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D6.2. PROJECT COMMUNICATION CHAIN

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Responsible Author(s)	Ognen Ognenoski (IDE), Yasser Mestrah (IDE), Muhammad A. Jadoon (IDE)		
Contributor(s)	Frank Burkhardt (Fraunhofer IIS)		
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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].

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.

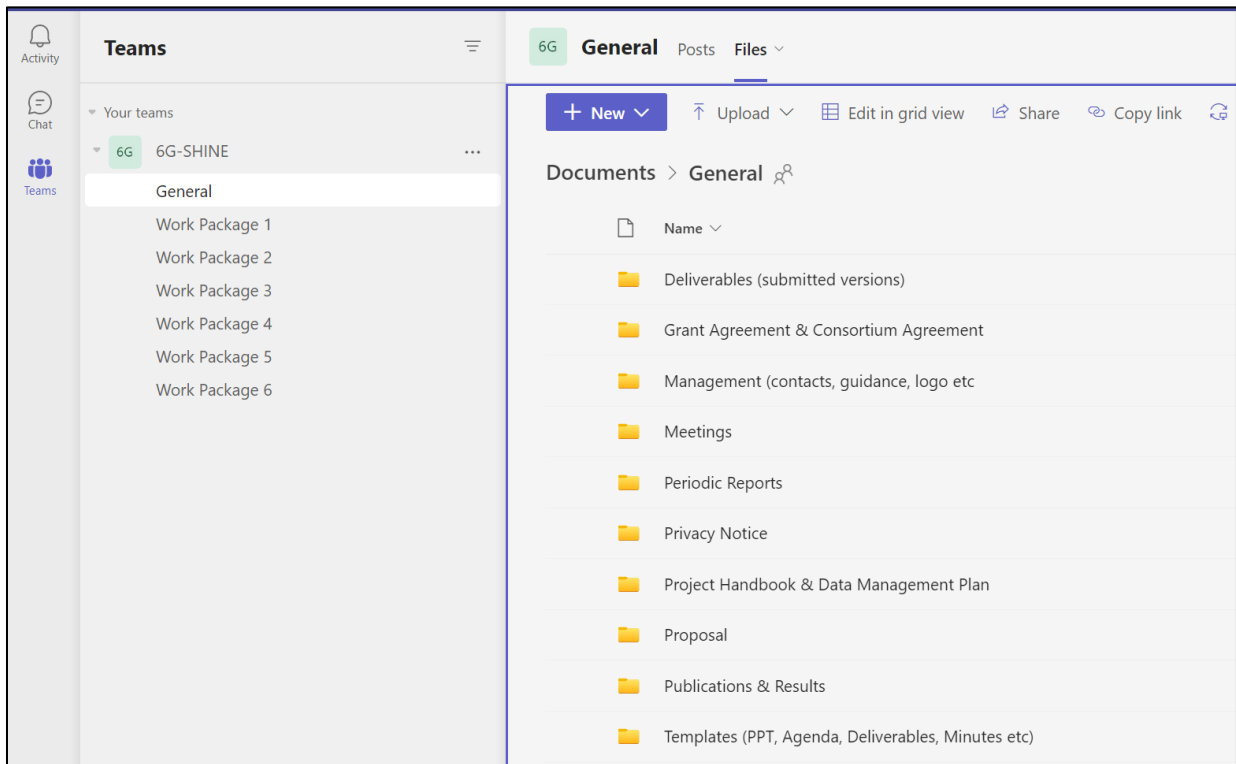


Figure 1, MS Teams snapshot for 6G-SHINE

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.

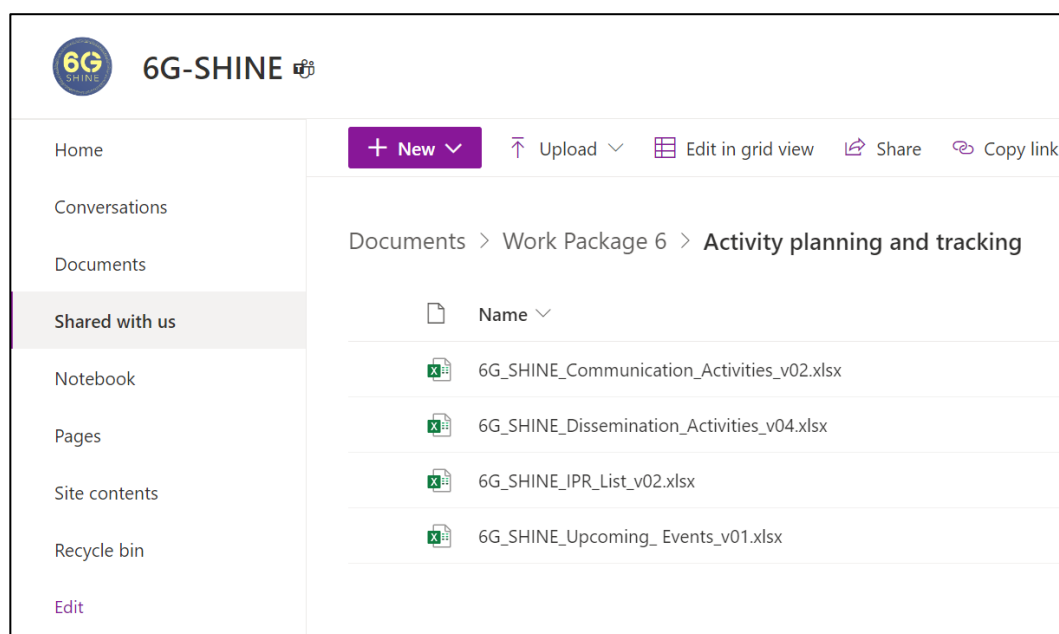


Figure 2, Tracking toolset via Excel sheets.

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									
2									
3									
4									
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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.

Hint: Yes, please add your information in the list below. Take care, some fields provide a drop down list for selection. Blue topics are required for EU reporting

ID	Planned end date of activity	Type of activity	Associated ID (if any)	Activity Name	Description (max 200 characters)	Main Target Audience	Communication Channel	Outcome	Status	Leading Company	Main Contributor	Further Contributors (Partner)
C1	21-03-2023	Press Release		First press release of the project	Press release of the project on the ARIU website, introducing the project	Research Communities	Press Release	Online or website	Delivered	AJAU	Gilberto Benardelli	Raffaello Quattrone (AJAU)
C2	23-03-2023	LinkedIn Post	C2	First LinkedIn post	LinkedIn post related to press release	Industry, business partner	Social Media		Delivered	AJAU	Gilberto Benardelli	
C3	23-03-2023	Twitter	C2	First Twitter	Tweet related to press release	Industry, business partner	Social Media		Delivered	AJAU	Gilberto Benardelli	
C4	27-03-2023	YouTube	C2	Video of the SNS webinar	Video of the project introduction at the SNS webinar	Research Communities	Video		Delivered	AJAU	Gilberto Benardelli	
C5	27-03-2023	LinkedIn Post	C2	LinkedIn post related to the video	LinkedIn post related to the project presentation video at the SNS webinar	Industry, business partner	Social Media		Delivered	AJAU	Gilberto Benardelli	
C6	27-03-2023	Twitter		Tweet for the video	Tweet related to project presentation video at the SNS webinar	Research Communities	Social Media		Delivered	AJAU	Gilberto Benardelli	
C7	05-05-2023	LinkedIn Post		Post promoting the CNF PhD course	Post promoting the CNF PhD course on their range radio program	Research Communities	Social Media		Delivered	AJAU	Gilberto Benardelli	
C8	05-05-2023	Twitter		Tweet for the CNF PhD course	Tweet promoting the CNF PhD course on short range radio program	Research Communities	Social Media		Delivered	AJAU	Gilberto Benardelli	
C9	26-05-2023	LinkedIn Post		Post promoting the keynote by prof. Davide Dardari	Post promoting the keynote by prof. Davide Dardari at ICC 2023	Research Communities	Social Media		Delivered	AJAU	Gilberto Benardelli	David Dardari (CNF)
C10	26-05-2023	Twitter		Tweet promoting the keynote by prof. Davide Dardari	Tweet promoting the keynote by prof. Davide Dardari at ICC 2023	Research Communities	Social Media		Delivered	AJAU	Gilberto Benardelli	David Dardari (CNF)
C11	02-06-2023	LinkedIn Post		Post promoting 6G-SHINE at EuCNC	Post promoting 6G-SHINE at EuCNC	Industry, business partner	Social Media		Delivered	AJAU	Gilberto Benardelli	Frank Buhlmann (FHO)
C12	02-06-2023	Twitter		Tweet promoting 6G-SHINE at EuCNC	Tweet promoting 6G-SHINE at EuCNC	Industry, business partner	Social Media		Delivered	AJAU	Gilberto Benardelli	Frank Buhlmann (FHO)
C13	16-05-2023	Webinar		Project Webinar	Creation of project webinar with initial content	Innovators	Webinar		Delivered	AJAU	Gilberto Benardelli	Gilberto Benardelli (AJAU)
C14	06-06-2023	LinkedIn Post		Project Twitter for the EuCNC	Project Twitter for the EuCNC	Innovators	Social Media		Delivered	AJAU	Gilberto Benardelli	Frank Buhlmann (FHO)
C15	06-06-2023	YouTube		You Tube video at EuCNC	You Tube video at EuCNC	Innovators	Social Media		Delivered	AJAU	Gilberto Benardelli	Frank Buhlmann (FHO)
C16	06-06-2023	LinkedIn Post		LinkedIn post for the EuCNC	LinkedIn post for the EuCNC	Innovators	Social Media		Delivered	AJAU	Gilberto Benardelli	Frank Buhlmann (FHO)
C17	09-06-2023	Other		Video	Short statement video for SNS JU	EU Institutions	Video		Ongoing	FHO	Frank Buhlmann	
C18	23-03-2023	SNS alignment telco		First communication taskforce telco	SNS JU communication taskforce telco	EU Institutions	Other		Delivered	FHO	Frank Buhlmann	
C19	04-05-2023	SNS alignment telco		Communication taskforce telco	SNS JU communication taskforce telco	EU Institutions	Other		Delivered	FHO	Frank Buhlmann	
C20	05-06-2023	Other		Contributor to First SNS journal	Description of the project in the First SNS journal	Industry, business partner	Print Materials		Delivered	AJAU	Gilberto Benardelli	
C21	20-09-2023	Workshop		First newsletter	First newsletter, presenting main communication activities during the industry, business partner	Industry, business partner	Workshop		Delivered	AJAU	Gilberto Benardelli	Frank Buhlmann (FHO)
C22	05-09-2024	SNS alignment telco		Face-to-face SNS steering board meeting	Face-to-face SNS steering board meeting in Athens	Industry, business partner	Event		Delivered	AJAU	Gilberto Benardelli	
C23	27-07-2023	SNS alignment telco		Participation to the first SNS TD meeting	First SNS TD meeting, online	Industry, business partner	Event		Delivered	AJAU	Gilberto Benardelli	

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.

Hint: Do not only add the activity in the lower part of the list, the status-counts are updated automatically; Blue topics are required for EU reporting

Status of Dissemination	Plan	Current	EU activity definitions	Current	Audience Addressed	Current
Booth at Event	3	1	Conferences	5	Research Communities	13
Conference Paper	20	3	Education and training events	4	Industry, business partners	4
Contributions to Prestandardization	4	1	Meeting	2	Innovators	0
Data sets	3	0	Clustering activities	0	Investors	0
Demo Day	1	0	projects	1	International organisation (UN body, C	0
ITU/ML Contest	1	0	Other scientific collaboration	1	EU Institutions	0
Joint Articles	4	1	Other scientific cooperation	0	National authorities	0
Journal Article	8	4	Other	4	Regional authorities	0
Presentations Industry Forum	6	4			Local authorities	0
Presentations Politics	3	1			Civil society	0
Simulation Code	1	0			Citizens	0
Special Issues	2	0			Specific end user communities	0
Whitepapers	3	0			Other	0
Workshop and Training	2	2				

Figure 5, Dissemination tracking: summary information.

Date of last change		15-05-2023															
The purpose of this excel-sheet is to provide information on upcoming dissemination events to help us in the planning Events that are in the past will be deleted by Berit, Frank or Gilberto, so that the list shows only upcoming events and stays short																	
Hint: Please remember to add an "x" in the partners' column if you are interested to join an event. This helps us to discuss about collaboration for the event																	
Submission/Registration																	
Event ID	Start Date	Event Name	AU	NOKIA	UMH	Sony	PHG	IMEC	CNIT	Apple	COGNIN	Bosch	IoT	Keylight	Deadline	Link	Further Details
E1	25-05-2023	Passing the Torch event: 5G-PPP to 5G-SIS													NA	https://gisa.eu/event/5g-ppp-to-5g-sis/	Hybrid, 10:00-12:00 CEST
E2	30-05-2023	EU-Talwan 6G SNS Joint Workshop													23-05-2023	https://european-innovation-week-2023.b2match.io/	Hybrid, 8:30 - 11:10 CEST
E3	06-06-2023	EuCNIC & 6G Summit	x				x								NA	https://www.eucnic.eu/	4 days
E4	06-06-2023	Non-Terrestrial Networks for 6G systems (NTING6)													30-05-2023	https://2023-ieee-wisec.org/	4 days, https://2023-ieee-wisec.org/files/2023/05/WISSE_NTING_CP_v2.pdf
E5	27-09-2023	10th Global 5G event															
E6	27-09-2023	TechTrophy															
E7	18-10-2023	International conference on 6G networking													22-05-2023	https://6g-conference.drac.org/	3 days, Paris, France
E8	04-12-2023	Globecom 2023													21-05-2023	https://globecom2023.ieee-globecom.org/	5 days, Kuala Lumpur, Malaysia
E9	21-04-2024	WCNC 2024													11-09-2023	https://wnc2024.ieee-wnc.org/	4 days, Dubai, United Arab Emirates
E10	28-05-2023	Icc 2023								x						https://icc2023.ieee-icc.org/	6 days, Rome, Italy
E11	13-11-2023	IEEE Future Networks World Forum	x												21-07-2023	https://fnwf2023.ieee.org/	3 days, Baltimore, MD, USA
E12	04-12-2023	Globecom 2023 The path towards 6G: Standardization and Research Vision Workshop													15-07-2023	https://globecom2023.ieee-globecom.org/workshop/	5 days, Kuala Lumpur, Malaysia
E13	05-05-2024	2024 IEEE International Conference on Machine Learning for Communication and Networking (ICMLCN)													15-09-2023	https://icmlcn2024.ieee-icmlcn.org/	4 days, Stockholm, Sweden
E14	22-09-2024	22th European Microwave Week 2024													TBA	https://www.esmweek.com/	5 days, Paris, Common Workshop together with TIMES project
E15	05-02-2024	ETSI Artificial Intelligence (AI) Conference													October 20	https://www.etsi.org/events/2277-etsi-artificial-intel	3 days, Sophia-Antipolis

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.

1	A	B	C	D	E	F	G	H	I	J	K
2	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										
3											
4	Status of Dissemination		Plan	Current							
5	Patent		20	1							
6	Trademark		0	0							
7	Registered Design		0	0							
8	Utility Model		0	0							
9	Other		0	0							
10											
11	Hint: Yes, please add in your information in the list below. Take care, some fields provide a drop down list for selection. Blue topics are required for EU reporting										
12											
13	ID	Submission date of IPR	Type of IP Rights	Associated ID (if any)	Confidential?	Application Title	Embargo End Date	Leading Company	Main Contributor	Further Contributors (Partner)	

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.