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*EGEE designated project director*



All activity workshop

# EGEE

## Enabling Grids for E-science in Europe

**NA1 & 5 execution plan**



EGEE is proposed as a project funded by the  
European Union under contract IST-2003-508833

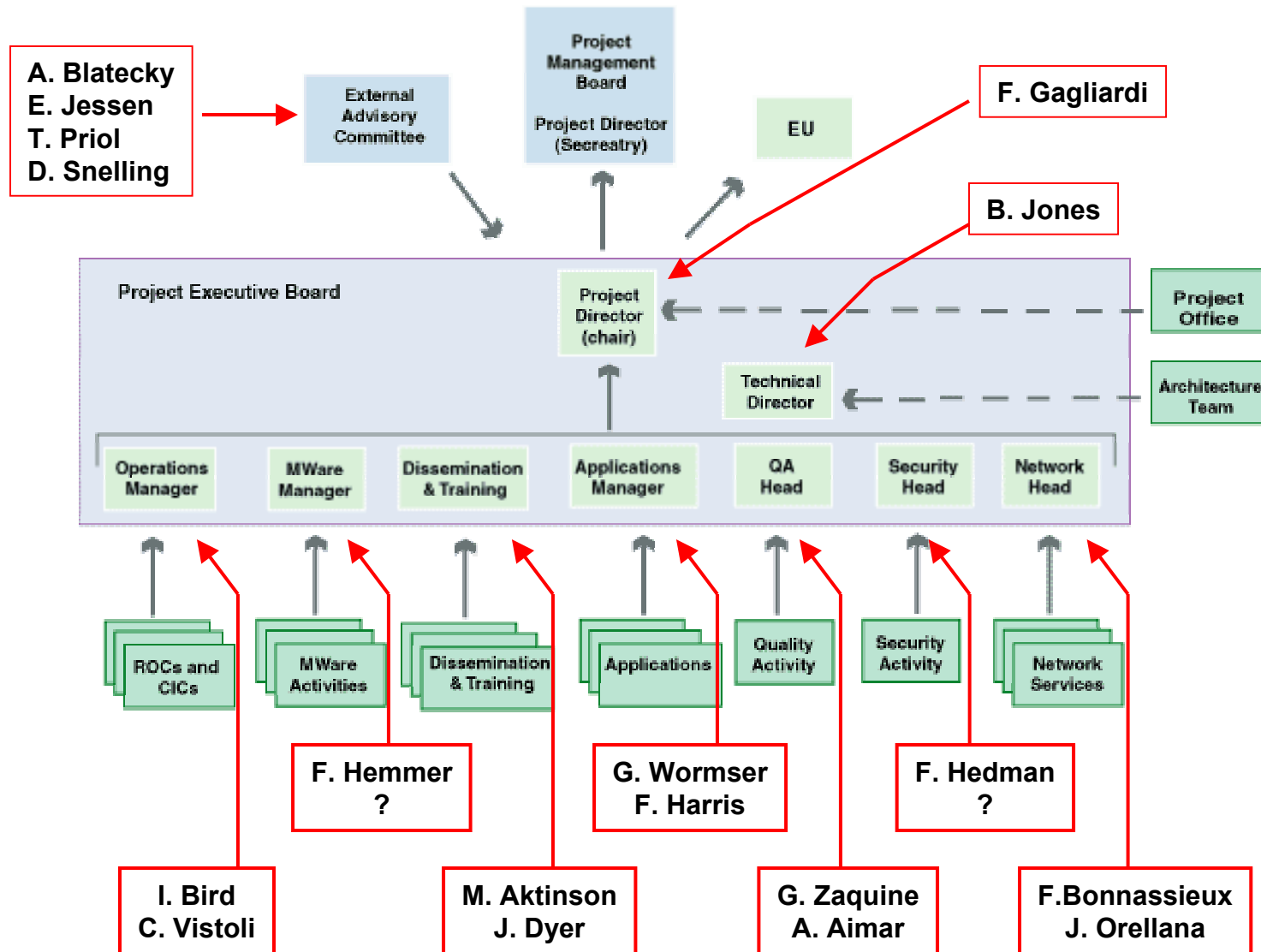
# Objectives of the activity and partners involved

- **NA1 - Management**
  - Management and administration of the project
  - Relationship with the EU Commission
  - Partners:
    - CERN based (all other partners present for audit certificates only)
  
- **NA5 – Policy and International Cooperation**
  - Active collaboration with other EU projects and activities (DEISA, ERA)
  - Establish Grid Policy Forum in Europe
  - Participation to GGF activities
  - Collaboration with US:
    - Cooperation with US NSF Cyberinfrastructure
  - Partners
    - CERN, PPARC, CNRS, FZK, INFN, GRNET, CSIC, DFN, GARR

# NA1 deliverables and milestones (year 1)

Deliverables		
DNA1.1.1-8	M3	Quarterly reports
DNA1.2	M3	Gender Action Plan
DNA1.3.1	M9	Periodic report
MNA1.1	M9	Successful completion of first review

# EGEE management



# NA1: Project Office staff and plans

- By April 1<sup>st</sup> existing EDG/EGEE CERN Project Office will be gone
  - With the following exceptions: Karin Burghauser will be back at 60% and Marie-Laure Schutz will continue as visitor till at least September '04
- 2 new admin persons have been hired
  - Anna Cook will start on February 1<sup>st</sup>
  - Iveta Babulenkova on March 1<sup>st</sup>
- One financial administrator post is open
- *Two PR/information officer posts still open (for NA2)*
  - *To replace Rosy Mondardini on April 1<sup>st</sup> who is moving to general CERN PR office which will offer back-office support*
- CERN has confirmed general legal and administrative support (auditing, reporting etc.)

# NA1 Resource Plan

Collaborator name	Partner	Function	Previsional Date in Month 1 to 12	FTE (1=full time, 0,5 half time, ..)	F or UF	Total PM
Fabrizio Gagliardi	CERN	Project Director	1	1	F	12
Bob Jones	CERN	Technical Director	1	1	F	12
Karin Burghauser	CERN	Admin.	1	0.6	F	7.2
Anna Cook	CERN	Admin.	1	1	F	12
Iveta Babulenkova	CERN	Admin.	1	1	F	12
TBD		Financial admin.	1	1	F	12
Marie-Laure Schutz	CERN	Admin.	1	1	U	12
<b>Total funded effort</b>				5.6		67.2
<b>Total planned in TA</b>				6		72
<b>Deviation</b>				-0.4		-4.8

# NA1 tasks and products

## Overall project management and administration

- Quarterly and period reports
- Cost claims, EU payments, deliverables management etc.
- Periodic EU reviews
- Relations with the EU and preparation for future call(s)
- Dissemination and Public Relations activity
  - In collaboration with NA2
- Overall technical management
  - Control and monitoring of deliverables and milestones
  - Coordination with LCG
- Organization of the following project boards:
  - External Advisory Committee - Meets twice per year (at project conferences)
  - Project Executive Board - Meets weekly with extended meetings once per quarter
  - Project Management Board - Meets once per month
  - Project Collaboration Board - Meets twice per year (at project conferences)
  - Project Administration Board - Meets once per quarter

# Gender action plan

- Plan for how gender issues will be addressed within the project
- Work started in collaboration with all partners, documented on the web site
- Please make sure to provide Marie-Laure with statistics of the gender distribution in your hiring process
- Specific deliverable due by PM3



# LCG/EGEE coordination

- LCG Project Leader in EGEE Project Management Board
- EGEE Project Director in LCG POB
- Cross technical management relations between LCG and EGEE being established (Middleware and Operations Managers in common between LCG and EGEE PEBs)
- EGEE Technical director in LCG PEB
- EGEE HEP applications hosted in CERN/Physics department

## Effort estimation for each task identifying groups involved and key individuals

The detailed figures needed for the effort of each task is currently being calculated based on the experience gained in the EDG project (i.e. project office) and scaling-up taking into account the number of partners.

# NA5 resources

- Support of eIRG activity started unfunded to prepare for Rome event (Fotis, Mirco, Fab and others)
  - Same effort requested for Dublin event (unfunded again!)
- After April 1<sup>st</sup> one FTE moved from SA1 to NA5 (CERN) to coordinate other partners
  - 3\*1/2 FTE funded and 3\*1/2 unfunded + DEISA resources
- One FTE (80% funded) will be provided by SEE-Grid
- Two FTEs possibly from Diligent for coordination and support
- Possibly other FTEs from other projects

# NA5 deliverables and milestone (year 1)

## Deliverables and milestone

DNA5.1.1-4	M4	eInfrastructure reflection group White Papers (to coincide with project conference)
DNA5.2	M6	European grid project synergy roadmap (in collaboration with other projects)
DNA5.3	M12	Progress report on International Cooperation Activities
MNA5.1	M9	European grid project synergy roadmap and reflection group White Papers (first versions)

# Training requirements

- Current requirements are from NA1 only:
- Project Office new staff will require formal and informal training (severe overhead for Project Management)
  - Covering admin procedures used within the project
- Training for financial administrator
  - CERN and EU accounting procedures
- Should foresee training on project management tools to be used within the project (not software development tools)
  - Calendar/agenda tool (agenda maker)
  - EDMS (document management tool)
  - Effort reporting tool (to be defined)
  - How to write a quarterly report
  - How to write an annual report

# Risk analysis

- Manage expectation of the EU, project partners and application end users
- Short time to deliver
- Technology and standards still evolving
- No experience in FP6 rules
- Conflicting partners and EU plans

## Issues related to other activities

- Relations to NA2 dissemination activities
- Relations to training NA3 (take over tutorials from EDG)
- Relations to NA4 (meetings with HEP applications, general applications)
- Other projects support (NA5, SA, JRA etc.)
- Relations to eInfrastructure EU reflection group
- Relations to national and international activities

# Changes requested to the TA

- Nothing foreseen for NA1-5 for the moment



## Steps to be done between now and the project startup + 3 months

- CA, administrative and management structure in place, new TA, contract signature, establish reporting relations to new CERN management, adapt to LCG new plans
- NA1:
  - Negotiation completed on Jan 8<sup>th</sup> at 23:27!
  - A written confirmation expected in the next few days
  - Consortium Agreement to be finalized by 31 January 04
  - Major milestone to have PO in place and federation infrastructure working by April 1<sup>st</sup>
  - In Q1: handle the advance payment and prepare Q1 report
  - Hire financial administrator
- NA5:
  - Hire coordinator who will drive the work of NA5
  - Clarify relationships with related projects
  - Produce updated White Paper using unfunded effort for first project conference