Project Number: **RI-312579**

Project Acronym: **ER-flow**

Project Full Title:

Building an European Research Community through Interoperable Workflows and Data

Theme: **Research Infrastructures**
Call Identifier: **FP7-Infrastructures-2012-1**
Funding Scheme: **Coordination and Support Action**

Deliverable D1.2
Quality Management and Progress Monitoring Plan

Due date of deliverable: 31/10/2012   Actual submission date: 31/10/2012
Start date of project: 01/09/2012   Duration: 24 months

Lead Contractor: University of Westminster
Dissemination Level: PU
Version: 2.2 (Final)

1 Table of Contents

2   List of Figures and Tables

3 Status and Change History

Status:	Name:	Date:	Signature:
Draft:	Stephen Winter	20/10/12	n.n. electronically
Reviewed:	Gabor Terstyanszky	27/10/12	n.n. electronically
Approved:	Gabor Terstyanszky	30/10/12	n.n. electronically

Table 1. Deliverable Status

Version	Date	Pages	Author	Modification
1.0	20/10/12	All	SW	Creation
2.1	29/10/12	All	SW	Revisions for clarity
2.2 (Final)	30/10/12	All	SW	Minor revisions

Table 2. Deliverable Change History

4 Glossary

CO	Confidential
DoW	Description of Work
LAM	Local Administration Manager
PAM	Project Administration Manager
PDF	Portable Document Format
PMB	Project Management Board
PU	Public
QR	Quality Reviewer
PC	Project Co-ordinator
PQM	Project Quality Manager
SMB	Support Management Board
SSP	SHIWA Simulation Platform
WP	Work package
WPL	Work Package Leader

Table 3. Glossary

5 Introduction

This deliverable constitutes the Project Handbook of Quality Management and Progress Monitoring Plan, and its objective is to define the quality management and progress monitoring plan of the ER-flow project. The deliverable gives guidelines for development and document standards; templates are provided in the Annex. The deliverable also describes the communication infrastructure for the project, which is also described in Deliverable D1.1, but is included here for completeness..

6 Document standards

6.1 The identification of the documents of the ER-flow project

The Project Administrative Manager (PAM) is responsible for issuing numbers and keeping a list of all documents of the project, which includes Number, Title, Author, Version, Date. The project management is also responsible for the maintenance of a master library of all documents including all versions of each document. The numbering scheme for deliverables will be as follows:

6.1.1 Formal Deliverable

Formal deliverables are numbered as *Dx.y*, where *x* is the WP number and *y* is deliverable number within the WP. If more than one version of a deliverable is planned at a different period of the project, it is numbered *Dx.y.z*, where the last digit shows the actual version.

6.1.2 Informal Deliverable

Deliverables not foreseen in the Description of Work will be handled as informal deliverables and be numbered sequentially after the formal deliverables in the relevant WP/Task.

6.1.3 Version Numbering

Each document will be given a version number during development as follows:

Version u.w   where *u*=1 and *w*=0 for the first version;

w changes in the case of minor corrections;

for substantive revisions, *u* > 1.

6.1.4 Deliverable name convention

According to the previous section the names of the deliverables will be constructed as:

ER-flow.Dx.y.z.vu.w   example: *ER-flow.D1.2.v1.0*

6.2 Deliverable template

Microsoft Word format should be used for all working documents and formatted according to the template.

The deliverable template can be found in the DocDB document repository, entitled:

ER-flow Deliverable Template (https://documents.egi.eu/document/1387)

6.2.1 Structure of Deliverables

All deliverables have the following parts:

- Cover page
- Table of contents
- List of figures and tables
- Status and Change History
- Glossary
- Introduction – executive summary
- Content – the topics of the deliverable
- Conclusion
- Annex

6.2.2 Front page of Deliverables

The front page should contain the following:

- Project and e-infrastructure logos
- Grant Agreement number: 312579
- Project acronym: ER-flow
- Project title: Project full title: Building an European Research Community through Interoperable Workflows and Data
- Funding scheme: Coordination and Support Action
- Theme: Research Infrastructures
- Call Identifier: FP7-Infrastructures-2012-1
- Deliverable reference number and title
- Due date of deliverable
- Actual submission date
- Start date of project
- Duration
- Organisation name of lead contractor for this deliverable
- Dissemination Level : (CO, …, PU)
- Version
- In the footer: European Emblem, and the text "ER-flow is supported by the FP7 Capacities Programme under contract no RI-312579"

6.2.3 Other pages of Deliverables

- Header: project logo, deliverable number and title, project acronym and agreement number
- Footer: Work package number, Page number

6.2.4 Deliverables Preparation and Submission Process

The submission deadline for the delivery to the EC of the final deliverables is before the end of the month specified in the DoW (reproduced in Table 5).

The template for written deliverables is provided in the file:

ER-flow Deliverable Template (https://documents.egi.eu/document/1387)

The WPL of the relevant WP is responsible for the preparation of the final deliverable.

The preparation schedule for deliverables is:

- First version to reviewer: 10th of month (copy to PAM)
- Reviewer report to WPL: 17th of month (copy to PAM)
- Final version to PAM: 25th of month
- Submission by PAM to EU: end of month

The WPL is responsible for proposing the deliverable reviewer; and is accepted subject to the approval of the PC. The WPL shall coordinate directly with reviewer throughout the review/submission process, and the PAM should be copied in to all correspondence between WPL and reviewer.

The special case of periodic reports is slightly different and is described later in this document in Section 14: Reporting Procedures.

6.3 File names and library structure standards

6.3.1 Project webpage for final documents

The final version of the document of the deliverables and other important documents (for example information about meetings) of the project can be found at the project webpage:

ER-flow-workflow.eu on the password protected internal web pages.

7 Project Communication Infrastructure

The ER-flow web site will be connected to the SHIWA web site. DoCDB has been selected as the document repository tool, INDICO as the event management tool, Doodle poll as the data negotiating tool and Skype as the conferencing tool.

The following description of the communication infrastructure appears in deliverable D1.1, but is reproduced here in this deliverable since it constitutes the Project Handbook.

7.1 ER-flow web site

The ER-flow project has created the ER-flow web site at www.erflow.eu. It will be described in detail in the D2.1 ER-flow dissemination and communication tools deliverable. A short overview of the current and planned features and services is given here.

Currently the web site includes a short overview of the ER-flow project, and provides access to the SHIWA project web site and to the SHIWA Simulation Platform (SSP). Although the SHIWA project has concluded, the technologies delivered by SHIWA, especially the SSP, and support components such as the SHIWA web site, are central components of the ER-flow project.

The ER-flow web page lists the project partners and details of the Project Coordinator and ER-flow PR team. It also contains a News section that includes two news items: "ER-flow project is looking for new communities to support" and "ER-flow project started today". The web site also contains a calendar of past and future events. The web site will build a corporate image of the project in order to gain significant external visibility. The project consortium will put significant effort into keeping the information up to date. It will present project goals and relevant achievements, the latest papers published by project partners and

a list of the latest relevant events. The web site incorporates public and protected (or private) sections. The public section will provide information for project members:

- contact details of the partners
- information about on-going activities
- relevant links
- information about meetings (dates, minutes, presentations, travel) information about other events
- articles published

Figure 1. ER-flow web site

The protected sections can be accessed after login on the web site main page. The password protected private section (or intraweb pages) will provide sensitive information for project members about:

- final versions of the project deliverables
- other important documents (Description of Work, Consortium Agreement, list of deliverables with their submission schedules etc.)
- deliverable and report templates

- contact details of all project members
- project committees and boards with their contact details
- mailing lists of the project and work packages
- useful information, e.g. check list for organizing events

7.2 ER-flow document repository

In the ER-flow project no computer code will be developed, so a document storage system will be used.

The project consortium investigated various options and decided to use the EGI Document Database (DocDB) to handle the project's administrative, financial and technical information. DocDB is a collaborative document server which enables management and sharing of documents among groups of up to several hundred people. DocDB consists of three parts: a relational database which stores information about the documents; a file system hierarchy used for storing the documents themselves; and a suite of CGI scripts which provide coherent access to both sets of information. Information maintained in the database includes author(s), title, topic(s), events(s), creation on modification dates, revision number, abstract, keywords, document type, pointers to the actual document files, and access restriction information. DocDB manages document versioning in a MySQL database. Changes to a document result in a new version of the document. Old versions remain available, providing historical archiving. Different versions allow different access restrictions, so documents can be developed in private and then released. Access to DocDB is controlled by CGI scripts that run on users' computer. When a document is submitted to DocDB, the document is copied (from either a local disk or an html address) to a directory located on the DocDB web server.

Considering the features and services of DocDB and SVN the project consortium selected DocDB because they both offer similar features and services in most aspects but DocDB provides more convenient access to documents. DocDB does not require any deployment effort to access documents - in contrast to SVN.

Figure 2. Login to DocDB

In DocDB documents are allocated to groups. Groups can be browsed in a public and protected mode. Access to particular entries inside groups depends on the entry settings defined by the entry owners. To create new documents/events or to access protected documents/events users need an EGI Single Sign On account (SSO). Not having it they should request an account at www.egi.eu/sso and send the account name to the ER-flow group admins: G. Sipos, G. Terstyanszky and Kitti Varga. They add users to the relevant ER-flow groups. As a next step they have to log-in at www.egi.eu/sso with their SSO username and password.

The ER-flow admins have created two groups (one for all project partners and another for members of the Project Management Board) on DocDB. These groups are available at:

er-flow-all   https://www.egi.eu/sso/group/ER-flow-all

er-flow-pmb   https://www.egi.eu/sso/group/ER-flow-PMB

They will create further groups for work packages and sub-groups representing tasks of the work packages. Further groups will be created according to demands.

Figure 3. ER-flow project PMB group

G. Sipos, G. Terstyanszky and K. Varga as admins also set up and manage the ER-flow folder. It is possible to set up subfolders under the ER-flow folder and add events to them. Admins can grant event manager or content manager access to particular events to anyone who is in SSO. This will happen on demand on an event-per-event basis.

7.3 ER-flow Project Calendar

The project will use the already existing, but re-named SHIWA calendar, using the Google Calendar tool to publish and disseminate the ER-flow project related events and deadlines. This way the both the SHIWA and ER-flow websites will show the same events without the loss of past events and their details. Visitors to the ER-flow website can directly see past events and by following links in the calendar can browse the materials related to these events.

7.4 ER-flow Event Management

Considering the experience of the SHIWA project the ER-flow project will use the Integrated Digital Conference (INDICO) tool along with the Doodle poll tool to organise meetings and events.

7.4.1 The Integrated Digital Conference (INDICO) tool

INDICO facilitates the management of conferences, events, meetings and workshops. The INDICO (Integrated Digital Conferencing) Project was a European project, a joint initiative of CERN, SISSA, University of Udine, TNO, and Univ. of Amsterdam. The main objective was to create a web-based, multi-platform conference storage and management system. INDICO allows the storage of documents and metadata related to real events.

INDICO is open source software released under the GNU General Public License. This has enabled its adoption by several institutions and organisations around the world. There is community behind this tool which includes third-party developers who contribute to its code. There is an active user community, which almost every day provides new suggestions and bug reports. This contributes substantially to the degree of agility with which the INDICO project currently works, providing immediate bug fixes, patches, and user support.

INDICO supports the management of the whole lifecycle of simple and complex events such as conferences, lectures, presentations, meetings, workshops, etc. It has a tree-like structure organized into categories where each category may either contain other categories or simple events. INDICO offers the following features:

- Automatic web page creation for the events,
- Event evaluation surveys,
- Automatic notifications (i.e. automatically remembering all the participants in a meeting that will take place on the current day);
- Conference management support
    – registration form customization
    – on-line payment support.
    – abstract submission and reviewing.
- An integrated room booking system,
- Integrated support for videoconferencing software (i.e. VRVS11).

- Information exportation in different formats: RSS feeds, iCalendar, MARCXML, for instance.
- Multilingual interface (internationalization).
- Support for different time zones.
- Accessible and usable interface.

The ER-flow project set up an INDICO folder inside the EGI.eu INDICO deployment which is available at https://indico.egi.eu/indico.

The project PR team already uploaded the agenda of the ER-flow kick-off meeting and the presentations given at the meeting.

Figure 4. ER-flow kick-off on INDICO

7.4.2 Doodle

The dates of the ER-flow events will be chosen using the DOODLE poll web tool. Doodle can be accessed at www.doodle.com.

The ER-flow project will use Doodle to schedule an event, for example a project meeting, or to make a choice among.

7.5 Project Communication Infrastructure

The project has established electronic mailing lists to provide a mechanism for internal project communication.

Project partners' e-mail list: erflow-all@erflow.eu

The project will create further mailing lists considering requests by project partners and research communities to address specific application- or technology-oriented issues. These mailing lists will be tailored to forward the relevant messages to all interested players and parties.

7.6 Project Conferencing Tools

In order to ensure the efficiency of the virtual project team and the governing bodies of the

project between the actual physical project meetings, virtual meetings will help the communication and decision making of the members of the ER-flow project. The project consortium investigated Adobe web conferencing, Skype conferencing and video conferencing as options.

7.6.1 Video conference

There are different ways to participate in the video conference:

1) *Using an H.323 terminal for video and audio conferencing*

   • MS Windows platform

   NetMeeting (audio and video). This is bundled with Windows XP, but cannot be found in the start menu. Users can run it with the command "conf" typed in a run window or at command prompt.

   • Mac OS/X platform

   XMeeting: http://xmeeting.sourceforge.net/pages/index.php

   • Linux platform   Ekiga: http://www.gnomemeeting.org/

   Users have to register with their clients at the (Free Zone) gatekeeper. It is detailed here how to do it at:
   http://www.vidkonf.niif.hu/index.php?mn=3&sm=3&lg=en

2) *Video streaming using a web browser*

   The project will consider either QuickTime or RealPlayer plugin

7.6.2 Skype conference

The monthly work package meetings will use the Skype conference facility. The partner who initiates the conference call, should choose from the Menu Call, then Start a Skype Conference Call and add the members.

Remark. A maximum of 9 members can participate in a Skype conference but in recent practice it has been found that with over 5-6 members, the connection may become unstable.

7.6.3 Adobe® Connect™ web conference

CNRS can provide Adobe Connect web conferencing facilities to the partners, the participants of the web conference only need to have a web browser and Adobe Flash Player. When users log in to Adobe Connect their credentials can be authenticated directly against the organization's LDAP server.

The project consortium recommends to use Skype conferencing because first, it is quite straightforward to set it up; secondly all partners use it on regular basis.

8   Project structure
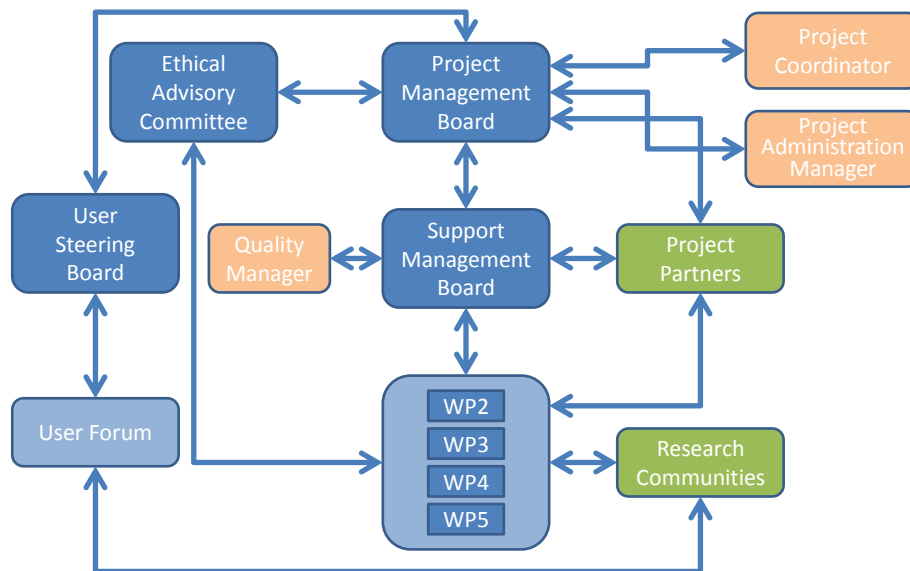
Figure 5. Project Structure

8.1   Roles

Project Coordinator (PC)

The Project Coordinator (Dr Gabor Terstyanszky, UoW) is appointed by the Project Contractor. The responsibilities of the Project Coordinator include supervising the overall management of the project including administrative, financial and technical aspects, coordinating submission of reports and deliverables, liaison with the EC, monitoring the project progress according to the work plan considering time schedule, deliverables and milestones established in the Grant Agreement with the EC. Furthermore, the Project Coordinator in cooperation with the Project Administration Manager oversees the budget and reports major deviations from the agreed work plan to the PMB. This role also includes communication with all partners, in particular conflict resolution, and chairing the PMB.

Project Administration Manager (PAM)

The Project Administration Manager (Prof Stephen Winter, UoW) is appointed by the Project Contractor. The PAM takes care of the submission of project deliverables and reports and cost statements to the European Commission, and is responsible for managing all the financial aspects of the project. This includes the control of financial resources in order to achieve the project objectives, as well as an accurate and up-to-date record of costs, resources and time scales for the project. Each project partner has appointed a Local Administrative Manager (LAM) who will manage the financial aspects of the project at the partner site and report to the PAM.

Project Quality Manager (PQM)

The Project Quality Manager (Prof Stephen Winter, UoW) ensures the quality of work within the project. The Project Quality Manager is a member of the Support Management Board to facilitate communication directly with the Work Package Leaders in terms of quality of the different processes and project activities.

The Project Quality Manager is responsible for setting up and monitoring quality procedures, and reporting on them in the project. The Project Quality Manager will create and distribute the Project Handbook of Quality Management and Progress Monitoring Plan, which is this deliverable.

The Project Handbook (ie. this document) includes descriptions of:

- quality control procedures
- organisational structure and decision scheme of the project
- reporting procedures, frequency and format
- specific responsibilities within the project
- communication procedures
- corrective actions
- exception control
- conflict resolution
- document procedures, standards and control
- issue control for documents

Work Package Leader (WPL)

The project consortium has appointed a Work Package Leader for each work package. The WPL is responsible for the management of the work package including its tasks. Their responsibilities cover the co-ordination of the work in the relevant work package including the organisation of work package level meetings as needed, reporting the work performed in the work package to the Support Management Board and the Project Management Board, preparation and submission of deliverables, to be approved by the Support Management Board, and monitoring the progress of the work package and reporting major deviation from the project work plan. The Work Package Leader also reports on the status of the work package to the PC every three months and as required for formal EC project reports. The WPL is also responsible for the coordination and the execution of the tasks.

8.2 Project Management Board (PMB)

The Project Management Board has the following roles and tasks (further details are described in the Consortium Agreement):

- Management and updating of the Consortium Agreement among the project partners;
- Monitoring the project progress and ensuring that it corresponds to the grant agreement;
- Management of knowledge transfer, IP issues and other innovation-related activities;
- Monitoring scientific and social issues, related to the support activities conducted within the project;
- Ensuring that audit certificates are obtained by each project partner as and whenever required;

- Monitoring the promotion of gender equality in the project and addressing ethical issues;

The PMB has two representatives of the Project Contractor: the Project Coordinator and the Project Administrative Manager, plus one representative (Local Manager) of each project partner. The PMB is chaired by the Project Coordinator. Partners nominate their Local Managers to represent them in order to monitor the proper execution of the work allocated to the project partners. The Project Management Board is in charge of decisions on the project strategy within the framework of the contract, revisions and amendments to the project work plan, authorising the publication of deliverable reports upon completion of work plan tasks and of any other documents about subjects covered by the project. The PMB had its first meeting at the kick-off meeting at the beginning of the project. Further PMB meetings will follow at six-month intervals. Extraordinary meetings shall be summoned at the request of the Project Coordinator or upon written request of one of its members.

The quorum for PMB is 2/3 of the number of partners in the consortium, ie. 7. Each partner has only one vote, and decision is carried by a majority of 2/3 of the votes.

The notice period for ordinary meetings is 45 days, and for extraordinary meetings, 15 days.

Written notice of agenda items, requiring decision is 14 days for ordinary meetings, and 7 days for extraordinary meetings. Agenda items may be submitted at the meeting by unanimous agreement

Minutes shall be circulated within 15 days of the meeting, and accepted by default within further 15 days, if no objection is received.

8.3 Support Management Board (SMB)

The Support Management Board will be responsible for the coordination of all supports activities including application, infrastructure and technical support, and knowledge transfer activities covered by work packages WP2-WP5. It will define and monitor the implementation of the relevant dissemination and support activity objectives. SMB will organise joint meetings every six months with the PMB. The SMB will have the following roles:

- Ensuring that the dissemination and support activity objectives of the project are achieved
- Managing completion and quality of the dissemination and support activities and the relevant deliverables
- Discussion and solving strategic issues of work packages WP2-WP5
- Reporting progress and deviations from contract to the PMB.

The Project Coordinator will be the SMB Chair and the Project Administration Manager, Work Package Leaders and Project Quality Manager will be the members.

8.4 Ethics Advisory Committee (EAC)

The Ethics Advisory Committee reports to the Project Management Board and will handle all ethical issues. It will have the following tasks:

- development of the ethical issues policy and adaptation of the code of conduct to prevent dual/improper use; it will compile a deliverable that will outline this policy and code of conduct

- dealing with all ethical issues that are raised in this project, including handling of personal data, safety of the infrastructure and its users, and other aspects that need to be addressed to conform with national, European and international regulations based on the policy of ethical issues and code of conduct
- identifying specific ethical problems and to provide solutions and to overlook their implementation.

Issues requiring special attention include:

- how research communities will be informed about the risks and benefits
- how new applications to be executed on the simulation platform will be screened and selected to ensure that the infrastructure remains safe.

The members of EAC will be selected by the research communities involved in the project. Representatives of all major players will be included in the EAC, i.e. workflow developers, application developers and researchers, but the key players will be the researchers. The project consortium will invite at least one independent expert to join the committee. EAC will hold meetings during the project meetings and online meetings every 3 months. Any project partner can contact the EAC member if an ethical issue arises and if necessary an extraordinary EAC meeting will be held. The committee will submit reports about ethical issues raised in the project and how they were managed at every reporting period with the project report.

8.5 User Forum (UF) and User Steering Board (USB)

The project will adopt the SHIWA User Forum as its own User Forum. It will adapt the forum to include representatives of the ER-flow project's supported research communities and representatives of the communities which are not members of the consortium, such as external users or organisations with interest in the SHIWA Simulation Platform. The role of the User Forum is to provide feedback about the project strategy, to formulate requirements to release new services in accordance with user needs and evaluate the added value of services. Various forms of communication (virtual meetings, online chat, etc.) will be explored. The User Forum will be run by the WPL of WP2.

The User Steering Board will coordinate the activities of the User Forum. For example it will provide recommendations for dissemination and supports activity objectives. The PMB can either accept the recommendations or provide a written justification if the recommendations cannot be implemented.

9 Reporting procedures

There are three types of reports: interim, periodic (annual) and final.

9.1 Reporting periods

Reporting periods: 6, 12, 18, 24 months

- Interim reports to EC
- Periodic and final report to EC

9.2 Interim Project Reports

Interim progress reports are produced at the 6 month and 18 month points and should contain administrative, financial and technical details. They describe:

- the status of major project achievements,
- work progress for each WP (including any deviations and corrective actions taken). They should:
  - contain a summary of progress towards objectives and details for each task;
  - highlight clearly significant results and table of Deliverables (see Table 6 in Annex II);
  - if applicable, explain the reasons for deviations from the DoW and their impact on other tasks as well as on available resources and planning;
  - if applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator);
  - describe resource consumption, in particular highlighting and explaining deviations between actual and planned man-months per work package and per beneficiary in Description of Work (see Table 8 in Annex II);
  - if applicable, propose corrective actions;
  - describe the use and dissemination of project results (see table in Annex); monitoring of milestones (see Table 9 in Annex II)

9.3 Periodic (Annual) and Final Report

Periodic reports should also contain administrative, financial and technical details and should be submitted:
- according to the templates and reporting guidelines issued by EC
- by the Coordinator to the EC (see the Reporting Guide of FP7)
- with contributions from partners submitted to the Coordinator

The reports should include

- justification of costs and resources
- technical reports of work packages
- Form C

9.4 Report Preparation

9.4.1 Report Structure

Partners shall prepare contributions to the reports in two parts: Technical and Management. The Technical part is a description of technical progress, including an effort table. The Management part comprises the effort and cost spreadsheets.

9.4.2 Consistency and Compliance

All parts of a report contribution should be *consistent* with one another and the financial aspects should be validated by the Finance Office of the contributing partner. They should also be *compliant* with the project plan.

Consistency must be ensured before submission. It is every partner's responsibility to

ensure consistency across all parts of their report contributions.

Non-compliant aspects of a report contribution may not be submitted to the EC, and should be discussed beforehand with the Project Coordinator. It is each partner's responsibility to ensure compliance with the plan.

9.5 Report Preparation and Submission Process

The submission process in ER-flow follows that of other deliverables (described in Section 6), with the following variations:

- Submission to the EC is 1 month *after* the nominal month scheduled in the Deliverables Table in the DoW (reproduced in Table 5). ie. 1 month after the period being reported. Thus the following schedule applies:
  – 1st Interim: M07   (Nom M06)
  – 1st Annual: M13 (Nom M12)
  – 2nd Interim: M19 (Nom M18)
  – Final: M25 (Nom M24)

The preparation process for each part of the report is as follows:

- Technical Part
  – Submitted by all Partners to PC and relevant WPL's
  – WPL generates consolidated WP technical report from Partner contributions and submits to PC
  – PC generates consolidated final report for all WP's
- Management Part
  – Submitted by all Partners to PC
  – PC generates consolidated final report from partner contributions

The Technical part should be submitted in MS Word format. The template for the Technical part is provided in the file:

*ER-flow Interim Report Template (*https://documents.egi.eu/document/1388*)*

The Management part should be submitted as a spreadsheet attachment in MS Excel format only. The template for the Management part deliverables is provided in the file:

*ER-flow Resource Consumption Template (*https://documents.egi.eu/document/1389*)*

The preparation schedule for reports is as follows:

- Submission of Partner reports (by Partners) to PC
  – 10th of month
  – Copy to WPL
- Submission of consolidated WP reports (by WPL) to PC
  – 17th of month
- Submission of Final Partner reports (by Partners/WPL) to PC
  – 25th of month
- Submission of complete report to EU
  – End of month

A summary of the report schedule is provided in Table 4. The detailed preparation, review and submission schedule is provided in Table 5.

9.6 Internal Management Reports

In addition to the formal reports described above, partners shall, at each intermediate point between formal reports (ie. months M3, M9, M15 and M21) deliver to the PC a report on the effort consumed in the previous 3 months plus a few words specifying the relevant activities. The effort table in the Technical Management part of the formal reports is suitable for this purpose. These are included in Table 5.

Progress Report	Due Date	Submit-ted to	Parts included
Internal	*M4: Nov 2012*	*PC*	*Technical (Effort table plus brief activity specification)*
Interim	M7: Nov 2012	EU	Technical & Management
Internal	*M9: Nov 2012*	*PC*	*Technical (Effort table plus brief activity specification)*
Annual	M13: Nov 2012	EU	Technical & Management
Internal	*M15: Nov 2012*	*PC*	*Technical (Effort table plus brief activity specification)*
Interim	M19: Nov 2012	EU	Technical & Management
Internal	*M21: Nov 2012*	*PC*	*Technical (Effort table plus brief activity specification)*
Final	M25: Nov 2012	EU	Technical & Management

Table 4. Complete Reporting Schedule

10 Quality Management

10.1 Deliverable delivery process

- Reviewers are assigned at the project kick-off meeting; reviewers are proposed by WPL and approved by PC
- Full deliverable schedule is sent to all partners at the start of the project
- Deadline for delivery is the last day of the designated delivery month, specified in the DoW (except for Reports – see below)
- Deliverable Schedule is included in the Project Handbook (Table 5 in this document)
- PAM reminds the deliverable submitter, WPL and reviewer about their impending deliverable, 6 weeks before deadline
- Submitter sends outline (Table of Contents) to reviewer and ask members of WP for contributions, 5 weeks before deadline
- Members of WP send contributions to submitter, 4 weeks before deadline
- Submitter sends draft full version to reviewer by 10th of month (and sends a copy to PAM)
- Reviewer sends report to submitter by 17th of month (and sends a copy to PAM)
- Reviewer and submitter liaise by email and skype to address and resolve issues raised
- Submitter sends final full version to PAM by 25th of month
- PAM sends deliverable to EU by the end of the month
- Target dates of the reviews of the deliverable process and milestones are monitored according to the Deliverables list document.

10.2 Report delivery process

The submission process in ER-flow follows that of other deliverables (see above), with the following variations:

The preparation schedule for reports is as follows:

- Reports to the EU are due one month after the designated delivery month
- Contributions to reports are required from every partner and they should report on all WPs at the Task level in which they are involved
- <u>Partners submit their reports to the PC and to the WPLs of the WPs in which they participate by the 10th of delivery month</u>
- Reports on WP progress are consolidated by the WPL, based on contributions from each partner in the WP
- WPL's are responsible for liaising with contributing partners for the preparation of the consolidated WP report
- WPL submits consolidated WP reports to the PC by 17th of delivery month
- PC and PAM review all reports and liaise with partners and WPLs to ensure consistency and compliance
- Partners and WPLs submit final reports to PC by 25th of month
- PC consolidates all reports and submit complete report to EU by the end of the month

10.3 Deliverable review plan

Del. no.	Deliverable title	Submitter	Diss. level	Mth.	Draft submit date	Reviewer	Review submit date	Final submit date	EU delivery date
D1.1	Project management structure and information system	UoW: Stephen Winter	PU	M1	10 Sep '12	UoW: Gabor Terstyanszky	15 Sep '12	25 Sep '12	30 Sep '12
D1.2	Project progress monitoring and Quality Management	UoW: Stephen Winter	PU	M2	10 Oct '12	UoW: Gabor Terstyanszky	15 Oct '12	25 Oct '12	31 Oct '12
D1.3	Interim progress report	UoW: Stephen Winter	PU	M6 *M7	10 Mar '13	UoW: Gabor Terstyanszky	15 Mar '13	23 Mar '13	28 Mar '13
D1.4	Annual progress report	UoW: Stephen Winter	PU	M12 *M13	10 Sep '13	UoW: Gabor Terstyanszky	15 Sep '13	25 Sep '13	31 Sep '13
D1.5	Interim progress report	UoW: Stephen Winter	PU	M18 *M19	8 Mar '14	UoW: Gabor Terstyanszky	13 Mar '14	23 Mar '14	28 Mar '14
D1.6	Final progress report	UoW: Stephen Winter	PU	M24 *M25	10 Sep '14	UoW: Gabor Terstyanszky	15 Sep '14	25 Sep '14	31 Sep '14

Note: * indicates actual submission month for reports

Del. no.	Deliverable title	Submitter	Diss. level	Mth.	Draft submit date	Reviewer	Review submit date	Final submit date	EU delivery date
D2.1	ER-flow dissemination and communication tools	SZTAKI Kitti Varga	PU	M3	10 Nov '12	EGI: Gergely Sipos	15 Nov '12	25 Nov '12	30 Nov '12
D2.2	ER-flow ethical issues policy and code of conduct	AMC Silvia D Olabarriaga	PU	M3	10 Nov '12	UoW: Stephen Winter	15 Nov '12	25 Nov '12	30 Nov '12
D2.3	First year annual dissemination and training report	SZTAKI Kitti Varga	PU	M12	10 Aug '13	UoW: Tamas Kiss	15 Aug '13	25 Aug '13	31 Aug '13
D2.4	Second year annual dissemination and training report	SZTAKI Kitti Varga	PU	M24	10 Aug '14	Silvia D Olabarriaga	15 Aug '14	25 Aug '13	31 Aug '14
D3.1	Study of the adaptation options of the simulation platform	CNRS: Johan Montagnat	PU	M5	10 Jan '13	SZTAKI: Peter Kacsuk	15 Jan '13	25 Jan '13	31 Jan '13
D3.2	Extended simulation platform	UoW: Benoit Meilhac	PU	M10	10 Jun '13	Gergely Sipos	15 Jun '13	25 Jun '13	30 Jun '13
D3.3	Extended simulation platform	UoW: Benoit Meilhac	PU	M20	10 Apr '14	CNRS: Johan Montagnat	15 Apr '14	25 Apr '14	30 Apr '14

Del. no.	Deliverable title	Submitter	Diss. level	Mth.	Draft submit date	Reviewer	Review submit date	Final submit date	EU delivery date
D4.1	Virtual Data Objects specification	CNRS: Johan Montagnat	PU	M8	10 Apr '13	TUD: Richard Grunzke	15 Apr '13	25 Apr '13	30 Apr '13
D4.2	Study of Virtual Data Objects generation and error recovery in a CGI	CNRS: Tristan Glatard	PU	M18	8 Feb '14	SZTAKI: Peter Kacsuk	13 Feb '14	23 Feb '14	28 Feb '14
D4.3	Study of domain semantic data and workflow description	CNRS: Nadia Cerezo	PU	M24	10 Aug '14	UoW: Tamas Kiss	15 Aug '14	25 Aug '14	31 Aug '14

Del. no.	Deliverable title	Submitter	Diss. level	Mth.	Draft submit date	Reviewer	Review submit date	Final submit date	EU delivery date
D5.1	User evaluation of the simulation platform	AMC: Silvia D Olabarriaga	PU	M11	10 Jul '13	SZTAKI: Kitti Varga	15 Jul '13	25 Jul '13	31 Jul '13
D5.2	Description of applications ported to the SSP (year 1)	AMC: Silvia D Olabarriaga	PU	M12	10 Aug '13	UoW: Gabor Terstyanszky	15 Aug '13	25 Aug '13	31 Aug '13
D5.3	Requirements for domain semantic data and workflow description	AMC: Silvia D Olabarriaga	PU	M12	10 Aug '13	CNRS: Johan Montagnat	15 Aug '13	25 Aug '13	31 Aug '13
D5.4	User evaluation of the simulation platform	AMC: Silvia D Olabarriaga	PU	M21	10 May '14	EGI: Gergely Sipos	15 May '14	25 May '14	31 May '14
D5.5	Description of applications ported to the SSP (year 2)	AMC: Silvia D Olabarriaga	PU	M24	10 Aug '14	UoW: Tamas Kiss	15 Aug '14	25 Aug '14	31 Aug '14

Table 5. Deliverable Preparation, Review and Submission Plan

Beside the deliverables the reviews done by the Quality Management include Inspecting system design documents, and the outline or TOC of documents.

- • Ensuring that the quality of the technical solutions of the ER-flow project meets the required level;
- • Inspecting system design documents, TOC
- • Managing the quality of the technical deliverables;
- • Solving quality issues;
- • Reporting progress and deviations to PMB

10.4 Risk Analysis and Mitigation process

Work package leaders will apply the risk management process on the risks of the ER-flow project mentioned in the DoW relating to each WP.

11 Progress Monitoring

The progress monitoring process regularly tracks the technical progress of the project, effort expended and costs incurred and compare them to the schedule and budget plan.

WP leaders compare progress towards achievement of WP objectives and milestones and report this regularly as described in section 14.

WP leaders compare effort consumed and costs incurred against the predefined metrics every 6 months and report these as described in the interim reporting section. In the case of any deviation they explain the impact on other tasks as well as on available resources and planning and have to propose corrective actions.

The Project Coordinator globally checks the achievement of the objectives and milestones and integrates the usage of effort and costs. In case of deviation they determine effects and any corrective actions. Decisions are made on a PMB level, including necessary plan updates.

Effort consumed is also checked every 3 months, in an internal report from project partners to PC.

12 Conflict resolution

The ethos of the project is to ensure a smooth, productive and harmonious work. However it is recognized that there are occasionally situations that may arise during a project lifetime that can lead to conflict. We differentiate the following clusters of potential issues –

1. Non-production of output by a partner
2. Redistribution of project funding between partners
3. Strategic direction of the project
4. Distribution of roles
5. Differing priorities of partners

6. Conflict in commercial interests of partners

Potential conflicts must be identified early and escalated to the Project Coordinator. If such conflicts cannot be amicably settled at the appropriate level, they should be escalated to the Project Management Board for resolution.

Wherever possible conflicts should be settled by consensus agreement of the parties involved, each recognizing the others basic interests. Situations where this is not possible should be brought to a vote for ultimate resolution.

Of the six types of potential conflicts identified above, the first two are the most difficult to deal with, especially if a partner does not fulfil its tasks, but still claims against budget. If required, the Project Coordinator should consider discussing unofficially the best course of action with the Project Officer due to the status of the partners.

13 Annex I. Templates for Deliverables and Reports

All templates can be found in the DocDB document repository.

The deliverable template is called:

ER-flow Deliverable Template (https://documents.egi.eu/document/1387)

The interim and periodic report template is in two parts.

The first, Technical part is provided in the file:

*ER-flow Interim Report Template (*https://documents.egi.eu/document/1388*)*

The second, Management part is provided in the file:

ER-flow Resource Consumption Template (https://documents.egi.eu/document/1389)

14 Annex II. Tables for Interim and Periodic Reports

TABLE 1. DELIVERABLES									
Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level (*)	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments

Table 6. List of Deliverables

(*) PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

Make sure that you are using the correct following label when your project has classified deliverables.

EU restricted = Classified with the mention of the classification level restricted "EU Restricted"

EU confidential = Classified with the mention of the classification level confidential " EU Confidential "

EU secret = Classified with the mention of the classification level secret "EU Secret "

TABLE 2. MILESTONES					
Milestone no.	Milestone name	Due achievement date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments

Table 7. List of Milestones

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y' ………..		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y' ………..		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			

Table 8. Cost items per beneficiary

Planned/ Actual Dates	Type	Type of audience	Countries addressed	Size of audience	Partner responsible / involved
May 2010	Project URL	ALL	all	N/A	UoW
May 2010	ER-flow fact sheet for e-Infrastructure folder and brochure	RTD community	EU	N/A	
	… conference on …. presentation and /or paper in proceedings	Application developers			
	… Journal Paper on ……	RTD community	European Union		

Table 9. Foreground and Dissemination Activities

15 Annex III. Who fills which Project Role

15.1 Project Coordinator (PC)

The Project Coordinator is Gabor Terstyanszky (UoW)

15.2 Local Coordinators (LC)

The local coordinators are:

SZTAKI: Peter Kacsuk
CNRS: Johan Montagnat
EGI.eu: Steven Newhouse
AMC: Silvia Delgado Olabarriaga
TUD: Richard Grunzke
LMU: Sonja Herres-Pawlis
UCL: Bob Bentley
TCD: Gabriele Pierantoni
INAF: Claudio Vuerli

15.3 Project Administration Manager (PAM)

The Project Administration Manager is Stephen Winter (UoW)

15.4 Project Quality Manager (PQM)

The Quality Manager is Stephen Winter (UoW)

15.5 PMB Members

The PMB members are:

UoW: Gabor Terstyanszky (PC and Chair), Stephen Winter (PAM)
SZTAKI: Peter Kacsuk
CNRS: Johan Montagnat
EGI.eu: Steven Newhouse
AMC: Silvia Delgado Olabarriaga
TUD: Richard Grunzke
LMU: Sonja Herres-Pawlis
UCL: Bob Bentley
TCD: Gabriele Pierantoni
INAF: Claudio Vuerli

Each partner has one vote.

15.6 Support Management Board (SMB)

The SMB members are:

Gabor Terstyanszky (PC, WP3 WPL, Chair)
Stephen Winter (PQM, WP1 WPL)
Kitti Varga (WP2 WPL)
Johan Montagnat (WP4 WPL)
Silvia Delgado Olabarriaga (WP5 WPL)

15.7 Work Package Leaders

The WPLs are:

WP1: Stephen Winter (UoW)
WP2: Kitti Varga (SZTAKI)
WP3: Gabor Terstyanszky (UoW)
WP4: Johan Montagnat (CNRS)
WP5: Silvia Delgado Olabarriaga (AMC)

15.8 User Steering Board (USB)

USB members are:

Bob Bentley (Chair, UCL)	Heliophysics community
Alessandro Costa (INAF)	Astrophysics community
Sonja Herres-Pawlis (LMU)	Computational Chemistry community
Silvia Delgado Olabarriaga (AMC)	Life Science community

15.9 Ethics Advisory Committee (EAB)

EAC members are:

Silvia Delgado Olabarriaga (Chair, AMC)
Stephen Winter (UoW)
Sonja Herres-Pawlis (LMU)

16 Annex V. Review report template

Number and title of the deliverable	
Name and organisation of the reviewer	
Date of review	
Review based on	Document Actual product Test report of product Other …..
Achievement of the objectives of the deliverable stated in the DoW	Fully Adequately Partly So-so Not
Objective1:	Comments:
Objective2:	Comments:
…	Comments:
Measures:	Achieved Yes/No Comments
....	Target number: Achieved Yes/No
Formatting follows the template	Fully Adequately Partly So-so Not
Comments on formatting	
Language	Excellent Good Bad
Comments on language	
Accepted	Yes Yes with changes No
Conclusions, recommendations for improvement	

Table 10. Review Report Template