

Mail from Anna regarding TA, sent on Tuesday 13<sup>th</sup> 15:37

Dear All,

The draft Technical Annex, version 1, was submitted to the EU on 12 December 2005 as input to the pre-negotiation meeting of 19 December.

Work must begin now to prepare the next version, which will be more complete in terms of WBS, extra work, new deliverables and milestones.

The EU member States meet Friday 16 December. This should mean that we will know if our budget is approved as it is or whether cuts will be made. Until we know the exact budget allocated, and therefore what exact PMs are attributed to each activity, we cannot update the budget tables, effort table or WBS.

In the meantime, Each activity should extract their activity section from the TA to a new document, **track changes enabled**.  
<https://edms.cern.ch/document/684242/3> (the WBS and Deliverable/milestone files will be added at the end of the week, they still require some work).

- The extra work should be incorporated and participants role updated in the text.
- A new deliverable and milestone excel spreadsheet should be submitted with all deliverables and milestones.
- The WBS should be adapted where necessary to include any new tasks brought about by the extra work.

Anna will update global deliverable, milestone tables, effort tables, budget tables and GANTT charts, based on the input.

Early January, when budget is confirmed, we will:

- Update each WBS, deliverable effort allocation with new number of PMs where necessary
- Revise text of participant role if their contribution in terms of PM has been changed
- Check the whole document.

The All Activity Meeting will include a session on EGEE-II TA preparation.

Thanks,  
Anna

