, completed from M1 to M8, such as:

- Activities related to the established means of communication, including setting up mailing lists and setting up project meetings.
- Activities related to tracking of communication-related activities, including communication activities, dissemination activities, upcoming activities, Intellectual Property Rights (IPRs) and standardization related activities.

To facilitate the straightforward and effective realisation of the aforementioned activities, and as a result of the work in WP6, clear guidelines have been set and communicated to the project partners. These are described in the two main sections of this deliverable. The first main section (Section 2) describes the means of communication and contains all the relevant information, such as details about the mailing lists, the usage of MS Teams as a collaborative platform, and the meetings among the project partners. The second main section (Section 3) details the tracking activities and contains snapshots of the working versions of the tools used for this purpose. The definition and more detailed reasoning for their definition can be found in D6.1 (Refinement and update of dissemination, exploitation and communication planning) [2].

EXECUTIVE SUMMARY

1   INTRODUCTION

The purpose of the project communication chain is to enable effective collaboration and communication between the partners in the consortium, as well as to define the way by which the consortium will communicate with potential external stakeholders.

This document provides the guidelines for the 6G-SHINE communication activities framework. The framework describes the established means of internal/external communications and the toolset for tracking and planning activities.

2   6G SHINE PROJECT COMMUNICATION

This section describes the 6G-SHINE project communication activities. It is based on the material included in the D1.1 [1] deliverable on Quality Project Management, however, it also contains updates and extended descriptions as a result of the work conducted in WP6.

2.1 *Means of Communications*

2.1.1 Internal communication

In 6G-SHINE, the primary means of internal communication between the project partners is done by email, online and in-person plenary meetings. The consortium has agreed on a structure and format for the mailing lists, and more details regarding the mailing lists are given further below.

The consortium has opted to use MS Teams as a project collaborative platform for holding online meetings. The reason for the choice of MS Teams was compliance with GDPR regulation and meeting the requirements for each of the consortium stakeholders. Similarly, SharePoint, a collaborative platform, will be used to share and archive documents to facilitate online and offline collaboration between the partners in the project and for versioning. MS Teams provide free access to technical and financial project follow-up as well as project archives (project database). Additional data storage and management requirements that may occur from the project partners are identified in the data management plan. A snapshot of the MS Team's channel for 6G-SHINE and repositories therein is shown in Figure 1, which includes a general channel and separate channels for all work packages (WP1-WP6) and the files repository.
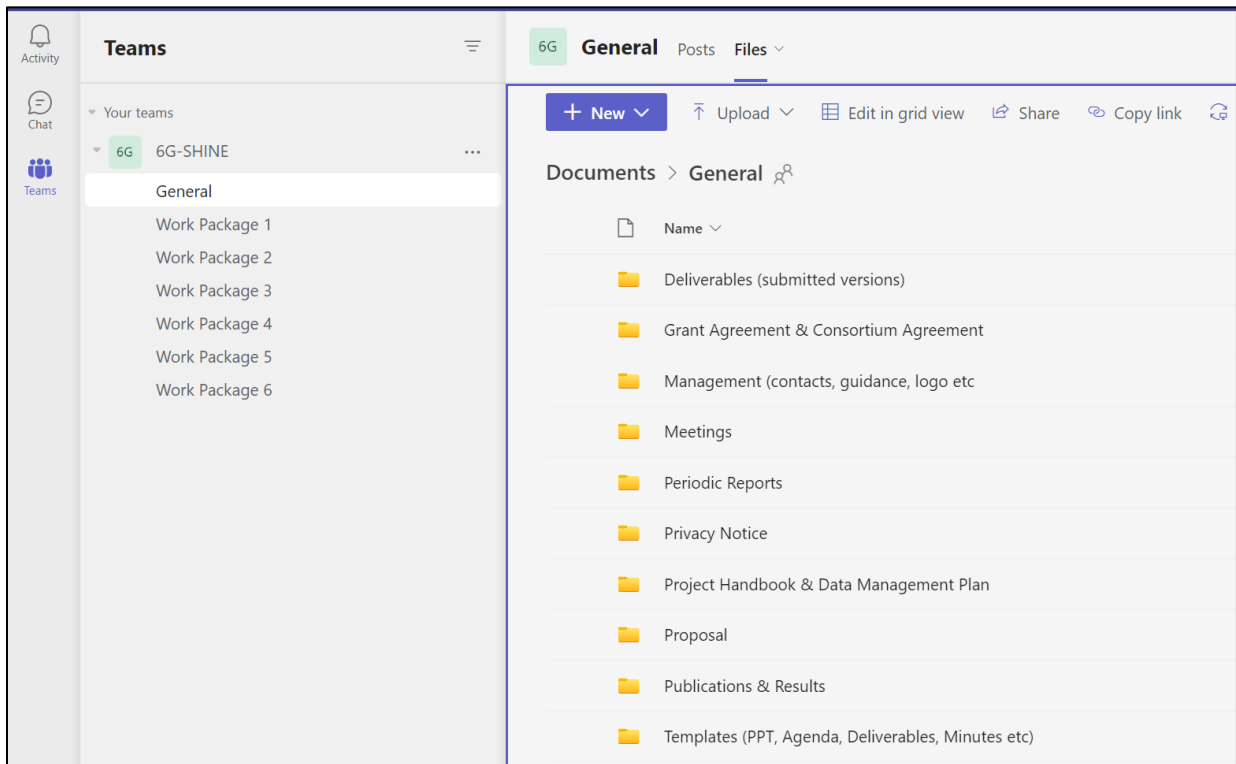

Figure 1, MS Teams snapshot for 6G-SHINE

2.1.2 External communication

Requests to the EC will be handled by the coordinator and/or the administrative project manager; hence all partners are instructed to report any potential issues to the coordinator and the administrative project manager who will then contact the EC on behalf of the project partner. This shall be done via email communication.

All partners are welcome to engage in communications with external stakeholders. Such communication activities are to be reported to the coordinator and to the WP6 leader, to ensure proper tracking. WP6 leader is also responsible for communication with the dissemination managers of the other SNS projects, participating in dedicated telcos organized by SNS partners.

For technical and scientific matters, the Work Package Leads (WPLs) shall facilitate the communication between individual partners and the coordinator. For administrative matters, the administrative project manager shall be directly contacted and consulted.

2.1.3 Mailing lists

Internal mailing lists have been set up, and all partners have nominated their respective personnel to be included on the lists. If needed, additional lists can be created. The mailing lists enable inclusion and information sharing between the partners with respect to their participation in the work packages and provide a means for coordination of tasks and meetings. It is the administrative project manager's responsibility to ensure that only persons involved in the project have access to the communication material/information.

In the case of adding a colleague from the partners to any of the mailing lists, his/her name and address shall be added in a dedicated Excel sheet in MS Teams, marked in green colour. The administrative project manager will then take care of updating the mailing list entries (christensen@adm.aau.dk)
The following lists have been created for all technical/scientific participants, work package leaders, general assembly members, and administrative and financial contacts:
- All scientific/technical participants: 6G-SHINE_all@lists.aau.dk
- WP Leaders: 6G-SHINE_WPLs@lists.aau.dk
- General Assembly members: 6G-SHINE-ga@lists.aau.dk
- Executive Board members: 6gshine-EB@lists.aau.dk
- Administrative and financial contacts: 6G-SHINE_adm@lists.aau.dk

The following lists have been created for all the coordination and work related to the technical plus dissemination work packages (WP2-WP6):
- All members of WP2: 6gshine-wp2@lists.aau.dk
- All members of WP3: 6gshine-wp3@lists.aau.dk
- All members of WP4: 6gshine-wp4@lists.aau.dk
- All members of WP5: 6gshine-wp5@lists.aau.dk
- All members of WP6: 6gshine-wp6@lists.aau.dk

Note that a WP1 list has not been created, since the administrative discussions are already handled by the administrative, and general assembly lists.

2.1.2 Meetings

An overview of the planned meetings for 6G-SHINE can be found in Table 1.

Table 1, Planned meetings for 6G-SHINE.

Meeting type	Occurrence	Length	Aim	Participants
Consortium & General Assembly	Every six months	2 days	Overall supervision of the project's progress, milestone achievement, conflict resolution and risk management. GA = decision-making body	All partners are to be present or represented.
Executive Board	Every three months	2 hours	Check progress and identify/solve any cross-WP issue	Coordinator, administrative project manager, and at least one representative per partner
WP level	When needed (typically on a bi-weekly basis)	1-2 hours	Collaborate and check progress at the WP level	Participants in the specific WP
Advisory Board	At least once a year.	1-2 hours	Obtain external unbiased feedback on the project activities, results, and potential impact	Representatives of advisory board (NXP, OFCOM, ABB, Orange), coordinator, administrative project manager, WP leaders. All project participants are also welcome to attend.
SNS alignment telcos	Roughly monthly.	1-2 hours	These calls are meant to harmonise communication and dissemination activities among the SNS projects, as well as to explore opportunities for joint activities.	WP6 leader

There will be regular online meetings, potentially a few face-to-face plenary meetings, and on-demand face-to-face meetings on WP level. To the submission date, two plenary meetings have been held face-to-face: the kick-off meeting in Aalborg, Denmark, hosted by AAU and the plenary meeting in Munich, Germany, hosted by Apple Inc. A third face-to-face plenary meeting is planned for March 2024 in Bologna, Italy. To the submission date, multiple online meetings have been held according to the planned meeting information shown in Table 1.

All meetings shall be recorded in writing with comprehensive meeting notes (to allow work progress monitoring/overview and to align action points among partners), and the meeting notes shall be uploaded to the corresponding folder in the 6G-SHINE MS Teams channel. A template for meeting notes is provided in the files repository under the folder 'Templates'. The minutes include the following key points: participants, agenda, decisions, key points of discussion, and a list of action points that include status/tracking updates = WHO does WHAT until WHEN. For face-to-face consortium meetings, all participants are required to sign an attendance list/self-declaration consent form to document their presence at the meeting. This is a common practice to keep track of who attended the meeting. By signing the self-declaration consent form, participants also commit not to request a daily allowance from their own institution for the meals paid by the project. The default solution for virtual meetings is MS Teams, but other solutions, such as Zoom, may be used whenever necessary.

Review meetings with the EC Project Officer and appointed external evaluators will take place after the end of each reporting period. Meeting venues are by default in Brussels unless there is a specific request to hold it elsewhere. Meetings will also be held online, depending on the PO request. The coordinator,

the administrative project manager, and the WPLs (active WPs in the reporting period covered) are expected to participate in these meetings. Other project members may be invited if necessary. The organisation of the reviews will be coordinated by the coordinator, the administrative project manager, and the PO.

3   6G SHINE TRACKING ACTIVITIES

This section describes the 6G-SHINE project tracking activities. As part of the work conducted in WP6, a tracking toolset has been developed with the aim to provide tracking of the following: communication activities, dissemination activities, upcoming activities and IPRs. The tracking toolset comprises of a set of Excel sheets that are kept in the SharePoint, as shown in Figure 2, as well as a Word document for standardization tracking. These sheets are living documents that contain up to date information regarding the communication activities, dissemination activities, list of IPRs, and list of upcoming events. The Word document contains a summary of pre-standardization and standardization activities which is updated every quarter of a year.

The following subsections provide more details regarding each of these tracking activities.
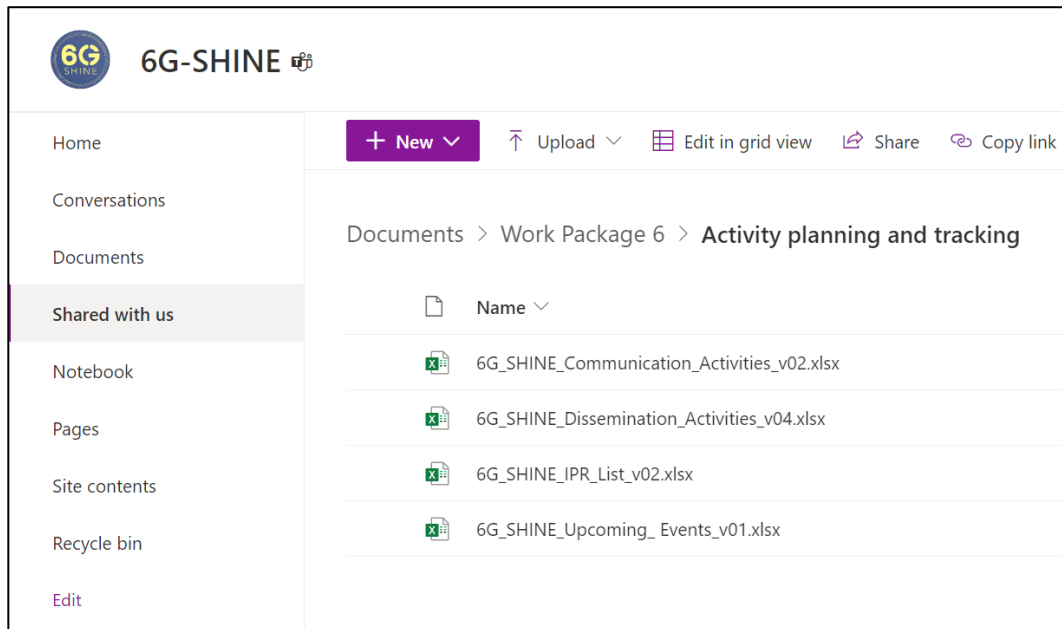
Figure 2, Tracking toolset via Excel sheets.

3.1 Communications tracking

This section describes the 6G-SHINE project communication tracking activities. Snapshots of the entries for the communication activities are shown in Figure 3 and Figure 4. The entries shown in Figure 3 provide summary information of the communication activities and are automatically updated based on the entries shown in Figure 4, i.e., the project partners shall provide updates only in the entries shown in Figure 4. Columns A to D of Figure 3 reference the wording which was used in the project proposal while columns F to I reflect the wording and definition in the EC terminology. The mapping is done in the part of the table which is shown in Figure 4. This method is required as the mapping of the EC is more detailed than the one of the proposals but a tracking of both needs to be done.

In Figure 3, the following communication activities are captured:

- Status of communication. This may include information regarding the website, press releases, leaflets, LinkedIn posts, newsletter, SNS alignment telcos, Twitter posts, YouTube videos, or other communication activities.
- Number of planned and current communications. This allows to monitor progress on the communication activities and shows the number of planned and the current activities up to date.
- Target audience. Provides a brief description of the target audience for the communication activity such as research communities, innovators, international organizations, national authorities, EU institutions, etc.
- Communication channel. Provides information about the communication channels used such as events, exhibitions, media articles, etc.

A B	C	D	E	F	G	H	I
1	Hint: Do only add the activity in the lower part of the list, the status-counts are updated automatically; Blue topics are required for EU reporting						
2 Status of Communicatio	Plan	Current		Target Audience	Current	Communication Channel	Current
3 Website	1	1		Research Communities	7	Event	2
4 Press Release	6	1		Industry, business partners	9	Exhibition	0
5 Leaflets	2	1		Innovators	4	Interview	0
6 LinkedInPost	60	6		Investors	0	Media Article	0
7 Newsletter	6	1		International organisation (UN body, OECD, etc.	0	Newsletter	1
8 SNS algnment telcos	6	4		EU Institutions	3	Press Release	1
9 Twitter	0	5		National authorities	0	Print Materials	2
10 YouTube	10	2		Regional authorities	0	Social Media	12
11 Other	0	2		Local authorities	0	TV/ Radio Campaign	0
12				Civil society	0	Video	2
13				Citizens	0	Website	1
14				Specific end user communities	0	Other	2
15				Other	0		

Figure 3, Communication tracking: summary information.

In Figure 4, the following communication activities are captured in detail:

- Planned, type, and name of activity. These includes information about the end date of the activity, the activity type (for example: YouTube video, LinkedIn post, etc.), and a brief name/description of the activity (for example: video of the SNS webinar);
- Description. A short description of the activity, for example, a LinkedIn post linked to the project presentation video at the SNS webinar.
- Main target audience. Information on the main target audience which may include research communities, Industry, and business partners, etc.
- Communication Channel. Provides information about the communication channels such as events, exhibitions, media articles, etc.
- Outcome. This provides information regarding the outcome of the activity, for example the website has been set up and it is now online.
- Status. The status of the communication includes planned, delivered, or ongoing options.
- Leading company, main and further contributor(s). Information regarding the project partner that leads the activity and the main and further contributor(s) members.

Figure 4, Communication tracking: detailed view.

3.2 Dissemination tracking

This section describes the 6G-SHINE dissemination tracking activities. Snapshots of the entries for the dissemination activities are shown in Figure 5 and Figure 6. The entries shown in Figure 5 provide summary information of the dissemination activities and are automatically updated based on the entries shown in Figure 6, i.e., the project partners shall provide updates only in the entries shown in Figure 6. Columns A to D of Figure 5 reference the wording which was used in the project proposal while columns F to I reflect the wording and definition according to the EC terminology. The mapping is done in the part of the table which is shown in Figure 6. This method is required as the mapping of the EC is more detailed than the one of the proposals but a tracking of both needs to be done.

In Figure 5, the following dissemination activities are captured:

- Status of communication. This includes information regarding conference papers, booth at events, contributions to pre-standardization, data sets, demo days, joint articles, journal articles, presentations at forums, simulation code, whitepaper, etc.
- Number of overall planned and already achieved disseminations. This allows to monitor progress on the dissemination activities and shows the number of planned disseminations and the current disseminations to date.
- EU activity definitions. Provides definitions of the activities such as conferences, education and training events, meetings, clustering activities, etc., according to the terminology used by EU.
- Audience addressed. Provides information about the main targeted audience. For example, dissemination may be relevant for the research communities, innovators, national authorities, etc.

Figure 5, Dissemination tracking: summary information.

In Figure 6, the following dissemination activities are captured:

- Planned, type, and EU activity definition. These include information about the date of the activity/submission date, the activity type, and the EU activity definition such as meeting, collaboration with EU-funded projects, other scientific collaboration, etc.;
- Title of the activity. Identifying activities by title, such as a submitted article, SNS webinar, poster at a conference, etc.
- Main target audience. Information on the main target audience which may include research communities, Industry and business partners, etc.
- Purpose/Objective. A short description of the main purpose and the objective achieved with the activity, such as a presentation at conference X on topic Y;
- Leading company, main and further contributor(s). Information regarding the project partner that leads the activity and the main and further contributors.

Figure 6, Dissemination tracking: detailed view.

3.3 Upcoming activities

This section describes the 6G-SHINE upcoming activities tracker. The table helps with the selection of upcoming dissemination events. Partners are encouraged to include in the table potential events of interest for 6G-SHINE, such that the consortium can be informed on coming dissemination opportunities for their research. The lists show only upcoming events, whereas events in the past are deleted. A snapshot of the entries for the upcoming activities is shown in Figure 7, and it captures information regarding the following:

- Start date and event name. It includes information on the start date and provides a brief name of the event relevant for 6G-SHINE, such as EuCNC & 6G Summit.
- Project partner's interest. Each project partner can indicate interest in working for a particular event, which can foster collaboration between the partners.
- Submission/registration deadline. Link. Web page for the event.
- Further details. Further information about the event, e.g., whether it is in person or hybrid, location, venue, etc.

Figure 7, View of upcoming activities.

3.4 IPRs

This section describes the 6G-SHINE activities, related to IPRs tracking. Part of the list updates automatically, and the partners need to provide inputs in the lower list. A snapshot of the entries for the IPRs activities is shown in Figure 8, and it captures information regarding the following:

- Submission date of IPR. Includes the date when the IPR has been submitted.
- Type of IP rights. Information on the type of IP rights, for example, patent.
- Confidential. Boolean information to indicate if the IPR is confidential or not.
- Application title. A brief title of the submitted IPR
- Embargo end date. Information on the embargo end date;
- Leading company, main and further contributor(s). Information regarding the project partner that filed the IPR and the main and further contributor(s) members.

Figure 8, View of IPR activities.

3.5 Standardization tracker

We have also setup a Standardization tracker document, for the sake of monitoring the current activities in major standardization and pre-standardization bodies related to the relevant research topics of 6G-SHINE. Relevant standardization bodies for the project include 3GPP, IEEE, ETSI; while relevant pre-standardization fora include 5G-ACIA, 5G-AA, and NextGA. Project partners that are actively involved in standardization and pre-standardization activities, are requested to report relevant information on the activities for the topics of interest in the project. This ensures that all partners are updated on the relevant work carried out in these bodies, in light of potential contributions. The standardization tracker has been established at M6 and will be constantly updated during the project lifetime, with a new

version being established each quarter of a year. The information for each of the considered bodies is compiled in tables as the one presented below.

Table 2, Standardization overview template description

Item	Description	Example
Name	Name of Standardization body	3GPP
Time	Relevant Timeframe	Q1/23
Topic	Relevant topic	RIS
Reporter	Name of Reporter (Company)	Frank Burkhardt (IIS)
Summary	Purpose of the activity	Definition of the usage of RIS in Release 18
Reports	Names of reports that contain the results of the activities	…
Contributions	List of contributions that are considered most relevant/essential for that topic	…

4 CONCLUSIONS

This deliverable presented the project communication chain in 6G-SHINE, i.e., the approaches and tools utilized for ensuring efficient communication on the current and planned activities among the project partners. The deliverable is organised into two main sections, focused on the established means of communication and tracking activities of the project, relevant to all project partners.

REFERENCES

[1] D1.1 Quality and Project Management Plan.
[2] D6.1 Refinement and update of dissemination, exploitation and communication planning.