



Deliverable 9.1 – Quality Assurance Reports

Release Date	30.11.2019
Version	1.0
Dissemination Level	Confidential

Project Number	822336
Project Acronym	Mingei
Project Title	Representation and Preservation of Heritage Crafts

Deliverable Number	D9.1
Deliverable Title	Quality Assurance Reports
Deliverable Type	Report
Dissemination Level	Confidential
Contractual Delivery Date	Nov 2019 (M12)
Actual Delivery Date	30.11.2019
Work Package	WP9 - MANAGE: Coordination and Management
Authors	Margherita Antona, Nikolaos Partarakis, Xenophon Zabulis
Number of pages (incl. cover)	206



Executive summary

This deliverable presents the application of the Quality Assurance process implemented by Mingei during the first year of the project.

The deliverable is structured as follows:

- **Section 1** provides an introduction to the Quality Assurance Procedure for Deliverables
- **Section 2** provides all the review forms submitted as part of partner obligations to perform deliverable review

This is the first version of the deliverable. The next version will be submitted on M24.

Keywords

Deliverable, Quality Assurance

Document History

Date	Version	Author/Editor	Affiliation	Comment
05.08.2019	0.1	Margherita Antona	FORTH	Initial draft
12.10.2019	0.2	Nikolaos Partarakis	FORTH	Updated draft
20.10.2019	0.3	Argyro Petraki	FORTH	Updated draft
25.11.2019	0.4	Argyro Petraki	FORTH	Updated draft
28.11.2019	0.5	Margherita Antona	FORTH	Final QA review

Abbreviations

HC	Heritage Craft
MoCap	Motion Capture
CH	Cultural Heritage
CHI	Cultural Heritage Institutions
CrO	Crafts Ontology
MNO	Museum Narratives Ontology
WP	Work Package

Table of Contents

Executive summary	2
Keywords.....	2
Document History	3
Abbreviations	4
Table of Contents.....	5
1. Quality Assurance Procedure for Deliverables	11
1.1. Project Deliverables review process at a glance	11
1.2. Planning of deliverable reviews	12
2. Deliverable reviews.....	14
2.1. D1.1 Overview of community of experts and draft definition of technical and user requirements	14
2.1.1. First reviewer	14
2.1.2. Second reviewer	17
2.2. D1.3.1 Scientific protocol for craft representation (first version M6)	21
2.2.1. First reviewer	21
2.2.2. Second reviewer	24
2.3. D1.3.2 Scientific protocol for craft representation (second version M12).....	37
2.3.1. First reviewer	38
2.3.2. Second reviewer	42
2.4. D2.1 Definition of content types and assignment to project stakeholders.....	45
2.4.1. First reviewer	45
2.4.2. Second reviewer	47
2.5. D2.2 The Mingei collection of knowledge.....	51
2.5.1. First Reviewer	51

2.5.2.	Second Reviewer	53
2.6.	D4.1 Use cases and application scenarios.....	56
2.6.1.	First reviewer	56
2.6.2.	Second reviewer	59
2.7.	D4.2 System iterative design.....	64
2.7.1.	First reviewer	64
2.7.2.	Second reviewer	66
2.8.	D5.1 Offline human motion capture	71
2.8.1.	First reviewer	71
2.8.2.	Second Reviewer.....	74
2.9.	D5.2 Real time human motion capture.....	77
2.9.1.	First reviewer	77
2.9.2.	Second Reviewer.....	80
2.10.	D5.3 Gesture and action recognition	83
2.10.1.	First reviewer.....	83
2.10.2.	Second Reviewer	86
2.11.	D5.4 Hands and body tracking from video archives.....	89
2.11.1.	First reviewer.....	89
2.11.2.	Second reviewer.....	92
2.12.	D5.5 Gestures visualization	96
2.12.1.	First reviewer.....	96
2.12.2.	Second reviewer.....	99
2.13.	D7.1 Reaching out and working with HC communities: Hands-on Guide.....	103
2.13.1.	First reviewer.....	103

2.13.2.	Second reviewer.....	105
2.14.	D8.1 Project Website.....	109
2.14.1.	First reviewer.....	109
2.14.2.	Second reviewer.....	111
2.15.	D8.2 Publicity & Dissemination Plans.....	115
2.15.1.	First reviewer.....	115
2.15.2.	Second reviewer.....	120
2.16.	D8.3 Business scenarios and Exploitation Plans.....	125
2.16.1.	First Reviewer.....	125
2.16.2.	Second Reviewer	127
2.17.	D8.4 Monthly newsletter.....	131
2.17.1.	First Reviewer.....	131
2.18.	D8.5 Standardization reports	134
2.18.1.	First reviewer.....	134
2.18.2.	Second reviewer.....	137
2.19.	D9.1 Quality Assurance reports.....	141
2.20.	D9.2 Quality Plan	142
2.20.1.	First reviewer.....	142
2.20.2.	Second reviewer.....	144
2.21.	D9.3 Data Management plan	149
2.21.1.	First reviewer.....	149
2.21.2.	Second reviewer.....	152
2.22.	D9.5 Minute and attendance list.....	156
2.22.1.	First reviewer.....	156

2.22.2.	Second reviewer.....	159
2.23.	D9.6 Policy briefing.....	162
2.23.1.	First reviewer.....	162
2.23.2.	Second reviewer.....	165
2.24.	D10.1 H - Requirement No. 1	169
2.24.1.	First reviewer.....	169
2.24.2.	Second reviewer.....	172
2.25.	D10.2 POPD – Requirement No. 2	176
2.25.1.	First reviewer.....	176
2.25.2.	Second reviewer.....	178
2.26.	D10.3 H - Requirement No. 3	182
2.26.1.	First reviewer.....	182
2.26.2.	Second reviewer.....	184
2.27.	D10.4 H - Requirement No. 4	188
2.27.1.	First reviewer.....	188
2.27.2.	Second reviewer.....	191
2.28.	D10.5 POPD – Requirement No. 5	195
2.28.1.	First reviewer.....	195
2.28.2.	Second reviewer.....	197
2.29.	D10.6 NEC - Requirement No.7	201
2.29.1.	First reviewer.....	201
2.29.2.	Second reviewer.....	203

List of figures

Figure 1: Deliverable review process.....	12
Figure 2: Deliverable review planning	13

List of tables

Table 1. Timeline of deliverable review process.	11
---	----

1. Quality Assurance Procedure for Deliverables

1.1. Project Deliverables review process at a glance

This section summarises the review process for deliverables followed by Mingei. The entire process is presented in D9.2 - Quality Plan.

The Project Coordinator (PC) and the Technical Manager (TM) of the of the project will appoint, for each deliverable, at least two consortium members as peer reviewers no less than 60 days before the submission date for the deliverable. The Coordinator and the Technical Manager will inform the reviewers of their appointment and the partner leading the preparation of the deliverable regarding the assignment of reviewers.

The partner leading the preparation of the deliverable is responsible for ensuring that the deliverable is on-time and up to the quality requirements of the project. Specifically, the **lead participant** should:

- Create an **outline** of the contents of the deliverable and make it available on the project internal collaboration website as soon as work begins on the associated tasks.
- Maintain a **master document** of the deliverable in the entire process.
- Collect **contributions** from all participants and integrate them to the master document.
- When the document has **reached the quality criterial** of the project initiate the internal review procedures with no delay.
- **Deliver** the deliverable on time.

The partner leading the preparation of the deliverable submits a draft of the deliverable to the reviewers, the WP leader, the PC and TM 30 days before the submission is due (the latest).

The reviewing procedure must end no later than 14 days before the submission date at which point the reviewed document is submitted to the PC and TM.

The Project Coordinator and Technical Manager of the project validate the final version of the deliverable, update the revision number to V1.0 and submit the document to the Participant Portal. In case the dissemination level of the deliverable is public, the deliverable will also be published on the public project website (www.mingei-project.eu).

The following table summarises the deliverable review process:

Table 1. Timeline of deliverable review process.

Months/days prior to the submission	Action	Responsible
2 months	Appointment of reviewer(s) Lead participant & reviewer(s) informed of their appointment	PC and TM
1 month	Deliverable submitted for review	Lead participant
20 days	First review submitted	Reviewers



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 822336.

<http://www.mingei-project.eu/>

10 days	Approved version submitted to the PC and TM for review	Lead participant
5 days	Final approved version sent to PC	PC and TM
3 days	Final version approved for Release, and uploaded in the participant portal.	PC

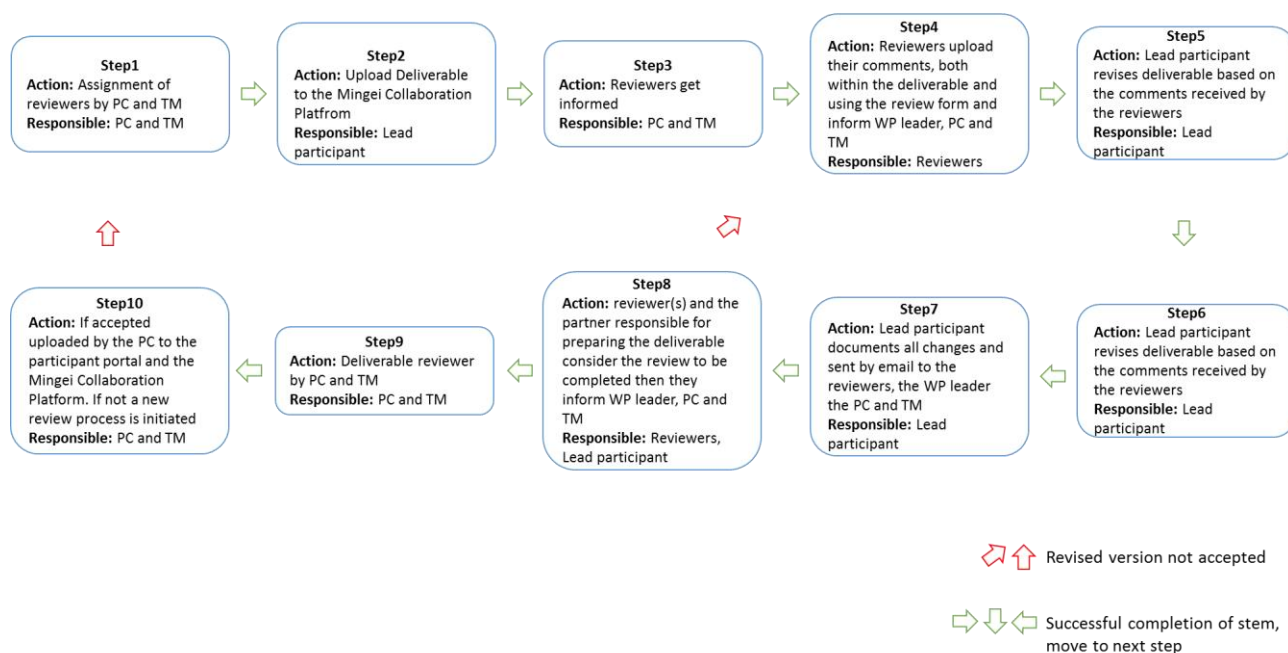


Figure 1: Deliverable review process.

1.2. Planning of deliverable reviews

In order to organise the review process of Mingei deliverables and to ensure that this task is assigned to all project partners based on their expertise, resources and overall contribution to the project an assignment was done for all project deliverables. This assignment is shown in the following figure. For deliverables submitted more than once the assigned partner(s) should review all versions of respective deliverables.

Deliverables, Ethics, DMP, Other Reports for Project 822336									
Deliverables, Ethics, DMP, Other Reports									
WP No	Del Rel. No	Del No	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date (annex I)	Reviewing Organisation #1	Reviewing Organisation #2	Reviewing Organisation #3
WP1	D1.1	D1	WAAG	Report	Public	30 Sep 2019	CNR	ARMINES	FORTH
WP1	D1.2	D2	WAAG	Report	Public	30 Nov 2020	HdS	ARMINES	FORTH
WP1	D1.3	D3	FORTH	Report	Public	31 May 2019	CNR	ARMINES	FORTH
WP2	D2.1	D4	PIOP	Report	Public	31 May 2019	CNR	WAAG	FORTH
WP2	D2.2	D5	PIOP	Report	Public	30 Sep 2019	CNR	WAAG	FORTH
WP2	D2.3	D6	CNR	Report	Public	31 Jan 2020	ARMINES	CNAM	FORTH
WP3	D3.1	D7	CNR	Report	Confidential, only for mem	31 Mar 2020	MIRALab	ARMINES	FORTH
WP3	D3.2	D9	FORTH	Other	Confidential, only for mem	31 Mar 2020	CNAM	ARMINES	FORTH
WP3	D3.3	D11	FORTH	Report	Confidential, only for mem	31 Mar 2020	ARMINES	HdS	FORTH
WP3	D3.4	D8	CNR	Report	Public	30 Nov 2021	ARMINES	CNAM	FORTH
WP3	D3.5	D10	FORTH	Report	Public	30 Nov 2021	ARMINES	MIRALab	FORTH
WP3	D3.6	D12	FORTH	Report	Public	30 Nov 2021	ARMINES	PIOP	FORTH
WP4	D4.1	D13	CNAM	Report	Public	30 Nov 2019	ARMINES	PIOP	FORTH
WP4	D4.2	D14	FORTH	Report	Public	30 Nov 2019	CNAM	PIOP	FORTH
WP5	D5.1	D15	ARMINES	Report	Confidential, only for mem	30 Nov 2019	MIRALab	IMA	FORTH
WP5	D5.2	D17	ARMINES	Report	Confidential, only for mem	30 Nov 2019	MIRALab	IMA	FORTH
WP5	D5.3	D19	ARMINES	Report	Confidential, only for mem	30 Nov 2019	MIRALab	IMA	FORTH
WP5	D5.4	D21	FORTH	Report	Confidential, only for mem	30 Nov 2019	ARMINES	MIRALab	FORTH
WP5	D5.5	D23	FORTH	Report	Confidential, only for mem	30 Nov 2019	ARMINES	MIRALab	FORTH
WP5	D5.6	D16	ARMINES	Report	Public	30 Nov 2021	MIRALab	IMA	FORTH
WP5	D5.7	D18	ARMINES	Report	Public	30 Nov 2021	MIRALab	IMA	FORTH
WP5	D5.8	D20	ARMINES	Report	Public	30 Nov 2021	MIRALab	ARMINES	FORTH
WP5	D5.9	D22	FORTH	Report	Public	30 Nov 2021	ARMINES	MIRALab	FORTH
WP5	D5.10	D24	FORTH	Report	Public	30 Nov 2021	ARMINES	MIRALab	FORTH
WP6	D6.1	D25	MIRALAB	Report	Confidential, only for mem	30 Nov 2020	WAAG	CNR	FORTH
WP6	D6.2	D27	IMA	Report	Confidential, only for mem	30 Nov 2020	WAAG	CNR	FORTH
WP6	D6.3	D29	MIRALAB	Report	Confidential, only for mem	30 Nov 2020	WAAG	CNR	FORTH
WP6	D6.4	D31	FORTH	Report	Public	30 Nov 2020	WAAG	CNR	FORTH
WP6	D6.5	D32	PIOP	Report	Public	31 May 2021	WAAG	CNR	FORTH
WP6	D6.6	D26	MIRALAB	Report	Public	30 Nov 2021	WAAG	CNR	FORTH
WP6	D6.7	D28	IMA	Report	Public	30 Nov 2021	WAAG	CNR	FORTH
WP6	D6.8	D30	MIRALAB	Report	Public	30 Nov 2021	WAAG	CNR	FORTH
WP7	D7.1	D33	WAAG	Report	Public	31 Aug 2019	HdS	CNAM	FORTH
WP7	D7.2	D34	WAAG	Report	Public	30 Nov 2020	PIOP	CNAM	FORTH
WP7	D7.3	D35	WAAG	Report	Public	31 May 2021	PIOP	CNAM	FORTH
WP8	D8.1	D36	FORTH	Websites, patents	Public	28 Feb 2019	WAAG	WAAG	FORTH
WP8	D8.2	D37	WAAG	Report	Public	30 Nov 2019	HdS	CNAM	FORTH
WP8	D8.3	D38	IMA	Report	Public	30 Nov 2019	IMA	MIRALab	FORTH
WP8	D8.4	D39	WAAG	Report	Public	30 Nov 2019	HdS	CNAM	FORTH
WP8	D8.5	D40	CNR	Report	Public	30 Nov 2019	PIOP	ARMINES	FORTH
WP9	D9.1	D41	FORTH	Report	Public	30 Nov 2019	CNR	ARMINES	FORTH
WP9	D9.2	D42	FORTH	Report	Public	28 Feb 2019	IMA	ARMINES	FORTH
WP9	D9.3	D43	FORTH	ORDP: Open Res	Public	31 May 2019	PIOP	ARMINES	FORTH
WP9	D9.4	D44	FORTH	Report	Confidential, only for mem	30 Nov 2020	PIOP	ARMINES	FORTH
WP9	D9.5	D45	FORTH	Report	Confidential, only for mem	30 Nov 2019	PIOP	ARMINES	FORTH
WP9	D9.6	D46	FORTH	Report	Confidential, only for mem	30 Nov 2019	PIOP	ARMINES	FORTH
WP10	D10.1	D47	FORTH	Ethics	Confidential, only for mem	28 Feb 2019	PIOP	ARMINES	FORTH
WP10	D10.2	D48	FORTH	Ethics	Confidential, only for mem	28 Feb 2019	CNR	MIRALab	FORTH
WP10	D10.3	D49	FORTH	Ethics	Confidential, only for mem	28 Feb 2019	WAAG	PIOP	FORTH
WP10	D10.4	D50	FORTH	Ethics	Confidential, only for mem	28 Feb 2019	WAAG	PIOP	FORTH
WP10	D10.5	D51	FORTH	Ethics	Confidential, only for mem	28 Feb 2019	CNR	PIOP	FORTH
WP10	D10.6	D52	FORTH	Ethics	Confidential, only for mem	28 Feb 2019	CNR	MIRALab	FORTH

Figure 2: Deliverable review planning

2. Deliverable reviews

2.1. D1.1 Overview of community of experts and draft definition of technical and user requirements

2.1.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D1.1
Deliverable Title:	Overview of community of experts and draft definition of technical and user requirements
Reviewer Name:	Alina Glushkova
Reviewer Organisation:	ARMINES
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		

Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written			√				Sometimes the sentences are too big making and contain too much information that is not necessarily suitable for a deliverable
Is concise					√		

Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						

The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)						√	

Other general comments	A minor comment is linked to the big number of pages in this deliverable. it seems to me that some sections could be more concise , written with less details.
-------------------------------	--

2.1.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D1.1
Deliverable Title:	Co-creation strategy, overview of community of experts and draft definition of technical user requirements
Reviewer Name:	Valentina Bartalesi
Reviewer Organisation:	ISTI-CNR
Date:	17/9/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable				X			
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable				X			
Can be used by dependent deliverables as stated in the DoA				X			
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)				X			
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				X			
Will lead to further outputs (papers, standards contributions etc.)			X				
Significantly advances the state-of-the-art at the beginning of the project				X			

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written				X			
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed			X				
Is technically correct					X		
Is easy to read by different types of public (broader communities)			X				
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety				X			
Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable			X				
Contains links to the open-source code of the modules/services addressed by the deliverable				X			
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned				X			
Contains suitable conclusions			X				
Contains appropriate references				X			

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.2. D1.3.1 Scientific protocol for craft representation (first version M6)

2.2.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D1.3
Deliverable Title:	Scientific protocol for craft representation
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR
Date:	16/05/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		

Can be used by dependent deliverables as stated in the DoA					X		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)						X	
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project						X	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract							There is no abstract it should be added
Contains graphics depicting the overall CEP architecture and the position of the						X	

modules/services addressed by the deliverable							
Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references				X			

Other general comments	
------------------------	--

2.2.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D1.3
Deliverable Title:	Scientific protocol for craft representation
Reviewer Name:	Meia Wippoo
Reviewer Organisation:	Waag
Date:	16/05/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input checked="" type="checkbox"/> X After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work				√			
Meets the objectives as specified in the DoA				√			
Closely addresses the specific technical areas that the DoA describes for this deliverable				√			
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable				√			
Can be used by dependent deliverables as stated in the DoA				√			

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)				√			
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				√			
Will lead to further outputs (papers, standards contributions etc.)				√			
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written			√				
Is concise				√			
Is complete (there are no significant omissions)				√			
All acronyms and abbreviations are listed					√		
Is technically correct				√			
Is easy to read by different types of public (broader communities)			√				
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract				√			
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	

Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	<p>MOU5 What is the scope of 'digitisation'?</p> <p>Addressed</p> <p>MOU6 Protocol for what: digitization of the craft or also giving access to the (digitized) craft?</p> <p>Both, but this version focuses on the first. The second will be address in the M12 (and subsequent) versions.</p>
------------------------	---

	<p>MO7-M10</p> <p>Addressed</p> <p>M11 How would this work? Which approaches are you referring to?</p> <p>Digitisation refers to multiple technical ways to do the same thing, i.e. in 3D scanning or motion capture. Right now we have to techniques to capture human motion, through the suit and through video. They work in different physical conditions, though in Krefeld we were able to exercise both. The suit also has a one person requirement. Likewise for 3D scanning, we have different types of scanners to scan different properties of objects.</p> <p>What are the effects of the evaluation? How would that feed into the project or protocol?</p> <p>Indeed we should mention this. Made a note to elaborate the text on this on my next pass. To be specific, if this regards technical evaluation, this is covered in the traditional evaluation. To my understanding, Impact Assessment does not deal with such matters. Is that correct?</p> <p>MO13</p> <p>Both</p> <p>MO14 I am missing something on the artistic and historic aspects of a ‘craft’</p> <p>Indeed. Added a note to elaborate. Any input is welcome.</p> <p>MO15 This might even be debatable – maybe add ‘created in part by hand’?</p> <p>Indeed. Added one more definition/explanation</p> <p>MO16 I don’t understand this phrasing – is there a reference?</p> <p>Yes. It is the reference at the end of the sentence</p> <p>MO17 I think you need to add something about the craftsmen/people – everything described in here is very material/technical – whereas the essence of a craft is that it</p>
--	---

	<p>is performed by humans. With that human element come the historic, artistic, traditioonal, etc. aspects that will also say something about the context crafts could flourish. Indeed.</p> <p>Added a note that includes your text to elaborate. Any input is welcome.</p> <p>MO18. From Arnaud’s explanation I remember the importance of the workshop (work space) and the layout of tools in that space</p> <p>This is correct, but not of relevance to the definition of a craft instance. Indeed, this is an attribute (or craft dimension) that has been identified (workspace, environment) to be captured – first in 3D and then annotated topologically etc.</p> <p>MO19 And stories, rituals, songs etc. Ways of instructing. Ways of belonging to the community</p> <p>Same as above.</p> <p>MOU20 Jacquard weaving even more specific than silk weaving</p> <p>Addressed</p> <p>MO21. In fact – silk weaving is not a type of weaving as you can use silk in all types of weaving (jacquard, damast, etc.). The use of silk is similar to the use of gold-thread: it is a material used in a craft</p> <p>Correct. Partially addressed. So how do we title in specific the name of the silk craft instance that we study? Simply Jacquard weaving? Or Jacquard weaving in Germany, Krefeld? Or Jacquard weaving in Germany, after 1700? Etc.</p> <p>MOU22. Is embodiment or physical actions itself also considered knowledge in this definition or is it something that needs to be added?</p> <p>Yes physical actions are included. Relevant assets are motion capture data. The semantic organisation of these data, in tasks, activities etc, is indeed part of the representation.</p> <p>What is your definition embodiment? Do you mean latent knowledge or sensory information, i.e. like the one that a</p>
--	---

	<p>potter has about how dry or wet is his material. That is, knowledge that cannot be easily described with words? If so, we very much agree that co-creation can contribute a lot towards this direction.</p> <p>MO23. I am not sure this is the place for this? Maybe make it more explicit that these are part of the assumption, whereas the above text are more definitions used in the project.</p> <p>Addressed by creating subsections for concepts and assumptions</p> <p>MO24-27</p> <p>Addressed</p> <p>MO27</p> <p>Yes. It is still draft.</p> <p>MOU28</p> <p>Added a first note and will elaborate.</p> <p>MOU29</p> <p>Addressed</p> <p>MO30</p> <p>The first. But, yes, a distinction between Mingei and craft representation stakeholders need to be made and has been added.</p> <p>MO31 Unnecessary statement – you always need to define subsections of a general public to make them an actual stakeholder</p> <p>I want to say something different here. Basically to place emphasis on the fact that the results of this digitisation essentially regard every person as CH belongs to all.</p> <p>MO32-35</p> <p>Addressed, by adding your comments to the definitions. Updated order of stakeholders according to comments.</p>
--	--

	<p>MO36. This is not a stakeholder group that you can account for – there are no defining features to assign people to this group. Any person in this category would also fall under a group above.</p> <p>Indeed this has to be written better. The intention here is to reference humanity as a stakeholder, in terms of preservation of CH. As such, there exist requirements, such as formality and completeness of representation, so that preservation meets international and scientific standards. Humanity is a stakeholder because it is te preservation of its CH at “stake”.</p> <p>MO37 What do you mean with ‘coarser’?</p> <p>A grouping of the above in 4 broad types. Addressed.</p> <p>MO38</p> <p>Indeed. There is complete overlap. These groups comprise of the above, analytically identified stakeholders.</p> <p>MO39</p> <p>Added heritage professionals to the first group of co-creation. The second group, I understand, regards knowledge collection.</p> <p>MO40-42</p> <p>Updated the text accordingly.</p> <p>MO43-45</p> <p>Addressed.</p> <p>MO46. What do you consider the mapping process?</p> <p>Finding which person(s) will provide the expected input for each stakeholder type.</p> <p>MO47 Is this relevant? I don’t think we can ever claim to describe every detailed aspect of a craft.</p> <p>This is not about us but for the user of the protocol. In principle an on-going work should be able to record what is relevant to a craft (even if we don’t do it). What we need to</p>
--	---

	<p>do is to provide the means for somebody with sufficient time and resource to capture every relevant detail technologically and semantically possible (defined).</p> <p>There will be information that we won't address – that is a given. Better make that explicit – rather than inventing ways to 'compensate' because that is not realistic.</p> <p>If you we not have, say, anymore access to practitioners, why not use a documentary and recorded testimonies to capture what you can, instead of not preserving at all? Yes, craft representations might be incomplete and updated later, like any other type of knowledge. Perhaps the title "mitigation" is what should be changed?</p> <p>MO48-50</p> <p>List removed, probably will be transformed to general text in the intro.</p> <p>MO52. As a whole – I think the document would be a lot more readable/useable if you would just focus on the overarching structure, and reference existing documents on specific strategy (for example the living document on co-creation) to describe details.</p> <p>You can add these documents as appendices. Right now it is all so very dense – and difficult to follow – I think you want to put too much into one document, including things that are strategies described in other tasks or even WP's, which does not help the readability of the document.</p> <p>Addressed. Added parts of the living document and other stuff as annexes. At the end, we will make indeed a usable handbook.</p> <p>A <u>scientific protocol</u> should be about the <u>scientific part</u> of the strategy (T1.3). So I would say that you need to focus on the scientific implications of the different aspects of the project.</p> <p>Are you referring to open scientific problems, say, in digitisation or knowledge representation, narratives etc?</p> <p>MO53 No, we had no workshop before our session in Krefeld. We did however approached various experts (textile experts from our textile lab, various weavers) to</p>
--	---

	<p>consult on general knowledge – to get a better sense of the scope of the subject. This is part of the ‘context’ research that is involved in all co-creation we set up: so yes : preparation needs to be included – in fact; we already provided that content: this is the core of Waag’s co-creation methodology. This is also the structure of the co-creation navigator we introduced earlier in the project (ccn.waag.org). The steps are also described in ‘5 stages of co-creation’ on page 11and 12 in the living document. We also invited a weaving expert along with us during the session in Krefeld, to ensure we include a more objective expert view on the craft. This is part of the community building (stage 3) you do to prepare for your co-creation. So this process description needs to be in the protocol – as it is the core of the co-creation strategy in the project, and it is a well-established approach for co-creation by now, tried and tested in at least 3 EU projects. You can use the version from the living document but we can also include the co-creation navigator (ccn) visuals. We can provide either.</p> <p>I added a paragraph (#4 in that section) as a synopsis at that point indicating that this topic will be elaborated later on. Please feel free to edit. Your contribution here need to be included in the protocol. I will see if I can do this myself given the information you provided, but I will probably need help.</p> <p>MO54 I would say that this, for the most part, is the work that done in WP2 – not necessary part of the co-creation. The co-creation will add to this basic information – focusing on the latent knowledge</p> <p>I am not comfortable with this for two reasons. Both stem from my understanding (perhaps wrong) that co-creation provides an understanding of a craft. In this context, I assumed that would determine of a small vocabulary of the names items and actions relevant to the craft with indicative descriptions (knowledge collection can then make them definitions).</p> <ol style="list-style-type: none"> 1. Regarding the protocol. In the protocol we need a common language and vocabulary share between the participants. So it is basic that occurs as a starting point (and of course be continuously updated) for communication between partners and having a basis of the basic concepts of a craft. We already did this in the deliverable for the silk pilot. This is also helpful for synonyms and translations of terms.
--	--

	<p>2. Having such a vocabulary (even partial) is essential that for communication and work between partners. I.e. in the living document there is a term called “vernice”: <i>“A lot of energy. Vernis never stops. The vernis workshop is a noisy place.”</i> which we think that refers to “furnace”.</p> <p>3. Knowledge identified as latent is not necessarily actually latent and would be found if a curator was involved.</p> <p>Same as above for topics of initial survey. These are the point of departure of craft representation, as defined by CH research that we know that we have to capture and are very basic to not include even from the first steps.</p> <p>MO54 I am not sure how this is part of co-creation?</p> <p>They are not. Co-creation is part of step one (and other steps as well) but Step 1 is not exclusively co-creation. I.e. Step 1 contains the acquisition of digital assets, which is a technical task.</p> <p>MO56 It is important to note that Waag has <u>no effort</u> in WP2, and with that expectations needs to made explicitly when relying on input from Waag (or any other partner with no effort in a certain WP)</p> <p>This is OK. As long as Waag does the GA “Contribution of human resources will be collected through workshops, series of scheduled co-creation activities with stakeholders (WP1, T1.3.2)”. We have already agreed that a form is to be used for reporting results, but has not yet added in the living document. We thought that Waag would be responsible for reporting the outcomes of (WP1, T1.3.2), but we are ok if the craft experts do so.</p> <p>As involvement of craft persons in co-creation workshops avails testimonies of experts we would like to have a transcript, or even better, audio recording of the actual testimony of experts. This is the reason we asked for audio recording. This way we don’t have to go back to the expert and ask the same questions.</p> <p>MOU57</p> <p>Addressed, added text.</p>
--	---

	<p>MO58 Concept development. Very essential aspect of the project and – as we already remarked during the kick-off – not included well enough in the project’s process description. There needs to be a better defined ownership on concepts (both in development, and in maintenance). But in any case: co-creation is very much in place to support concept development – I would argue, even more than knowledge collection – as that involves actual CREATION.</p> <p>What are the concepts relevant to craft representation? What does it mean to develop and maintain a concept? Could this comment regard pilot design? Could you provide an example of a concept? Let me know of the text you wish to appear in the subsection “Content development” that you added.</p> <p>MO59 What do you mean by this?</p> <p>That we need preliminary results to start working and we cannot wait until they are concluded, near the project end. Hence we will have to work with both partial and conclusive input.</p> <p>MO60 I think we have established by now that results of co-creation are usually not ‘lists’. ‘This means that co-creation can lead to unexpected results - and inspire totally new, but very relevant design and research directions, other than anticipated. ‘</p> <p>No problem. We are just going to ask that the format of output is in a structured format, for the basic understanding of craft items, actions etc, so that knowledge collection can continue. Since the experts are reporting this, this is not an overhead for co-creation coaching. As such, the “list” or “form” or “structured document” that we agreed upon should be the basic (or elementary) reporting template. We wish to ask to make this clear in the living document, so that it is clear for participants too.</p> <p>More advanced concepts such as unexpected results are welcome. You will advise us on how to report these.</p> <p>As usual, priority is on the fundamental and basic first and advanced topics come later.</p> <p>M61 ?</p>
--	--

	<p>This is to ensure that partners review the correctness of reporting of workshops, to make sure that their input is transcribed as intended (like we do for the minutes of a meeting).</p> <p>MO62-65</p> <p>Addressed, but please check.</p> <p>M66 We are not just consulting people, they are actively participating in the design process</p> <p>In the design process of what? If you mean the design of pilot application I agree. If you mean the design of the database where this knowledge is stored, I am not sure. Pilot applications are however to be discussed later on. I added the edit anyway, but I would really like to understand this.</p> <p>MO67 Reference the 5 stages of co-creation: this involves the first three stages</p> <p>Done, feel free to edit.</p> <p>MO68-69</p> <p>Done, feel free to edit.</p> <p>M71. Why ‘perhaps’? It is already a customization done by Waag – based on Waag’s experience. So use that.</p> <p>Because we read the BSR document and it talks about business partners not cultural partners and understood that this regard the Mingei project as a whole. Can we use the same method for the individual craft pilots? For the now I am making assuming that the answer is yes; let me know if otherwise.</p> <p>The project should use the same approach throughout the entire project – otherwise you are undermining your own partners, which is a very bad sign towards the commission. Trust the knowledge of the (responsible) partners – in this case Waag.</p> <p>We have no intention of using another approach. For the moment we have an initial mapping of stakeholders (no</p>
--	---

	<p>evaluation) that was sent to PIOP; I understand you were copied. The draft contains the stakeholders for HdS.</p> <p>M72. Reference the living document</p> <p>Which part should be referenced for this? Let me know if you wish any text to be added there.</p> <p>M73-77</p> <p>Addressed. Added text.</p> <p>M78 at this point it would be very helpful to have a visualization of the steps – and related sub-steps. It is not clear at all what is part of a step, how this related to the overarching structure, and to other steps.</p> <p>The big steps are illustrated in a figure that has been added. The graphic you mention probably refers to the co-creation steps. You can send any image you wish to include.</p> <p>M79 I don't understand what you are saying here</p> <p>This is to establish that a co-creation results are provided in a comprehensible way to be used by other activities and in particular knowledge collection. As such we need a vocabulary and a list of reference topics associated with co-creation materials. So if co-creation ends up in providing, say, a document with text and photographs, in this step we are going to make a list of knowledge collection topics, like the one existing now in Section 12 of the deliverable.</p> <p>MO82 You are using different titles for these steps than you use in the DoA (system scenario) – why?</p> <p>Better technical term. Updated again to be more similar to the original.</p> <p>Also – referencing a visual at the beginning of each step (like the one in the DoA) is very helpful for the reader to understand where we are (even if it is the same visual each time). I have already read a lot by this time – and I have lost track of where I am completely.</p>
--	---

	Yes I did not get the time to add this. Added.
--	--

2.3. D1.3.2 Scientific protocol for craft representation (second version M12)

2.3.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D1.3
Deliverable Title:	Scientific protocol for Craft Representation
Reviewer Name:	Arnaud Dubois
Reviewer Organisation:	CNAM
Date:	18/11/2019

General decision	
The deliverable can be submitted:	<p>As is</p> <p><input checked="" type="checkbox"/> After minor revisions</p> <p><input type="checkbox"/> After major revisions</p> <p><input type="checkbox"/> The deliverable has significant flaws</p>

Scientific Objectives	1	2	3	4	5	n/a	Comments
-----------------------	---	---	---	---	---	-----	----------

	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					√		

Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.3.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D1.3
Deliverable Title:	Scientific protocol for Craft Representation
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	November 25, 2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract					X		

Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					X		
Contains links to the open-source code of the modules/services addressed by the deliverable					X		
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					X		
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	Minor language corrections
------------------------	----------------------------

2.4. D2.1 Definition of content types and assignment to project stakeholders

2.4.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	2.1
Deliverable Title:	Definition of content types and assignment to project stakeholders
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	May 20, 2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As ia <input checked="" type="checkbox"/> X After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)						X	
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project						X	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract							There is no abstract it should be added
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references				X			

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	Minor language corrections
------------------------	----------------------------

2.4.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	2.1

Deliverable Title:	Definition of content types and assignment to project stakeholders
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl
Date:	May 29, 2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		Very clear description and statement
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		

Will lead to further outputs (papers, standards contributions etc.)					x		
Significantly advances the state-of-the-art at the beginning of the project				x			

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						x	
Contains links to the open-source code of the modules/services addressed by the deliverable						x	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						x	
Contains suitable conclusions					x		

Contains appropriate references					x		
---------------------------------	--	--	--	--	---	--	--

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.5. D2.2 The Mingei collection of knowledge

2.5.1. First Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D2.2
Deliverable Title:	The Mingei collection of knowledge
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	27/9/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> X After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				X			
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise				X			
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	The abstract is covered by the executive summary
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.5.2. Second Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D2.2
Deliverable Title:	The Mingei collection of knowledge
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl

Date:	29/09/2019
-------	------------

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> X After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				X			
Will lead to further outputs (papers, standards contributions etc.)				X			

Significantly advances the state-of-the-art at the beginning of the project					X		
---	--	--	--	--	---	--	--

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise				X			
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	
Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		

Contains appropriate references					X		
---------------------------------	--	--	--	--	---	--	--

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.6. D4.1 Use cases and application scenarios

2.6.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	4.1
Deliverable Title:	Mingei Use Cases and application scenarios
Reviewer Name:	Dimitrios Menychtas
Reviewer Organisation:	ARMINES
Date:	19/11/2019

General decision

The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		

Will lead to further outputs (papers, standards contributions etc.)				√			
Significantly advances the state-of-the-art at the beginning of the project				√			

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)							
All acronyms and abbreviations are listed					√		
Is technically correct				√			
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract					√		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for						√	

which no more deliverables are planned							
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.6.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	4.1
Deliverable Title:	Mingei Use Cases and application scenarios
Reviewer Name:	Fasoula Maria
Reviewer Organisation:	PIOP
Date:	November 15, 2019

General decision

The deliverable can be submitted:	<input type="checkbox"/> As it is <input checked="" type="checkbox"/> X After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws
--	--

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable				X			
Can be used by dependent deliverables as stated in the DoA					X		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct						X	I'm not a technical expert so I can't have a documented view
Is easy to read by different types of public (broader communities)				X			
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		

Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					X		
Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					X		
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	Minor corrections
------------------------	-------------------

2.7. D4.2 System iterative design

2.7.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	4.2
Deliverable Title:	System iterative design
Reviewer Name:	Fasoula Maria
Reviewer Organisation:	PIOP
Date:	November 18, 2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As it is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct						X	I'm not a technical expert so I can't have a documented view
Is easy to read by different types of public (broader communities)				X			
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					X		

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					X		
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.7.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D4.2
Deliverable Title:	System iterative design
Reviewer Name:	Arnaud Dubois
Reviewer Organisation:	CNAM
Date:	18/11/2019

General decision	
The deliverable can be submitted:	<p>As is</p> <p><input checked="" type="checkbox"/> After minor revisions</p> <p><input type="checkbox"/> After major revisions</p> <p><input type="checkbox"/> The deliverable has significant flaws</p>

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					v		

Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		

Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					√		
Contains links to the open-source code of the modules/services addressed by the deliverable						√	

Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.8. D5.1 Offline human motion capture

2.8.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.1
Deliverable Title:	Offline human motion capture
Reviewer Name:	Vito Nitti
Reviewer Organisation:	Imaginary srl
Date:	20/11/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					✓		
Meets the objectives as specified in the DoA					✓		
Closely addresses the specific technical areas that the DoA describes for this deliverable					✓		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project					√		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written				√			
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed				√			May need further check
Is technically correct					√		
Is easy to read by different types of public (broader communities)			√				It may be useful to explain why some choices were taken although these choices are clear from a technician's perspective
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		

Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable		√					Are the cited tools available? Where? Are they open source?
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions				√			
Contains appropriate references			√				

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.8.2. Second Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.1
Deliverable Title:	Offline human motion capture
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl
Date:	25.11.2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		
Will lead to further outputs (papers, standards contributions etc.)					x		
Significantly advances the state-of-the-art at the beginning of the project					x		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		

Contains links to the open-source code of the modules/services addressed by the deliverable					x		
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					x		
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.9. D5.2 Real time human motion capture

2.9.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.2
Deliverable Title:	Real time human motion capture
Reviewer Name:	Vito Nitti
Reviewer Organisation:	Imaginary srl
Date:	20/11/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project				√			

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written			√				
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed		√					
Is technically correct					√		
Is easy to read by different types of public (broader communities)			√				
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract		√					

Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable		√					
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions				√			
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	Generally speaking, a bit of rewording seems to be necessary to better explain the meaning of some periods. The acronym table is incomplete.
------------------------	--

2.9.2. Second Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.2
Deliverable Title:	Real time human motion capture
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl
Date:	25.11.2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		
Will lead to further outputs (papers, standards contributions etc.)					x		
Significantly advances the state-of-the-art at the beginning of the project					x		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		
Contains links to the open-source code of the modules/services addressed by the deliverable					x		
Presents the updated status of tools/components from the same					x		

Work Package, for which no more deliverables are planned							
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.10. D5.3 Gesture and action recognition

2.10.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.3
Deliverable Title:	Gesture and Action Recognition
Reviewer Name:	Vito Nitti
Reviewer Organisation:	Imaginary srl
Date:	20/11/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input checked="" type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work			√				
Meets the objectives as specified in the DoA				√			
Closely addresses the specific technical areas that the DoA describes for this deliverable			√				

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable				√			
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)				√			
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				√			
Will lead to further outputs (papers, standards contributions etc.)				√			
Significantly advances the state-of-the-art at the beginning of the project					√		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written			√				
Is concise				√			
Is complete (there are no significant omissions)		√					Sonification is cited but never explained nor related to requirements
All acronyms and abbreviations are listed			√				Needs to be checked
Is technically correct					√		
Is easy to read by different types of public (broader communities)			√				
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety				√			

Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions				√			
Contains appropriate references				√			

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period				√			
The deliverable has been written to adequately target the right audience			√				
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	Needs a bit of restructuring and polishing connecting all the pieces together.
------------------------	--

2.10.2. Second Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.3
Deliverable Title:	Gesture and action recognition
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl
Date:	25.11.2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		
Will lead to further outputs (papers, standards contributions etc.)					x		
Significantly advances the state-of-the-art at the beginning of the project					x		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		

Contains links to the open-source code of the modules/services addressed by the deliverable					x		
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					x		
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.11. D5.4 Hands and body tracking from video archives

2.11.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.4
Deliverable Title:	Representation and Preservation of Heritage Crafts
Reviewer Name:	Evangelia Baka
Reviewer Organisation:	MIRALab Sarl
Date:	13/11/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project					√		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	

Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					√		
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.11.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.4
Deliverable Title:	Hands and body tracking from video archives
Reviewer Name:	Alina Glushkova
Reviewer Organisation:	ARMINES
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project					√		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	

Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.12. D5.5 Gestures visualization

2.12.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.5
Deliverable Title:	D5.5 Gestures Visualisation
Reviewer Name:	Alina Glushkova
Reviewer Organisation:	ARMINES
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written				√			
Is concise			√				In the introduction there are already examples given of visual representation (e.g. IKEA instruction) a) maybe these examples should be integrated in the SOA? b)some examples like the IKEA's one are a bit surprising
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		

Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	<p>The images used to illustrate the work are nice.</p> <p>But maybe it could be even more interesting to use directly MINGEI's images. For example fig.30; 36;37;38 depicts example from completely different fields.</p> <p>The same for the pic.43, presenting a reference to robotics is surprising.</p>
------------------------	--

2.12.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D5.5
Deliverable Title:	Gestures visualisation
Reviewer Name:	Evangelia Baka
Reviewer Organisation:	MIRALab Sarl
Date:	28/11/2019

General decision	
The deliverable can be submitted:	<p><input checked="" type="checkbox"/> As is</p> <p><input type="checkbox"/> After minor revisions</p> <p><input type="checkbox"/> After major revisions</p> <p><input type="checkbox"/> The deliverable has significant flaws</p>

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project					√		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					√		
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	

Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.13. D7.1 Reaching out and working with HC communities: Hands-on Guide

2.13.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D7.1
Deliverable Title:	Reaching out and working with HC communities: Hands-on Guide
Reviewer Name:	Fasoula Maria
Reviewer Organisation:	PIOP
Date:	20.08.2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As it is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					X		
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.13.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D7.1
Deliverable Title:	Reaching out and working with HC communities: Hands-on Guide
Reviewer Name:	Arnaud Dubois
Reviewer Organisation:	CNAM
Date:	25/08/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As it is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	
Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from					X		

the same Work Package, for which no more deliverables are planned							
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.14. D8.1 Project Website

2.14.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D 8.1
Deliverable Title:	Project Website
Reviewer Name:	Pauline Appels
Reviewer Organisation:	WAAG
Date:	February 14, 2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)			x				
Will lead to further outputs (papers, standards contributions etc.)				x			
Significantly advances the state-of-the-art at the beginning of the project					x		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract						x	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		
Contains links to the open-source code of the modules/services addressed by the deliverable						x	

Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						x	
Contains suitable conclusions						x	
Contains appropriate references						x	

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.14.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D 8.1
Deliverable Title:	Project Website
Reviewer Name:	Vera Lentjes
Reviewer Organisation:	WAAG
Date:	February 6, 2019
General decision	

The deliverable can be submitted:	<input type="checkbox"/> As is
	X After minor revisions
	<input type="checkbox"/> After major revisions
	<input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				x			
Will lead to further outputs (papers, standards contributions etc.)					x		
Significantly advances the state-of-the-art at the beginning of the project					x		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract						x	I believe an abstract is not necessary for this document. The summary is sufficient.
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		Would be good to replace the visuals with recent ones if it is possible to implement the visual identity before the deadline.
Contains links to the open-source code of the modules/services addressed by the deliverable						x	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						x	
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.15. D8.2 Publicity & Dissemination Plans

2.15.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D8.2
Deliverable Title:	Publicity & Dissemination Plan
Reviewer Name:	Eleana Tasiopoulou
Reviewer Organisation:	PIOP
Date:	21/11/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input checked="" type="checkbox"/> X After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work				x			
Meets the objectives as specified in the DoA				x			
Closely addresses the specific technical areas that the DoA describes for this deliverable				x			

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable				x			
Can be used by dependent deliverables as stated in the DoA				x			
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)				x			
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				x			
Will lead to further outputs (papers, standards contributions etc.)				x			
Significantly advances the state-of-the-art at the beginning of the project				x			

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		
Is concise				x			
Is complete (there are no significant omissions)				x			
All acronyms and abbreviations are listed					x		
Is technically correct					x		

Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety				x			
Contains a clear and concise abstract				x			
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable			x				
Contains links to the open-source code of the modules/services addressed by the deliverable				x			
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned			x				
Contains suitable conclusions				x			
Contains appropriate references				x			

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience				x			

The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)				x			
---	--	--	--	---	--	--	--

Other general comments	<p>TE1. Could also add a definition for “Audiences”.</p> <p>TE2. Maybe could add something about the relationship with the other Deliverables of this WP.</p> <p>TE3. Could we add anything more about the next phases or not?</p> <p>TE4. We could make a distinction between internal (within the project- eg the consortium issues) and external (e.g. bureaucracy, lack of media attention etc) risks. We could consider the SWOT analysis model.</p> <p>TE5. We could also consider the AIDA model about (Awareness/ interest/ desire/ action)</p> <p>TE6. We could add two more columns; one under the name: -News/ Stories/ content that matter –eg. tools, best practices, innovations, impact.</p> <p>Second one under the title: -Importance – Low/ Medium /High</p> <p>TE7. ..audiences profiles...</p> <p>TE8. Could also include / or be divided into</p>
------------------------	--

	<p>TE9. Project’s website/ digital media / traditional media / academic articles</p> <p>TE10. Maybe “content category”?</p> <p>TE11. We could make a classification about One way communication channels such as press releases, promo material etc</p> <p>TE12. And Two Way communication such as facebook posts, field events, insta etc</p> <p>TE13. Maybe we could mention the pilots here and add photos?</p> <p>TE14. Are we gonna have press kit also?</p> <p>TE15. Maybe “Press releases”...?</p> <p>TE16. Or other publications (such as ICOM for example)</p> <p>TE17. , digitization and ...</p> <p>TE18. Maybe we should consider “key messages” per audience. A table for example that shows selected key messages tailored to each of the Mingei’s target audiences.</p>
--	--

	<p>TE19. Of</p> <p>TE20. Are we going to say anything about the purpose of the tools...?</p> <p>TE21. Not sure if acquisition is the right word, but cant find another...</p> <p>TE22. We could add this to the “tone of Voice” as well</p> <p>TE23. May</p> <p>TE24. Should we mention anything about no posting commercial adds/posts about irrelevant projects/ third parties?</p> <p>TE25. Do u think is a good idea to include a list of suggested hashtags, apart from the two ones that should always be mentioned?</p> <p>TE26. The ones mentioned here should always be included and maybe a maximum of 4, but this is something to further discuss in Paris</p>
--	---

2.15.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D8.2
Deliverable Title:	Publicity & Dissemination Plan
Reviewer Name:	Vito Nitti
Reviewer Organisation:	imaginary srl
Date:	24/11/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					✓		

Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)						√	
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		

All acronyms and abbreviations are listed			√				Needs to be completed
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		

The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.16. D8.3 Business scenarios and Exploitation Plans

2.16.1. First Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D8.3
Deliverable Title:	Business scenarios and Exploitation Plans
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl
Date:	21.11.2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		
Is suitable for use by its target audience (internal, EC, standards,					x		

public technical, public non-technical)							
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		
Will lead to further outputs (papers, standards contributions etc.)			x				
Significantly advances the state-of-the-art at the beginning of the project						x	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		
Contains links to the open-source code of the modules/services addressed by					x		

the deliverable							
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					x		
Contains suitable conclusions					x		
Contains appropriate references				x			

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.16.2. Second Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D8.3
Deliverable Title:	Business scenarios and Exploitation Plans
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	15.11.2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		
Will lead to further outputs (papers, standards contributions etc.)			x				
Significantly advances the state-of-the-art at the beginning of the project						x	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					x		
Contains links to the open-source code of the modules/services addressed by the deliverable					x		
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					x		
Contains suitable conclusions					x		
Contains appropriate references				x			

Other Metrics	1	2	3	4	5	n/a	Comments
---------------	---	---	---	---	---	-----	----------

	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.17. D8.4 Monthly newsletter

The content of this deliverable was reviewed by the entire consortium while preparing newsletters and articles. For completeness we had one partner reviewing the final version prior to the final QA review.

2.17.1. First Reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D8.4
Deliverable Title:	Monthly newsletter
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	27/11/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> X After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable						X	
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		

Can be used by dependent deliverables as stated in the DoA						X	
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)						X	
Will lead to further outputs (papers, standards contributions etc.)						X	
Significantly advances the state-of-the-art at the beginning of the project						X	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	The abstract is covered by the executive summary
Contains graphics depicting the overall CEP architecture and the position of the						X	

modules/services addressed by the deliverable							
Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
------------------------	--

2.18. D8.5 Standardization reports

2.18.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	8.5
Deliverable Title:	Standardization reports
Reviewer Name:	Fasoula Maria
Reviewer Organisation:	PIOP
Date:	November 15, 2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)				X			
Significantly advances the state-of-the-art at the beginning of the project				X			

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	There is no abstract, but it has Executive summary
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					X		

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	Minor language corrections
------------------------	----------------------------

2.18.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D8.5
Deliverable Title:	Standardization reports
Reviewer Name:	Alina Glushkova
Reviewer Organisation:	ARMINES
Date:	25/11/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the					√		

(sub)task(s) originating the deliverable							
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)			√				
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		

Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract					√		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
-------------------------------	--

2.19. D9.1 Quality Assurance reports

No review was required for this deliverable as it is a consolidation of all the review forms and a presentation of review process and review planning.

2.20. D9.2 Quality Plan

2.20.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D9.2
Deliverable Title:	Quality Plan
Reviewer Name:	Sotiris Manitsaris
Reviewer Organisation:	ARMINES/MINES
Date:	19/2/19

General decision	
The deliverable can be submitted:	<p>+ As is</p> <p><input type="checkbox"/> After minor revisions</p> <p><input type="checkbox"/> After major revisions</p> <p><input type="checkbox"/> The deliverable has significant flaws</p>

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					5		
Meets the objectives as specified in the DoA					5		
Closely addresses the specific technical areas that the DoA describes for this deliverable					5		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable				4			
Can be used by dependent deliverables as stated in the DoA			3				

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)				4			
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)				4			
Will lead to further outputs (papers, standards contributions etc.)			3				
Significantly advances the state-of-the-art at the beginning of the project		2					

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					5		
Is concise					5		
Is complete (there are no significant omissions)			3				
All acronyms and abbreviations are listed				4			
Is technically correct				4			
Is easy to read by different types of public (broader communities)				4			
Is timely (it met its due date)					5		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					5		
Contains a clear and concise abstract					5		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable				4			

Contains links to the open-source code of the modules/services addressed by the deliverable		2					
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned				4			
Contains suitable conclusions				4			
Contains appropriate references					5		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					5		
The deliverable has been written to adequately target the right audience					5		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					5		

Other general comments	
------------------------	--

2.20.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D9.2
Deliverable Title:	Quality Plan
Reviewer Name:	Lucia Pannese

Reviewer Organisation:	IMA
Date:	12.02.2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work						x	
Meets the objectives as specified in the DoA						x	
Closely addresses the specific technical areas that the DoA describes for this deliverable						x	
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable						x	
Can be used by dependent deliverables as stated in the DoA						x	
Is suitable for use by its target audience (internal, EC, standards,				4			

public technical, public non-technical)							
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)						x	
Will lead to further outputs (papers, standards contributions etc.)						x	
Significantly advances the state-of-the-art at the beginning of the project						x	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					5		
Is concise					5		
Is complete (there are no significant omissions)			3				It is fundamental to describe how software deliverables will be reviewed
All acronyms and abbreviations are listed					5		
Is technically correct						x	
Is easy to read by different types of public (broader communities)					5		
Is timely (it met its due date)					5		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					5		
Contains a clear and concise abstract					5		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable				4			A flow chart would improve reading the review procedure

Contains links to the open-source code of the modules/services addressed by the deliverable						x	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						x	
Contains suitable conclusions					5		
Contains appropriate references						x	

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					5		
The deliverable has been written to adequately target the right audience					5		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)				4			Software deliverables review process missing

Other general comments	<p>I guess that when it comes to quality there should be some other procedures described, such as e.g. minutes of the meetings, as well as some points (maybe 1 per year) where satisfaction in terms of quality of management as well as collaboration should be measured via a questionnaire.</p> <p>Probably quality of other activities such as e.g. organization of pilots or collections/cultural assets etc should also be described in terms of quality assurance</p>
------------------------	---

2.21. D9.3 Data Management plan

2.21.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	9.3
Deliverable Title:	Data Management Plan
Reviewer Name:	Fasoula Maria
Reviewer Organisation:	PIOP
Date:	June 15, 2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	There is no abstract, but it has Executive summary
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					X		

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned					X		
Contains suitable conclusions						X	Not required
Contains appropriate references					X		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	Minor language corrections
------------------------	----------------------------

2.21.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D9.3
Deliverable Title:	Data Management Plan
Reviewer Name:	Alina Glushkova
Reviewer Organisation:	ARMINES
Date:	25/06/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the					√		

(sub)task(s) originating the deliverable							
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)				√			
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)			√				
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		

Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable					√		
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
-------------------------------	--

2.22. D9.5 Minute and attendance list

2.22.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D9.5
Deliverable Title:	POPD - Requirement No. 1
Reviewer Name:	Dimitrios Menychtas
Reviewer Organisation:	ARMINES
Date:	19/11/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work						√	
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable						√	

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable						√	
Can be used by dependent deliverables as stated in the DoA						√	
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)						√	
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct						√	
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract					√		

Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions						√	
Contains appropriate references						√	

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.22.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	9.5
Deliverable Title:	Minute and attendance list
Reviewer Name:	Fasoula Maria
Reviewer Organisation:	PIOP
Date:	November 18, 2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As it is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA					X		
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)					X		
Significantly advances the state-of-the-art at the beginning of the project					X		

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable					X		
Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from					X		

the same Work Package, for which no more deliverables are planned							
Contains suitable conclusions					X		
Contains appropriate references					X		
Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					X		
The deliverable has been written to adequately target the right audience					X		
The document describes what it is expected to be reported according to the DoW description of the (sub)task(s)					X		

Other general comments	
-------------------------------	--

2.23. D9.6 Policy briefing

2.23.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D9.6
Deliverable Title:	Policy briefing
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR
Date:	15/11/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> X As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA						X	
Closely addresses the specific technical areas that the DoA describes for this deliverable						X	
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)				X			
Significantly advances the state-of-the-art at the beginning of the project						X	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed						X	
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references					X		

Other general comments	
------------------------	--

2.23.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D9.6
Deliverable Title:	Policy briefing
Reviewer Name:	Maria Fasoula
Reviewer Organisation:	PIO
Date:	20/11/2019

General decision	
<p>The deliverable can be submitted:</p>	<p><input checked="" type="checkbox"/> X As is</p> <p><input type="checkbox"/> After minor revisions</p> <p><input type="checkbox"/> After major revisions</p> <p><input type="checkbox"/> The deliverable has significant flaws</p>

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		
Meets the objectives as specified in the DoA						X	
Closely addresses the specific technical areas that the DoA describes for this deliverable						X	
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)				X			
Significantly advances the state-of-the-art at the beginning of the project						X	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed						X	
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		
Contains a clear and concise abstract						X	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						X	

Contains links to the open-source code of the modules/services addressed by the deliverable						X	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						X	
Contains suitable conclusions					X		
Contains appropriate references					X		

Other general comments	
------------------------	--

2.24. D10.1 H - Requirement No. 1

2.24.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.1
Deliverable Title:	POPD - Requirement No. 1
Reviewer Name:	Alina Glushkova
Reviewer Organisation:	ARMINES
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document					√		

without necessarily having to read it in its entirety							
Contains a clear and concise abstract						√	
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	
Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
-------------------------------	--

2.24.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.1
Deliverable Title:	POPD - Requirement No. 1
Reviewer Name:	Christodoulos Ringas
Reviewer Organisation:	Piraeus Bank Group Cultural Foundation
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		

Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		

Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	There is no need for an abstract
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	There is no need for graphics in the document.
Contains links to the open-source code of the modules/services addressed by the deliverable						√	The subject does not require
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	There will be deliverables and outputs related to the document.
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
-------------------------------	--

2.25. D10.2 POPD – Requirement No. 2

2.25.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	10.2
Deliverable Title:	POPD - Requirement No. 2
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	Feb. 5, 2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work	X						
Meets the objectives as specified in the DoA	X						
Closely addresses the specific technical areas that the DoA describes for this deliverable	X						
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable	X						
Can be used by dependent deliverables as stated in the DoA	X						

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)	X						
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)							Not Applicable (NA)
Will lead to further outputs (papers, standards contributions etc.)							NA
Significantly advances the state-of-the-art at the beginning of the project							NA

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written	X						
Is concise	X						
Is complete (there are no significant omissions)	X						
All acronyms and abbreviations are listed	X						
Is technically correct	X						
Is easy to read by different types of public (broader communities)	X						
Is timely (it met its due date)	x						
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety	X						
Contains a clear and concise abstract							There is no abstract but the document is so short that no abstract is needed
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable							NA

Contains links to the open-source code of the modules/services addressed by the deliverable							NA
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned							NA
Contains suitable conclusions	X						
Contains appropriate references							There are no references but the document is so short that they are not needed

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period	x						
The deliverable has been written to adequately target the right audience	X						
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)	X						

Other general comments	
------------------------	--

2.25.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	10.2
Deliverable Title:	POPD - Requirement No. 2
Reviewer Name:	Simon Senecal and Nadia Thalmann
Reviewer Organisation:	MIRALab
Date:	20.02.2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is - Ok <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					X		Clear statement corresponding to the DOW
Meets the objectives as specified in the DoA					X		Clear description
Closely addresses the specific technical areas that the DoA describes for this deliverable					X		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					X		
Can be used by dependent deliverables as stated in the DoA					X		As an ethics base for other deliverables
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					X		

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					X		
Will lead to further outputs (papers, standards contributions etc.)							
Significantly advances the state-of-the-art at the beginning of the project							

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					X		
Is concise					X		
Is complete (there are no significant omissions)					X		
All acronyms and abbreviations are listed					X		
Is technically correct					X		
Is easy to read by different types of public (broader communities)					X		
Is timely (it met its due date)					X		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					X		Very clear summary and concise
Contains a clear and concise abstract					X		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable							No graphics needed for this deliverable
Contains links to the open-source code of the modules/services addressed by the deliverable							

Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned							
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	The deliverable constitutes a very clear first description of the ethics requirements regarding transfer of personal data from the EU to a non-EU country or international organization. It is well written and well structured.
------------------------	--

2.26. D10.3 H - Requirement No. 3

2.26.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.3
Deliverable Title:	H - Requirement No. 3
Reviewer Name:	Christodoulos Ringas
Reviewer Organisation:	Piraeus Bank Group Cultural Foundation
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		

Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	The document is a form of internal regulation.

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	There is no need for an abstract
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	There is no need for graphics in the document.

Contains links to the open-source code of the modules/services addressed by the deliverable						√	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	There will be deliverables and outputs related to the document.
Contains suitable conclusions						√	
Contains appropriate references						√	

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.26.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.3
Deliverable Title:	H – Requirement No. 3
Reviewer Name:	Vera Lentjes
Reviewer Organisation:	Waag
Date:	12 February 2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work			x				I believe we miss the research activity 'assessment of the impact'.
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable						x	
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA				x			Do we need consent for the impact assessment?
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		Serves its purpose
Will lead to further outputs (papers, standards contributions etc.)						x	
Significantly advances the state-of-the-art at the beginning of the project						x	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		
Is concise			x				be more consistent and complete in the appointment of participants throughout the text
Is complete (there are no significant omissions)			x				I believe we miss the research activity 'assessment of the impact'.
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						x	

Contains links to the open-source code of the modules/services addressed by the deliverable						x	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						x	
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	
------------------------	--

2.27. D10.4 H - Requirement No. 4

2.27.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.4
Deliverable Title:	H - Requirement No. 4
Reviewer Name:	Christodoulos Ringas
Reviewer Organisation:	Piraeus Bank Group Cultural Foundation
Date:	21/02/2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		

Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		
Significantly advances the state-of-the-art at the beginning of the project						√	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		

Contains a clear and concise abstract						√	The deliverable is concise and small, thus there is no need for an executive summary.
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	There is no need for graphics in the document.
Contains links to the open-source code of the modules/services addressed by the deliverable						√	The subject does not require.
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	There will be deliverables and outputs related to the document.
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.27.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.4
Deliverable Title:	H – Requirement No. 4
Reviewer Name:	Vera Lentjes
Reviewer Organisation:	WAAG
Date:	February 12, 2019

General decision	
The deliverable can be submitted:	<input type="checkbox"/> As is <input checked="" type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work			x				It misses the relation to the WP7 impact assessment
Meets the objectives as specified in the DoA					x		
Closely addresses the specific technical areas that the DoA describes for this deliverable						x	
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA			x				be more explicit about storage process and retention periods state how you will ensure that

							consortium partners also do this carefully (recurring point on consortium meeting agenda for example?)
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)			x				When more explicit about what is expected from the consortium partners.
Will lead to further outputs (papers, standards contributions etc.)					x		
Significantly advances the state-of-the-art at the beginning of the project						x	

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		
Is concise			x				be more consistent and complete in the appointment of participants throughout the text (
Is complete (there are no significant omissions)			x				add Impact assessment to the research activities
All acronyms and abbreviations are listed			x				There are a few abbreviations in the annex that are not listed.
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		

Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						x	
Contains links to the open-source code of the modules/services addressed by the deliverable						x	
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						x	
Contains suitable conclusions				x			
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)				x			<p>be more explicit about storage process and retention periods</p> <p>state how you will ensure that consortium partners also do this carefully</p>

<p>Other general comments</p>	<p>Like mentioned above, my main comments would be:</p> <ul style="list-style-type: none"> - add Impact assessment to the research activities - be more consistent and complete in the appointment of participants throughout the text (both documents) - be more explicit about storage process and retention periods - state how you will ensure that consortium partners also do this carefully (recurring point on consortium meeting agenda for example?)
--------------------------------------	--

2.28. D10.5 POPD – Requirement No. 5

2.28.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	10.5
Deliverable Title:	POPD - Requirement No. 5
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	Feb. 13, 2019

General decision	
The deliverable can be submitted:	<input checked="" type="checkbox"/> As is <input type="checkbox"/> After minor revisions <input type="checkbox"/> After major revisions <input type="checkbox"/> The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work	X						
Meets the objectives as specified in the DoA	X						
Closely addresses the specific technical areas that the DoA describes for this deliverable	X						
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable							
Can be used by dependent deliverables as stated in the DoA	X						
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)	X						

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)	X						
Will lead to further outputs (papers, standards contributions etc.)							Not Applicable (NA)
Significantly advances the state-of-the-art at the beginning of the project							NA

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written	X						
Is concise	X						
Is complete (there are no significant omissions)	X						
All acronyms and abbreviations are listed	X						
Is technically correct	X						
Is easy to read by different types of public (broader communities)	X						
Is timely (it met its due date)	x						
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety	X						
Contains a clear and concise abstract							There is no abstract but the document is so short that no abstract is needed
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable							NA
Contains links to the open-source code of the modules/services addressed by the deliverable							NA
Presents the updated status of tools/components from the same							NA

Work Package, for which no more deliverables are planned							
Contains suitable conclusions	X						
Contains appropriate references	X						

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period	x						
The deliverable has been written to adequately target the right audience	X						
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)	X						

Other general comments	
------------------------	--

2.28.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	D10.5
Deliverable Title:	POPD - Requirement No. 5
Reviewer Name:	Christodoulos Ringas
Reviewer Organisation:	Piraeus Bank Group Cultural Foundation
Date:	21/02/2019

General decision

The deliverable can be submitted:	<div> <input checked="" type="checkbox"/> As is </div> <div> <input type="checkbox"/> After minor revisions </div> <div> <input type="checkbox"/> After major revisions </div> <div> <input type="checkbox"/> The deliverable has significant flaws </div>

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					√		
Meets the objectives as specified in the DoA					√		
Closely addresses the specific technical areas that the DoA describes for this deliverable					√		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					√		
Can be used by dependent deliverables as stated in the DoA					√		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					√		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					√		
Will lead to further outputs (papers, standards contributions etc.)					√		

Significantly advances the state-of-the-art at the beginning of the project						√	
---	--	--	--	--	--	---	--

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					√		
Is concise					√		
Is complete (there are no significant omissions)					√		
All acronyms and abbreviations are listed					√		
Is technically correct					√		
Is easy to read by different types of public (broader communities)					√		Although the subject is legal, the terminology used is simple and easy to comprehend
Is timely (it met its due date)					√		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					√		
Contains a clear and concise abstract						√	There is no need for an abstract
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable						√	There is no need for graphics in the document.
Contains links to the open-source code of the modules/services addressed by the deliverable						√	The subject does not require
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned						√	There will be deliverables and outputs related to the document.
Contains suitable conclusions					√		
Contains appropriate references					√		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period					√		
The deliverable has been written to adequately target the right audience					√		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					√		

Other general comments	
------------------------	--

2.29. D10.6 NEC - Requirement No.7

2.29.1. First reviewer

Mingei Deliverable Review Form	
Deliverable Number:	10.6
Deliverable Title:	NEC - Requirement No. 7
Reviewer Name:	Carlo Meghini
Reviewer Organisation:	CNR ISTI
Date:	Feb. 5, 2019

General decision	
The deliverable can be submitted:	<p><input checked="" type="checkbox"/> As is</p> <p><input type="checkbox"/> After minor revisions</p> <p><input type="checkbox"/> After major revisions</p> <p><input type="checkbox"/> The deliverable has significant flaws</p>

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work	x						
Meets the objectives as specified in the DoA	X						
Closely addresses the specific technical areas that the DoA describes for this deliverable	X						
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable	X						
Can be used by dependent deliverables as stated in the DoA	X						
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)	X						

Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)							Not Applicable (NA)
Will lead to further outputs (papers, standards contributions etc.)							NA
Significantly advances the state-of-the-art at the beginning of the project							NA

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written	X						
Is concise	X						
Is complete (there are no significant omissions)	X						
All acronyms and abbreviations are listed	X						
Is technically correct	X						
Is easy to read by different types of public (broader communities)	X						
Is timely (it met its due date)	x						
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety	X						
Contains a clear and concise abstract							There is no abstract but the document is so short that no abstract is needed
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable							NA
Contains links to the open-source code of the modules/services addressed by the deliverable							NA
Presents the updated status of tools/components from the same							NA

Work Package, for which no more deliverables are planned							
Contains suitable conclusions	X						
Contains appropriate references							There are no references but the document is so short that they are not needed

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
The reviewer could read and adequately review the document within a reasonable time period	x						
The deliverable has been written to adequately target the right audience	X						
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)	X						

Other general comments	
------------------------	--

2.29.2. Second reviewer

Mingei Deliverable Review Form	
Deliverable Number:	10.3
Deliverable Title:	NEC – Requirement No.7
Reviewer Name:	Evangelia Baka, Nadia Thalmann
Reviewer Organisation:	MIRALab Sarl
Date:	20/02/19

General decision

The deliverable can be submitted:	<input type="checkbox"/>	As is OK
	<input type="checkbox"/>	After minor revisions
	<input type="checkbox"/>	After major revisions
	<input type="checkbox"/>	The deliverable has significant flaws

Scientific Objectives	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
States its objectives, specific technical areas, related (sub)task(s) and dependencies, as specified in the Description of Work					x		
Meets the objectives as specified in the DoA					x		Very clear description and statement
Closely addresses the specific technical areas that the DoA describes for this deliverable					x		
Represents a suitable outcome for the resources applied to the (sub)task(s) originating the deliverable					x		
Can be used by dependent deliverables as stated in the DoA					x		
Is suitable for use by its target audience (internal, EC, standards, public technical, public non-technical)					x		
Is expected to have a high degree of success of intended impact (e.g. in standards, internal to the consortium etc.)					x		
Will lead to further outputs (papers, standards contributions etc.)							
Significantly advances the state-of-the-art at the beginning of the project							

Document Quality Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						
Is clearly written					x		With appropriate wording
Is concise					x		
Is complete (there are no significant omissions)					x		
All acronyms and abbreviations are listed					x		
Is technically correct					x		
Is easy to read by different types of public (broader communities)					x		
Is timely (it met its due date)					x		
Contains a good executive summary such that the reader can understand what is contained in the document without necessarily having to read it in its entirety					x		
Contains a clear and concise abstract					x		
Contains graphics depicting the overall CEP architecture and the position of the modules/services addressed by the deliverable							No graphics needed for this deliverable
Contains links to the open-source code of the modules/services addressed by the deliverable							
Presents the updated status of tools/components from the same Work Package, for which no more deliverables are planned							
Contains suitable conclusions					x		
Contains appropriate references					x		

Other Metrics	1	2	3	4	5	n/a	Comments
	(1 totally disagree - 5 totally agree)						

The reviewer could read and adequately review the document within a reasonable time period					x		
The deliverable has been written to adequately target the right audience					x		
The documents describes what it is expected to be reported according to the DoW description of the (sub)task(s)					x		

Other general comments	The deliverable constitutes a very clear first description of the ethics requirements regarding possible exchange of materials with the partner MIRALab, registered in Switzerland. The wording is appropriate, covering the requirements and fulfilling the goal .
-------------------------------	---