



TALENT Project Office Project administration

TALENT Kick-off meeting 16.1.2012

CERN

Hanna Juujärvi

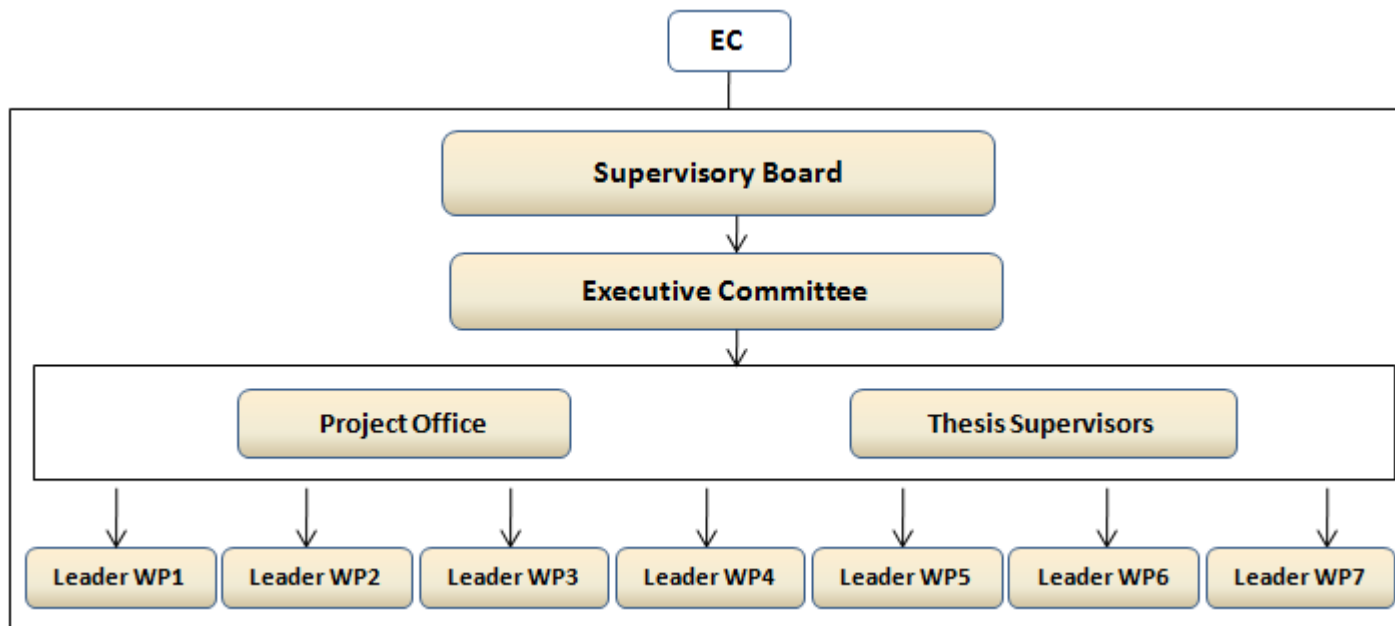
What is TALENT Project Office and what does it do?



What is TALENT Project Office?

- A body that is designed to facilitate the network administration
 - Supports all the partners in the execution of the project
 - helps in planning and execution of network activities
- Responsible for the non-technical aspects of the network
- Assists the TALENT Network Coordinator

TALENT Organization



Members of the Project Office to outside world



Network coordinator Heinz Pernegger
Deputy Network Coordinator Mar Capeans
Training & Outreach Officer Antti Heikkilä
Project Assistant Hanna Juujärvi

CERN MC ITN Services
Finance Financial Officer - Gregory Cavallo
HR Coordinator Administrative Representative - Seamus Hegarty
Legal Legal Officer - Karen Ernst



Management and training support for partners



Activity	Partner	Project Office
Milestone and deliverable reports	<ul style="list-style-type: none"> Writes the report by using a provided template 	<ul style="list-style-type: none"> Compiles the reports Sends them further
Non-technical reports (final, midterm, periodic)	<ul style="list-style-type: none"> Provides inputs in their respective fields 	<ul style="list-style-type: none"> Prepares Submits
Scientific and non-scientific meetings (workshops, conferences)	<ul style="list-style-type: none"> Arranges 	<ul style="list-style-type: none"> Prepares Organizes Assists
Training events (summer schools etc.)	<ul style="list-style-type: none"> Prepares Chairs Executes 	<ul style="list-style-type: none"> Prepares in cooperation with partners Helps with the execution Assists partners and fellows
Coordination of training events		<ul style="list-style-type: none"> Schedules and prepares Distributes training support material Collects feedback



Milestones and deliverables - responsibilities



Milestone responsibilities

Partner	Milestone	WP	Month
NIKHEF	Carbon-fibre support prototypes for thermo-mechanical measurements	4	December 2012
NIKHEF	CO ₂ Evaluation cooling system commissioned	4	March 2013
UiO	Layout specification of ATLAS IBL	5	June 2012
UiO	Pixel detector integration procedure	5	December 2012
UiO	Integration tooling design	5	June 2013
UiO	Simulation of thermo-mechanical properties	5	December 2013
UiO	Integration and qualification prototype	5	June 2014
UNIGE	IBL Engineering 3D CAD detector model	4	December 2013
WU-Wien	Open interface to industry created	6	December 2012
WU-Wien	KTT structure and ATLAS technology roadmap	6	June 2014
uBonn	Pixel Module design	3	August 2012
uBonn	Connectivity measurement of integrated sensor to FE ASIC assemblies	3	March 2013
uBonn	ATLAS IBL Pixel supply and readout electr. demo	3	June 2014

Deliverable responsibilities 1/2

Partner	Deliverable	WP	Month
UNIGE	Carbon-fibre support mechanical and thermal specifications	4	August 2012
UBonn	USB-Pix Setup for module tests commissioned	3	December 2012
Ubonn	Pixel Sensor and FE ASIC qualification modules	3	June 2013
UBonn	Full system test of module to DAQ	3	December 2014
UiO	Pixel B-Layer simulation integration to ATLAS Simulation framework	5	December 2012
UiO	Performance evaluation of B-Layer	5	December 2014
UiO	Integration process commissioned	5	December 2014
UiO	Pre-installation data quality and performance assessment	5	June 2015

Deliverable responsibilities 2/2

Partner	Deliverable	WP	Month
NIKHEF	Material recommendation on light-weight carbon-fibre support	4	December 2013
NIKHEF	CO ₂ cooling technology assessment	4	December 2014
WU-Wien	KTT benchmarking best practices guidelines	6	December 2013
WU-Wien	Report on KTT structure formation	6	October 2014
WU-Wien	ATLAS technology Roadmap report	6	December 2013
WU-Wien	ATLAS public funding Roadmap report	6	October 2014

Work Package Leaders and make-up of Supervisory Board and Executive committee



Work Package Leaders

WP	WP name	WP leader	Partners recruiting	Associated partners involved
1	Project management	Heinz Pernegger (CERN)		
2	Development of very radiation hard precision pixel sensors	Heinz Pernegger (CERN)	CERN, uBonn, Cis	IBA, IFAE, CNM, CIVIDEC
3	Development of radiation-hard high-density electronics, interconnection with sensors	Norbert Wermes (uBonn)	Fraunhofer, uBonn, uWuppertal	IBA, CNM, CIVIDEC
4	New mechanical integration methods	Nigel Hessey (NIKHEF)	NIKHEF, UNIGE, uWuppertal	Composite Design
5	Detector performance and system integration	Ole Rohne (UiO), Didier Ferrere (UNIGE)	CERN, Atostek, UNIGE, UiO	
6	Dissemination, knowledge transfer and external research funding	Peter Keinz (WU-Wien)	WU-Wien	A.D.A.M.
7	Training	Heinz Pernegger (CERN)		

Executive Committee

WP2: Heinz Pernegger (CERN)
Network Coordinator

Mar Capeans
Network Deputy Coordinator

WP3: Norbert Wermes (uBonn)

Seamus Hegarty (CERN)
Coordinator Administrative
Representative

WP4: Nigel Hessey (NIKHEF)

Chair of SB (ex-officio)

WP5: Didier Ferrere (UNIGE)

Leader of Project Office
(ex-officio)

WP5: Ole Rohne (UiO)

Project Assistant (ex-officio)

WP6: Peter Keinz (WU-Wien)

Responsibilities - Executive Committee

- Network's **managerial board**
- **Meets annually**
- **In charge of training programme** (overall, scientific)
- Acts as the initiator of all activities of the network
- **Reviews and steers** the scientific and administrative work of the **research projects**
- Reports the **progress of Work Packages** at each meeting
- **Advices and assists SB** when required
- Checks that candidates match to projects and researcher profiles
- Provides follow-up to the Supervisory Board on organizational tasks

Supervisory Board (all)

- Allan Clark (UNIGE)
- Cristobal Padilla (IFAE)
- Donatella Ungaro (A.D.A.M)
- Erich Griesmayer (CIVIDEC)
- Giulio Pellegrini (CNM)
- Heinz Pernegger (CERN)
- Jarkko Niittylahti (Atostek)
- Mattias Birkner (IBA)
- Mar Capeans Garrido (CERN),
Deputy Network Coordinator
- Nigel Hessey (NIKHEF)
- Norbert Wermes (uBonn)
- Oswin Ehrmann (FRAUNHOFER)
- Peter Mättig (Wuppertal)
- Philipp Tuertscher (WU-Wien)
- Philippe Favre (Composite Design)
- Pietari Kauttu (bgator)
- Ralph Röder (CiS)
- Seamus Hegarty (CERN),
Coordinator Administrative
Representative
- Steinar Stapnes (UiO)
- Project representatives

Responsibilities - Supervisory Board



- Ensures exchange of best **training practices between partners**
- Monitors and evaluates the overall progress of the research and training program
- Approves the implementation plan of the training program and changes to the program
- **Approves the Consortium Agreement (CA) and Description of work (DoW)**, its amendments, the WP documents (its possible revisions), the IPR and Publication Policy rules
- The consent of the SB is required for possible changes in the appointments of the Network Coordinator and others responsible for the project
- Proposes **re-assignments of projec tasks** in case of a partner's withdrawal
- **Approves all documents** and reports to be submitted to Research Executive Agency (REA)



Thousands of kilometers apart - how do we pull this through?



IT Collaborative tools

- Website
 - Dissemination purposes
 - Communication and information exchange between the network partners (and to outside as well)
 - Document storage and management
 - Outreach material database
- Indico
 - All meeting agendas (SB, EC, annual, kick-off)
 - Presentations
 - Minutes
 - Training events' material (joint, summer, case studies workshops)
- EDMS
 - Technical papers
 - Sharing for the community (technical)

Summary – PO responsibilities

- Helps with the non-technical aspects of the project
 - Prepares, organizes, assists in all TALENT meetings
 - Liases with CERN services for ITN and partners
 - Prepares and distributes training support material
 - Collects feedback from researchers
 - Prepares training events in collaboration with partners
 - Writes non-technical reports
 - Stores and manages documents

Who do I contact?

- Project Assistant - Hanna Juujärvi
(talent-project-office@cern.ch)
- Network Coordinator – Heinz Pernegger
(talent-coordinator@cern.ch)
- CA matters are discussed directly between Karen Ernst and partners



Questions/Comments...



TALENT



COMPOSITE
DESIGN



UiO : University of Oslo

