

– WP1 – DevDet project management

Work package number	1	Start date:				Month 1
Work package title	DevDet project management					
Activity Type	MGT					
Participant	CERN	FOM- NIKHEF	STFC	HGF	UCL	Web page institute
Person-months per participant:	48	24	12	12	6	6

Objectives:

- effective management and steering of the whole project,
- monitoring and reporting of scientific progress and use of the scientific infrastructures,
- contractual and financial follow-up of the project,
- dissemination of information inside and outside the consortium

Description of workTask 1.1 Steering of the consortium and follow-up of the project

This task comprises a number of management and communication activities under the responsibility of the Project Coordinator. The management duties are carried out within the overall managerial structure of the project, as described in section 2.1. These include the overall coordination and continuous monitoring of the DevDet progress, the organisation of the Steering Committee meetings, of the Institute Board meetings, of the plenary Annual Meetings, as well as the regular communication with the EU Commission. The monitoring of the transnational access activities and the coordination of activities encompassing simultaneously several work packages are also included in this task. The task includes the administrative, financial and contractual follow-up of DevDet, as laid down in the future Grant Agreement and annexes. Among other tasks, these comprise the preparation of periodic activity reports, deliverable and milestone reports and the final activity reports. The financial follow-up encompasses the distribution and payments of EU funding, the budget control, the cost reporting and the collection of the Certificates on Financial Statements. As described in section 2.1, the management team, in collaboration with the steering committee, will set up a detailed project management plan based on modern project management tools. The Management Team (FOM-NIKHEF, STFC, HGF), together with CERN as the coordinating laboratory will take responsibility for task 1.1. They will be assisted by the work package coordinator of WP8 (UCL) for the coordination and monitoring of all transnational access activities. CERN takes responsibility for the informatics development of effective project management tools adapted to the DevDet case.

Task 1.2 Dissemination of information

The main tool for dissemination of information related to the project will be a dedicated DevDet web-site. The web site will include links to the broad information repositories created in the framework of the individual work. The activities and results of the DevDet project will be made available to the scientific community inside and outside the collaboration and to the general public. For the latter, the DevDet web pages will contain public pages containing basic explanations on the project and its target physics aims in several European languages. A series of technical and scientific reports and working notes produced within the project will be created. The dissemination of information includes the participation and reporting at international workshops and conferences. Within the project modern telecommunication technologies will be used for meeting purposes, where applicable, to reduce time and costs spent for traveling. Web tools, like INDICO, will be deployed to manage meetings and store all information presented.

Deliverables task 1.1	Description	Nature¹	Delivery date
D1.1.1	Project Management Plan, based on modern informatics tools, in place	O, R	M6
D1.1.2	1 st periodic Report (progress of work + use of resources + financial statement)	R	M14
D1.1.3	2 nd periodic Report (progress of work + use of resources + financial statement)	R	M26
D1.1.4	3 rd periodic Report (progress of work + use of resources + financial statement)	R	M38
D1.1.5	4 th periodic Report (progress of work + use of resources + financial statement)	R	M50
D1.1.6	Final report	R	M50

Deliverable task 1.2	Description	Nature	Delivery date
D1.2.1	DevDet web-site operational for the scientific community inside and outside the collaboration	O	M03
D1.2.2	DevDet web-site operational for the general public	O	M10

Milestones	Description	Nature	Expected date
M1.1	Kick-off meeting	O	M02
M1.2	1 st plenary Annual DevDet Meeting	O	M12
M1.3	2 nd plenary Annual DevDet Meeting	O	M24
M1.4	3 rd plenary Annual DevDet Meeting	O	M36
M1.5	4 th plenary Annual DevDet Meeting and Final Project Review	O	M48

¹ Nature: R=Report, P=Prototype, D=Demonstrator, O=Other

2. Implementation

2.1 Management structure and procedures

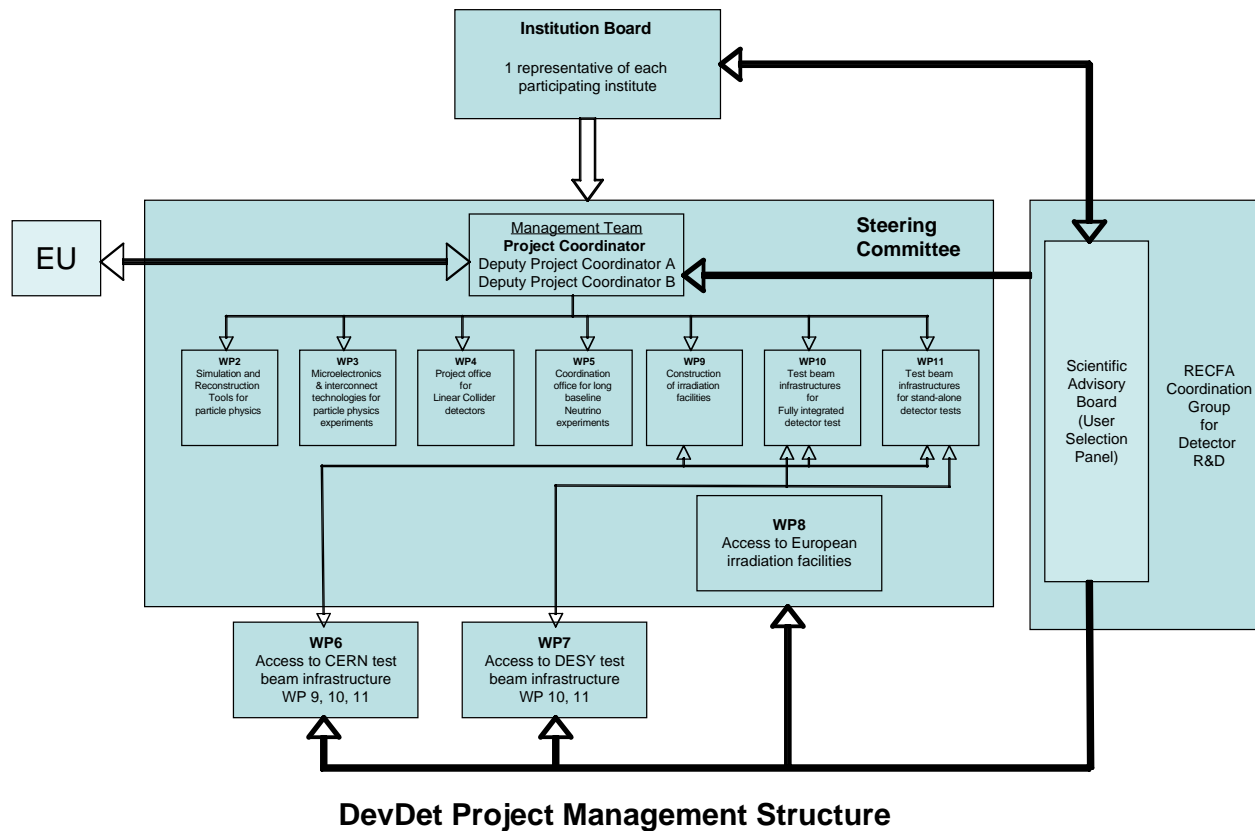


Figure ?? shows a schematic layout of the DevDet organisational structure. The project will be centrally managed by a management team, composed of the project coordinator and 2 deputy project coordinators. The management team covers a fair representation of the physics communities involved in the DevDet IA project. The management team will be assisted and guided by three bodies: the Institution Board (IB), the Scientific Advisory Board (SAB) and the Steering Committee (SC).

- The Institution Board (IB)

The DevDet collaboration is composed of 30?? legal participants. A large fraction (??%) of the legal participants are consortia, comprising several institutes, as described in section ?? . Therefore, in total 75?? Institutes are engaged in the project. The Institution board is the top decision-making and arbitration body. It has **one representative from each Institute** in the project and includes the members of the management team. Each member has one vote and decisions will be taken following rules laid down in the Consortium Agreement. The IB has the authority to decide, upon Steering Committee proposals, on strategic issues, such as modifications of the project programme (if necessary) and admission of new participants. The IB will review the progress of the project at the annual DevDet meetings, and, where necessary, decides on changes in the work plan and budget allocation for the next reporting period. It settles disputes in case of failure by one of the partners to meet its project assignments. Outside the annual meetings, the IB may call for intermediate phone meetings. The chairperson of the IB will be elected by its voting members.

- Steering Committee (SC)

The SC is composed of: the Project Coordinator, the two Deputy Project Coordinators, the Work Package Leaders of the networking activities (WP2, WP3, WP4, WP5), one work package leader representing the transnational access activities (normally the WP leader of WP8) and the work package leaders of the RTD activities (WP9, WP10, WP11). The SC oversees and reviews the work

progress across the DevDet project, consolidates the reports received from the work package leaders and decides in a collegial manner on overall technical and administrative matters. The SC will have regular meetings at least six times a year. The SC brings strategic issues forward to the IB.

- The Scientific Advisory Board (SAB)

The Scientific Advisory Board is an external advisory body, nominated by the RECFA coordination group for detector R&D. The SAB will advise the management on a regular basis on scientific and strategic matters. In addition, the SAB will report to the Institution Board on the occasion of the annual DevDet meeting. In its report to the IB the SAB independently assesses the progress of the various DevDet tasks and their scientific excellence. It will put the progress and scope of the project in the light of the evolution of strategic matters in particle physics. The report from the SAB will serve as input to the IB for taking strategic decisions, where needed. The SAB will also play a central role as the User Selection Panel to grant transnational access to testbeam and irradiation facilities. It will provide advice on priorities for WP6, WP7 and WP8. Where compatible with internal access rules of the various laboratories involved, the SAB will take the actual decisions on granting access to the facilities. (sorry, this part is still unclear. To be completed late). The SAB will elect a chair from its members. The Chair of the ESAB may participate as an observer and advisor in the meetings of the SC.

- Project Coordinator (PC)

The PC will be the main executive leader of the project, responsible for the scientific and administrative management of the DevDet project. The PC is also in charge of all communication with the European Commission. The task of the PC includes the overall supervision and regular follow-up of the progress in all Work Packages, in collaboration with the SC members. The PC will chair and organize the Steering Committee meetings, and will be in charge of the preparation of the Periodic Reports and the Final Report. The PC is ex-officio work package leader of the DevDet management work package (WP1).

- Deputy Project Coordinators (DPC)

The two Deputy Project Coordinators will assist the Project Coordinator in the daily execution of the PC mandate. To this aim, the PC will officially delegate specific tasks (e.g. overlooking part of the scientific program, financial follow-up and financial reporting, follow-up of reporting on deliverables and milestones, organisation of the Annual Review and Final Review meetings, editing of the annual reports, follow-up of legal issues such as the consortium agreement and intellectual property rights, dissemination of information, follow-up of gender equality) to each of the DPC's. The DPC's will replace the PC in case of absence.

- Management Team

The Project Coordinator and Deputy Project Coordinators form a collegial Management Team. Together they have extensive experience and knowledge of the scientific issues at stake and of the physics programs of the DevDet User communities. The PC and DPC's are each senior staff members of different institutes from within the collaboration. They carry out CERN's mandate as the coordinating laboratory of the FP7-IA project. To this aim, they will profit from professional administrative assistance located at CERN and financed through the project funds. The PC and DPC's will devote a significant fraction of their time to the project. In order to be able to work effectively, the PC will be detached periodically to CERN. The DPC's will also be present at CERN on a regular basis. The corresponding subsistence and travel costs will be covered by DevDet project funds.

- Work package Leaders

The WP Leaders will manage the coordination, support and technical activities in the framework of their own WP. They have the responsibility for ensuring the effective cooperation between the beneficiaries in each WP, for monitoring the progress of the tasks, and for producing the milestone and deliverable reports within their own work packages. They prepare all other reports on their WP's, as requested by the Management Team. They make the results of the work available to the collaboration and are in charge of providing the relevant public dissemination material to Task 2 of WP1.

- The plenary Annual Meeting of the collaboration

The Annual Meeting assumes a vital role for the collaboration. It serves the following purpose:

- To disseminate the scientific activities to the members of the collaboration and collect their critical scientific reactions
- To critically review the overall scientific progress of the collaboration
- To inform the members of the IB.
- To inform the members of the SAB and receive their input.
- To address any outstanding organizational issues for the consortium

The Annual Meeting consists of comprehensive presentations of the achievements of the individual activities and tasks. It includes a meeting of the Institution Board. The Annual Meeting will be hosted by one of the partners, and organised towards the end of each 12-month period of the project. In addition, the SC will organize a kick-off meeting of the consortium at the earliest convenience to launch the intensified collaboration and plan the work of the first year.

At the beginning of the project the participating institutes will formally conclude a Consortium Agreement that sets forth the terms and conditions pursuant to which the participants agree to function and cooperate in the performance of their respective tasks in the project.

In addition to the work descriptions, deliverables and milestones set out on this proposal and in the future description of work (Annex I to the Grant Agreement), the management team, with the help of the steering committee, will set up a detailed Project Management Plan. The Project Management Plan will be implemented using modern project management tools. It will contain more refined details on technical objectives and their required resources, to allow for an effective tracking of the project. Project Management Plan may be adopted by the Steering Committee from time to time. Significant changes to the Project Management Plan require the approval of the IB.

Throughout the history of particle physics, ever-larger projects have been coordinated and completed successfully at CERN and at other major European facilities. Huge particle physics experiments have been constructed and fundamental contributions have been made to the development of the technologies involved (e.g. particle detection, data acquisition, simulation and analysis techniques). The most prominent example being the recent LHC experiments constructed through collaborative efforts of up to 160 participating institutes and over 2000 scientific staff. The organisational structures of these successful projects have served as a basis for the DevDet management structure proposed here. With the common scientific aim as a main driving factor, complemented by a well-defined management structure, a democratic overall decision body and professional administrative support the DevDet collaboration will undoubtedly bring its project to successful completion.