GRANT AGREEMENT NO.: 731677

Call: H2020-ICT-2016-2017
Topic: ICT-13-2016
Type of action: RIA

Facility for Large-Scale Adaptive Media Experimentation

1ST OPEN CALL

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1. General Open Call information

The FLAME project hereby announces its first Open Call for Experiments.

This call solicits for **Experiments** to explore edge experiences considering consumer's desire for personalised, localised and interactive media content delivered through current and emerging human-computer interfaces used in outside spaces or between outside and inside spaces.

More information on the scope of this first Open Call can be found in Section 4 of this document.

2. Call information

Project full name:	FLAME - Facility for Large-Scale Adaptive Media Experimentation
Project grant agreement number:	731677
Call identifier:	FLAME-OC1
Call title:	First FLAME Open Call
Feasibility check deadline:	17th of May 2018
Final Submission deadline:	10th of June 2018
Webinar for explaining Open Call details and providing guidelines for proposers	18th April 2018 @ 10:00am CEST

Financial information:

Category and call identifier	Call budget	Max. budget per experiment	No. of experiments to be funded	Total Guaranteed support[1]
Industry trials FLAME-OC1-IND	€ 540 000	€ 130 000	2	€720000
SME Trials FLAME-OC1-SME		€ 70 000	4	
Total number of experiments to be funded			6	

Requirements related to the proposer:

- Proposers must be eligible for funding in H2020 projects and be established in an EU Member State or in an Associated Country.
- Proposals will only be accepted from a **single party**.
- A proposer can only be selected for funding for one proposal, even if the proposer submitted multiple proposals that are ranked high enough to be selected for funding. In the latter case, the proposer may be given the opportunity to choose the one to be retained for funding.
- For the Experiments in the category 'SME trials', only proposals from small, medium SMEs according to the definition used by the EC (for experiments in the category 'Innovation by SME')
- To avoid conflicts of interest, applications will not be accepted from persons or organisations who are partners in the FLAME consortium or who are formally linked in any way to partners of the consortium. All applicants will be required to declare that they know of no such potential conflicts of interest that should prevent them from applying.
- A proposer must select a single infrastructure (either Barcelona or Bristol) to conduct its experiment. This infrastructure will act as "mentor", providing support to the experimenter.
- At least 2 experiments in each city will be funded.

[1] An extra budget of typically € 8000 per Experiment will be allocated to the FLAME consortium partner acting as Mentor for guaranteed support.

Other conditions:

- Language in which the proposal must be submitted: English
- Proposals must follow the provided template (see Section 7 of this document and Appendix A)
- Proposals (draft as well as final proposals) must be submitted through the online submission portal (accessible from https://www.ict-flame.eu/open-calls/)[2]

Contact: opencalls@ict-flame.eu

[2] Please note that the submission portal for FLAME Open Call proposals is NOT the H2020 portal.

3. The FLAME Project

FLAME is an initiative designed to create a sustainable FMI ecosystem through experimentation, collaboration and innovation. Within this scope, FLAME works within the creative industries to create exciting, viable applications for the Future Media Internet (FMI) that bring value to the many sectors dependent on effective production and distribution of media content, such as broadcast, gaming, education, and beyond into healthcare and smart city management.

FLAME aims to change the way people interact by fundamentally changing how they send, receive, and perceive the world around them using the power and flexibility of the FMI.

For more technical details and how-tos please refer to the Resources section of the FLAME website https://www.ict-flame.eu/

3.1. Introduction to the project

FLAME aims to optimise media content delivery by enabling deep interactions between media service providers and an underlying communications infrastructure using software defined networking and information centric networking techniques. The main target is to provide a significant leap forward for media delivery supporting personalized, interactive, mobile and localized (PIML) workflows. The FLAME platform provides this leap through capabilities for low latency distributed computing as well as content over a 5G-enabled programmable infrastructure, providing the user with faster access to media and services, lower latency and higher personalization of the experience through closer media processing (Figure 1). Through the platform's fast and dynamic service request routing capability, media service providers will have fine-grained control over load and therefore costs across the network. This offers the potential to significantly reduce the overall costs while ensuring fast availability of services towards end users.

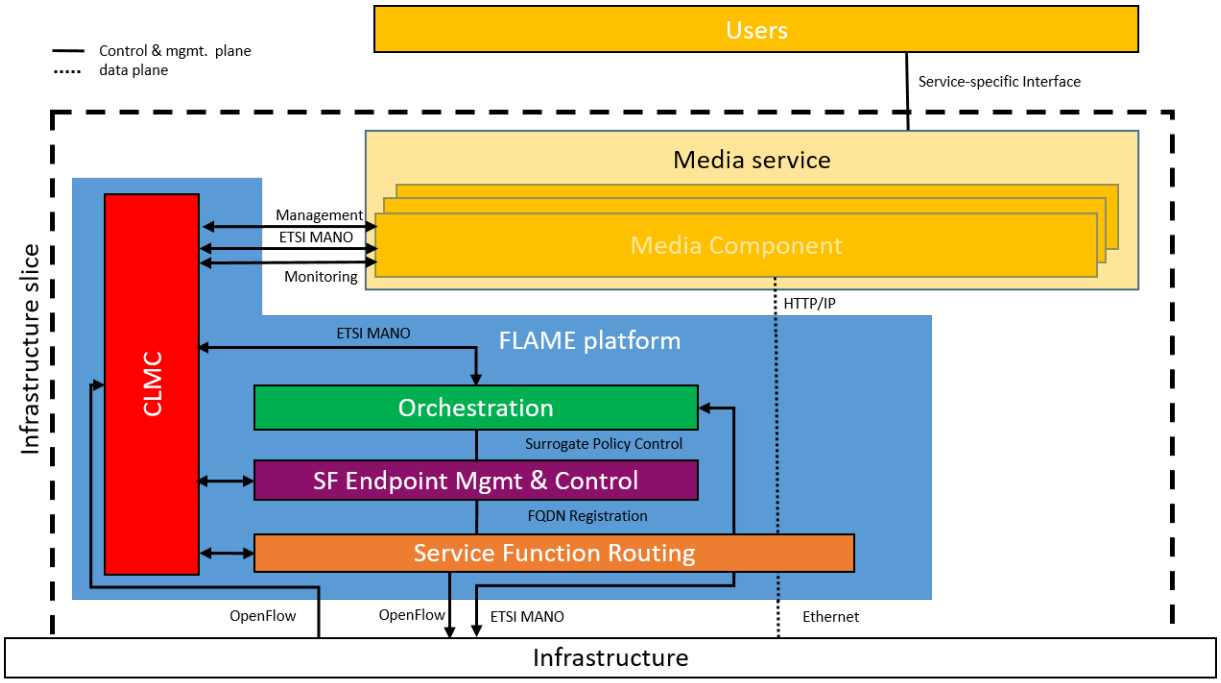


Figure 1: FLAME Overview

FLAME is composed by 3 main components that will be outlined in the next sections: The Platform, the Infrastructure, and the Media Services.

3.2. Platform Capabilities

The Platform benefits are described in detail in Section 7 of D3.1 "FMI Vision, Use Cases and Scenarios". In general, the goal is to improve performance of interactive media systems whilst managing costs associated with infrastructure resources. Figure 2 provides a summary of four key performance requirements for FMI and generally the 5G space along discussion of associated benefits:

- **Reduce latency:** latency has long been recognized as a major impact on user experience, leading not only to the deployment of content delivery networks but many past and ongoing protocol improvements (e.g., introduction of QUIC aiming at browsing latency improvements). Reducing the service path length is an important target for FLAME through utilizing an intelligent service endpoint management and flexible routing solutions.
- **Stem unicast proliferation:** the emergence of HTTP as the de-facto streaming protocol in the Internet, infrastructure providers are currently incapable of utilizing in-network multicast capabilities to stem the linear cost explosion that the unicast delivery model of HTTP creates. Through its capability to deliver HTTP response through in-network native multicast, FLAME provides a unique capability that significantly reduces costs for multi-viewer scenarios.

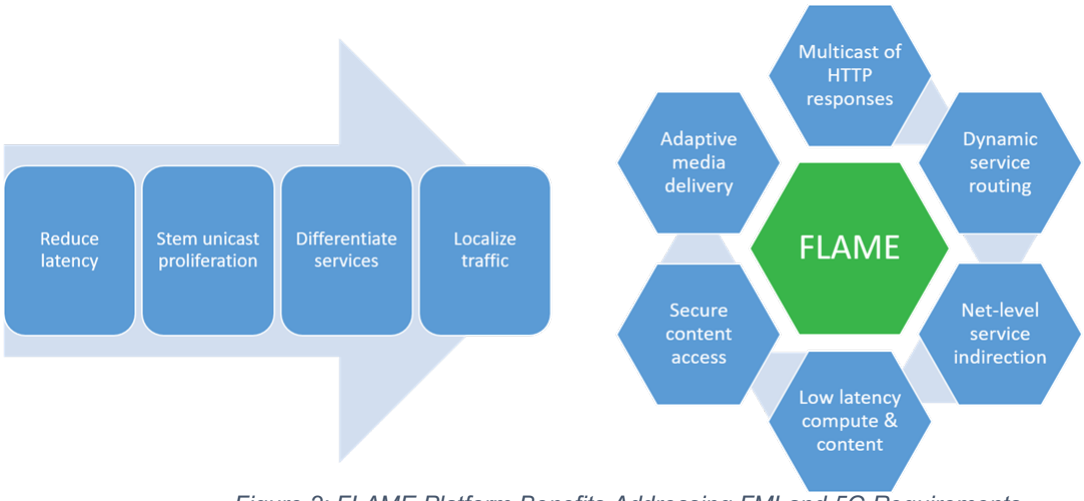


Figure 2: FLAME Platform Benefits Addressing FMI and 5G Requirements

- **Differentiate services:** virtualization opens up the capability to differentiate services by placing service endpoints throughout the network with localized and personalized behaviour. This, however, requires the network to provide a dynamic service routing capability that directs traffic to the most appropriate local service instance. Also, a failover mechanism is required to indirect service requests if a local instance is unable to provide sufficient service response. Furthermore, adaptive media delivery is crucial for differentiation of services, allowing for adapting services, for instance, to different user device requirements by adding transcoding capabilities to the service path for specific users. FLAME provides exactly these capabilities.
- **Localize traffic:** reduction of network traffic is often realized through localizing traffic wherever possible, also addressing the aforementioned latency reduction. Capitalizing on FLAME capabilities to dynamically route requests to the most appropriate service instance achieves a likely significant reduction of traffic being sent over longer paths. It also allows for keeping data local in terms of information security as well as possibly exposing the traffic to fewer parties involved. This ability to localize traffic needs to be balanced in a real-life deployment with the possibly higher operational costs for the distributed servers in comparison to centralized data centres. FLAME provides this ability to trade off these aspects towards a commercially viable offering.
- **Remove insecure content access:** the FLAME capability to elevate content delivery from intermediary Content Delivery Networks (CDNs) to fully secured surrogate service endpoints provides further security (e.g., secure content delegation will remove the need for triangular routing to origin servers). Insecure content references would be removed by allowing content to be hosted at surrogate service endpoints with minimal computational authorization functionality. This ensures that content is not exposed to unauthorised parties.

For more information and details please refer to deliverable D3.3 FLAME Platform Architecture and Infrastructure Specification v1

3.3. Infrastructure Capabilities

This section describes the FLAME infrastructure in the cities of Bristol and Barcelona. If you want to have more details please refer to deliverable D5.1 Replication Process v1

3.3.1. Bristol

BiO provides a living lab R&D Testbed targeting City-driven digital innovation as a **City Experimentation as a Service** (CEaaS). It provides a managed multi-tenancy platform for the development and testing of new solutions for information and communication infrastructure, and thus forms the core ICT enabling platform for Future Cities agenda. BiO integrates SDN enabled optical, wireless, sensor mesh and computing resources to provide a unique open and programmable communication service platform in the centre of Bristol.

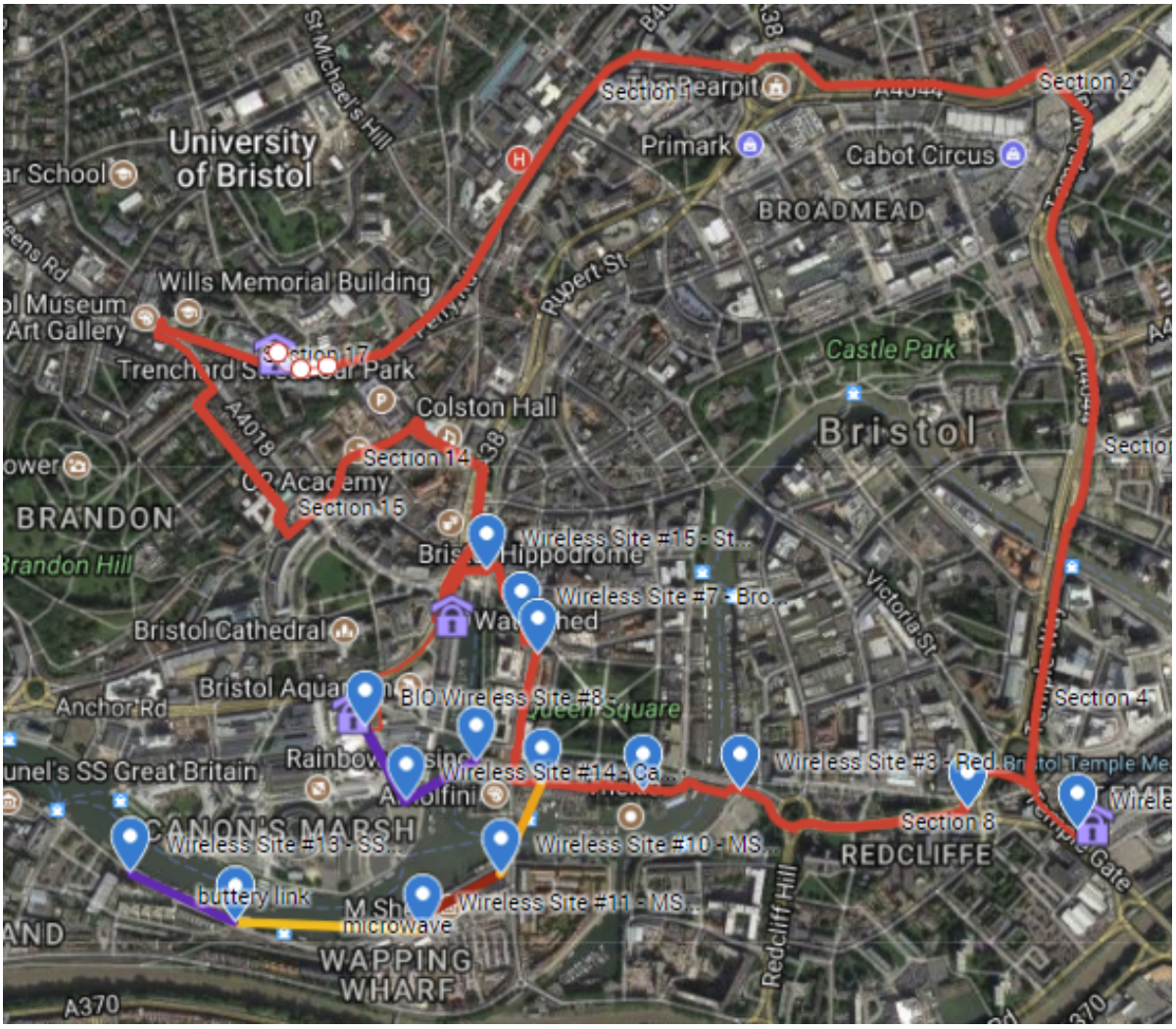


Figure 3: BIO wireless and fiber connectivity

Key

 => Meru AP832e

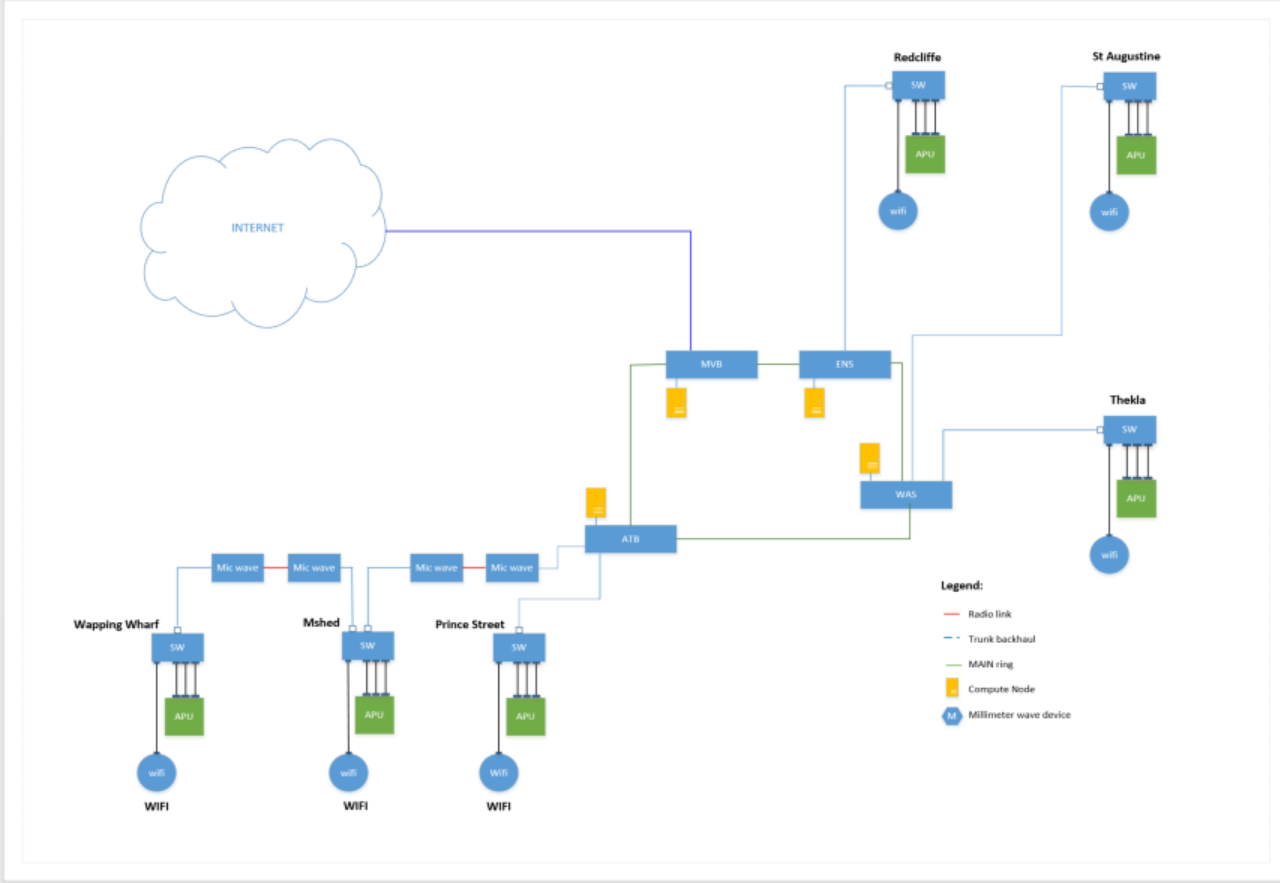
 => Switching Node

Wireless connectivity

BiO's wireless infrastructure specifically includes a wireless network hub across multiple locations within Bristol City Centre, as seen in Figure 3 above. The cell radio technology offers a wireless connectivity solution using SDN enabled Wi-Fi technologies with enhanced millimeter backhaul and direct connections to the optical network. The Wi-Fi access point devices utilized are the Meru AP832e (called 'APU'). Specifications on the devices can be found below.

APUs are deployed at the following sites:

- Redcliff
- St Augustine
- Wapping Wharf
- Mshed West
- Prince Street
- Thekla



In addition to the six locations where Virtual service routers (NAPs) are running on Edge devices, other locations exist. NAPs are also placed on the Engine Shed, WeTheCurious and Watershed compute nodes. Each of these compute nodes are attached via a switch to the wireless access point at the respective location.

Meru AP832e Specifications:

- *Max throughput is 1G in current configuration*
- *Supported 2.4 GHz (TurboQAM Mode) and 5.x GHz for dual-band, dual- radio operation, data rate up to 1.9 Gbps*
- *SSIDs can be setup across multiple access points for individual projects*

Switching technologies

BiO currently use the following switches in four switching nodes in the Bristol city centre:

- Edgecore Picos SDN switch
- 4x 40Gb Ethernet (QSFP+)
  48x 10Gb/1Gb Ethernet (SFP+/SFP)

- There is a 40Gb/s Ethernet fibre trunk running between the switching nodes with an additional trunk for out of band management.

Updates to Switching technologies
BiO additionally have additional wireless sites with 10 port Cisco switches by the access points. There are plans to swap these for Brocade ICX 7150 switches.

Current Total Server based resources
BiO hosts an OpenStack cloud that provides experimenters with an execution environment for experimentation across the BiO platform, and the infrastructure deployed within the city (Wi-Fi/Fibre). BiO currently has 4 OpenStack Compute Nodes, installed across 4 locations around the city. The specifications for each of these nodes are as follows;

- 2680v3 x 2 24 cores 48 Threads
- 192GB RAM
- 1TB storage

Additional 2TB of cinder storage on the MVB compute node

NOTE: Resources may be adjusted based on experiment needs, these are current total limits and some resource might need to be reserved for operational reasons.

Network Visualization
Although BiO has several platform level monitoring tools experimenters should utilize the platform level capabilities of the CLMC to visualize and monitor the network.

3.3.2. Barcelona

The Barcelona infrastructure offers a real deployment of a wireless access and backhaul scenario. The implementation of the FLAME architecture consists of (1) the on-street deployment that provides Radio Access Network (RAN) capabilities and a dedicated wireless backhaul, (2) the Multi-Access Edge Computing (MEC) installations to provide light added value services close to the edge, and (3) the main DC deployment in i2CAT facilities. Main DC IT resources are used to provide heavy computational / storage services, e.g. high definition video content, video transcoding, quality of service and consumption analytics, as well as resource orchestration and management logic, e.g. OpenStack, ODL, DHCP servers, etc.

The on-street deployment consists of the wireless nodes mounted on lampposts that provide connectivity for user equipment over Wi-Fi. The lampposts are each connected via optical fibre with the FLAME edge infrastructure and are connected from one lamppost to another via wireless backhaul links. In Barcelona, the edge infrastructure is deployed within a street cabinet, consisting of an edge server to enable ICN routing and providing VNF capabilities, as well as networking

devices that aggregate traffic coming from the lampposts and also provide connectivity towards the main DC. The fibre connection between the edge cabinet and the main DC has an intermediate hop in the IMI facilities at Glòries area, Barcelona. In the following, each of the deployments (on-street, edge, and main DC) are explained in detail.

On-street deployment: wireless nodes on lampposts

Within the Pere IV street, a segment of around 400-500m hosts the deployment of the five wireless nodes that provide RAN capabilities. Figure 4 shows an isometric view of the Pere IV with the FLAME street segment and the wireless nodes.

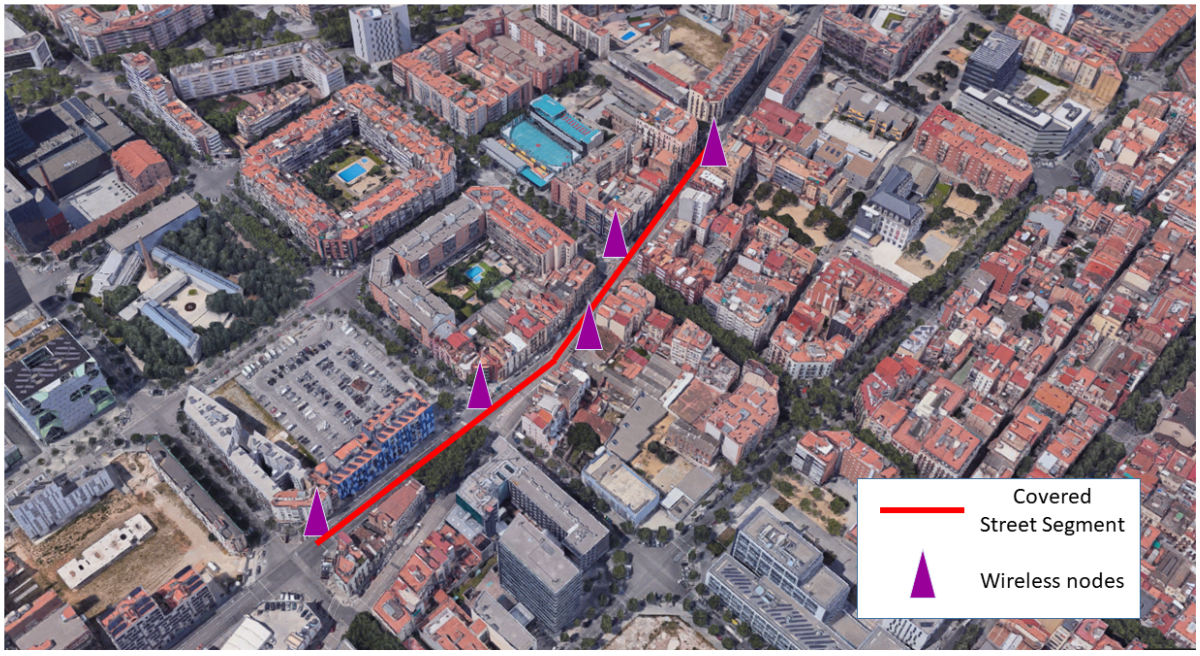


Figure 4: Barcelona FLAME on street deployment at Pere IV street

The wireless nodes are equipped with either 2 or 3 wireless network interfaces implementing IEEE 802.11ac standard with backwards compatibility for the IEEE 802.11 a/g/n standards. One of these interfaces is always used for the RAN, i.e. it is used to instantiate wireless Access Points (APs), whereas the remaining 1 or 2 interfaces are used to provide wireless backhaul connectivity from each lamppost to its neighbours. The lamppost equipment also has two Ethernet ports that are both connected to the fibre media converter which enables a wired connection over fibre to the edge cabinet. This wired connection is planned mainly for control and management purposes. Data in the experiments will be transferred through the wireless backhaul network. The wireless nodes will not store data or provide computing capabilities for experimenters; computing will be performed in the cabinet server and in the main DC.

Edge deployment: cabinet server and networking devices

Barcelona infrastructure includes an edge computing server and a switch, both placed in the cabinet at Pere IV street. The edge server offers application developers and content providers to

experiment with cloud-computing capabilities close to the end users. In principle, having services closer to the end user will improve the user experience. Just as an example, resources on the edge computing server might be used for supporting the following: video analytic applications, location services, IoT, augmented reality applications, optimized local content distribution and data caching. In the context of FLAME, a portion of the edge server resources should be allocated for the instantiation of FLAME platform inherent services (e.g. Network Attachment Points (NAPs)). The remaining resources, not used by the FLAME platform, in the cabinet server will be available for the experimenters. In Barcelona deployment, the edge cabinet server is a 12 core CPU mini-tower server with 128 GB RAM and around 2 TB of storage capacity. This machine has been registered as a compute node into the OpenStack controller hosted in the main DC. The Barcelona infrastructure setup represents a cost-effective infrastructure installation where a single cabinet server is assigned per several lampposts.

The FLAME cabinet is connected to the main DC via a private network owned / operated by IMI. This network consists of two segments: 1- Optical network which connects Glòries node to the FLAME set up in the Pere IV street and 2- an optical network with maximum capacity of 8 lambdas (each supporting 10 Gbps) between the Glòries node and the main DC. The initial capacity considered on the optical segment is 20 Gbps but depending on the FLAME needs an adequate bandwidth will be allocated for the experimentations.

Main Data Centre

The FLAME street deployment in Barcelona is connected to a Data Centre managed by i2CAT where resources for FLAME are provided in a non-exclusive manner. It consists of computing devices, hosting a production-level virtualisation environment and the necessary networking devices that interconnect with the edge deployment.

Specifically, the virtualisation environment consists of three servers running OpenStack Ocata, ranging from 32 GB to 96 GB RAM, from 4 to 6 cores and ~2 TB of storage capacity. The nodes exert the actions of controlling, computing and storing. The production-ready environment is defined following some of the best practices, such as high availability and redundant storage. To meet the former, the aforementioned servers provide different and/or replicated functionality. The control plane of such cluster for virtualisation is architected in a way that punctual and/or localised faults can be overcome.

Overall, the DC resources are utilized to instantiate and host functionality such as the control plane management for the wireless nodes (ODL), required storage capacity for media server content or other experimenter needs and the required FLAME platform services.

The following image depicts the architecture of the Barcelona infrastructure for FLAME.

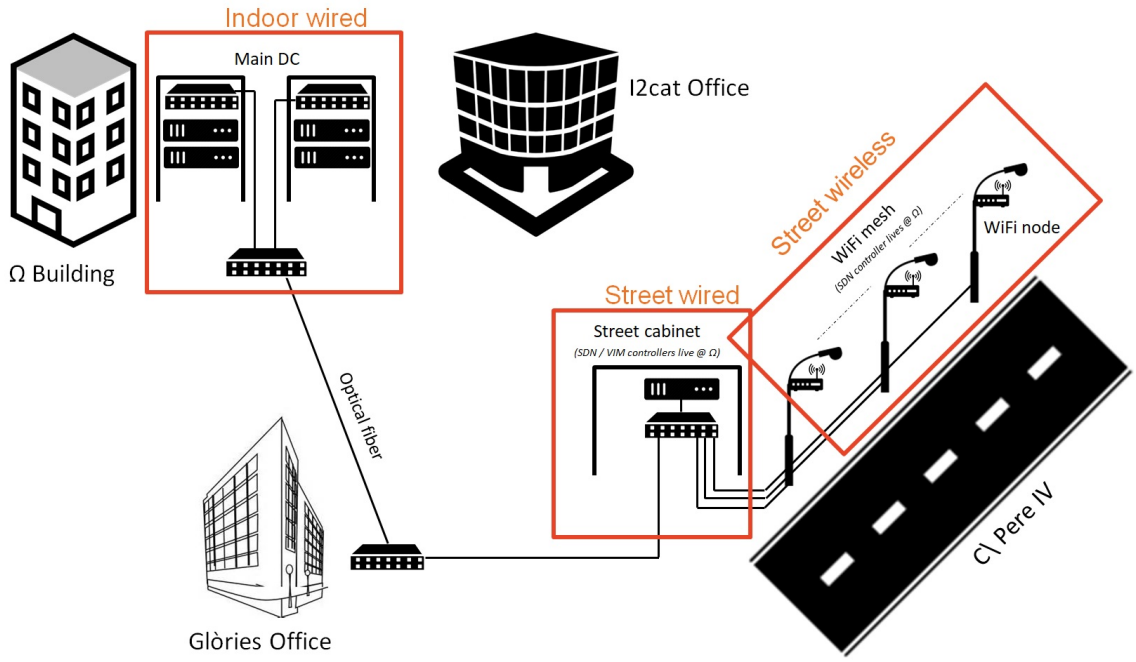


Figure 5: High-level view of the FLAME infrastructure in Barcelona

Barcelona deployment represents a cost-effective city installation where the FLAME solution could provide the significant leap forward for media delivery supporting personalized, interactive, mobile and localized (PIML) workflows. Leveraging on 5G-enabled programmable infrastructure, FLAME advantages, such as faster access to media and services, lower latency and higher personalization of the experience through closer media processing, will be offered through virtualized resources at the main and edge DC. This creates room for a significant reduction in the overall costs while ensuring fast availability of services towards end users. In particular, unlike the Bristol deployment where the hardware installation per lamppost is required to enable FLAME offerings (without providing any extra computing capacities for other added value service like content caching), resources on the general-purpose server mounted on the cabinet in Barcelona create a virtualized environment where NAPs as well as other added value services can be instantiated on demand. This will significantly reduce the installation cost (CAPEX) as well as maintenance and operational costs (OPEX).

3.4. Media Capabilities

FLAME provides a set of media capabilities as a part of the project offering. These media capabilities will be available for experimenters and particularly for the entities that participate in the project as result of the open calls. These capabilities are provided in FLAME by means of Foundation Media Services, which offer an initial set of basic functionalities useful for a variety of

media implementations, such as storage capacity and adaptive streaming. In this way, the Foundation Media Services can be seen as packetized media components. FLAME has defined a list of Foundation Media Services, which will be implemented along the project work plan. Some of these Foundation Media Services has been selected to take advantage of the key FLAME benefits, based on the project technical approach, such as reduced latency or secure content access, as described in section 3.2

The Foundation Media Services that will be ready for the 3rd parties involved in the project after the first open call are depicted in the table.

Name	Description
Metadata database	This component consists in a generic database to store metadata, which is a required module in most of media services. Some complex media services require the stateful replication of a synchronised database. For example, a certain service may require a replicated metadata database in the edge to improve the availability of media contents. FLAME benefits and technological innovations enable an efficient procedure for the replication of databases.
Content ingest and storage	This component enables the insertion of assets to be delivered in media services. By means of a REST API, assets can be uploaded, deleted and downloaded. The component includes a local database to keep some data about the stored contents. The FLAME platform capabilities enable a smart replication of this component for a better service performance.
Media quality analysis	This component provides information about a certain media asset, including technical information (codec, duration, framerate, resolution, bitrate) and also an estimation of its visual quality.
Transcoding and transrating and content conditioning	Transcoding consists in the change of the video or audio specification to represent the content of an asset (source encoding). Transrating is a similar process but in this case the encoding specification does not change. Transcoding and transrating typically aim to reduce the bitrate of an asset (this processing will cause a reduction of the quality, too). This component enables the encoding based on the video formats AVC and HEVC. By means of a REST API, the user can specify the characteristics of the output video, such as the resolution, the framerate and the desired bitrate or rate factor. Content conditioning consists in the processing of the media assets to make them available in an adaptive streaming service. Assets are split in chunks and encoded at different bitrates to offer a video-on-demand adaptive streaming service by means of this component.
Adaptive streaming	Adaptation is the process that allows a player to take into account the network and the receiver capabilities to automatically and instantaneously adapt the transmitted bitrate (and the quality) in a streaming service. In this way, adaptive streaming optimises the instantaneous quality along the asset duration. This component requires a previous step of content conditioning. This service supports two different adaptive streaming technologies: MPEG-DASH and HLS.

4. Scope of the call

FLAME aims to deliver compelling edge experiences to consumers using 5G networks. FLAME puts the human at the centre of interactive media experiences, optimising streaming of on-demand and live video content whilst pushing the boundaries of ground-breaking shared experiences between people at distant locations.

FLAME is seeking 3rd party projects to explore edge experiences considering consumer's desire for personalised, localised and interactive media content delivered through current and emerging human-computer interfaces used in outside spaces or between outside and inside spaces. Projects should seek to flexibly connecting people at the edges through the content they create and consume in fundamentally new ways.

FLAME understands that experience is constrained by consumer's HCI environment. Today, the mobile phone offers unparalleled flexibility but in terms of interaction devices are limited. Emerging wearable technologies and presentation devices such as HoloLens have great potential.

FLAME is therefore looking for innovation in both areas: incremental service delivery for today's devices and transformative solutions based on services and devices for augmented and mixed reality. The two innovation areas share the common need for spatial-temporal orchestration of media services and content in outdoor spaces with low latency and real-time response times to service functions.

Localised video production, consumption and delivery trials – Innovative services for today's devices

Today, video is the primary medium used to share experiences and stories from consumers and professional broadcasters. Most of the consumer content is distributed by Internet scale content delivery platforms such as YouTube even if interaction with the content is localised and global reachability is not needed.

FLAME is seeking to trial highly localised on-demand and live video production and distribution workflows where the infrastructure and resources more closely aligns with the communication needs to consumers. Proposals relying on video content to be produced, stored, processed and delivered within intelligent edge networks without requiring backhaul to the core network would be preferred.

FLAME seeks innovation in content production, consumption, and delivery processes for localised video experiences. Projects should focus on:

- B2C apps building on intelligent edge-based video processing services
- B2B media solutions for aggregating and distribution of different sources of geospatial video content and other media

Augmented and mixed reality trials – Innovative services for future worlds

Today, using the power of immersive technologies, people can experience distant locations and situations from the comfort of their homes whilst people on location in real situations can have experiences augmented with highly contextualised media content. These experiences provide opportunities across the creative industries for learning, entertainment and advertising. There are still significant challenges, however. Current AR/VR solutions offer limited interactivity both with objects or other humans appearing within the content. People are primarily consumers navigating static or streamed content by, for example, looking around in an immersive VR scene or 360 video or moving a smart phone to view specific geo-located AR content on location. In addition, VR is constraining as it doesn't bring the humans and objects into the real environment around them.

Significant efforts have been devoted to develop Mixed Reality solutions that aim to increase interactivity and collaboration between people at distant locations allowing them to share common activities and experiences together. Mixed reality is a merging of real (AR) and virtual worlds (VR) to provide environments where physical and virtual objects co-exist and interact often in real-time. Mixed reality means that the experience must acknowledge that there are humans and objects in the room and humans and objects must exist in that environment. Mixed reality provides an experience that, even when inhabiting an entirely new reality, still take into account the real world in which you exist. Mixed reality knows a person is about to walk into a wall, a table, and it can show a person that without removing them from the experience.

FLAME seeks innovative trials in content production, consumption and delivery processes for augmented and mixed reality. Projects do not need to cover entire end-to-end AR/VR workflows, but expect them to offer new edge services to be orchestrated and not just the devices/apps alone. Projects should focus on:

- Emerging consumer devices, apps and services for visualisation of augmented reality in outside spaces
- Emerging consumer devices and services supporting 3D human activity acquisition using emerging wearable and non-invasive techniques in outside spaces
- B2B services for localised production, processing and orchestration of augmented reality content including real-time content

5. Submission Information

The proposal must be:

- Submitted on-line through: https://www.ict-flame.eu/…
- Submitted in English

A **feasibility check** is required before submission. This feasibility check will be carried out by the FLAME consortium partners responsible for the FLAME infrastructures (BIO and i2CAT) with the support of all or some of the other partners as needed. As a result of this, an additional concise

section is added to the proposal (Section F of the Proposal Template) and is provided in collaboration with the FLAME project consortium members. The FLAME Consortium **STRONGLY** suggests proposers to get in touch with the partners responsible to get more information about the feasibility check

Once the deadline for submitting a proposal is reached, the call will be closed and the evaluation process will start. The duration of the evaluation of the proposals and approval by the EU will be kept within 1 month.
In case of this specific Call, the target date for acknowledgement of selection is set around end of June 2018.
The outcome of the evaluation will be communicated to the proposers via email as soon as the process is completed. The notification will include a detailed report of the evaluation process where for each criterion the score and the motivation of the evaluators will be reported.

Selected experiments can start at the earliest on 9th of July 2018, but no later than the 1st of August 2018.
The deadline for the final report for the different Experiments are:

- Industry Trials: 12 Months after the start of the Experiment but no later than the end of August 2019
- SME Trials: 6 months after the start of the Experiments, but no later than the end of January 2019.

Please note that a later start may imply a shorter Experiment.
The final evaluation of the Experiments will happen at a review meeting with the EC. The exact date will be fixed during the execution of the Experiments.

Submission deadline of draft proposal to the FLAME partner acting as Mentor for the Feasibility check:	17th of May 2018, at 17:00 Brussels local time
Submission deadline:	10th of June 2018, at 17:00 Brussels local time
Notification of the result:	End of June 2018
Start of the Experiment:	At the earliest on Monday the 9th of July 2018

End of the Experiment:	SME Trials: No later than Thursday the 31st of January 2019 Industry Trials: No later than Friday the 31st of August 2019

6. Feasibility check, role of the Mentor and Ethics Checklist

6.1. Feasibility Check

This feasibility check will be carried out by the FLAME consortium partners responsible for the FLAME infrastructures (BIO and i2CAT) with the support of all or some of other partners as needed.

As described above, an additional concise section is added to the proposal (Section E of the Proposal Template) and is provided in collaboration with the FLAME project consortium members. The FLAME Consortium **STRONGLY** suggests proposers to get in touch with the partners responsible to get more information about the feasibility check. In particular for the proposals of experiments that target the:

- the Bristol infrastructure the first contact for the feasibility check is: bristol@ict-flame.eu
- the Barcelona Infrastructure the first contact for the feasibility check is: barcelona@ict-flame.eu

6.2. Mentoring

This section also identifies the Mentor of the Experiments, who is the lead contact person within the project who will be responsible for the follow up of this Experiments. Once the winner projects have been identified and a commencement date has been agreed the mentoring process over the first open call for Industry and SME experimentation projects will start.

The key responsibilities of the mentors to the third-party experimenters will be to;

- Understand the requirements of each experiments.
- Providing insight into the technical capabilities
- Making recommendations to the FLAME consortium for updates, and recording lessons learned.
- Coach the experimenter during the execution of the experiment.

- Follow up with the results/outputs of the experiments.

Bristol Is Open will act as the first point of contact for the mentoring process. BiO will act as the coordinator between experimenters and the FLAME consortium, this will include the following:

- Providing regular reports on the experimentation progress to the FLAME consortium.
- Identifying issues to be escalated to the FLAME partners which pose a risk to the experiment.
- Allocating FLAME partners to assist with troubleshooting issues with the experimenters.
- Reporting on the review of each experiment at the completion stage.

6.3. Ethical and Privacy Framework

An ethical and privacy framework in section provided in SECTION J of the proposal template (see Section 7) to the applicants to consider the ethical implications of their experiments, and how to safeguard participants involved and their personal data All applicants should review this framework and address how the planning of their experiments have considered these points. At the feasibility check the ethics of the experiment will be reviewed by the FLAME Project partners, with feedback provided on how to improve the ethical and privacy considerations and identify any escalations which may need to be undertaken at the respective infrastructures(I. The feedback will be provided to applicants in the aim of improving the quality of the submission. At the final submission stage if there are still ethical or privacy issues which pose a potential problem to the experiment this will be escalated to an independent advisor external to the FLAME project.

7. Proposal Information

The use of a specific proposal format as described in this section is mandatory. The template is limited in size and is focusing on “what the proposer wants to do” and “what the expected result is”. Here you may find a short description of all the proposal template sections:

Section A **Proposal Overview** (maximum 300 words).
The information in this section may be used in public documents and reports by the FLAME consortium.

Section B **Detailed description of the experiment and expected results** (minimum 4 pages, and maximum 6 pages)
This section describes the details of the proposed Experiment. The proposers should clearly specify what is expected to be obtained, how it will be achieved and why it is relevant? This section should also include all information with respect to a comparison to competing commercial solutions to show the

innovative character of the Experiment and the expected impact.

Section C **Usage of FLAME platform, infrastructure and media services** (target length 1 page)
This section describes in the details how the proposers intend to use the FLAME platform, infrastructure and media services specifying in the details what will be used.

Section D **Data Management Plan** (target length 1 page)
This section contains the Data Management Plan that the experimenters will put in place to manage personal data during the execution of the experiment. The Data Management Plan will be evaluated during the Ethics review from a dedicated Ethics Committee.

Section E **Feasibility check** (max. 1 page)
This section contains the feedback from the FLAME partner in charge for the feasibility check of this proposal. The proposing party must submit its draft proposal to the partner responsible by the 17th of May 2018 (see Section 5). The feedback by the partner is copied into this section of the proposal.

Section F **Background and qualifications** (maximum 2 pages)
This section describes the proposer and includes an overview of the activities, the proposer's qualifications, technical expertise and other information to allow the reviewers to judge the proposer's ability to carry out the Experiment.

Section G **Expected feedback to FLAME Consortium** (1 page)
This section contains valuable information for the FLAME platform and infrastructure and should indicate the expected feedback the FLAME consortium can expect from the use of its offering. This information is essential in view of the further improving the usability of the FLAME facility.

Section H **Requested funding** (1 page)
This section provides an overview of the budgeted costs and the requested funding. A split is made in personnel costs, other direct costs (travel, consumables, etc.) and indirect costs.

Section I **Use of proposal information**
In this section the proposing party is asked to include some statements related to sharing information of his proposal with the EC and the FLAME consortium. Proposals are treated in a confidential way, meaning that only successful proposals must be disclosed to the FLAME consortium. Open calls previously organized by other projects were very successful and have revealed that many submitted non-granted proposals also contain very interesting and valuable information that could be used for setting up collaborations or to extract ideas for further improving the FLAME facility. Therefore, the FLAME project would like to have the opportunity to collect more detailed information and further use this information, also if the proposal is not selected for funding. In any case, the FLAME consortium will treat all information of a proposal confidentially.

Section J **Ethical and Privacy Framework**
Experiments on the FLAME platform and infrastructure may involve the participation of members of the public in digital media experiments e.g. augmented reality games, virtual reality games, filming, and audio recording. The framework in this section should guide experimenters to safeguard against any implications of their experiments which pose a risk to a member of the public's involvement in the research to take place.

The full proposal template can be found in Annex A to this document.
Please note that **in the draft proposal** that will be submitted for feasibility check, **at least sections A, B, C and J should be fully completed**. Please be aware that the partner responsible for the feasibility check will NOT review draft proposals or propose any changes to the proposal. This partner will only give feedback on the feasibility of the proposed Experiment based on the completed sections A, B, C and J. The feasibility check does not provide a commitment that the proposal will be selected.

8. Evaluation Process

Evaluation and ranking will be carried out by an external jury of experts.
Proposals submitted by Parties meeting the requirements will be further evaluated according to the following criteria:

1. ***Clarity and methodology*** (Cf. Section B of the Proposal Template)

   The Experiments should be scientifically and/or technically sound. There should be a clear problem statement, a solid Experiments design, a good methodology, etc.

2. ***Feasibility*** (Cf. Sections C and E of the Proposal Template)

3. ***Qualifications of the proposer*** (Cf. Section F of the Proposal Template)

   The proposer should exhibit prior research/development experience and the necessary qualifications to perform the Experiment.

4. ***Value for money*** (Cf. Section H of the Proposal Template)

   The requested budget should be in line with the proposed work plan.

5. ***Potential for Feedback*** (Cf. Section G of the Proposal Template)

   The FLAME consortium is seeking feedback regarding the use of the FLAME facility.

6. ***Industrial/Scientific innovation:*** the degree of industrial innovation of the solution for wireless control (cf. Section B of the proposal template).

   The score given here should reflect the degree of innovation: there should be an indication to which extent the proposed solution is different and innovative compared to existing and/or competing solutions. In order to demonstrate this criterion, the proposer is expected to clearly motivate his Experiment and compare his proposed solution with existing solutions in the appropriate field.

7. ***Industrial and/or standardisation relevance:*** (cf. Section B of the proposal template).

   Potential for exploiting the results of the Experiment in commercial wireless solutions and/or for providing a verifiable impact on the standardisation process. This score should reflect the industrial relevance including the expected and projected impact on the company through product development.

8. ***Demonstration potential*** (cf. Section B of the proposal template)

   The expected results of the Experiment should have potential for demonstration of the results on relevant events (exhibitions, congresses, technical seminars, networking events, user group events, etc.). The proposer is expected to identify relevant demonstration opportunities.

Criterion	Short description	Weight	Maximum score
1	Clarity and methodology	1	5
2	Feasibility and relevance	1	5
3	Qualifications of the proposer	1	5
4	Value for money	1	5
5	Potential for Feedback	1	5
6	Industrial/Scientific innovation	2	10
7	Industrial and/or standardization relevance	2	10
8	Demonstration potential	2	10
	Maximum Total score		**55**

9. Reporting

As the selected proposers Third Party in the FLAME project, no input will be required for any of the regular project reports (FLAME deliverables), which the FLAME consortium needs to submit to the EC.
The Third Party only has to submit a final report after completion of the Experiment. A specific template needs to be used and will include:

Part A. ***Summary***

Part B. ***Detailed description***

This section describes the details on the Experiment
It includes:

- B.1 Concept, Objectives, Set-up and Background
- B.2 Technical results and Functionality Validation
- B.3 Impact

Part C. ***Feedback to FLAME***

This section contains valuable information for the FLAME consortium and describes the Third Party's experiences while performing the Experiment.

Part D. ***Promotion Material***

This section provides information that can be used to make a leaflet/poster and a blog of your Experiment for promotional purposes

This report will not only serve as an evaluation tool to judge payment of the Third Party, but will also serve as:

- input to the evaluation of the user-friendliness of the FLAME facilities, and
- identification of gaps in the offered facilities and functionalities.

Part of this report may be used by the FLAME consortium for inclusion in their reporting documents to the EC and in public presentations. Inclusion of confidential information should therefore be indicated and discussed with the FLAME consortium.

This report will also be used for the formal review by the European Commission. Each Third Party is expected to attend this formal review meeting with the EC. In exceptional cases (to be motivated by the Third Party), the Third Party can be represented by his Mentor.
The template for the final report will be made available during the execution of the Experiment.

10. Financial and Contractual Information

FLAME Contract

Between

The University of Southampton

And

[***insert company name***]

This document is a draft and will be finalised by the end of the open call period. Substantive changes are not expected.

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Contracting parties

(1) University of Southampton, a non-profit organization established in University Road, Southampton, UK, SO17 1BJ, with VAT No. GB 568 6304 14000, duly represented by Emma Mills – Head of EU Finance, hereinafter referred to as the "**FLAME Coordinator**"

(2) [***insert company name***], a company established in [***insert relevant address***] hereinafter referred to as the "**Company**", duly represented by [Add name and title],

Together the "**Contracting Parties**" or individually the "**Contracting Party**", have agreed to the following terms and conditions, including those in **Annexes 1-7**, which form an integral part of the agreement (hereinafter referred to as the "**Contract**").

1. General provisions

1.4. This Contract defines the framework of rights and obligations of the Contracting Parties under the specific project submitted by the Company and that has been awarded funding under the FLAME project (**insert Experimentation Project name here)**, hereinafter referred to as the "**Experimentation Project**", as further described in **Annex 1.**

1.1. "**FLAME**" is an EU H2020 project creating a sustainable Future Media Internet ecosystem through experimentation, collaboration and innovation. The University of Southampton acts on behalf of the consortium, comprising the University of Southampton, Atos Spain SA, InterDigital Europe Ltd, Fundacio Privada i2CAT, Internet I Innovacio Digital a Catalunya, University of Bristol, Nextworks, Martel GmbH, De Vlaamse Radio En Televisieomroeporganisatie NV, Disney Research, Zurich, a division of The Walt Disney Company (Switzerland) GmBH, Eidgenoessische Technische Hochschule Zuerich, Institut Municipal d'Informàtica de Barcelona (the "**FLAME Consortium**").

1.2. The European Commission (hereinafter referred as the "**EC**") and the FLAME Coordinator and the FLAME Consortium have signed Grant Agreement no 731677 for the implementation of FLAME as part of the H2020 Framework Programme for Research and Development.

1.3. FLAME has, as one of its major objectives the distribution of EC Horizon 2020 funding to create a sustainable Future Media Internet ecosystem through experimentation, collaboration and innovation as described in **Annex 2**. The FLAME Project has been positively evaluated and is therefore entitled to receive funding and distribute funding according to the terms and conditions set out under this Contract. The funds which will be received by the Company under this Contract are provided by the EC. The FLAME Coordinator has been tasked by the EC to manage these funds as described in the Grant Agreement no 731677.

2. Entry into force of the contract and termination

2.1. This Contract shall enter into force on the day of its signature by the last Contracting Party, which can be sent as a scanned copy of the Contract by electronic means to the other Contracting Party. The Contract shall continue in full force until complete fulfilment of all obligations undertaken by the Company for the Experimentation Project, estimated to be approximately [six (6)/twelve (12] months duration and as agreed in **Annex 1** or such duration

as may be agreed with the Coordinator. Termination of the Contract will be subject to the terms and conditions set out in Article 13, below.

2.2. The provisions relating to Intellectual Property Rights, Information and Dissemination, Financial Audits and Control, Liability, Applicable Law, Settlement of Disputes and Confidentiality (specifically for the time period set out in Article 8 below) shall survive the expiration or termination of the Contract.

3. Performance obligations and responsibilities of the Company

3.1. The Company undertakes to take part in the efficient implementation of the Experimentation Project and to cooperate and perform and fulfil promptly and on time, all of its obligations set out in this Contract and in particular **Annex 1**, **Annex 2** and **Annex 7** for use of the data as may reasonably be required and with a duty of good faith and compliance with the Ethics Statement accompanying the call documents.

3.2. The Company will comply with the obligations as set out in this Contract and **Annexes 1, 2 and 7**, in particular:

3.2.1. The Company will use the allocated funding for the sole purpose of carrying out the Experimentation Project and in accordance with the requirements of Article 6.

3.2.2. The Company shall immediately inform the FLAME Coordinator of any changes in status or circumstances that may lead to a delay in or inability to perform its obligations under the Contract.

3.2.3. The Company shall not assign its rights, duties or obligations under this Contract to any person or entity, in whole or in part and any attempt to do so shall be deemed a breach of this Contract.

3.2.4. The Company shall comply with the terms of the Data Sharing Agreement set out in **Annex 7**.

3.2.5. The Company shall keep all records relating to the Experimentation Project including financial records for Eligible Costs as set out in Article 6 for a period of seven (7) years from the termination or expiry of this Contract.

3.2.6. The Company shall comply with all relevant laws including but not limited to anti-corruption and anti-bribery, data protection (including the provisions set out in **Annex 7**), equality and ethics including compliance with the Ethics Statement accompanying the call documents.

3.3. The Company shall also comply with the following specific obligations in relation to FLAME:

3.3.1. Populate and maintain a contact sheet (held by Coordinator) with key contact details of staff;

3.3.2. Reporting obligations:

Provide a brief report every 3 months on project activities and person-month effort consumed

- i.e. at PM3, PM6 and, for 12 month projects, PM9, PM12 as well.

At PM1: provide a report describing the experiment plan

For 6 month projects

- At PM6 provide a final report detailing work done and results achieved

For 12 month projects

- At PM6 provide an interim report describing work done, results achieved and updating the plan
- At PM12 provide a final report detailing work done and results achieved

3.3.3. Dissemination obligations:

For 6 month 3rd Party Experimentation Projects
- Blog post for publication on the FLAME website, at end of PM6

For 12 month 3rd Party Experimentation Projects
- Blog post for publication on the FLAME website, at end of PM6
- Blog post for publication on the FLAME website, at end of PM12

3.3.4. Work to promote the FLAME Project and its mission;

3.3.5. Use the FLAME brand appropriately in its communications; and

3.3.6. Do nothing that may have an adverse effect on the reputation of the FLAME Project or FLAME Consortium members.

3.3.7 Take all appropriate measures to ensure that, prior to gathering any data from human participants or working on any data gathered from human participants, full ethics approval to commence work has been obtained from either the University of Southampton or an ethics committee of similar standing. Documentation demonstrating this approval must be sent to the FLAME Coordinator at the University prior to the commencement of work. Failure to comply with this obligation will constitute a material breach of this agreement and will lead to immediate termination of the Experimentation Project.

3.4 Project Milestones

For 6 month 3rd Party Experimentation Projects
- MS1: Project plan report, at end of PM1
- MS2: Project final report and blog post, at end of PM6

For 12 month 3rd Party Experimentation Projects
- MS1: Project plan report, at end of PM1
- MS2: Project interim report and blog post, at end of PM6
- MS3: Project final report and blog post, at end of PM12

In addition to project milestones, each Experimentation project must complete a Data Management Plan in draft at the start of the project and in full before project completion (see Chapter 11 of FLAME D7.1: https://ict-flame.eu/wp-content/uploads/sites/3/2018/02/D7.1-Data-Management-Action-Plan.pdf).

4. Conflict of Interests

4.1. The Contracting Parties agree to take all measures to prevent any situation where the impartial and objective implementation of the Experimentation Project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ("**Conflict of Interest**").

4.2. Each Contracting Party must formally notify the other Contracting Party without delay of any situation constituting or likely to lead to a Conflict of Interest and immediately take all the necessary steps to rectify this situation.

4.3. The FLAME Coordinator will notify the EC without delay of a Conflict of Interest of either the Company of the FLAME Coordinator.

4.4. The Contracting Parties agree to take any reasonable measures notified to the FLAME Coordinator by the EC to rectify a Conflict of Interest.

5. Breach of contractual obligations

5.1. In the event of a breach the FLAME Coordinator will give written notice requiring that, where possible, such a breach is to be remedied within thirty (30) days. In case the Company has not remedied the breach within the notice period, or a remedy is not possible, the FLAME Coordinator may decide to terminate the contract unilaterally and to take measures to secure from the Company the repayment of the payments already received.

5.2. For the avoidance of doubt the following sets out a non-exhaustive list of events that will constitute a breach:

5.2.1. The FLAME Coordinator identifies that the Company has breached its obligations under the Contract;

5.2.2. The Company has changed the nature of its business and therefore is not able or willing to continue the Experimentation Project; or

5.2.3. The Company breaches the provisions of the Data Sharing Agreement set out at Annex 7.

6. Funding and financial provisions

Maximum financial contribution

6.1. The financial contribution shall be specified in the Experimentation Project description included in Annex 1.

6.2. The maximum financial contribution to be granted to the Company will be capped at the financial contribution as part of the proposed budget specified in Annex 1 and must not exceed one hundred and fifty thousand euros (€150,000).

Distribution of the financial contribution

6.3. The financial contribution to be granted to the Company shall be calculated and distributed for the following "**Eligible Costs**" only:

6.3.1. Personnel: salary costs of personnel who are directly involved in the execution of the Experimentation Project.

6.3.2. Equipment: Equipment needed for the execution of the Experimentation Project.

6.3.3. Other Direct costs: other goods and services: Consumables and other goods and services, as long as they are for the achievement of the goals of the Experimentation Period.

6.3.4. Subcontracting: Tasks to be subcontracted have to be agreed during the negotiation phase and cannot include tasks deemed critical for the Experimentation Project.

6.3.5. Indirect costs: (within the €150,000 limit and covering items such as rent, admin, printing, photocopying, amenities etc.) are eligible if they are declared on the basis of the flat-rate of 25% of the eligible direct costs (see Article 6.3), from which are excluded:

(a) Costs of subcontracting and

(b) Costs of in-kind contributions provided by third parties which are not used on the beneficiary's premises

6.3.6. All costs should be stated inclusive of any irrecoverable VAT. Research grants are outside the scope of VAT and all input VAT on expenses directly related to the Experimentation Project will therefore be irrecoverable.

6.4. Financial support will be implemented as reimbursement of the costs incurred by the recipients when implementing the supported activities, all in accordance with the provisions specified in **Annexes 1 and 2**.

6.5. Payments to the Company will be made by the FLAME Coordinator. The FLAME Coordinator will give prior written notice to the Company of the estimated date and the amount to be transferred into the Company's bank account (according to the information in **Annex 3**), giving the relevant references.

6.6. In any case, the financial grant to be paid will always be subject to the following conditions:

6.6.1. The achievement of the milestones and deliverables specified in **Annex 1** and reported in accordance with the terms of this Contract.

6.6.2. The payment will be made for the Eligible Costs only as stated in Article 6.3.

6.6.3. The FLAME Coordinator reserves the right to withhold the payments if the Company does not comply with the obligations and responsibilities specified in this Contract and in **Annexes 2 and 7.**

6.7. Payments will be transferred in stages with an initial payment an interim payment and a final payment all as set out in **Annex 1**.

For 6 month Projects

6.7.1. The initial payment of 20% of the total financial grant will be released no later than fifteen (15) calendar days after the Contract has been agreed and signed by the Company and by the FLAME Coordinator.

6.7.2. The interim payment of 60% of the total financial grant will be paid after the successful completion of the first Milestone of the Experimentation Project.

6.7.3. The final payment of 20% of the total financial grant will be transferred after satisfactory completion of Milestone 2 of the experimental project.

For 12 month Projects

6.7.4. The initial payment of 30% of the total financial grant will be released no later than fifteen (15) calendar days after the Contract has been agreed and signed by the Company and by the FLAME Coordinator.

6.7.5. The interim payment of 60% of the total financial grant will be paid after the successful completion of the first two Milestones of the Experimentation Project.

6.7.6. The final payment of 20% of the total financial grant will be transferred after satisfactory completion of Milestone 3 of the Experimentation project.

6.8. Banking and transaction costs relating to the bank transfers will be paid by the Company.

7. Liability of the Company

7.1. The EC, the FLAME Coordinator and the other members of the FLAME Consortium cannot be held liable for any acts or omissions of the Company in relation to this Contract nor for any damage caused by the Company as a consequence of implementing this Contract including any acts of gross negligence.

7.2. The Company shall bear sole responsibility for ensuring that their acts within the framework of this Contract do not infringe third parties rights.

7.3. The EC, the FLAME Coordinator, and the other members of the FLAME Consortium cannot be held liable for any damage caused to the Company as a consequence of implementing the Experimentation Project including consequential losses including, for the avoidance of doubt, any losses in respect of processing activities in relation to data.

8. Confidentiality

Principles

8.1. With respect to all information of whatever nature or form as is disclosed between the Contracting Parties in connection with the Experimentation Project and identified in writing as confidential, the terms of this Article shall apply.

Confidentiality obligations

8.2. The Contracting Parties agree that the information defined in Article 8.1 is communicated on a confidential basis and its disclosure may be prejudicial to the owner of the information, and the Contracting Parties undertake that they will not, during the Experimentation Project and for a period of five (5) years from the expiration date of the Experimentation Project, use any such information for any purpose other than in accordance with the Contract and the terms specified in **Annexes 2 and 7**.

8.3. The Contracting Parties undertake that they will, during the Experimentation Project and for a period of five (5) years from the expiration date of the Experimentation Project, treat the information as confidential, provided always that such agreement and undertaking shall not extend to any information which the receiving Party can show:

8.3.1. was, at the time of disclosure to the Company, published or otherwise generally available to the public; or

8.3.2. has, after disclosure to either of the Contracting Parties, been published and become generally available to the public otherwise than through any act omission on the part of the receiving Party; or

8.3.3. was already in the possession of a Contracting Party, without any restrictions on disclosure, at the time of disclosure to the receiving Party; or

8.3.4. was rightfully acquired from others without any undertaking of confidentiality; or

8.3.5. is or was independently developed by a Contracting Party without use of the information provided by the disclosing Party; or

8.3.6. was required to be disclosed in order to comply with applicable laws or regulations or with a Court or administrative order.

8.4. In case of breach of the confidential rules in this Contract, the Contracting Party breaching the confidentiality obligations will remain solely liable for possible claims.

8.5. The Contracting Parties agree that confidential information that is disclosed to the EC by the FLAME Coordinator may be disclosed to:

8.5.1. the EC's staff, other EU Institutions and bodies; or

8.5.2. third parties as necessary to implement the FLAME Project or safeguard the EC's financial interests,

all subject to those parties being bound by obligations of confidentiality.

8.6. Breach of the provisions of this Article 8 may result in termination of this Contract by either Contracting Party.

9. Intellectual property rights

9.1. "**Background IP**" means all IP Rights owned by or licensed to the Company and all IP Rights owned by or licensed to the FLAME Coordinator at the time of the Contract.

9.2. "**IP Rights**" means patents, rights to inventions, copyright and related rights, trade marks and service marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

9.3. "**Experimentation Results**" means any tangible or intangible outputs of the Experimentation Project such as data knowledge or information, in whatever form or nature, whether it can be protected or not, that are generated by the Company in the Experimentation Project, as well as any IP Rights attached to it. "**FLAME Results**" means any tangible or intangible outputs of hosting the Experimentation Project on the FLAME Platform such as data knowledge or information, in whatever form or nature, whether it can be protected or not, that are generated by the FLAME Platform as a result of hosting the Experimentation Project, as well as any IP Rights attached to it.

9.4. The Contracting Parties agree that no rights or transfer ownership shall be granted to any Background IP of either Contracting Party as a result of this Experimentation Project save for as expressly provided for in this Contract.

9.5. Each Contracting Party hereby grants a worldwide, non-exclusive licence to any Background IP required for the Experimentation Project to the other Contracting Party solely for the purposes of the Experimentation Project and the FLAME Project and sub-licensable solely to the FLAME Consortium members for those purposes only.

9.6. The Contracting Parties agree that IP Rights in the Experimentation Results developed during the Experimentation Project shall be owned by the Company. The Contracting Parties also agree that IP Rights in the FLAME Results shall be owned by the FLAME Replicator partner hosting the FLAME Platform for the Experimentation Project.

9.7. It is not anticipated that any result which is not clearly identifiable as exclusively belonging to the category "Experimentation Results" or "FLAME Results" will be generated in the course of the Experimentation project. If such a result is generated it shall be designated a "Jointly Generated Result". The Contracting Parties agree that ownership of any Jointly Generated Result will be determined by the negotiation of a separate agreement between the Parties. Any separately negotiated agreement will be on fair, reasonable and non- discriminatory terms, taking into account the legal obligations of the parties to third parties..

9.8. The Contracting Parties acknowledge that there may be IP Rights related to data that will be subject to the specific provisions of the Data Sharing Agreement in Annex 7. In case of any conflict between the provisions of this Contract and the Data Sharing Agreement in relation to IP Rights, the provisions of the Data Sharing Agreement shall prevail.

10. Force Majeure

10.1. "**Force Majeure**" shall mean any unforeseeable exceptional situation or event beyond the Contracting Parties' control, which prevents either of them from fulfilling any of their obligations under the Contract, which was not attributable to error or negligence on their part and which proves to be inevitable in spite of the exercising all due diligence. Any default of a service, defect in equipment or material, or delays in making them available, unless they stem directly from a relevant case of Force Majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as Force Majeure.

10.2. The Contracting Parties shall take the necessary measures to limit any damage due to Force Majeure. They shall do their best to resume the implementation of the action as soon as possible.

10.3. A Contracting Party shall not be considered to be in breach of its obligations and tasks if such breach is caused by Force Majeure. A Contracting Party will notify the other Contracting Party of any Force Majeure as soon as possible. In case the Company is not able to overcome the consequences of Force Majeure within thirty (30) calendar days after such notification, the FLAME Coordinator is entitled to terminate the Contract unilaterally.

11. Information and Dissemination

Information and communication with the EC and the FLAME Consortium

11.1. For the avoidance of doubt this Article has no impact on the Confidentiality provisions set out under Article 8 above.

11.2. The Company shall, throughout the duration of the Experimentation Project, take appropriate measures to engage with the public and the media about the Experimentation Project and to highlight the financial support of the EC and the FLAME Consortium.

11.3. Any communication activities of the Company related to the Experimentation Project must:

11.3.1. Display the EU emblem;

11.3.2. Include the text: "*This Experimentation Project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 731677.*"

11.4. Any publicity made by the Company in relation with the Experimentation Project, in whatever form and on or by whatever medium, must specify that it reflects only the author's views and that the EC and the FLAME Consortium are not liable for any use that may be made of the information which it contains.

11.5. The Company acknowledges and agrees that EC and the FLAME Project shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

11.5.1. the name of the Company;

11.5.2. contact address of the Company;

11.5.3. the general purpose of the Experimentation Project;

11.5.4. the amount of the financial contribution of FLAME foreseen for the Experimentation Project;

11.5.5. the geographic location of the activities carried out;

11.5.6. the list of dissemination activities and/or of patent (applications) relating to the Experimentation Project;

11.5.7. the publishable reports submitted to it, in accordance with **Annex 1** and the obligations under this Contract; and

11.5.8. any picture or any audiovisual or web material provided to FLAME during the Experimentation Project.

11.6. The Company shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and FLAME does not infringe any rights of third parties.

11.7. The Company must participate in dissemination and networking events organized by the EC or FLAME, as specified in **Annex 1** and the obligations under this Contract.

Information and communication among the Contracting Parties

11.8. Any notice to be given under this Contract shall be in writing to the legal authorities of Contracting Parties.

11.9. Any change of persons or contact details shall be notified immediately to the FLAME Coordinator as specified in this Contract.

Open publication and open research data

11.10 Any scientific publication resulting from the Experimentation Project must be made Open Access via the Green or Gold Open Access publishing route as described here: http://library.soton.ac.uk/openaccess

11.10.1 Data supporting an open access publication must be deposited in an open access repository approved by the FLAME coordinator, unless to do so would infringe privacy or IP Rights of any party whether involved in the FLAME project or otherwise.

Dissemination of a Party's own results

11.11.1 Prior notice of any planned publication shall be given to the FLAME Coordinator at least 30 calendar days before the publication. This notice will be forwarded to the Parties of the FLAME Consortium for approval. Any objection to the planned publication shall be made to the Company within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

11.11.2 An objection is justified if

(a) the protection of the objecting Party's Results or Background would be adversely affected

(b) the objecting Party's legitimate interests in relation to the Results or Background would be significantly harmed.

The objection has to include a precise request for necessary modifications.

11.11.3 If an objection has been raised the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.

The objecting Party can request a publication delay of not more than 90 calendar days from the time it raises such an objection. After 90 calendar days the publication is permitted.

11.11.4 Dissemination of another Party's unpublished Results or Background

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval, unless such Results or Background are already published.

11.11.5 Cooperation obligations
The Parties undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree that includes their Results or Background subject to the confidentiality and publication provisions agreed in this Contract.
11.11.6 Use of names, logos or trademarks
Nothing in this Contract shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.
No Party shall acquire any right under this Consortium Agreement to use, and shall not use, any other Party's or its Affiliates' names, trademarks, crests, logos, fanciful characters or designs, or registered images (i) in any advertising, publicity, promotion; (ii) nor to express or to imply any endorsement of a Party's products or services; (iii) nor to use any of said names, trademarks, logos, characters, or designs in any other manner (whether or not similar to uses prohibited by (i) and (ii) above) or for any purpose whatsoever without such Party's prior written approval. These provisions shall survive the expiration or termination of this Contract.

12. Financial audits and controls

Company Obligations

12.1. The Company shall make available directly to the EC or their representatives all information that is required to verify that the Experimentation Project is/was properly managed and performed in accordance with the present Contract and its Annexes. The EC may carry out an audit during the Contract and up to four (4) years after the termination or expiry of the Contract. The EC may audit the financial implementation or technical implementation under the Contract.

12.2. The Company shall keep originals or, in exceptional cases, duly authenticated copies – including electronic copies of all documents relating to the Contract for up to five (5) years after the termination or expiry of the Contract. These shall be made available to the EC where requested during any audit.

12.3. The Company shall ensure that the EC´s services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the Company's offices, to its computer data, to its accounting data, and to all the information needed to carry out an audit, including information on individual salaries of staff involved in the Experimentation Project.

12.4. The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules. In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the EC in order to protect the European Communities' financial interests against fraud and other irregularities.

Audit Findings

12.5. If the audit shows ineligible costs, or improper implementation of the action under the Contract, it may lead to suspension or termination of the Contract by the FLAME Coordinator and potential rejection of costs.

12.6. In the event that the EC audit rejects any costs and seeks to recover contributions from the FLAME Coordinator of financial contributions made to the Company, the Company agrees to repay such amounts to the FLAME Coordinator.
12.7. If the EC suspects that the Company committed fraud or other illegal acts, it will inform the European Anti-Fraud Office (**"OLAF"**).

13. Termination and Suspension

Termination

13.1. This Contract shall terminate on the completion of the Experimentation Project and receipt of the final payment by the Company.
13.2. The FLAME Coordinator may terminate the Experimentation Project:
13.2.1. if the EC terminates the FLAME Grant Funding Agreement; or
13.2.2. if the Company commits a material breach of the Contract as set out in Article 5.
13.3. The Company may terminate the Experimentation Project if the FLAME Coordinator commits a material breach of the Contract.
13.4. A Contracting Party may terminate this Contract in the event that the other Contracting Party is declared bankrupt, being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, or is subject to any other similar proceedings or procedures.
13.5. In the event of termination of this Agreement in accordance with Article 13.2, 13.3 or 13.4, all rights acquired by the Contracting Parties and the licences granted by the Contracting Parties to each other, pursuant to this Contract shall continue upon such termination.

Suspension

13.6. In the event that the FLAME Project is suspended by either the EC or the FLAME Consortium, the FLAME Coordinator shall inform the Company without delay and the Company agrees to suspend work on the Experimentation Project until the FLAME Coordinator informs the Company that the suspension is lifted
13.7. The Company agrees that costs incurred during the suspension of the Experimentation Project are not Eligible Costs as defined in Article 6.

14. Language

14.1. This Contract is drawn up in English language, which shall govern all documents, notices, meetings and related processes.

15. Amendments

15.1. Amendments or changes to this Contract shall be in writing and signed by the duly authorised representatives of the Contracting Parties.
15.2. Nevertheless, in the event the EC modifies the conditions of its grant to the FLAME Coordinator, the FLAME Coordinator has the right to amend the Contract accordingly.

16. Applicable law

16.1. This Contract shall be construed in accordance with and governed by the laws of England and Wales.

17. Settlement of disputes

17.1. The Contracting Parties shall endeavour to settle their disputes amicably.

17.2. Any dispute, controversy or claim arising under, out of or relating to this Contract and any subsequent amendments of this Contract, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, may be submitted to mediation in accordance with the WIPO Mediation Rules. The place of mediation shall be London unless otherwise agreed upon. The language to be used in the mediation shall be English unless otherwise agreed upon.

17.3. If, and to the extent that, any such dispute, controversy or claim has not been settled pursuant to the mediation within sixty (60) calendar days of the commencement of the mediation, it shall, upon the filing of a Request for Arbitration by either Contracting Party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules. Alternatively, if, before the expiration of the said period of sixty (60) calendar days, either Contracting Party fails to participate or to continue to participate in the mediation, the dispute, controversy or claim shall, upon the filing of a Request for Arbitration by the other Contracting Party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules. The place of arbitration shall be London unless otherwise agreed upon. The language to be used in the arbitral proceedings shall be English unless otherwise agreed upon.

AS WITNESS:

The Contracting Parties have caused this Contract to be duly signed by the undersigned authorised representatives in three (3) copies the day and year first above written:

For **(insert Company name & Director's name/surname)** Director Signature: Signed at _____ on DD/MM/201Y	For the University of Southampton (the FLAME Coordinator) Mr/Ms/Dr [NAME SURNAME] [POSITION_IN_COMPANY] Signature Signed at _____ on DD/MM/201Y

Annexes to the Contract

Annex 1: Experimentation Project description

This is based on the original submission by the Company for the Experimentation Project, which might have been altered during negotiations. In addition to the original submission, the Experimentation Project description also includes a list of deliverables and milestones.

Annex 2: Guide for applicants

See: https://www.ict-flame.eu/open-calls/

Annex 3: Bank account information form

This is the bank information document which must be provided and signed and stamped by the representative of the Company. The template can be found at:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

Annex 4: Declaration of honour

Declaration of honour on exclusion criteria and absence of conflict of interest

1. As legal representative of [insert legal entity name], I declare that the entity is not:

a. bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b. having powers of representation, decision making or controlling personnel being convicted of, or having been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

c. having been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations

d. failing to be compliant with obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

e. having powers of representation, decision making or controlling personnel having been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

f. subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

2. I declare that the natural persons with power of representation, decision-making or control over the aforementioned legal entity are not in the situations referred to in b) and e) above.

3. I declare that I

a. am not subject to a conflict of interest and will take all reasonable measures to prevent any situation where the objectives of the FLAME Experimentation Project might be compromised due to undeclared shared interests;

b. have not made false declarations in supplying the required information to the Experimentation Project formally detailed as FLAME, and have not failed to supply the required information;

c. am not in one of the situations of exclusion, referred to in the abovementioned points a) to f).

4. I certify that I:

a. am committed to participate in the aforementioned Experimentation Project as part of the legal entity detailed above;

b. have stable and sufficient sources of funding to maintain its activity throughout its participation in the aforementioned Experimentation Project, and will provide any counterpart funding necessary;

c. have or will have the necessary resources as and when needed to carry out its involvement in the above mentioned Experimentation Project.

d. will comply with my responsibilities and obligations under the FLAME Experimentation Project, including those set out in the Data Sharing Agreement.

e. will respect any third party rights in relation to data provided for processing under the FLAME Experimentation Project.

f. will abide by international, EU and national laws and regulations that might apply to the substance, or outcome, of data sharing arrangements as relevant to activities that I/my entity will be involved in under the FLAME Experimentation Project.

g. will not share or disseminate data received through the FLAME Experimentation Project without the explicit prior consent of the data provider and any others with proprietary rights in relation to that data.

h. will take all reasonable measures to safeguard data provided to me/my entity for use in the FLAME Experimentation Project against possible misuse and unauthorised access.

i. will abide by international, EU and national laws imposing privacy and data protection requirements (including, in anticipation for its coming into effect, the General Data Protection Regulation **(**GDPR**)** (Regulation (EU) 2016/679)) as relevant. In particular, personal data shared under the FLAME Experimentation Project will not be re-used for purposes outside the Experimentation Project without the explicit prior consent of the data controller.

j. will act in good faith as far as reasonably possible under the Experimentation Project and fully apply the principles of the Ethics Statement.

5. I declare that, to the best of my knowledge, I am eligible to apply for the FLAME call and all the information I have provided is true.

Annex 5: Administrative data form

Administrative data about the Company. Details to be completed.

Annex 6: Company validation information

SMEs requesting Financial Support:

The following should be provided to the coordinator to validate the SME status of the applicant.

You can submit original documents in all the official EU languages. However, you must also submit a certified/official/legal translation into English made by an accredited body or translator. FLAME will not be able to validate your SME status unless you provide these translations.

Completed Legal Entity Identification form. The form can be found at:

- http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf
- SMEs self-check document and associated PIC (Participation Identification Code) number produced by EU Participant Portal.
- Company Registration Number & Registration Documents.
- Signed and stamped copy of Director's passport.
- Official VAT document (or equivalent) or – if you are not registered for VAT – proof of VAT exemption not older than 6 months or proof that a VAT registration is not required.
- Balance Sheet.
- Profit and Loss accounts.
- Staff Head Count Expressed as Full Time Equivalents.
- For newly established enterprises (e.g. start-up company) that have not yet closed accounts: a self declaration, including a bona fide estimate (in the form of a business plan) for the on-going financial year.

- For enterprises without turnover whose activity implies a long time-to market: a declaration of the investment made and the likely expected return (to demonstrate that, despite the lack of turnover, your enterprise is engaged in an economic activity). Sworn or solemn statements before a judicial or administrative authority, notary or public officer are **not** acceptable proof of your SME status.

Non-SME Organisations requesting Financial Support:

The following should be provided to the coordinator to validate the status of the applicant.

You can submit original documents in all the official EU languages. However, you must also submit a certified/official/legal translation into English made by an accredited body or translator. FLAME will not be able to validate your status unless you provide these translations.

- Completed Legal Entity Identification form. The form can be found at: http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf
- Company Registration Number & Registration Documents.
- Official VAT document (or equivalent) or – if you are not registered for VAT – proof of VAT exemption not older than 6 months or proof that a VAT registration is not required.
- Most recent Financial Statements.
- Staff Head Count Expressed as Full Time Equivalents.

Annex 7: Data Sharing Agreement

This Agreement will set out the terms and conditions for the control and processing of Experimentation Results. This contract will be between the Company and the FLAME Replicator or 3rd Party Replicator Partner hosting the FLAME platform.

Annex A Proposal template

Facility for Large-Scale Adaptive Media Experimentation

Open Call 1

First FLAME Competitive Call for Experiments

Full Title of your proposal
Acronym of your proposal (optional)

Call[1] - Identifier[2]	FLAME-OC1-category
Date of preparation of your proposal:	xx/yy/2018
Version number (optional):	
Your organisation name:	name
Name of the coordinating person:	First name Last name
Coordinator telephone number:	number
Coordinator email: [This is the email address to which the Acknowledgment of receipt will be sent]	Email address

[1] This call: FLAME-OC1

[2] SME or IND for Industry

Note: Grey highlighted areas need to be filled. Word template can be downloaded from FLAME project website (see http://www.ict-flame.eu/open-calls)

Section A Project Summary

(Maximum 300 words – summary of the proposed work)

Remark: The information in this section may be used in public documents and reports by the FLAME consortium.

This section needs to be completed in the draft proposal and will be used for the feasibility check (cf. Section E)

Section B Detailed description and expected results

(minimum 4 pages, and maximum 6 pages)

This section describes the details on the planned Experiment. The proposers should describe what do they hope to obtain, how, and why is it relevant. This section should also include all information with respect to the State-of-the-Art and a comparison to competing solutions to show the innovative character of the Experiment and the expected industrial/scientific impact.

This section needs to be completed in the draft proposal and will be used for the feasibility check (cf. Section E)

B.1. Concept and objectives

Describe the specific objectives of the proposed Experiment, which should be clear, measurable, realistic and achievable within the duration of the Experiment (not through subsequent development). Show how they relate to the topic(s) addressed by the competitive call and how and why FLAME is needed for realizing them.

Describe and explain the overall concept that forms the basis for your Extension. Describe the main ideas, models or assumptions involved.

B.2. Impact

Describe how this Experiment fits in your activities, and how this Experiment may strengthen the competitiveness of your business and the growth of your company. Having close contacts with possible end-users during this Experimental phase might be used to illustrate the impact of the Experiment.

Show that the proposed Experiment has sufficient sustainable benefits for the FLAME project, meaning that there should be an added value for the FLAME project, after the proposer has finished his Experiment.

B.3. Description of State-of-the-Art

Describe in detail how the proposed solution compares with existing solutions in the field covered by the Experiment. Are there similar Experiments, products, services, etc. on the market? Is this Experiment incremental to existing work?

B.4. Methodology and associated work plan

Provide a work plan. Provide clear goals and verifiable results, and also a clear timing.
The work plan involves at least the following phases:

1. *Design of Experiment*
2. *Executing the Experiment*
3. *Analysis & feedback*
    - *Analysis of the results of the Experiment*
    - *Feedback on user experience*
    - *Recommendations for improvements and/or future extensions of the FLAME platform and infrastructure*
4. *Showcase: Set up of a showcase (demonstration) to be used for the evaluation of the Experiment at the review meeting with the EC, and for further promotion of FLAME*
5. *Dissemination: Regular dissemination actions (journal publications, conferences, workshops, exhibitions, events, advertising of results at FLAME website, etc.)*
6. *Final report, code and documentation*

NOTE: there is NO need to define work packages or deliverables. All results need to be reported in the final report at the end of the Experiment. Of course, a good communication plan with the Patron is required to exchange progress within different phases.

Section C Usage of FLAME platform, infrastructure and media services

(Target length 1 page)
This section needs to be completed in the draft proposal and will be used for the feasibility check (cf. Section E).
The following list of questions will give the proposers and idea of what information the FLAME consortium is expected to get from this section

Scoping Constraints

- *Does the scenario impact the creative industries?*

Experimentation Constraints

- *Are KPIs defined?*
- *Are KPIs linked to the capabilities of the FLAME platform?*
- *Are measurement procedures for KPIs feasible?*

Technology Readiness Constraints

- *Are the expected implementation advances and platform integration activities feasible with the 3rd party project time scales (6 months)?*
- *Are the expected implementation features available in the platform release that is being available at the time of project start?*
- *Is the technology readiness of 3rd party software suitable to real life deployment?*

Platform Resource Constraints

- *Can the peak compute resource requested be delivered (geographically)?*
- *Are there any specific compute architectures that cannot be supported?*
- *Can the peak storage resource requested be delivered (geographically)?*
- *Can the peak bandwidth resource requested be delivered?*
- *Does network geographical coverage sufficiently cover the human activity expected within the FLAME replicator environment?*
- *Are the expected system workloads a reasonable estimate in relation to the infrastructure resources requested?*

User and Environment Constraints

- *Can the expected user activity in the scenario be performed at the selected FLAME replicator*
- *Can the expected user activity associated with identified live events possible at the selected FLAME replicator?*
- *Are the user profiles consistent with those of communities available at the selected FLAME replicator?*

Legal Constraints

- *Does the 3rd party have sufficient software licenses to install at the required scale?*
- *Does the 3rd party have sufficient media content rights?*
- *Has the 3rd party completed the FLAME ethics checklist?*

Please provide a short motivation on why specific platform features and infrastructures will be required for the proposed Experiment. (maximum ½ page)

Section D Data Management Plan

(Target length 1 page)

This section contains the Data Management Plan that the experimenters will put in place to preserve data during the execution of the experiment. The Data Management Plan will be evaluated during the Ethics review from a dedicated Ethics Committee.

Section E Feasibility check

(maximum 1 page)

This section contains the feedback from the FLAME partner for the feasibility check of this proposal. The proposing party must submit its draft proposal to the partner responsible by Thursday the 17th of May 2018, at 17:00 Brussels local time. The feedback by the partner is copied into this section of the proposal.

Section F Background and qualifications

(maximum 2 pages)

This section describes the proposer and includes an overview of the activities, the proposer's qualifications, technical expertise and other information to allow the reviewers to judge the proposer's ability to carry out the Experiment.

Section G Expected feedback to the FLAME Consortium

(maximum 1 page)

This section contains valuable information for the FLAME consortium and should indicate the expected feedback the FLAME consortium can expect from the use of its software tools, hardware platforms and/or testbeds after carrying out the Experiment. This information is essential in view of the further improving the usability of the FLAME facility.

Section H Requested funding

(maximum 1 page)

This section provides an overview of the budgeted costs and the requested funding. A split is made in personnel costs, other direct costs (travel, consumables, etc.) and indirect costs.

Besides the table below, extra information can be provided to support the requested funding and which may help to judge the cost to the FLAME project.
Please show your figures in euros (not thousands of euros).

	Total PM	**Cost (€)**
(1) Direct personnel costs		
(2) Other direct costs, of which:		
Travel		
Equipment		
Other goods and services		
(3) Indirect costs		
(4) Total costs (Sum of 1, 2 and 3)		

In row (1), insert your direct personnel costs for the work involved, including the name and the role in the experiment.
In row (2), insert any other costs, for example travel or equipment costs. Please allocate sufficient budget for participation in one training meeting at the beginning of the experiment, the final review meeting, and visit(s) to FLAME partners, in case this is required in view of advanced support by the Mentor. Concerning the travel and equipment, provide a bullet list of all the items you are budgeting.
In row (3), calculate the indirect costs (for personnel and other direct costs)
In row (4), calculate the sum of your personnel, other direct costs and indirect costs.
In view of the review of your proposal it is best to list the costs related to the proposed Experiment as would be done for any European Project.

Section I Use of proposal information

In this section the proposing party is asked to include some statements related to sharing information of his proposal within the FLAME consortium.
The FLAME project would like to have the opportunity to collect more detailed information and further use this information, also if the proposal is not selected for funding. In any case, the FLAME consortium will treat all information of a proposal confidentially.
Two types of information usage are envisaged:

- *Information which is part of the Sections A, C, E and F will be used within the FLAME project as input for tasks related to the infrastructure and software platform optimizations, sustainability studies, etc. The same information can also be used in an anonymous way to create statistics and reports about this first open call.*
- *Other information belonging to this proposal might also be accessed by the FLAME consortium, if allowed by the corresponding proposer. Any use of such information will be discussed and agreed upon with the proposers. Proposers have the freedom to select if they wish to support this kind of information usage.*

I allow that the material provided in Sections A, C, E and F of this proposal may be accessed by the FLAME consortium, also if the proposal is not selected for funding. In any case, the FLAME consortium will treat all this information confidentially. It will be used within the FLAME project as input for tasks related to the infrastructure and software platform optimizations, sustainability studies, etc. The same information can also be used in an anonymous way to create statistics and reports about this first open call.	Yes ☐	No ☐
Furthermore, I allow that the other parts of this proposal may be accessed by the FLAME consortium, also if the proposal is not selected for funding. In any case, the FLAME consortium will treat all information of this proposal confidentially. Any use of this information will be discussed and agreed upon with the proposers.	Yes ☐	No ☐

SECTION J Ethical and Privacy Framework

J.1 Ethical Framework

Experiments on the FLAME platform and infrastructure may involve the participation of members of the public in digital media experiments e.g. augmented reality games, virtual reality games, filming, and audio recording. The framework below should guide experimenters to safeguard against any implications of their experiments which pose a risk to a member of the public's involvement in the research to take place.

- Obtain voluntary informed consent from participants
- Ensuring right to withdraw for participants
- Disclosing detriment arising from participation for participants
- Limited disclosure
- Minimum intrusion principle
- Special provisions for experiments involving children
- Avoiding deception

Experimenter should also provide a profile of the type of participant required in the experiment, answering the points below.

- Type of user expected (demographic)
- Details on the required procedures and criteria that will be used to identify/recruit research participants and assistance from infrastructure providers.
- Procedures to inform participants of experimentation

J.2 Privacy Framework

Please complete the questions below with as much detail as possible which will be assessed by the FLAME infrastructures based at Bristol and Barcelona during the feasibility check.

1. Will the project involve the collection of new information about individuals?

2. Will the project compel individuals to provide information about themselves?

3. Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?

4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

5. Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.

6. Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?

7. Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.

8. Will the project require you to contact individuals in ways that they may find intrusive?