

**EuroVO-DCA Project
Final Board-PCT MEETING
19 & 20 November 2008**

WP1- Management



Management Activities – WP1 Objectives

- To oversee the project on behalf of all partners
 - ✓ Project Monitoring
 - ✓ Maintenance of the Consortium Agreement
 - ✓ Overview of the project, including WP activities (milestones)
 - ✓ General reporting of the project to the European Commission

- Co-ordination of financial and administrative matters

- Project external presence

WP1 Activities during the project

WP1 activities during cycle 1 – Project monitoring

- Creation and update of the project directory;
- Creation of Board, PCT, IST and TEG mailing lists;
- Dissemination of reporting templates and guidelines;
<http://cds.u-strasbg.fr/twikiDCA/bin/view/EuroVODCA/ReportingGuidelines>
- Update of the list of DCA presentations to conferences/meetings of other EC-funded projects to improve synergy between projects.

WP1 activities during cycle 1 – Consortium Agreement

Signature of the Consortium Agreement by all partners

MPG proposed an amendment to this document and asked for Agreement (art. 9.2 : *Intellectual Property Rights*)

The content of the amendment has been accepted by all partners

The updated version of the Consortium agreement was adopted in its final version during the Board-PCT meeting in Trieste on 4 & 5 October 2007

WP1 activities during the project - Milestones

Milestones validated by WP1 during the project:

- Sept. 2006 : Project kick-off - 01/09/2006
- Nov. 2006 : First report to EU - 16/01/2007
- March 2007 : Project web site (D1) - 23/03/2007
- May 2007 : Second report to EU - 19/06/2007
- Oct. 2007 : First periodic report (D15) - December 2007

Last milestone of WP1:

→ Final contractual report (D16) : December 2008

WP1 activities during the project – Risk Register and self-evaluation Matrix

The Risk Register and the Self-evaluation have been reviewed and updated by the Board and by the PCT at each meeting :

- kick-off Board meeting on October 2 & 3, 2006
- 1st PCT meeting on May 3 & 4, 2007
- Board-PCT meeting on October 4 & 5, 2007
- 3rd PCT meeting on May 29, 2008

→ We will update them tomorrow

WP1 activities during the project – Reporting (1)

Reports and deliverables delivered so far :

- 1st report to EU : CNRS + All partners
- D2 - Preliminary Project Plan : CNRS + All partners
- D1 - Project Website: CNRS
- 2nd report to EU (May 2007) : CNRS + All partners
- D6 - First EuroVO-DCA Workshop (June 2007) : ESA
- D3 - Revised Project plan (October 2007) : CNRS + All partners
- D15 - First Periodic Report (October 2007) : CNRS + All partners
- D10 - Euro-VO Theory Workshop () : MPG
- D12 - Euro-VO Computational Grid Workshop () : INAF
- D7 - Second EuroVO-DCA Workshop (June 2008) : ESO

WP1 activities during the project – Reporting (2)

Last reports until the end of the project :

- D8 – Final report on WP3 activities (October 2008) : ESA & ESO
- D9 – Implementation feedback report (October 2008) : LU
- D11 – TEG report “Framework for the inclusion of theory data and services in the VObs (October 2008) : MPG & TEG
- D13 – Final report on WP5 activities (October 2008) : INAF
- D14 – Report on the inclusion of data centres from beyond the partners’ countries in the VObs (October 2008) : INTA
- D4 – Medium term strategic plan for EuroVO-DCA (Nov. 2008) : CNRS
- D5 – Census of European data centres (Nov. 2008) : CNRS
- **D16 – Final contractual Report (December 2007) : CNRS + All partners**

WP1 activities during the project – Reporting (3)

WP reports until the end of the project :

- D8 – Final report on WP3 activities (October 2008) : ESA & ESO
- D9 – Implementation feedback report (October 2008) : LU
- D13 – Final report on WP5 activities (October 2008) : INAF
- D14 – Report on the inclusion of data centres from beyond the partners' countries in the VObs (October 2008) : INTA

→ **These reports have to be delivered at the end of the month. We will take some time to discuss face to face**

→ **These reports will be used for the Final activity report**

→ **“Networking” aspects have to be included (networking with other projects)**

WP1 activities during the project – Reporting (4)

Final activity report :

- An expanded version of the **Publishable Executive Summary**;
- A summary description of the project objectives, contractors involved, **work performed** and **end results** (elaborating on the degree to which the objectives were reached);
- A brief description of the **methodologies and approaches** employed;
- A description of **project achievements to the state-of-the-art**;
- An explanation of the **impact of the project on its research sector**;
- Publishable results of the **Final Plan for using and disseminating the knowledge**.

WP1 activities during the project – Reporting (5)

Final management report :

- A justification of major cost items and resources;
- Financial statement per activity **for the Full duration of the project** (Form C);
→ **I will send you the electronic document next week. Please begin now!**
- A summary financial report.
→ **Same format as the last management report**

Final report on the distribution of the Community's contribution :

→ Shows the distribution of funds made by the coordinator to contractors.

Final questionnaires:

- Final science and society reporting questionnaire
- Final reporting questionnaire on workforce statistics
- Final socio-economic reporting questionnaire

WP1 activities during the project – Reporting (6) Financial & Administrative matters

Contact point : CNRS/INSU (copy to us)

Please remind that we will need an **audit certificate** in English at the end of the project

Make sure that you are aware of the information required by your audit authorities

Provide **electronic versions of Form C** to the Project Manager well before the limit date (20 January 2009) for verification before signature and stamp.

WP1 activities during the project – External Presence

The DCA external presence has been assured through participation to several meetings and events

The project external presence has also been assured through the DCA project website and TWiki

Brochure : “e-Infrastructures : success stories”

Leaflet

WP1 Activities during the final phase

→ **Preparation and production of the final reports**

→ **Preparation of the Project review**