



WP1: Project Management

CERN, 20.01.2023

HEARTS Kick-off Meeting

<https://indico.cern.ch/event/1216205/>

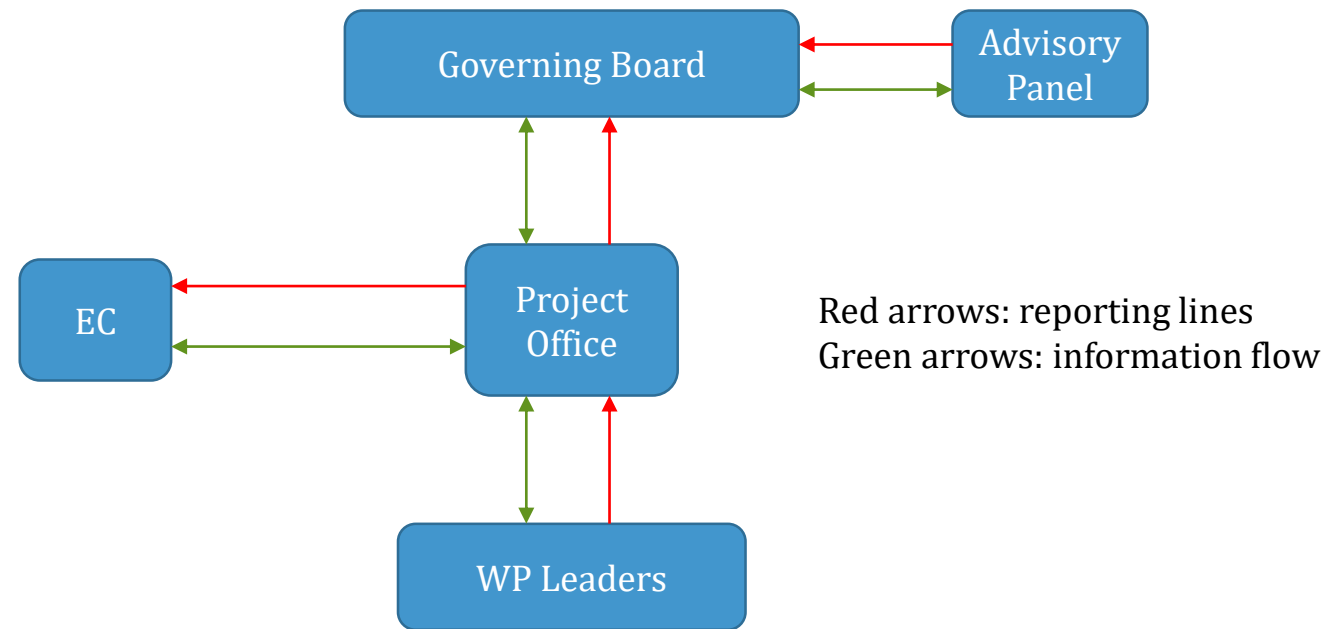


Pablo López
CERN



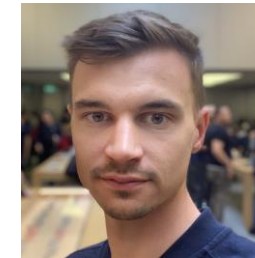
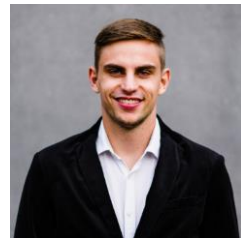
This project has received funding from the European Union's Horizon Europe Research and Innovation programme under GA No 101082402.

Project Management Structure



Project Office Members

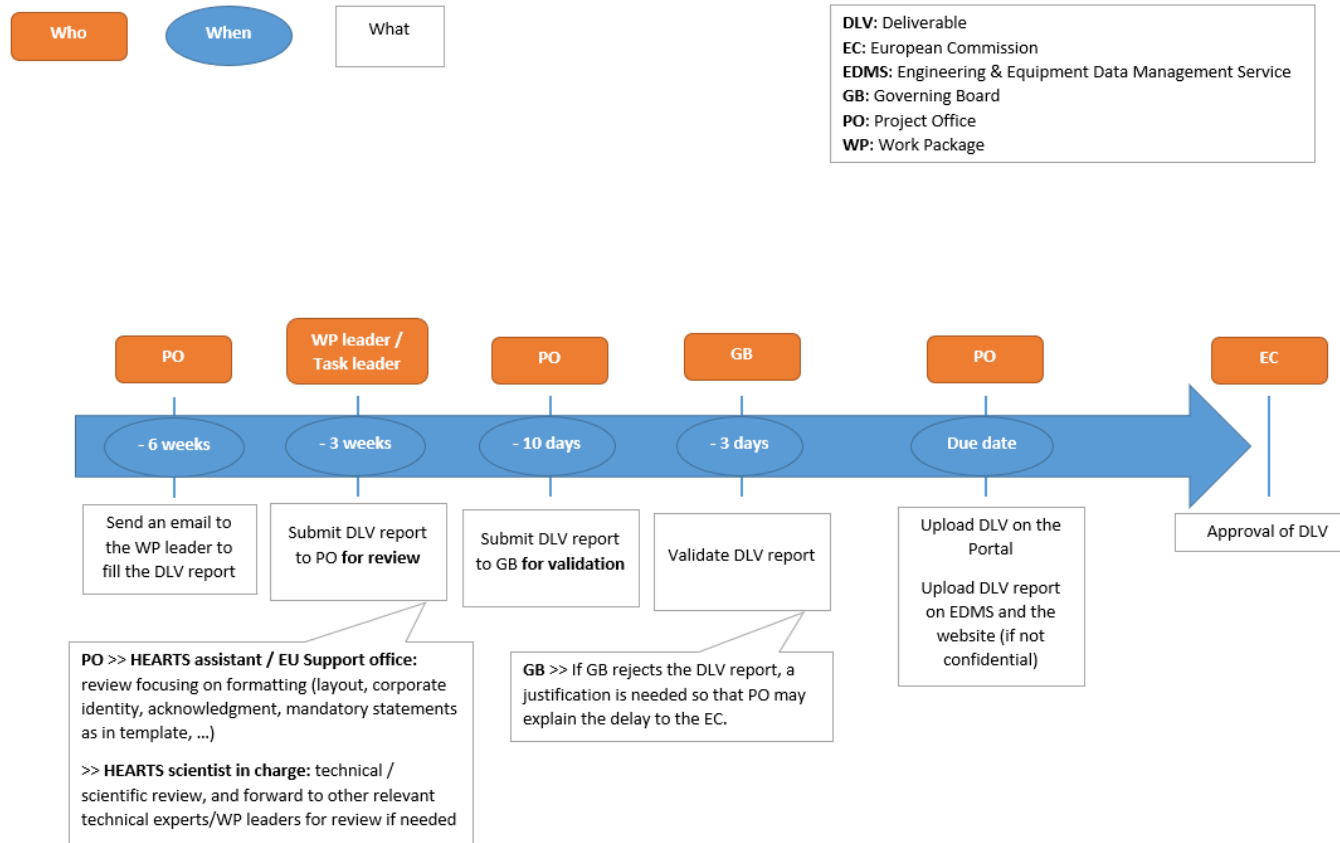
Ruben GARCIA ALIA, Scientific Coordinator (CERN)
Andrea CORONETTI, Deputy Coordinator & Scientific Secretary (CERN)
Pablo LOPEZ, Project Assistant (CERN)
Cloé LEVOINTURIER-VAJDA, Administrative Support (CERN)
Andreas WAETS, Technical and Scientific Support (CERN)
Mandy STEWART, Legal Advisor (CERN)
Viktor VARGA, Financial Support (CERN)
David LUCSANYI, Web Developer (CERN)



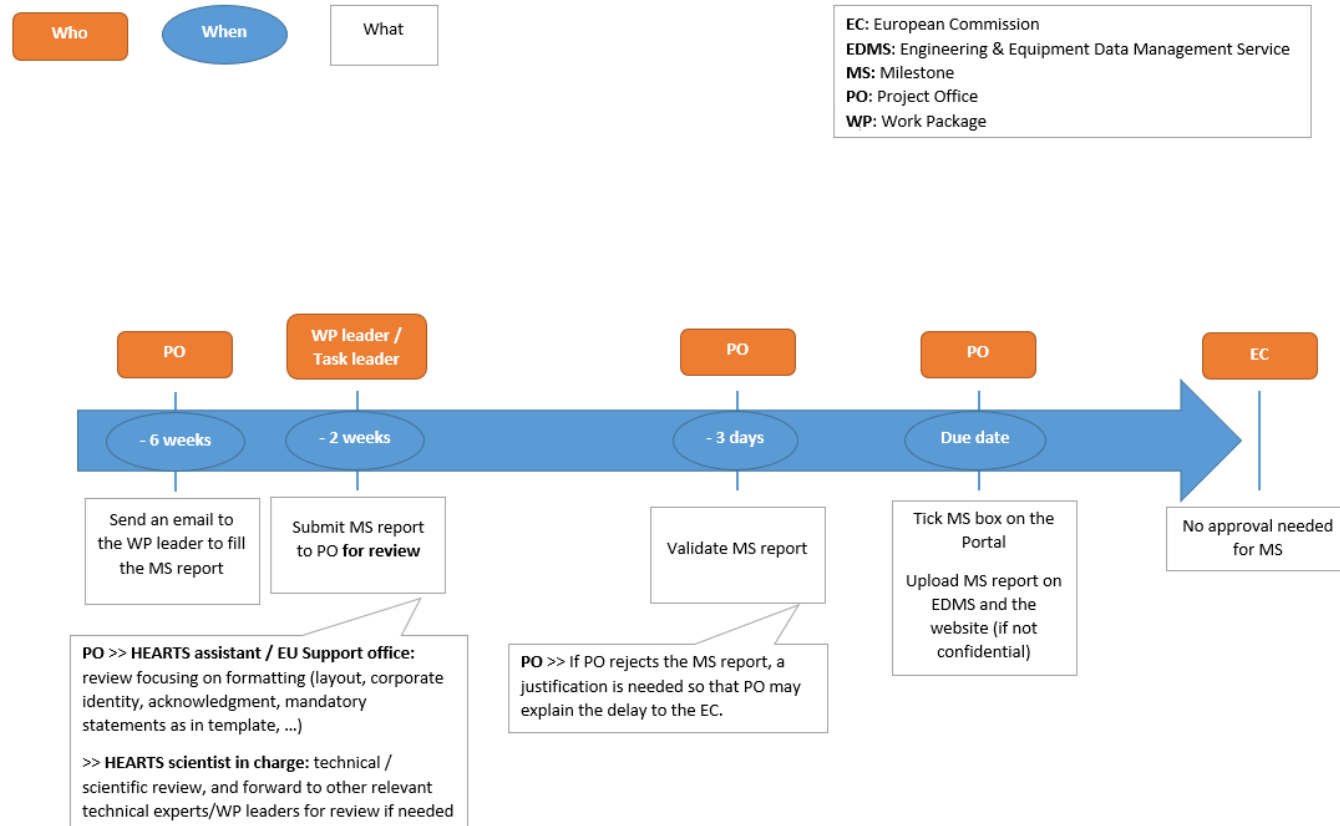
Project Office's Role

- The Project Office (PO) oversees the coordination of the Project.
- Meeting once every 2 to 3 months, more if needed, and frequent email exchange.
- Responsible for the proper **execution and implementation** of the **decisions of the Governing Board (GB)** in the Work Packages (WPs);
- **Review the work progress, milestones and deliverables** of the Project;
- **Consolidate the reports** received from the WP leaders and members of the Consortium;
- Support the Coordinator in **preparing meetings** with the Funding Authority and in **preparing related data and deliverables**;
- **Coordinate the execution** of all WPs.

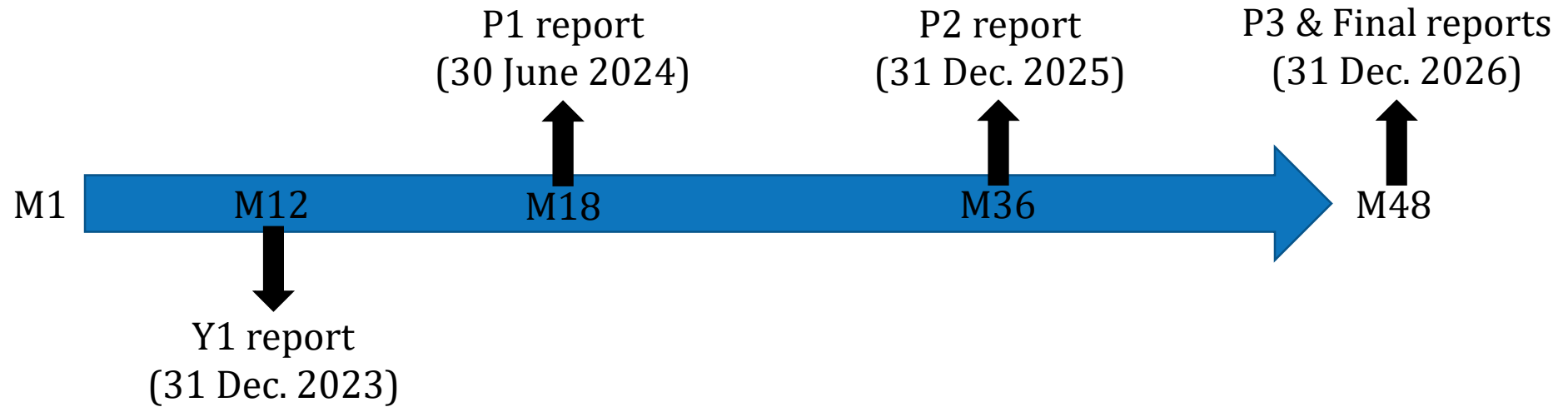
Deliverable Workflow



Milestone Workflow



Project Reporting Timeline



The periodic report to the EC includes a technical and a financial part. Beneficiaries should report on the progress of the work and costs claimed.

Information on EU funding, Acknowledgement

Each beneficiary must ensure open access (free of charge, online access for any user) **to all peer-reviewed scientific publications** relating to its results.

In particular, it must as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the **published version or final peer-reviewed manuscript** accepted for publication in a repository for scientific publications.

All **HEARTS publications**, as well as communication and dissemination content (i.e. presentations, posters, flyers, videos, etc.) must include the following acknowledgement:



This project has received funding from the European Union's Horizon Europe Research and Innovation programme under GA No 101082402.

Digital Collaboration Tools

CERN lightweight account:

Anyone with an email address can create a CERN lightweight account:

- follow simple instructions on <https://account.cern.ch/account/Externals/>
(online form, validation email, set password)

Through the email address used to create the lightweight, WP leaders will have the possibility to enable access to resources (file sharing, agendas, documents).

Digital Collaboration Tools

- **E-groups: Mailing lists** communication
- **Indico:** CERN's **event/meeting management platform**
- **EDMS: Document management system** with workflows
- **CERNbox: Filesharing** and **collaborative editing**
- **Mattermost: Communication channel** for individual or group chat
- **Zenodo: Publications' repository** linked to the EC Portal



Digital Collaboration Tools

E-groups:

Login with your lightweight account and Search for “HEARTS” in <https://e-groups.cern.ch/e-groups/EgroupsSearch.do> E-groups are also accessible via the «Links» tab on the HEARTS website.

The screenshot shows the 'e-groups' website interface. At the top, there is a search bar with 'e-group name' and 'begins with' dropdowns, and a search input field containing 'hearts'. Below the search bar, there are radio buttons for filtering groups: 'All e-groups' (selected), 'ALICE', 'ATLAS', 'CMS', 'FASER', 'LCG', 'LHCB', 'LHCF', 'MoEDAL', 'SND@LHC', and 'TOTEM'. There are also checkboxes for 'Only groups I own or manage' and 'Only groups I am on', and a 'Page Size' dropdown set to '30'. The main content area displays a table of e-groups with columns for Name, Type, Topic, Description, Status, Owner, Actions, and Archive. The table lists various HEARTS e-groups such as 'hearts-administrative', 'hearts-administrators', 'hearts-financial', etc.

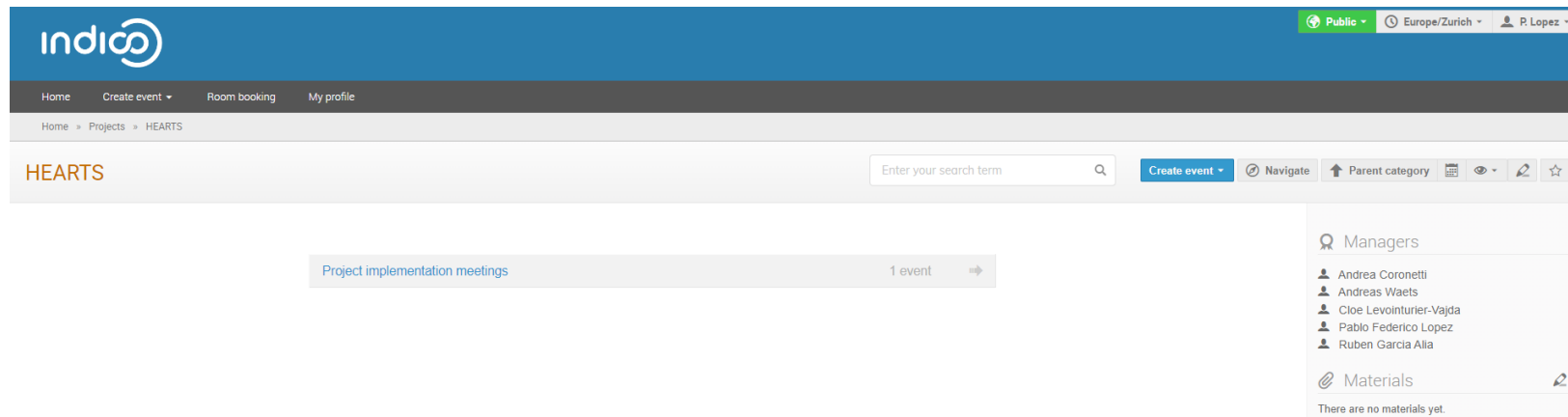
Name	Type	Topic	Description	Status	Owner	Actions	Archive
hearts-administrative	Static		HEARTS administrative contacts	Active	cloe.levoiturier-vajda@cern.ch	Unsubscribe	
hearts-administrators	Static		HEARTS administrators	Active	pablo.lopez@cern.ch	Unsubscribe	
hearts-financial	Static		HEARTS financial contacts	Active	pablo.lopez@cern.ch	Subscribe	
hearts-legal	Static		HEARTS legal contacts	Active	cloe.levoiturier-vajda@cern.ch	Subscribe	
hearts-project-office	Static		HEARTS Project Office	Active	pablo.lopez@cern.ch	Unsubscribe	
hearts-proposal	Static	European projects	High-Energy Accelerators for Radiation Testing and Shielding	Active	ruben.garcia.alia@cern.ch	Unsubscribe	
hearts-scientific-technical	Static	European projects	Scientific and technical contacts of the HEARTS project	Active	ruben.garcia.alia@cern.ch	Subscribe	
hearts-scientists-in-charge	Static		HEARTS Scientists in charge	Active	cloe.levoiturier-vajda@cern.ch	Subscribe	
hearts-website-admins	Static	R2E	HEARTS project website admins	Active	david.lucsanvi@cern.ch	Subscribe	
hearts-wp_leaders	Static		HEARTS WP leaders and deputies	Active	pablo.lopez@cern.ch	Subscribe	

Digital Collaboration Tools

Indico:

Indico categories for HEARTS:

- <https://indico.cern.ch/category/16112/> is the root HEARTS category.
- Subcategories are all accessible to HEARTS “members” e-group.
- meeting creation and management will be available to WP leaders and people involved in the respective subcategory.

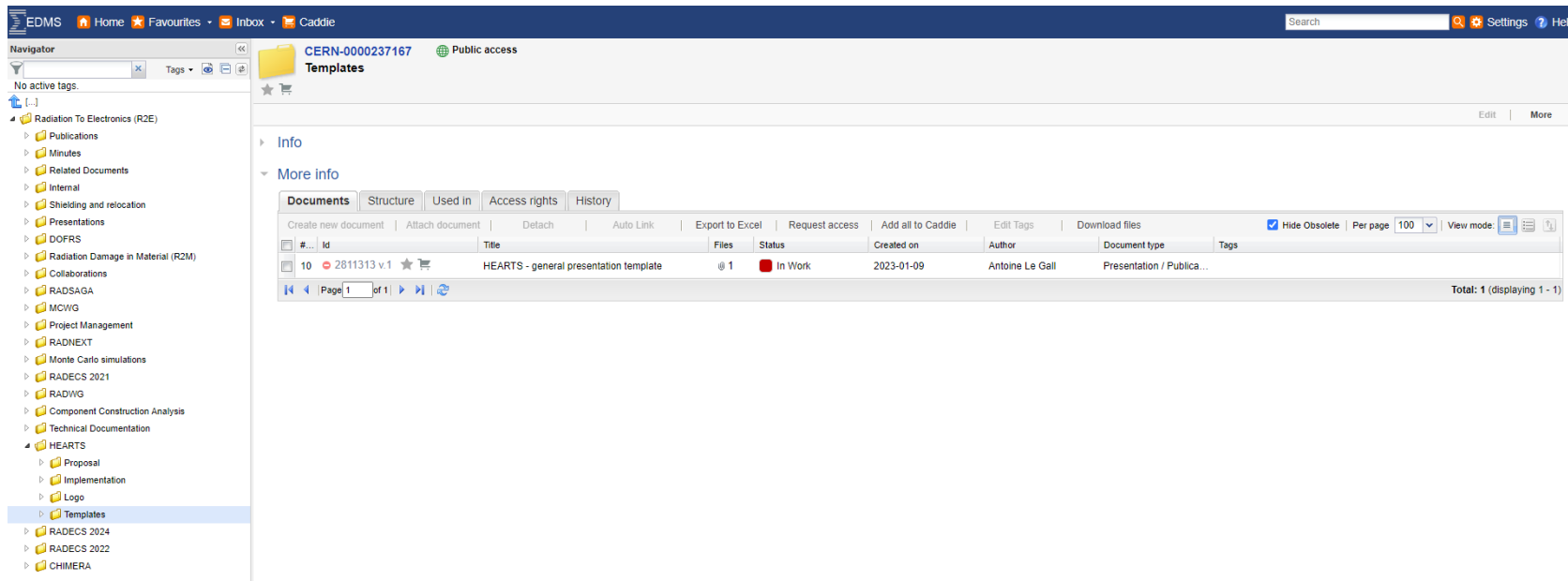


The screenshot shows the Indico web interface for the HEARTS category. The top navigation bar includes the Indico logo, a 'Public' status indicator, the location 'Europe/Zurich', and the user profile 'P. Lopez'. Below the navigation bar, there are links for 'Home', 'Create event', 'Room booking', and 'My profile'. The main content area displays the 'HEARTS' category name, a search bar, and a 'Create event' button. A subcategory 'Project implementation meetings' is listed with '1 event'. On the right side, there is a 'Managers' list with names: Andrea Coronetti, Andreas Waets, Cloe Levinturier-Vajda, Pablo Federico Lopez, and Ruben Garcia Alia. Below the managers list, there is a 'Materials' section with the text 'There are no materials yet.'

Digital Collaboration Tools

EDMS:

For any document that is created by the project team, and has to go through a review and approval process, EDMS is the document management system in use.



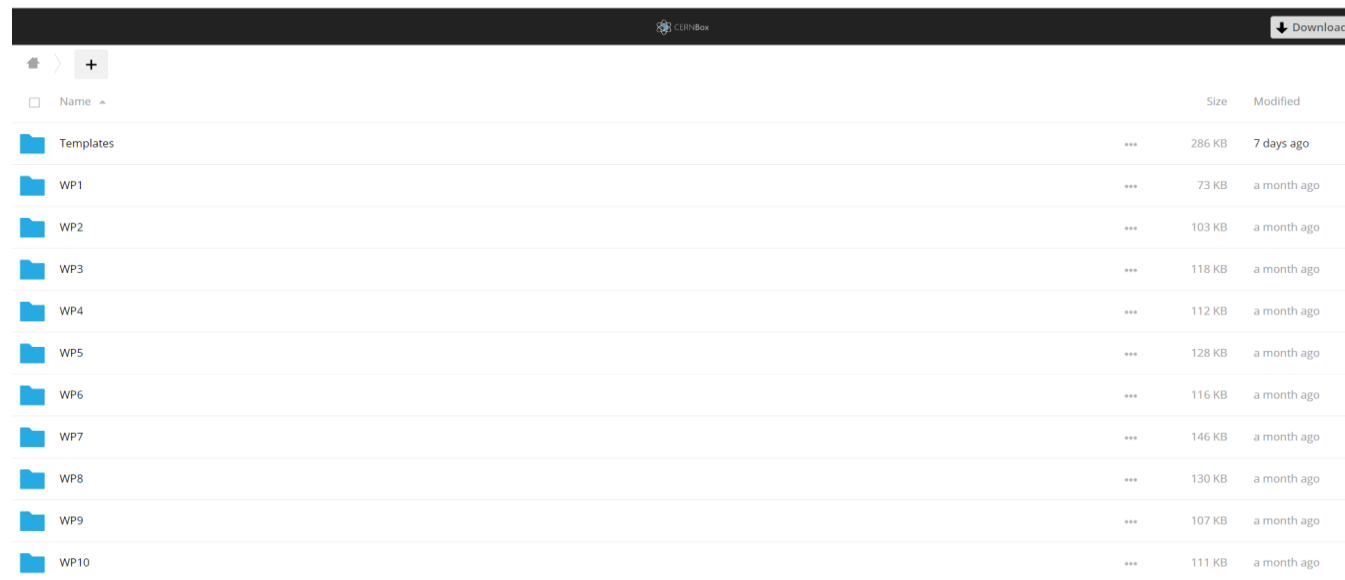
The screenshot displays the EDMS interface with a navigation pane on the left and a main content area. The navigation pane shows a tree structure of folders, with 'HEARTS' expanded to show 'Templates'. The main content area shows a document list for 'HEARTS - general presentation template'.

#...	Id	Title	Files	Status	Created on	Author	Document type	Tags
10	2811313 v.1	HEARTS - general presentation template	@ 1	In Work	2023-01-09	Antoine Le Gall	Presentation / Publica...	

Digital Collaboration Tools

CERNbox:

- The access will be granted through a link and password.
- More information will be coming soon by email.



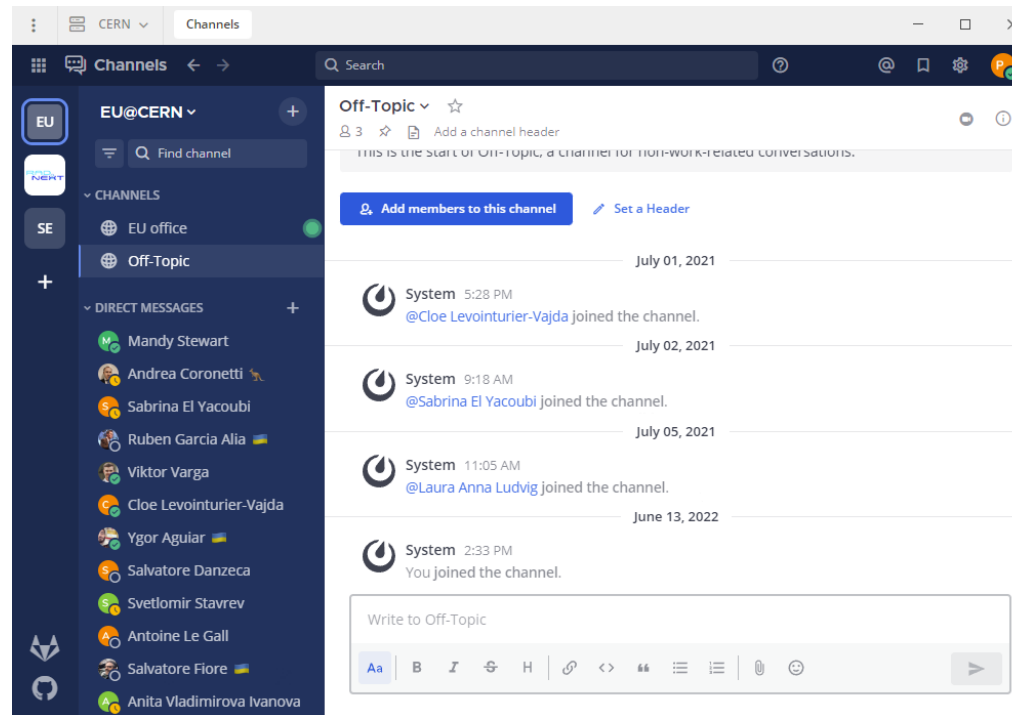
The screenshot shows the CERNbox web interface. At the top, there is a navigation bar with the CERNbox logo and a 'Download' button. Below the navigation bar, there is a breadcrumb trail and a search bar. The main content area displays a table of files and folders. The table has columns for 'Name', 'Size', and 'Modified'. The files listed are folders named 'Templates', 'WP1', 'WP2', 'WP3', 'WP4', 'WP5', 'WP6', 'WP7', 'WP8', 'WP9', and 'WP10'. Each folder has a size and a modification date.

Name	Size	Modified
Templates	286 KB	7 days ago
WP1	73 KB	a month ago
WP2	103 KB	a month ago
WP3	118 KB	a month ago
WP4	112 KB	a month ago
WP5	128 KB	a month ago
WP6	116 KB	a month ago
WP7	146 KB	a month ago
WP8	130 KB	a month ago
WP9	107 KB	a month ago
WP10	111 KB	a month ago

Digital Collaboration Tools

Mattermost:

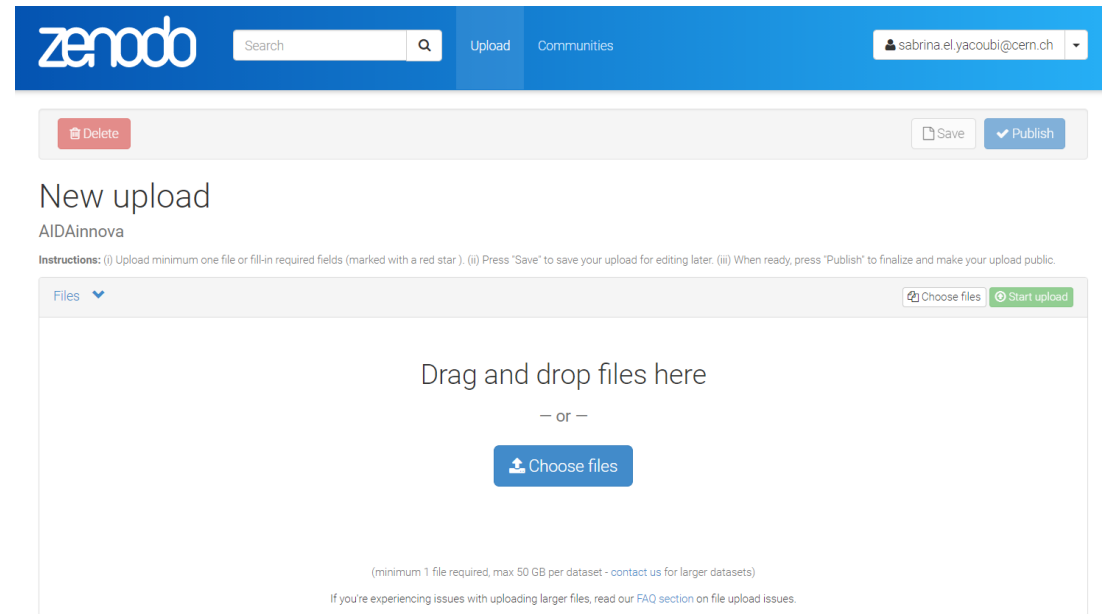
CERN main communication channel for individual or group chat.



Digital Collaboration Tools

Zenodo:

- Make sure the acknowledgement is on every publication submitted.
- Mandatory fields: publication type, date, title, authors, description, access rights.



The screenshot shows the Zenodo 'New upload' page. At the top, there is a blue navigation bar with the Zenodo logo, a search bar, and links for 'Upload' and 'Communities'. A user profile for 'sabrina.el.yacoubi@cern.ch' is visible on the right. Below the navigation bar, there are buttons for 'Delete', 'Save', and 'Publish'. The main content area is titled 'New upload' and includes the text 'AIDAInnova'. Below this, there are instructions: '(i) Upload minimum one file or fill-in required fields (marked with a red star), (ii) Press "Save" to save your upload for editing later, (iii) When ready, press "Publish" to finalize and make your upload public.' A 'Files' section contains a 'Choose files' button and a 'Start upload' button. A large central area with the text 'Drag and drop files here' and '— or —' contains a 'Choose files' button. At the bottom, there is a note: '(minimum 1 file required, max 50 GB per dataset - contact us for larger datasets)' and a link to the FAQ section for file upload issues.

Links

- [Lightweight account creation](#)
- [E-groups main page](#)
- [Indico main category](#)
- [EDMS](#)
- CERNbox: Link available soon
- Zenodo: Link available soon.
- [Website](#)

Questions?



HEARTS



This project has received funding from the European Union's Horizon Europe Research and Innovation programme under GA No 101082402.