



# Annual Report Instructions

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# Annual report chapters

1. Publishable summary <= MGT team
2. Project objectives 2008 <= MGT team
3. Work progress and achievements during the period
4. Deliverable and milestones tables
5. Project management
6. Explanation of the use of the resources <= Mar's talk
7. Financial statements <= Mar's talk

Where to find the template?

SLHC-PP EDMS site => PROJECT FILES => reports

# Chapter 4 “Deliverables and Milestones table”

Essentially this is a summary table => **MGT team**

However, it is based on the:

- Deliverables reports => **WP coord**
- Milestones reports => **WP coord**

**Deliverables and Milestones reports are due on the exact date (e.g. M9, M12...)**

Where to find the template?

SLHC-PP EDMS site => PROJECT FILES => reports

# Deliverables 1<sup>st</sup> year

Number	Deliverable title	P-M estimate	Nature	Dissemination level	Delivery month
1.2.1	SLHC-PP web-site operational (intranet + public pages)	3	O	PU	M03
3.1.1	Project management structure and review office for R&D phase in place	3	O, R	PU	M06
2.2.1	Functioning collaboration communication structure	16	O	PU	M12
2.2.2	Project web site linked to the technical databases: Machine layout database, hardware baseline database, project notes and reports	5	O	PU	M12
4.1.1	Project Structures for construction of systems and sub-systems	6	O, R	PU	M12
4.2.1	Personnel and working practices of the Technical Coordination unit in place	12	O, R	PU	M12
6.1.1	Basic design of the triplet	12	R	PU	M12
7.1.1	Finite element thermal study of the Linac 4 design source at the final duty factor	14	R	PU	M12
7.2.1	In depth characterisation of the two tuners plus cavities developed in the frame of the "HIPPI" JRA , FP6 (tuner/cavity characteristics)	11	R	PU	M12
8.1.1	Evaluation report on DC-DC conversion technologies	32	R	PU	M12
8.2.1	Evaluation report on generic serial powering studies and specification of serial powering components	32	R	PU	M12

# Milestones 1<sup>st</sup> year

Number	Milestone title	Delivery month	Comment
1.1	Kick-off meeting	M03	Presentations on SLHC-PP web site
6.1	Qualification of magnet components	M08	Qualification document published
3.1	Schedule for the R&D phase	M09	Schedule document
6.2	Basic Magnet design	M10	Magnet design report
1.2	First Annual SLHC-PP Meeting	M12	Presentations on SLHC-PP web site
5.1	Compilation and evaluation of design parameters and details relevant for the assessment of radiological impact; Identification of critical parameters and potential design constraints	M12	Meeting with stakeholders in accelerator and experiments, to define an agreement on design parameters

# Chapter 5 “Project Management”

- Shall contain:
  - Management summary => MGT team
  - List of project meetings => WP coord
  - List of:
    - Publications based on SLHC-PP work => WP coord
    - Conference contributions and presentations based on SLHC-PP work => WP coord

**The project office secretaries will prompt the WP coordinators for the above input (template)**

# Template Dissemination Activities

<b>WP number:</b>	
<b>Date:</b>	
<b>Dissemination Type</b>	<b>Reference (1)</b>
Journal publications (peer reviewed)	<i>Culotta, E 2008, 'Hobbit skull suggests a separate species', Science Now, no. 677, p. 2</i>
Publications (notes, theses, etc)	<i>Gibberd, R, Snow, PT, Rice, PG &amp; Patel, NB 1991, 'Nuclear power at what price?', The Bulletin, vol. 113, June 4, pp. 51-5</i>
Websites	<i>Author (or organisation), Year (that the site was created or last revised), Name, &lt;URL&gt;</i>
Press Releases	<i>Author (or organisation), Year, Name, &lt;URL&gt;</i>
Newsletters	<i>Author (or organisation), Year, Name, &lt;URL&gt;</i>
Newspaper article	<i>Popham, B 1987, 'Saving the future', Weekend Australian Magazine, 7-8 Feb., p. 10.</i>
	<i>If on the WEB, add URL</i>
Int. Conference Paper	<i>Trump, A 1986, 'Power play', Proceedings of the third annual conference, International Society of Power Engineers, Houston Texas, pp. 40-51.</i>
Workshops	<i>Authors, Title, Workshop Title, Year</i>
Posters	<i>Authors, Title, Conference Title, Year</i>
Appearances on Film/TV/Radio	<i>The search for meaning 1998, radio program, ABC Radio, Sydney, 24 March</i>
New or improved products	
Patent applications/Licences	
(1) Referencing Harvard style: <a href="http://www.usq.edu.au/library/help/ehelp/ref_guides/harvard.htm">http://www.usq.edu.au/library/help/ehelp/ref_guides/harvard.htm</a>	

# Chapter 3 “Work progress...”

- Chapter 3 ( $\leq$  WP coord) shall contain:
  - Summary of progress towards objectives
  - Highlight significant results
  - Reasons for deviations from plan or failing, if any

**Guideline: 1 or 2 pages per task**



# Reporting Deadlines

Period 1: April 1<sup>st</sup> 08 – March 31<sup>st</sup> 09

Deadline for Submission of Periodic Report: + 60days

Responsibles	Action	Deadline
CERN (Coordinator)	Submission of Annual Report to Brussels	~20.05.2009
All	Final feedback to Annual Report	13.05.2009
IB Members	Signed final versions of financial forms at CERN	13.05.2009
CERN (Coordinator)	Final draft of Annual Report distributed	06.05.2009
WP coordinators	Final input for scientific part (progress report)	30.04.2009
CERN (Coordinator)	First draft Annual Report	25.04.2009
IB Members	Draft financial information (Form C etc) incl. new implementation plan	25.04.2009
WP coordinators	Input for scientific part: progress report & complete lists of talks and papers	09.04.2008
All	SLHC-PP memos/reports, based on Annual Meeting talks	27.03.2008

		Section	Content	Editors	Template Provided
Technical	1	Publishable summary		Mgt team	
	2	Project Objectives for the Period		Mgt team	
	3	Work Progress and Achievements during the period	WP2 to 8: <ul style="list-style-type: none"> <li>Summary of progress</li> <li>Significant results</li> <li>Deviations from Annex I</li> <li>Reasons for non achieved objectives</li> <li>Statement use or resources and deviations</li> <li>Corrective actions</li> </ul>	WP leaders	Yes
	4	Deliverables and Milestone Tables	Table of deliv. & milestones, with forecast delivery dates if delayed	Mgt & WP leaders	Yes
	5	Project Management	Management of the Consortium <ul style="list-style-type: none"> <li>Mgt activities</li> <li>Problems occurred</li> <li>Changes in the Consortium</li> <li>List of meetings</li> <li>Project planning</li> <li>Impact of deviations in miles. &amp; deliv.</li> <li>SLHC-PP Website</li> <li>Dissemination activities (list of publications, Tech. Notes, WP's web sites, Workshops, conferences, etc)</li> </ul>	Mgt Mgt Mgt WP leaders Mgt WP leaders Mgt WP leaders	Yes Yes Yes
Financial	6	Explanation use of resources	Tables per partner/WP	Partner rep.	Yes
	7	Financial Statements	Form C per partner Summary Financial Report	Partner rep. Mgt	Yes Yes
	8	Certificates (CFS)	If requested EC contribution > 375000 E <i>&gt;&gt; Not needed in Period1</i>	Partner rep.	