

# ROC (46) Administrative matters (Alistair)

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## **Purpose of this note**

The purpose of this document is to inform ROC managers of the status of various things which I refer to as administrative matters. You are welcome to ask questions or to make comments.

## **Quarterly report**

It will soon be time for another quarterly report. I propose to write this, invite comment and integrate it to the satisfaction of the project office. I shall endeavour to provide this document earlier than in previous quarters.

## **Programme of meetings for 2005**

### **ROC managers meetings**

The program of meetings for the first half of 2005 is available at the following URL:  
[http://egee-docs.web.cern.ch/egee-docs/list.php?dir=./roc\\_managers\meetings\&](http://egee-docs.web.cern.ch/egee-docs/list.php?dir=./roc_managers\meetings\&)

### **CIC managers meetings**

The program of meetings for the CIC managers to date is available for the first half of 2005 at the following URL:

[http://egee-docs.web.cern.ch/egee-docs/list.php?dir=./cic\\_managers\meetings\&](http://egee-docs.web.cern.ch/egee-docs/list.php?dir=./cic_managers\meetings\&)

[I have asked Nick Thackray to enter the future meetings into this list]

## **ARMs**

ARM-1 was held in Milano in May 2004  
ARM-2 was held in Bologna in October 2005  
ARM-3 will be held in Lyon 17 - 18 March 2005  
ARM-4 will be held (in UK?) in October 2005

## **CODs**

COD-1 was held in Lyon in January 2005  
COD-2 will be held (in UK?) in October 2005

## **AAMs**

AAM-1 was held at CERN in June 2004  
AAM-2 was held at CERN in September 2004  
AAM-3 will be held at CERN 10-11 March 2005  
AAM-4 will be held at CERN 19-20 May 2005

## **EGEEs**

EGEE-1 was held in Cork in April 2004  
EGEE-2 was held in Den Haag in November 2004  
EGEE-3 will be held in Athens 18-22 April 2005

## **EU Reviews**

EU Review-1 was held at CERN in February 2005  
EU Review-2 will be held at CERN in December 2005  
EU Review-3 will be held at CERN in 2006

## ***Changes to the WBS and the people lists in PPT***

I have made minor changes to the WBS to correct minor errors. I have also updated the tables relating to people at CERN. I recommend that all ROC managers review their tables of people, or have the appropriate person in their federation deal with this.

## ***Comparison of spend to plan***

A comparison of spend to plan at 9 months shows that most federations have under spent to some 20% or so. There may be opportunities for ROC managers to obtain additional funds from their federation.

## ***Status of deliverables***

### **DSA1,1, DSA1.2 and DSA1.3**

These have been completed and accepted.

### **DSA1.4**

We have a scope document for this deliverable. Helene, Rolf and Alistair are working on it.

## **DSA1.5**

We have a scope document for this deliverable. Alistair, Ian and Markus are working on it.

### ***Status of preparation for EGEE-3***

Ian has told us that he does not want a large number of formal meetings at EGEE-3. If we wish to organise meetings of ROC managers, CIC managers, CIC-on duty and so on, then these should be informal.