



## Mandate for the Working Group on LCG Reporting, Monitoring and Reviewing

Les Robertson  
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This note summarises the agreement at the LCG PEB on 27 September 2005 to establish a working group to elaborate proposals for reporting, monitoring and internal reviewing during Phase 2 of the project.

Several significant organisational changes will take place with the second Phase of LCG.

- The new executive committee, the Management Board (MB), is larger than the PEB, including representatives of the Tier-1 regional centres. This brings the membership to close to 30 (1 Tier-1 members, ~8 experiment members, ~8 ex-officio members).
- The SC2 no longer exists as a formal body. The regular reporting, monitoring and internal reviewing responsibilities move to the MB.
- The Oversight Board (OB) continues in its current form, the membership being high level management of the experiments and the countries providing Tier-1 centres. The OB meets four times a year.
- A Collaboration Board (CB) is created, with representatives of all of the centres/federations providing computing resources for LHC. At present this would meet annually.
- The MB, like the PEB, is supported by two more technical committees, the Architects Forum and the Grid Deployment Board.

With the end of the SC2 the current reporting and milestone monitoring process must be changed. In addition, the current process has acquired several clear deficiencies that need to be addressed:

- inconsistencies between different sections of the (lengthy) quarterly progress report;
- experiment progress reports sometimes missing;
- difficulties with defining effective milestones that track the progress of the experiments in using LCG tools and services;
- uneven monitoring of milestones in different areas of the project;
- no progress reports from grid services other than those operated as EGEE;
- no formal milestones to track progress of individual regional centres;

It has been decided to create a small working group with the following mandate:

- Taking account of the new management organisation and deficiencies of the current practices, prepare a proposal for the reporting, monitoring and internal reviewing process for LCG Phase 2 to help the MB manage the project.
- Take account of the need to provide quarterly reports to the OB summarising progress, difficulties and risks.
- Include experiments and regional centres in the reporting process.
- Consider the cost-effectiveness of the different aspects of the proposal.
- Prepare the proposal to be presented to a meeting of the new MB during November.

The following people have agreed to take part in the group.: Alberto Aimar (chair), Lothar Bauerdick, Dario Barberis, Dominique Boutigny. The group is expected to consult with people within and outside of the project. The chair will organise the work in order to take account of the limited availability of some of the members.