



EGI-InSPIRE

QUARTERLY REPORT TEMPLATE

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Abstract

The template that must be followed after Y1 by all activities to generate the project's quarterly report.



I. COPYRIGHT NOTICE

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II. DELIVERY SLIP

	Name	Partner/Activity	Date
From	<<The lead author/editor>>		
Reviewed by	To be completed by project office on submission to AMB/PMB Moderator: Reviewers:		
Approved by	AMB & PMB To be completed by project office on submission to EC		

III. DOCUMENT LOG

Issue	Date	Comment	Author/Partner
1		First draft	
2			
3			

IV. APPLICATION AREA

This document is a formal deliverable for the European Commission, applicable to all members of the EGI-InSPIRE project, beneficiaries and Joint Research Unit members, as well as its collaborating projects.



V. DOCUMENT AMENDMENT PROCEDURE

Amendments, comments and suggestions should be sent to the authors. The procedures documented in the EGI-InSPIRE “Document Management Procedure” will be followed: <https://wiki.egi.eu/wiki/Procedures>

VI. TERMINOLOGY

The authors should check if the acronyms are covered by the glossary page and if the definition is still correct; all the amendments should be communicated to glossary@egi.eu

A complete project glossary is provided at the following page: <http://www.egi.eu/about/glossary/>.



VII. PROJECT SUMMARY

To support science and innovation, a lasting operational model for e-Science is needed – both for coordinating the infrastructure and for delivering integrated services that cross national borders. The EGI-InSPIRE project will support the transition from a project-based system to a sustainable pan-European e-Infrastructure, by supporting ‘grids’ of high-performance computing (HPC) and high-throughput computing (HTC) resources. EGI-InSPIRE will also be ideally placed to integrate new Distributed Computing Infrastructures (DCIs) such as clouds, supercomputing networks and desktop grids, to benefit user communities within the European Research Area.

EGI-InSPIRE will collect user requirements and provide support for the current and potential new user communities, for example within the ESFRI projects. Additional support will also be given to the current heavy users of the infrastructure, such as high energy physics, computational chemistry and life sciences, as they move their critical services and tools from a centralised support model to one driven by their own individual communities.

The objectives of the project are:

1. The continued operation and expansion of today’s production infrastructure by transitioning to a governance model and operational infrastructure that can be increasingly sustained outside of specific project funding.
2. The continued support of researchers within Europe and their international collaborators that are using the current production infrastructure.
3. The support for current heavy users of the infrastructure in earth science, astronomy and astrophysics, fusion, computational chemistry and materials science technology, life sciences and high energy physics as they move to sustainable support models for their own communities.
4. Interfaces that expand access to new user communities including new potential heavy users of the infrastructure from the ESFRI projects.
5. Mechanisms to integrate existing infrastructure providers in Europe and around the world into the production infrastructure, so as to provide transparent access to all authorised users.
6. Establish processes and procedures to allow the integration of new DCI technologies (e.g. clouds, volunteer desktop grids) and heterogeneous resources (e.g. HTC and HPC) into a seamless production infrastructure as they mature and demonstrate value to the EGI community.

The EGI community is a federation of independent national and community resource providers, whose resources support specific research communities and international collaborators both within Europe and worldwide. EGI.eu, coordinator of EGI-InSPIRE, brings together partner institutions established within the community to provide a set of essential human and technical services that enable secure integrated access to distributed resources on behalf of the community.



The production infrastructure supports Virtual Research Communities (VRCs) – structured international user communities – that are grouped into specific research domains. VRCs are formally represented within EGI at both a technical and strategic level.

VIII. EXECUTIVE SUMMARY

The document structure is describes the overall Quarterly Report (QR) sent to the European Commission (EC). The QR is structured around the different work packages within the project and the different activities within them (national operations & user support, European wide coordination, domain specific support, etc.). **The completed documents from each Activity will then be assembled into a complete report by the Project Office (PO).** For each section we will indicate who will provide the required information. The AMs (Activity Managers) should complete their relevant sections with input from the ROCs/NGIs/Partners as required.

The schedule is described below with reference to days after the end of the quarter and is different from the normal deliverable/milestone review schedule:

- Day + 10: All activities to provide their contributions to the QR using this template.
- Day + 20: The contributions will be assembled and edited by the PO. Issues requiring clarification will be identified and communicated to the AMs.
- Day + 25: PO circulates a final version to the AMB for review with an Executive Summary and having had responses from the AMs to the clarifications.
- Day + 30: Submit to EC.



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1. INTRODUCTION

Completed by the PO by editing the introductions provided by each AM.



2. OPERATIONS

2.1. Summary

Please provide a short summary of the Operations' progress globally over the last quarter. It will be included in the Executive Summary.

2.2. Main achievements

This is a more detailed account of progress over the previous quarter, can be by task. Drawn up by the SA1 & JRA1 AMs based on NOC/ROC input in Annex A2.

2.2.1. Security

TSA1.2

2.2.2. Service Deployment and Integration

TSA1.3

2.2.3. Help desk & Support Activities

TSA1.6 & TSA1.7

2.2.4. Infrastructure Services

TSA1.4, TSA1.5 & TSA1.8

2.2.5. Tool Maintenance and Development

Report by the JRA1 AM. Sub-section for each tool.

2.3. Issues and Mitigation

Summarised by the SA1 AM from the ROC 'Issues and Mitigation' sections and the JRA1 AM. Please provide corrective actions taken for each issue reported and provide updates from unresolved issues from the previous QR.

2.3.1. Issue 1

2.3.2. Issue n

2.4. Plans for the next period

2.4.1. Operations

Summarised by the SA1 AM from the ROC 'Plans' sections.



2.4.2. Tool Maintenance and Development

Summarised by the JRA1 AM.

2.5. NGI Reports



3. USER SUPPORT

3.1. Summary

Please provide a short summary of the User Support activity over the last quarter. It will be included in the Executive Summary.

3.2. Main achievements

This is a more detailed account of progress over the previous quarter, can be by task. Drawn up by the NA3 & SA3 AM.

3.2.1. User Community Support Team

Relating to TNA3.2 collected by the NA3 AM.

3.2.2. User Support Services

Relating to TNA3.4 collected by the NA3 AM.

3.2.3. NGI User Support Teams

Relating to TNA3.3 collected by the NA3 AM from the NGI activities.

3.2.4. Shared Services & Tools

3.2.4.1. Dashboards

Relating to TSA3.2.1 collected by the SA3 AM.

3.2.4.2. Tools

Relating to TSA3.2.2 collected by the SA3 AM.

3.2.4.3. Services

Relating to TSA3.2.3 collected by the SA3 AM.

3.2.4.4. Workflow & Schedulers

Relating to TSA3.2.4 collected by the SA3 AM.

3.2.4.5. MPI

Relating to TSA3.2.5 collected by the SA3 AM.

3.2.5. Domain Specific Support

3.2.5.1. High Energy Physics

Relating to TSA3.3 collected by the SA3 AM.



3.2.5.2. Life Science

Relating to TSA3.4 collected by the SA3 AM.

3.2.5.3. Astronomy and Astrophysics

Relating to TSA3.5 collected by the SA3 AM.

3.2.5.4. Earth Sciences

Relating to TSA3.6 collected by the SA3 AM.

3.3. Issues and Mitigation

Summarised by the NA3 & SA3 AM.

Provide corrective actions taken for each issue reported and provide updates from unresolved issues from the previous QR.

3.3.1. Issue 1

3.3.2. Issue n

3.4. Plans for the next period

Summarised by the NA3 & SA3 AM.



4. SOFTWARE PROVISIONING

4.1. Summary

Provide a short summary of the software provisioning activity over the last quarter. It will be included in the Executive Summary.

4.2. Main Achievements

4.2.1. Quality Criteria

Relating to TSA2.2 collected by the SA2 AM.

4.2.2. Criteria Verification

Relating to TSA2.3 collected by the SA2 AM.

4.2.3. Deployed Middleware Support Unit

Relating to TSA2.5 collected by the SA2 AM and describing the work undertaken for each middleware deployed in the infrastructure.

4.2.4. Support Infrastructure

Relating to TSA2.4 specifically to the software repository, but also information non the general tools and services provided to support the project. Collected by the SA2 AM.

4.3. Issues and Mitigation

Summarised by the SA2 AM.

Provide corrective actions taken for each issue reported and provide updates from unresolved issues from the previous QR.

4.3.1. Issue 1

4.3.2. Issue n

4.4. Plans for the next period

Plans for the next quarter, summarised by the SA2 AM.



5. EXTERNAL RELATIONS

5.1. Summary

Brief overview of the last quarter for dissemination, policy and event management activities. Summarised by the NA2 AM.

5.2. Main Achievements

5.2.1. Dissemination

Work undertaken by TNA2.2 from each partner.

5.2.2. Policy

Work undertaken by TNA2.3 from each partner.

5.2.3. Events

Work undertaken by TNA2.4 from each partner.

5.3. Issues and mitigation

Summarised by the SA2 AM.

Provide corrective actions taken for each issue reported and provide updates from unresolved issues from the previous QR.

5.3.1. Issue 1

5.3.2. Issue n

5.4. Plans for the next period

Plans for the coming quarter. Summarised by the SA2 AM based on input from each partner.

6. CONSORTIUM MANAGEMENT

6.1. Summary

Provided by the PO.

6.2. Main Achievements

6.2.1. Project Management

Provided by the PO.

6.2.2. Milestones and Deliverables

Provided by the PO relating to the deliverables and milestones from the reporting period.

Id	Activity No	Deliverable / Milestone title	Nature (***)	Lead partner	Original Delivery date(*) ¹	Revised delivery date(*)	Status (**)

6.2.3. Consumption of Effort

Provided by the PO from the timesheet tool. AMs will be asked to provide responses to effort consumption that is significantly above or below plans.

6.2.4. Overall Financial Status

Provided by the PO from the partner cost claims. Partners will be asked to provide responses to financial consumption that is significantly above or below plans.

6.3. Issues and mitigation

¹ (*) Dates are expressed in project month (1 to 48).

(**) Status = Not started – In preparation – Pending internal review – PMB approved

(***) Nature = **R** = Report **P** = Prototype **D** = Demonstrator **O** = Other, Deliverable id: for Milestone attached to a deliverable



Provided by the PO.

6.3.1. Issue 1

6.3.2. Issue n

6.4. Plans for the next period

Provided by the PO.



7. PROJECT METRICS

7.1. Overall metrics

Each activity should place their contribution to the overall project metrics here

7.2. Activity metrics

Each activity should place their activity specific metrics here

7.3. Country metrics

Provided by the PO



8. ANNEX A1: DISSEMINATION AND USE

Note: Complete the information requested here. It will be provided on a public web page for access and kept separate from the final deliverable submitted to the commission

GENERAL GUIDELINES FOR ALL EVENTS REPORTED IN THE FOLLOWING SECTIONS:

- please do not provide a list of participants, only give the number of people that attended*
- for outcome, please list tangible agreements, decisions instead of listing program points or presentations you made. Otherwise put: “-“*
- include your local events only if there was any EGI-related topic on the agenda*
- provide an indico URL to your presentation (if available) or to the event itself.*

If your presentation is not available online, please send the slides to erika.swiderski@egi.eu.

8.1. Main Project and Activity Meetings

Provided by each partner in each Activity and assembled by the AM. Regular internal management meetings within the activity do not need to be reported. Training events will be recorded in the training event registry and need not be mentioned here.

Date	Location	Title	Participants	Outcome (Short report & Indico URL)

8.2. Conferences/Workshops Organised

Provided by each partner in each Activity and assembled by the AM

Date	Location	Title	Participants	Outcome (Short report & Indico URL)



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8.3. Other Conferences/Workshops Attended

Provided by each partner in each Activity and assembled by the AM.

Date	Location	Title	Participants	Outcome (Short report & Document Server URL to presentations made)

8.4. Publications

Provided by each partner in each Activity and assembled by the AM (This should be detailed in the specifics QRs)

List all publications as bullet points, detailing: Publication title, author(s), journal title, number/issue, date.

Also mention any articles published further to interviews given by members of your activity.

Publication title	Journal / Proceedings title	DOI code	Journal references Volume number Issue Pages from - to	Authors Initials	Authors Surname



9. ANNEX A2: OPERATIONS REPORT – APPLICABLE TO SA1 ONLY

Find it in a separate file.



10. REFERENCES

R 1	
R 2	
R 3	
R 4	
R 5	