

EGEE-SEE Kick-off meeting minutes; 07-08/04/04

Participants:

<i>Fotis Karayannis</i>	FK	GRNET
<i>Ognjen Prnjat</i>	OP	GRNET
<i>Christos Aposkitis</i>	CA	GRNET
<i>Kostas Koumantaros</i>	KK	GRNET
<i>Jorge Sanchez</i>	JS	GRNET
<i>Nikos Vogiatzis</i>	NV	GRNET
<i>Athina Sakka</i>	AS	GRNET
<i>E. Atanassov</i>	EA	CLPP-BASS
<i>M. Dikaiakos</i>	MD	UCY
<i>M. Poveda-Pouyiouta</i>	MPP	UCY
<i>Nicoleta Scanteie</i>	NS	ICI
<i>Adriana Fianau</i>	AF	ICI
<i>Amihai Loven</i>	AL	TAU

Excused:

<i>D. Banciu</i>	DB	ICI
<i>D. Horn</i>	DH	TAU
<i>G. Neagu</i>	GN	ICI
<i>V. Alizioti</i>	VA	GRNET
<i>I. Dimov</i>	ID	CLPP-BASS

Introduction

Objectives:

- General project update; overview of the project status
- Clarification of administrative issues and procedures for FP6 (eligible costs, quarterly reports, cost claims, third parties, pre-financing etc.) and differences with FP5
- Finalisation of the EGEE-SEE MoU
- Presentation and clarifications of SEE execution plans for common SEE activities: NA2, NA3 and SA1
- Discuss Certification Authorities issues relevant to both SA1 and other activities (JRA3)

Note: Action points are marked as [APx.y], where x is the meeting/teleconference number and y is the number of the action point. Outstanding actions are brought forward to the following meeting/teleconference if not completed.

Presentations and discussion

*****07/04/04*****

The 07/04/04 morning presentations followed the agenda.
The presentation material was distributed. Additional material was sent by G. Neagu about Romanian GRID activities.
Also AL presented briefly IL GRID activities. Previous email by DH was also distributed.

Session on project update and overview.

[AP1.1] Include CY and IL in EGEE maps.

[AP1.2] Afroditi Sevasti to circulate gender action plan

[AP1.3] All to contribute to gender action plan.

[AP1.4] GRNET to provide template letter for representation in PMB.

[AP1.5] All partners to send letter to GRNET reaffirming representation of SEE in PMB. (FK and DB SEE representatives).

[AP1.6] GRNET send letter to CERN.

[AP1.7] Update of the CPF: Ivan Lirkov to be replaced by EA. CLPP to be replaced by IPP.

[AP1.8] FK to circulate ARDA workshop info and final document.

There was a discussion on process of participation in JRA1, JRA3, NA4, if no effort is available in these activities.

MD inquired about introduction of applications into EGEE.

AL had the same question about middleware deployment.

[AP1.9] participation of partners in activities where they are not involved, e.g. application interfacing, middleware, JRA3 relationship and contributions.

Session on FP6 procedures.

FK circulated the contract.

[AP1.10] Check about 10% retention

[AP1.11] FK to circulate cash flow simulation to EGEE-SEE and everybody to distribute them to their financial people.

[AP1.12] Circulate link for financial guidelines document

[AP1.13] Check possibility of budget shift between different activities

[AP1.14] Warn PMB about unfunded effort of AC partners, which need to provide another portion of budget

[AP1.15] Check if NA2, NA3 will be charged under specific column in form C of cost statement.

[AP1.16] Clarify the receipts table on form C and relation of third parties.

[AP1.17] Investigate whether CERN plans to circulate the signed consortium agreement with all signatures.

[AP1.18] Everybody should be aware of the auditing procedures and the recommendation is to start talking to the auditing organisations.

[AP1.19] All to identify 3rd parties (if any) for the next amendment.

Session on SA1

Key personnel for SA1 was confirmed, as in the table provided in the presentation.

[AP1.20] OP to provide information on the latest version of LCFG (LCFGng?)

[AP1.21] OP to provide information about LCG2 configuration of core services (www address).

[AP1.22] Partners' FTEs to be confirmed taking into account the NA1 cut.

ALL SEE COUNTRIES SHOULD, BY 15TH APRIL:

[AP1.23] Establish teams (horizontal, vertical)

[AP1.24] Identify ALL personnel (names!) and roles

[AP1.25] Identify RC evolution, and core services identification

[AP1.26] Effort: Real PMs/partner + real people needed

[AP1.27] OP to finalize activity plan, keeping the activities coarse-grained.

[AP1.28] Identify, with SA1 management, which RCs will be allowed to join in the pre-production phase

[AP1.29] Identify, with SA1 management, guidelines for Resource Centres to join EGEE, will help the corresponding institutes to ask for such infrastructures from their corresponding ministries.

Session on NA3

Key personnel for NA3 was confirmed, as in the table provided in the presentation. Additionally: UCY: MPP; CLPP-BAS: S. Margenov.

[AP1.30] Clarify detailed objectives of the Edinburgh and CERN meetings.

[AP1.31] Identify people who will attend 2 initial training courses.

[AP1.32] Verify if non-NA3 people be paid to go to training events.

[AP1.33] Confirm partners' FTEs

ALL SEE COUNTRIES SHOULD, BY 15TH APRIL:

[AP1.34] Identify ALL personnel (names!) and roles

[AP1.35] Identify courses planned per country (including costs).

[AP1.36] Effort: PMs/partner + real people needed

[AP1.37] CA to finalize activity plan, keeping the activities coarse-grained.

Session on NA2:

MPP presentation. FK presented WCIT and TERENA programmes.

[AP1.38] MPP draft regional execution plan

[AP1.39] FK to send conference links

[AP1.40] All: Investigate possibility of EGEE-SEE meeting in Rhodes

*****08/04/04*****

The 08/04/04 morning presentations followed the agenda.

The main decisions from the previous day were reiterated, and the list of contact persons for all activities was updated.

MD and AL both pointed out that a web-site might be useful.

[AP1.41] EGEE-SEE Web-site to be prepared www.egee-see.org

MoU was discussed, edited online and updated.

[AP1.42] FK to distribute the latest version of the MoU.

[AP1.43] All partners to send comments on MoU, and find out who will sign.

[AP1.44] All: extend MoU among the national GRID initiatives of SEE countries.

CA issues were discussed. CAs from CY, GR and IL already members of PMA. BG and RO in the process of establishing CAs. All partners should also define the RAs (Registration Authorities) in their countries as part of the SA1 execution plan. Next PMA meeting is September in Brussels.

NV presented SEE-GRID project.

FK reviewed eInfrastructures.

Presentation over video link was done by CA and KK, presenting the GRNET node at Demokritos research centre.

Any Other Business

EA asked about going to conferences on HPC/GRIDs. FK said that our primary aim is to organise conferences. If partners have publications, this is OK. Op said that this is encouraged as part of EGEE dissemination activities.

[AP1.45] FK to forward to MPP the CLPP-BAS NA2 contribution.

EA raised the issue of AC model and funded/unfunded FTEs. We concluded that both F and UF effort should be reported to the commission. Also, matching funds must be purely national funds.

A number of mistakes relating to effort figures were spotted in the TA.

[AP1.46] All partners to check the TA figures and react ASAP to any mistakes.

MD and MPP raised the issue of NA2 – dissemination. FK and OP encouraged NA3 and NA2 collaboration. The initial execution plan for NA2 will be put together by MPP (with support from CLPP-BAS) as per AP1.38.

[AP1.47] MD and MPP to enquire with NA2 management about NA2 specifics.

MD suggested the use of VRVS at www.vrvs.org.

Outstanding Actions

[AP1.1] FK: Include CY and IL in EGEE maps

[AP1.2] Afroditi Sevasti to circulate GRNET gender action plan

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[AP1.4] FK: GRNET to provide template letter for representation in PMB.

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[AP1.6] FK: GRNET send letter to CERN

[AP1.7] FK: Update of the CPF: Ivan Lirkov to be replaced by Emanouil Atanassov. CLPP to be replaced by IPP -> contract amendment

[AP1.8] FK to circulate ARDA workshop info and final document.

[AP1.9] All: Participation of partners in activities where they are not involved: e.g. application interfacing, middleware, JRA3 (security-CA) - relationship and contributions

[AP1.10] FK: Check about 10% retention

[AP1.11] FK: Circulate cash flow simulation to EGEE-SEE and everybody to distribute them to their financial people.

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[AP1.15] FK: Check if NA2, NA3 will be charged under specific column in form C of cost statement.

[AP1.16] FK: Clarify the receipts table on form C and relation of third parties – whether matching funds could be declared as receipts – whether matching funds can be requested to match the third parties contributions

[AP1.17] FK: Investigate whether CERN plans to circulate the signed consortium agreement with all signatures.

[AP1.18] All: Everybody should be aware of the auditing procedures and the recommendation is to start talking to their auditors.

[AP1.19] All to investigate the 3rd parties issue (if any) for the next amendment.

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[AP1.22] OP Partners' FTEs to be confirmed taking into account the NA1 cut – provide a table with detailed PMs

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