



Enabling Grids for E-science

EU reporting procedures, requirements and tools

Anna Cook and Gabriel Zaquine

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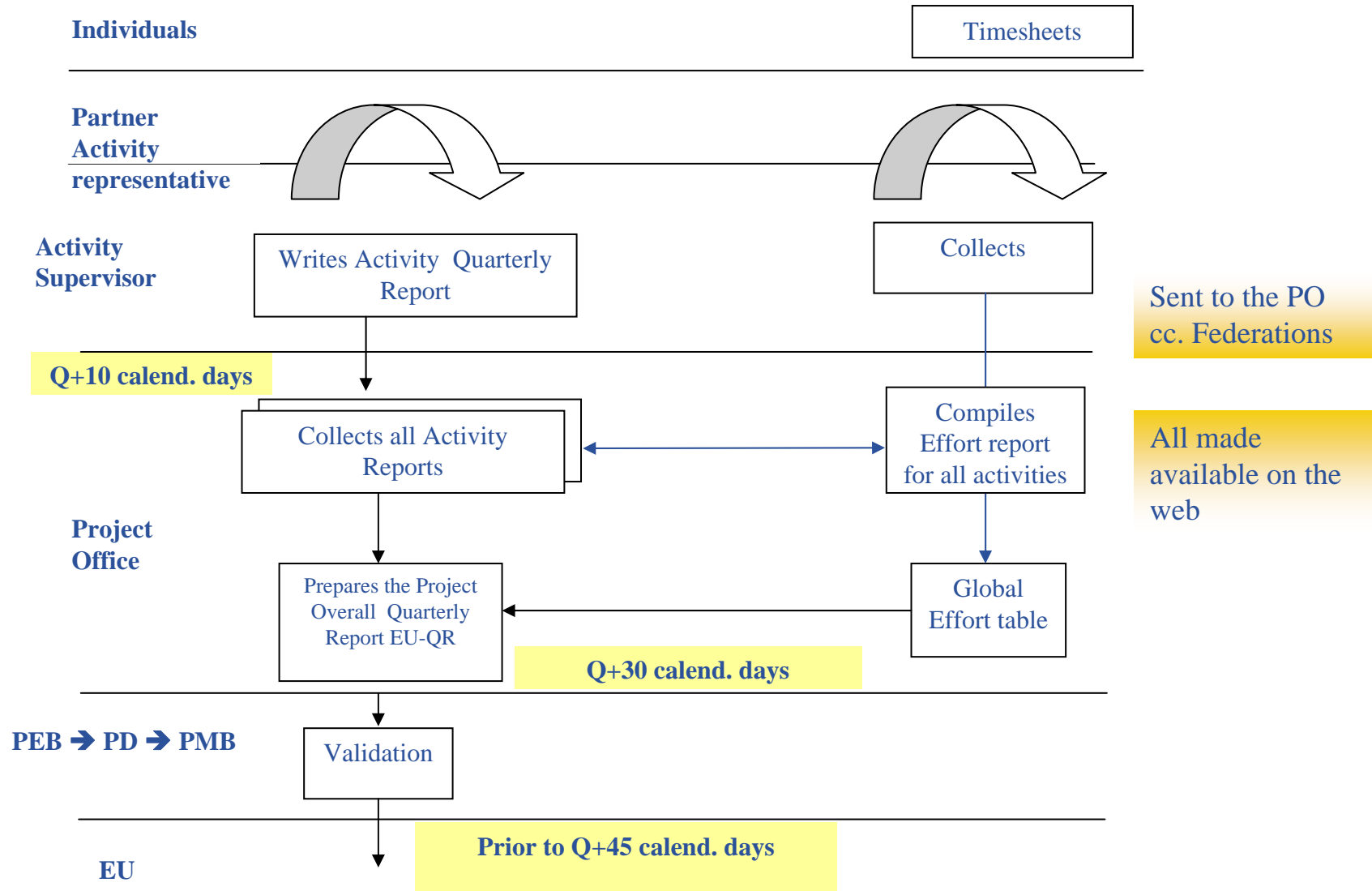
- **Presentation of templates for each document, their features and use**
- **Presentation by the dissemination activity, NA2**
- **Presentation of the EDMS tool, its features and use**
- **Q&A**

- **To establish a unified working methodology, and provide the best quality reports and deliverables to the European Union**
- **To examine the tools and procedures to follow in EGEE-II**
- **Procedures devised by the QA activity, JRA2, with the PO on the basis of experience in EGEE**

- **Specific templates for all EGEE-II documents (next presentation by Alistair Mills) – Deliverables, quarterly reports, periodic reports, technical note**
- **All subject to a defined review process, using the EDMS tool as repository and document management system (EDMS presentation, David Widegren)**
- **The afternoon session also features a presentation by NA2 activity: project dissemination and procedures**

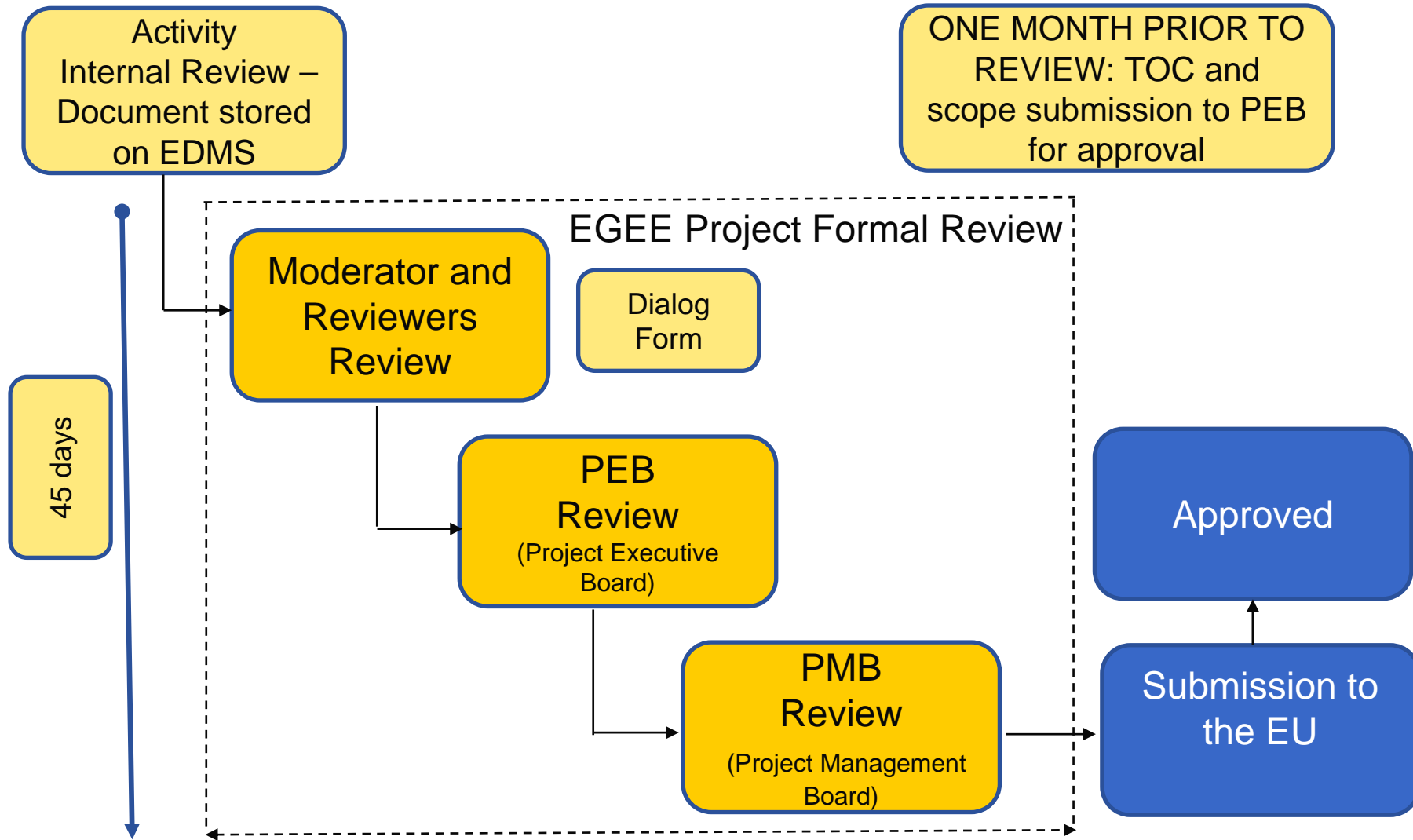
- **Deliverables DNA1.1.1 – 8 to report on the quarterly progress of the programme of work**
 - **Due at the end of each quarter, at Q+10 days to the PO**
- Contents:**
- Activity progress over the quarter
 - Provide an **overview of the actions carried out**, based on the activities which were active or planned to be active during the period
 - **Progress** towards objectives – tasks worked on and achievements made with reference to planned objectives, identifying contractors involved
 - **Issues**: Deviations from the project work programme, and corrective actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved
 - Deliverables and milestones for the current and following quarters
 - Metrics (activity and partner)
 - Plans for the next period
 - Activity meetings and publications

- **The Overall QR is compiled by the Project Office**
- **Comprises all activities' input, Consortium Management section and provides overall financial and effort consumption status (generated from PPT)**



- **These are key deliverables: Two reporting periods of 12 months, 2 Periodic reports**
- **Due at the end of each Period, at P+10 days to the PO**
- **Similar in content to the QR, see template presentation**
- **Prepared by the project office with the input from activities**
- **Composed of:**
 - Activity reports compiled in a global report
 - Management report with forms C and audit certificates
 - Effort Report to monitor resource consumption
 - Questionnaires requested by the EU (GAP, Socio-economic, etc.)

- **Defined in each activity's section in the Programme of Work, summarised in table 5 of the DoW.**
- **Specific delivery dates apply, at Project Month x**
- **Subject to stringent review process, involving nominated moderators and reviewers, the PEB and PMB prior to submission to the EU at PM +45 days**
- **E.g. The projects starts in April (=PM1). For a PM1 deliverable:**
 - Due date for submission to moderators and reviewers: 30 April
 - Formal review process until 30 May
 - Submission to EU 15 June.



This process is followed within EDMS (CERN Document Management tool)

THANK YOU