

FCCIS PROJECT MANAGEMENT ENVIRONMENT

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the European Union's Horizon 2020 research and innovation programme under grant agreement No 951754.

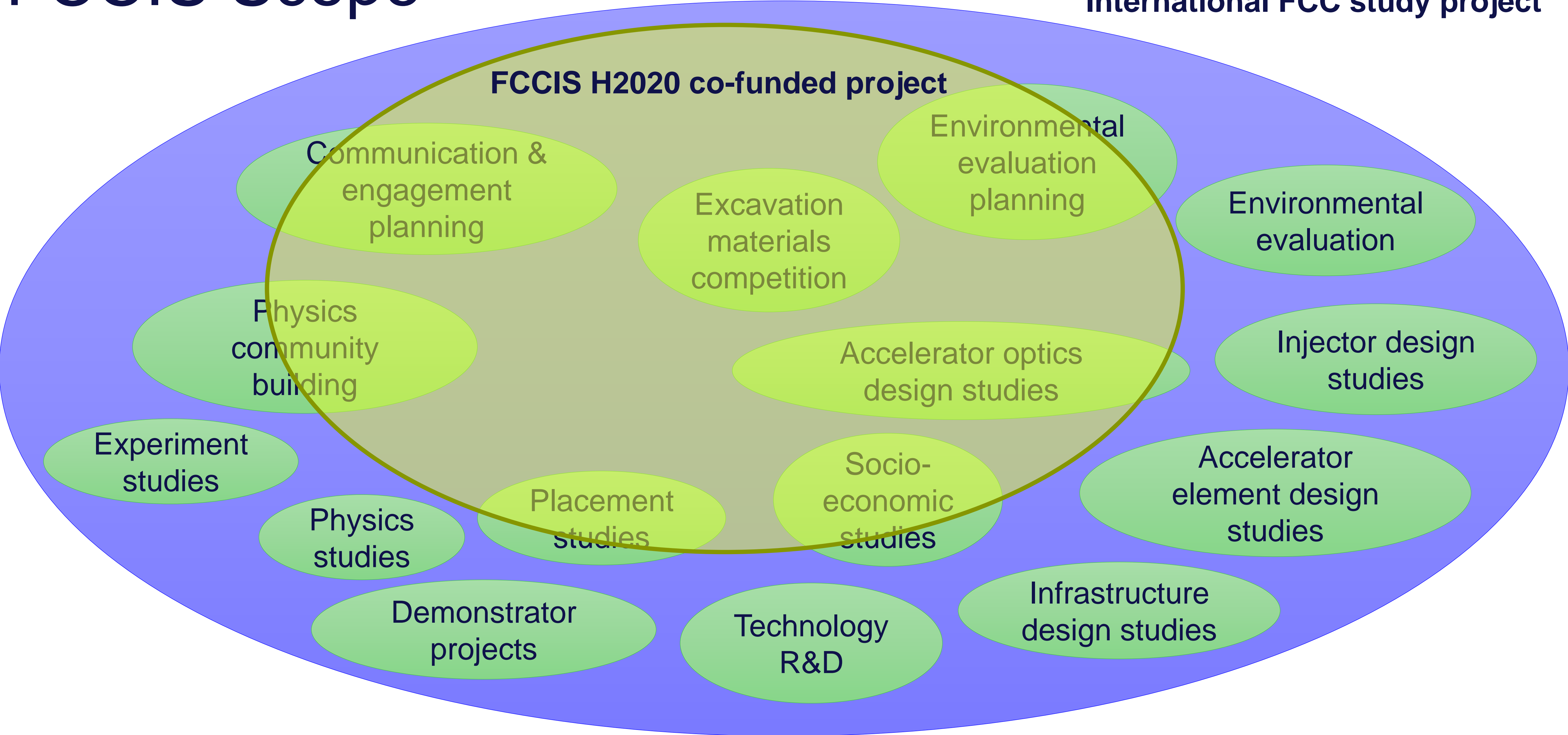
J. Gutleber (CERN), J. Hadre (CERN)
WEDNESDAY, 11 November 2020, 09:30-10:00

Outline

- **Scope of FCCIS and relation to FCC**
- **FCCIS Organisation Breakdown Structure**
- **Additional roles in the FCCIS project**
- **Management principles**
- **Information and communication environment**
- **Information platform**
- **ICT support tools**

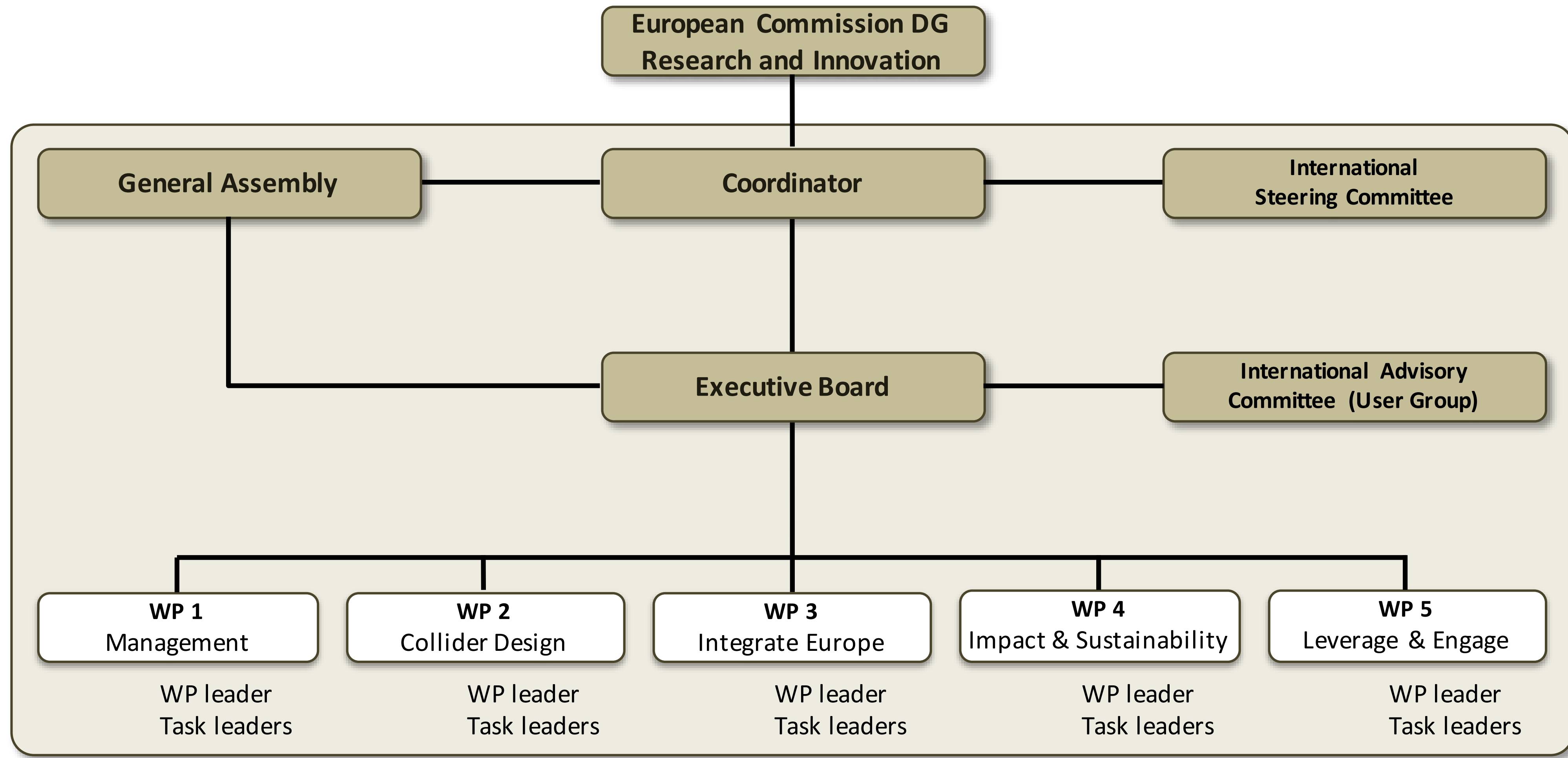
FCCIS Scope

International FCC study project

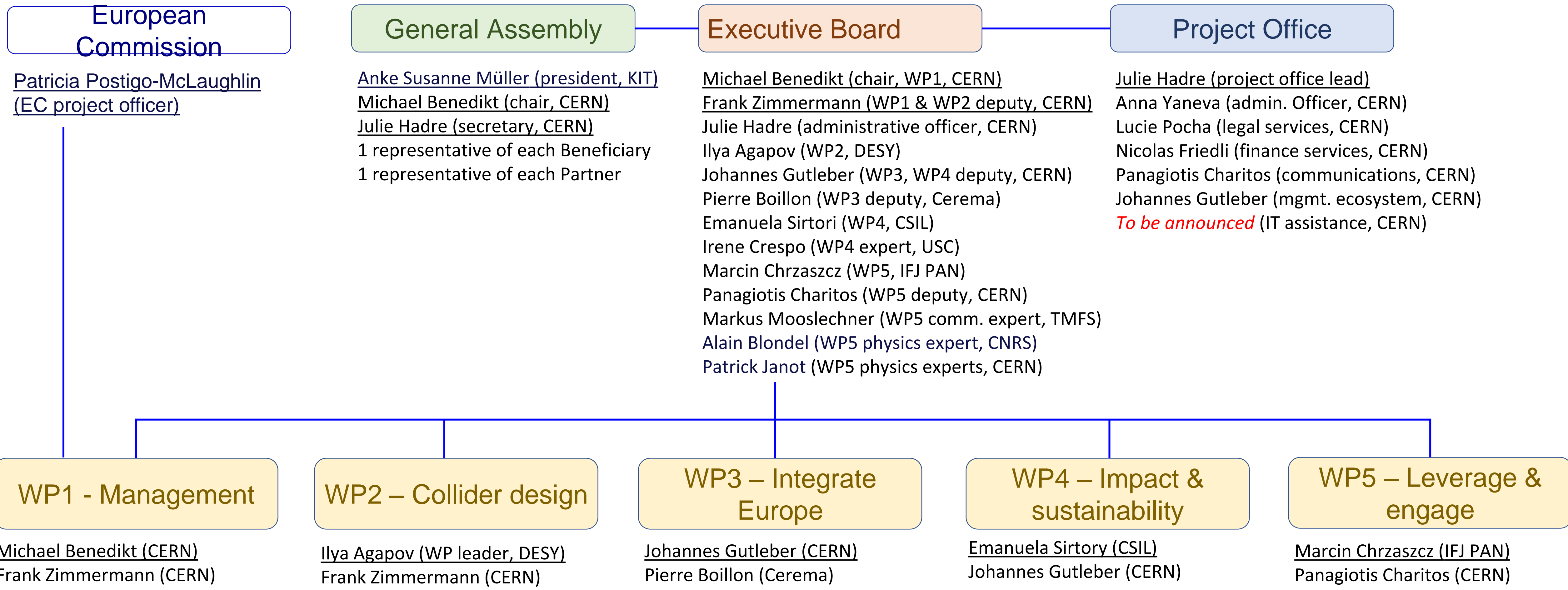


FCCIS is a true subset of the FCC study

FCCIS high-level organisation structure



FCCIS Organisation Breakdown Structure (V1.0, 2020-11-11)



Additional roles in the FCCIS Consortium

Each Beneficiary organisation needs to communicate at the earliest convenience, if not done so yet, names and contact details for the following roles to CERN:
(<https://twiki.cern.ch/twiki/bin/view/FCC/FCCTeam>)



Project members per work package

- Perform contents-related work according to DoA



Administrative officer

- Office administration work at the Beneficiary site to ensure that the DoA as defined in the GA can be carried out by the project members, including followup of procurement actions.
- Organisation of local workshops and events.
- Local procurement and liaison with CERN admin.



Finance officer

- **Mandated for finance related activities** in cooperation with the coordinator (CERN).
- Contributes to continuous reporting on H2020 portal.



Communication officer

- **Is authorised** to perform project communication and enagement activities at his/her organisation
- Contributes to continuous reporting on H2020 portal.



Innovation officer

- Identifies, checks, records innovation potentials and supports IP management activities.
- Contribute to continuous reporting on H2020 portal.



Gender equality officer

- **Watcher** of gender related aspects at beneficiary site.

Administrative matters

The WP leaders should communicate the names and contact details of their WP members to fccis-office@cern.ch.

All team members should be registered as **EXTERNAL EUPR** in the CERN data base.

Email address will be added to various mailing/permission lists to ensure a good communication inside the project. EXTERNAL EUPR grants a CERN access card.

It is also recommended to apply for a **CERN lightweight account** to facilitate the access to various tools (i.e. Indico, cernbox etc.)

<https://account.cern.ch/account/Externals/>

This information is available at <https://twiki.cern.ch/twiki/bin/view/FCC/FCCIS>

Registration under the heading "EXTERNAL"

Person concerned

Name: Surname _____ First name(s) _____ (as on passport)

Gender: female male e-mail _____

Nationality _____ Date of birth _____ Day _____ Month _____ Year _____

Employer's address¹

Name _____

Address _____

Tel. _____ Fax. _____ e-mail _____

I certify that I am in compliance with all laws applicable to my presence and activity at CERN, including the laws on work and residence permits. I also certify that I am in compliance with applicable laws concerning social insurance and that in any event, I have health insurance cover against the financial consequences of illness and accident, at levels adequate in Switzerland and France.

Signature _____ Date _____ Signature _____

Period of association with CERN

Starting date _____ Scheduled end date _____ Day _____ Month _____ Year _____

Future Circular Collider Innovation Study

Future Circular Collider (FCC) is a feasibility and design project for a new, particle-collider based research infrastructure. Understanding the origins of matter, energy and the inner working of the universe is a "science mission" for the 21st century. This mission is best addressed with an integrated research programme of a highest luminosity electron-positron particle collider that is superseded by an energy frontier hadron collider. This wiki site collects and presents all information that is relevant for the members of the international collaboration that carries this ambitious mission to efficiently carry out their work.

| Registration exclusively by | Max. duration |
|--|-------------------|
| Registration Service | 1 year |
| Secretariat of Council, scientific committees and Pension Fund | = Meeting/mandate |
| | 4 weeks |
| | 1 year |
| Project's secretariat | 1 year |
| Training Service | 1 year |
| Visits Service | 1 year |
| HR Department | = Invitation |
| Host States Relations Service | 2 years |
| IPT Department | = Mandate |
| Staff Association or HR Department | 1 year |
| Service responsible for the project/activity | 1 year |
| EP department | 1 year |
| | 4 weeks |
| Registration Service | 3 days |

WP 1 (Management)

- [Consortium](#)
- [Team](#)
- [Deliverables and milestones](#)
- [Grant Agreement](#)
- [Consortium Agreement](#)
- [Executive Board](#)
- [General Assembly](#)
- [International Advisory Committee](#)
- [International Steering Committee](#)

WP 2 (FCC-ee Design)

- [Work Package Organisation](#)
- [Team](#)
- [Meetings and virtual rooms](#)

WP 3 (Integrate Europe)

- [Work Package Organisation](#)
- [Team](#)
- [Meetings and virtual rooms](#)

WP 4 (Impact & Sustainability)

- [Work Package Organisation](#)
- [Team](#)
- [Meetings and virtual rooms](#)

WP 5 (Leverage & Engage)

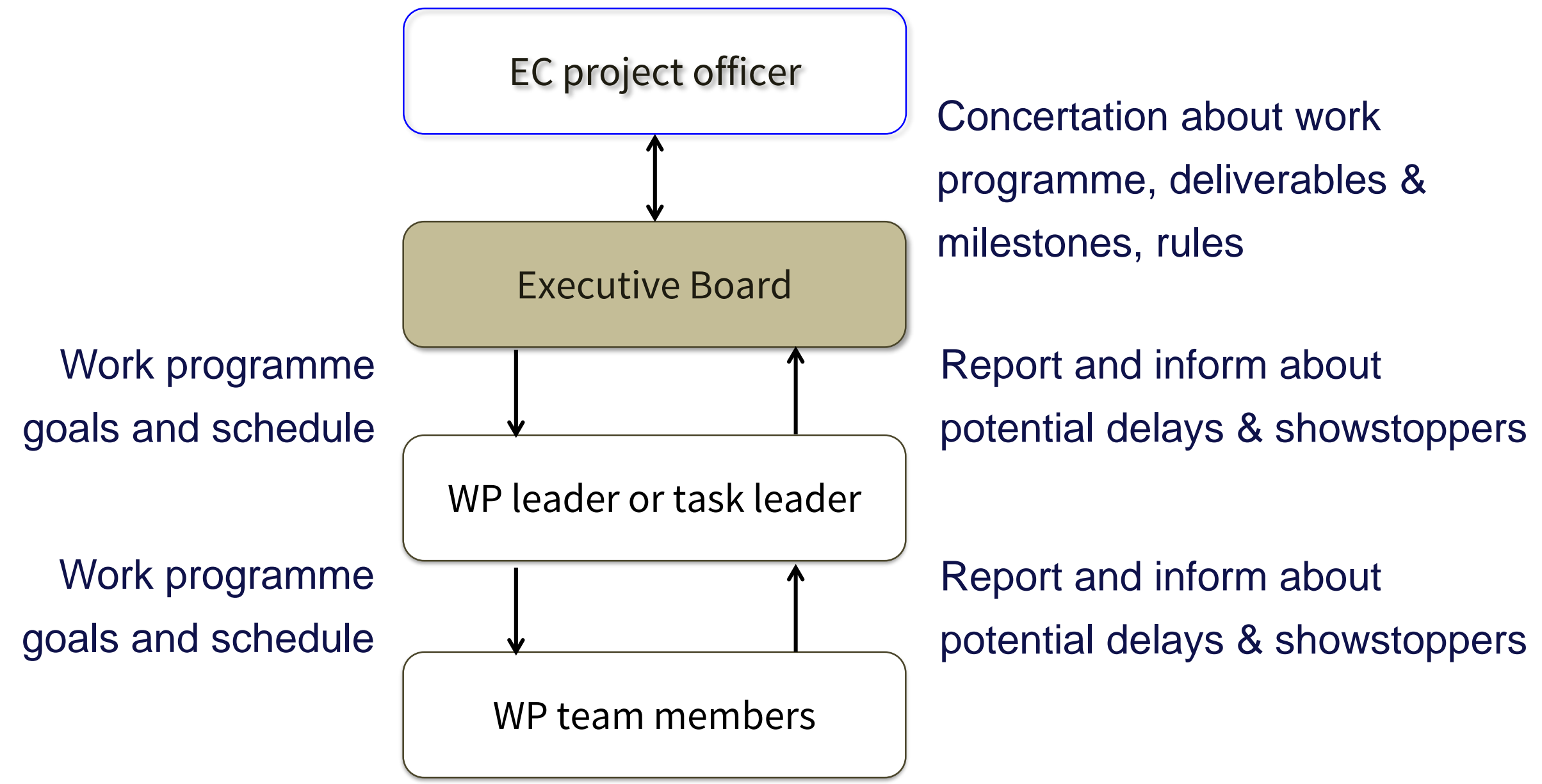
- [Work Package Organisation](#)
- [Team](#)
- [Meetings and virtual rooms](#)

At Hand

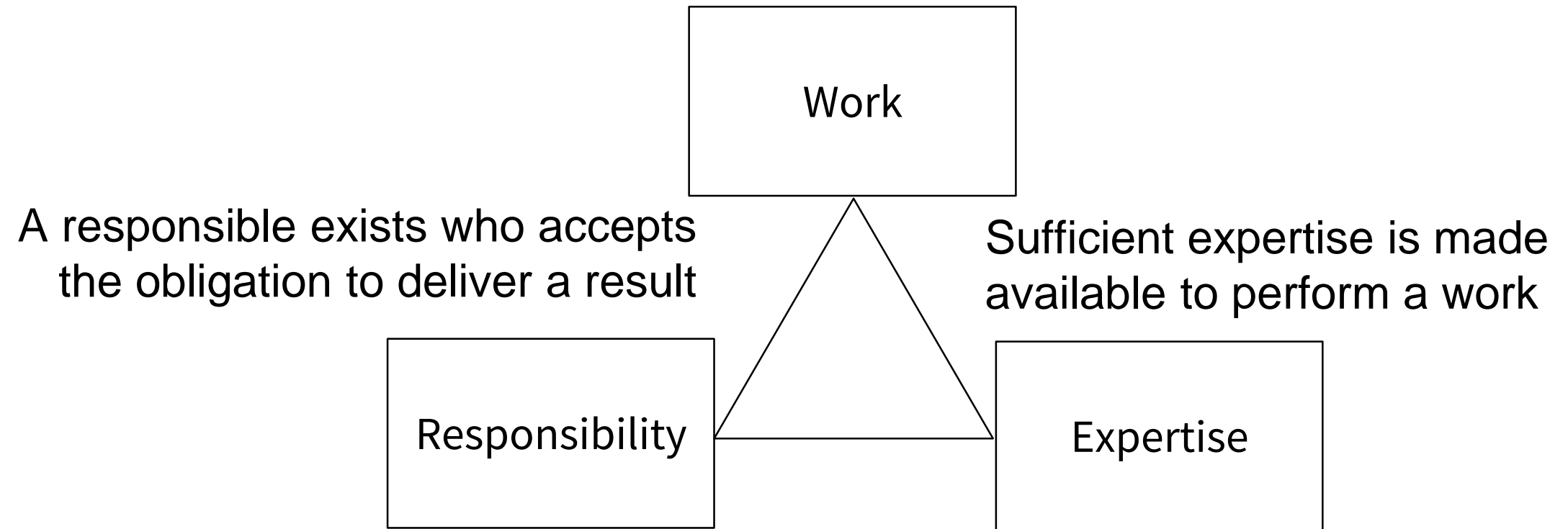
- [Workshops, conferences and events](#)
- [Organisation Breakdown Structure](#)
- [Meetings and virtual rooms](#)
- [e-groups](#)
- [Resource and guidelines for publications](#)
- [Publications & data - Submit to Zenodo](#)
- [Press and outreach materials](#)
- [Templates and logos](#)
- [Office and administration](#)

Management principles in FCCIS (GA 3.2.1)

Reporting structure and early warning system

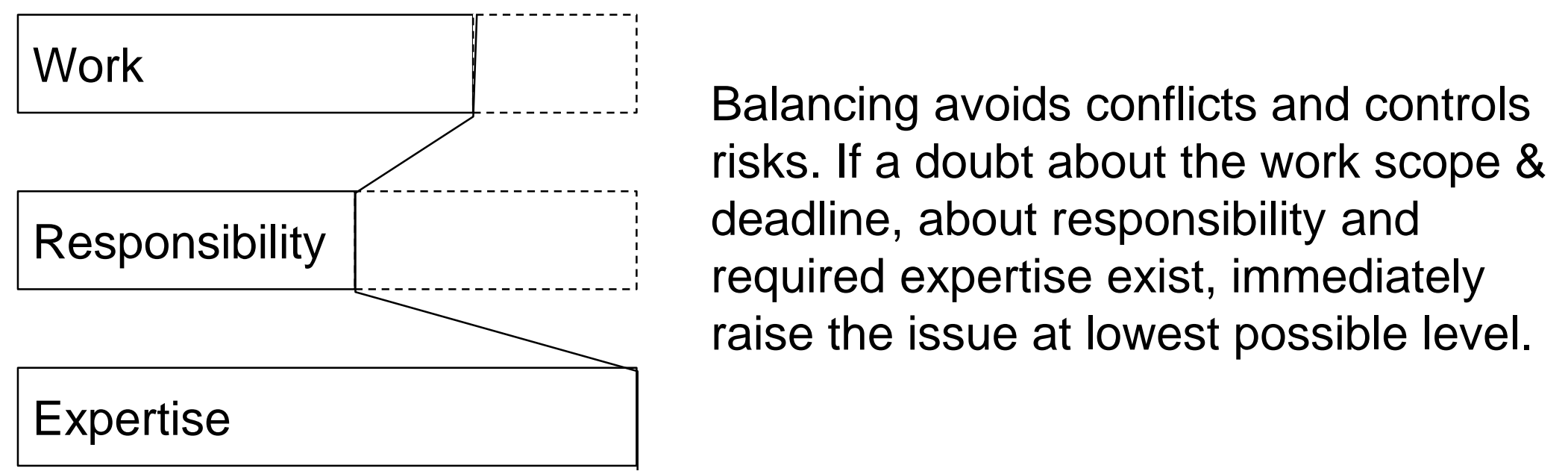


Subsidiarity and congruence principles



At each level (executive board, WP lead, WP team), adequate expertise and responsibilities must exist for a defined work. Decisions are taken at the lowest level where expertise exists (rapidity). If a doubt exists, bottom-up early engage warning system!

- Autonomy at team member level is required and expected.
- Team members are requested to act proactively and inform as early as possible about potential risks to meet the project goals in terms of contents and schedule to the WP lead.
- WP lead and coordinator team work as a group (Ex. board)
- **Only the coordinator interacts with the EC project officer.**
- Internal due date for deliverable and milestone documents is one month before the submission deadline mentioned in GA.



Information and communication environment

- **Regular WP meetings once per month**
- **Regular EB meetings once per month**
- **Regular exchange with EC by coordinator**
- **Yearly FCCWeeks**
 - Permit obtaining an overall picture for everyone, integrate horizontally, practice cross fertilization
- **Yearly physics workshops**
 - Build a user community
 - Develop the physics research programme
- **Yearly steering committee meetings**
 - Give direction to the coordinator
- **Yearly advisory board meetings**
 - Give feedback and direction to the WPs
- **Host state concertation meetings**
 - Structure de concertation permanente with Switzerland 3 to 4 times per year with 1 to 2 steering level meetings per year
 - Structure de concertation d'aménagement with France 4 to 6 times per year with 1 steering level meeting per year
- **FCC coordination group meeting every 2 weeks**
 - Integrates FCCIS project in FCC study

Overall FCC meeting structure is currently being established.

Regularly consult:

<https://twiki.cern.ch/twiki/bin/view/FCC/GeneralMeetingSchedule>

FCCIS specific WP meeting links can be found on

<https://twiki.cern.ch/twiki/bin/view/FCC/Meetings>

Indico: <http://cern.ch/fccis-meetings>

Information platform

<http://twiki.cern.ch/FCC> - Sub-page FCCIS:



<http://twiki.cern.ch/FCC/FCCIS>



Project documentation uses the collaborative Twiki tool operated by CERN.



Every WP team member can contribute. For gaining write access explain and send request to fccis-office@cern.ch

Milestone & Deliverables dashboard:

<https://twiki.cern.ch/twiki/bin/view/FCC/FCCISDeliverables>

Find all relevant project documentation:

- Grant Agreement
- Consortium Agreement
- Rules and voting conditions
- Team composition
- ...

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| | | |
|---|--|---|
| <p style="text-align: center;">WP 1 (Management)</p> <ul style="list-style-type: none"> • Consortium • Team • Deliverables and milestones • Grant Agreement • Consortium Agreement • Executive Board • General Assembly • International Advisory Committee • International Steering Committee | <p style="text-align: center;">WP 2 (FCC-ee Design)</p> <ul style="list-style-type: none"> • Work Package Organisation • Team • Meetings and virtual rooms | <p style="text-align: center;">WP 3 (Integrate Europe)</p> <ul style="list-style-type: none"> • Work Package Organisation • Team • Meetings and virtual rooms |
| <p style="text-align: center;">WP 4 (Impact & Sustainability)</p> <ul style="list-style-type: none"> • Work Package Organisation • Team • Meetings and virtual rooms | <p style="text-align: center;">WP 5 (Leverage & Engage)</p> <ul style="list-style-type: none"> • Work Package Organisation • Team • Meetings and virtual rooms | <p style="text-align: center;">At Hand</p> <ul style="list-style-type: none"> • Workshops, conferences and events • Organisation Breakdown Structure • Meetings and virtual rooms • e-groups • Resource and guidelines for publications • Publications & data - Submit to Zenodo |

ICT tools

- **Information website: TWIKI**
 - <http://twiki.cern.ch/FCC>
- **Videoconferencing: ZOOM**
 - Provided by CERN
 - See meeting links on Twiki
- **File storage: CERNBOX**
 - Provided by CERN
 - Need to be member of FCCIS-WPx-members e-groups and requires CERN or lightweight account
 - Desktop client and web (cernbox.cern.ch)
- **Office tools**
 - OnlyOffice via cernbox provided by CERN
 - Overleaf collaborative LaTeX environment (see training sessions) for scientific and technical writing) – subscription provided by CERN
- **Meeting & event organisation: Indico**
 - Provided by CERN
 - <http://indico.cern.ch/fccis-meetings>
 - <http://indico.cern.ch/fcc-meetings>
 - See cross linked structure at Twiki
 - Also for taking meeting notes
- **Project organisation: Meistertask**
 - Subscription provided by CERN
 - Organising work lists for work packages
 - Organising work lists for events
 - Project coordination tracking
- **Archive for scientific & technical documents**
 - Operated by CERN
 - www.zenodo.org (see Twiki)
- **Others, if needed discuss with fccis-office**
 - Databases (Oracle, MySQL)
 - Batch systems (Linux), virtual machines (Win, Linux)
 - Code repositories (Gitlab)

Project management with MeisterTask.com



“Kanban” agile system

- Super simple, card-based bulletin board per work package or work project
- Rapid planning and task distribution
- Post-it so not to forget!
- Freely configurable for your most favorite work organisation style (by status, by task, by project)
- Drop documents, images, links



Need a login at meistertask.com

- For tryout, login and see by yourself
- For work, communicate login of selected persons to fccis-office@cern.ch

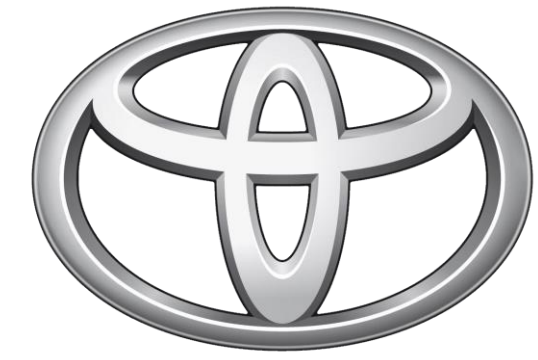


Used for

- Keeping track of management tasks and decisions
- Planning work in work packages

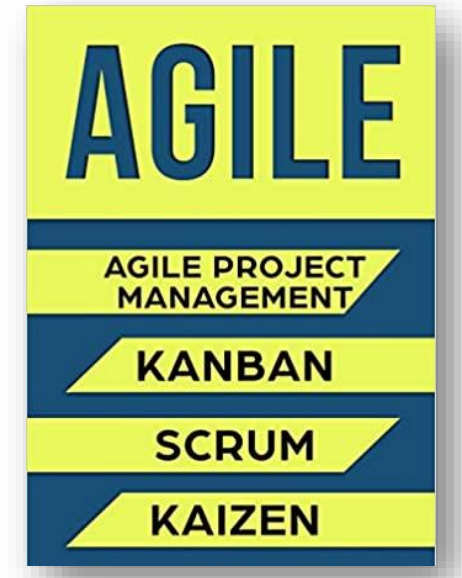


From the 1940ies airplane production

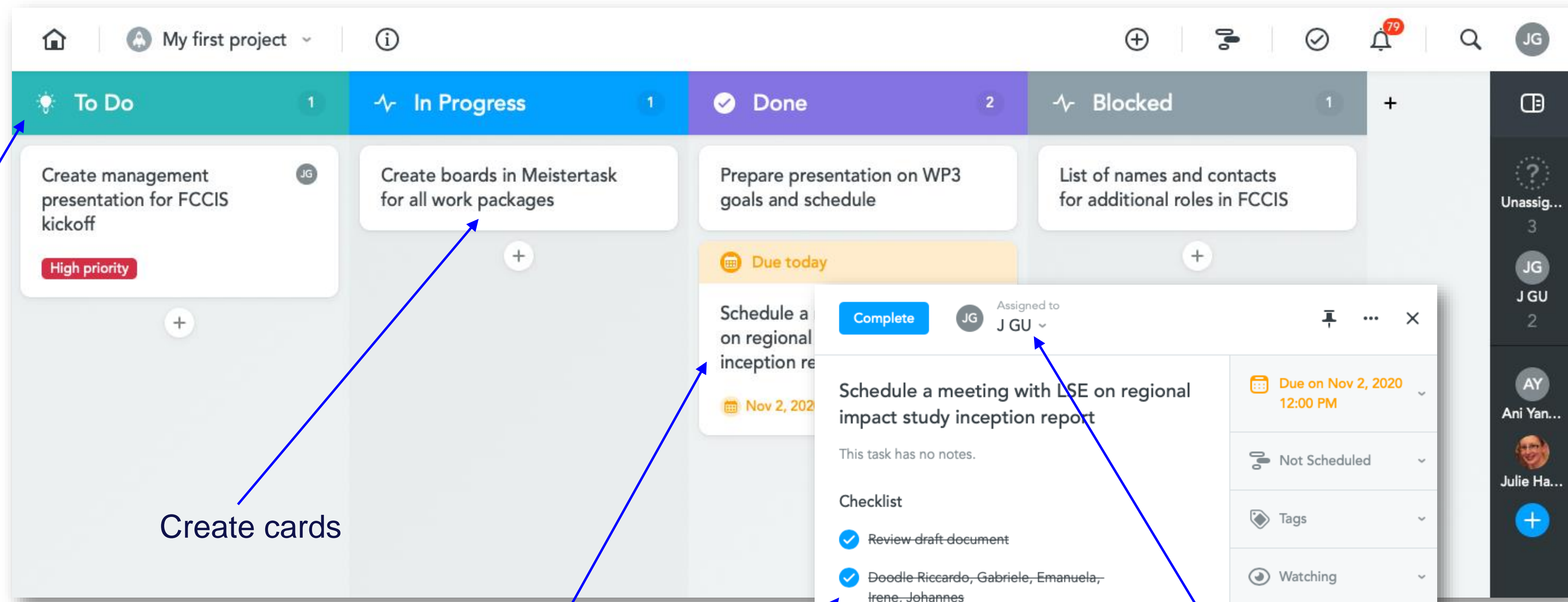


over manufacturing

to agile management



<https://en.wikipedia.org/wiki/Kanban>
<https://www.atlassian.com/agile/kanban>



Choose a set of "stacks" (post-it columns)

Create cards

Move them as Work progresses

Create checklists

Add documents and images

Assign a responsible

<http://twiki.cern.ch/FCC> Your one stop shop!

Future Circular Collider

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Physics

- [FCC Physics Software](#)
- [Physics publications and data](#)
- [Publications & data](#) - [Submit to Zenodo](#)
- [Physics workshops](#)

Accelerators

- [FCC-ee \(parameters\)](#)
- [FCC-hh \(parameters\)](#)
- [Accelerator publications and data](#)
- [Publications & data](#) - [Submit to Zenodo](#)

Engineering

- [Civil engineering](#)
- [Subsurface modelling](#)
- [Excavation materials](#) (sample geo)
- [Engineering publications and data](#)
- [Publications & data](#) - [Submit to Zenodo](#)

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Implementation

- [Layout and Placement](#)
- [Environmental Evaluation](#)
- [Host state administrative processes](#)
- [Socio-economic impact analysis](#)
- [Implementation publications and data](#)
- [Engagement and communication](#)
- [Publications & data](#) - [Submit to Zenodo](#)

Technologies

- [Radiofrequency](#)
- [Superconductors](#)
- [Superconducting magnets](#)
- [Power sources](#)
- [Technology publications and data](#)
- [Publications & data](#) - [Submit to Zenodo](#)

Projects

- [FCCIS H2020 project](#)
- [EuroCirCol](#)
- [EASITrain](#)
- [RIPaths](#)
- [US magnet development program](#)
- [CHART](#)

WP 4 (Impact & Sustainability)

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At Hand

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- [Organisation Breakdown Structure](#)
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- [Publications & data](#) - [Submit to Zenodo](#)

Resources

- [Workshops, conferences and events](#)
- [Document templates](#)
- [Logo and designs](#)

Management & Governance

- [Coordination Group](#)
- [International Collaboration Board](#)
- [International Advisory Board](#)
- [Publications Board](#)
- [International Steering Committee](#)
- [Structure de Concertation Suisse](#)
- [Structure de Concertation France](#)
- [General Meeting Schedule](#)

* [European Particle Physics Strategy](#)

Office & Administration

- [Important information for project members](#)
- [Secretariat](#)
- [Quality Management](#)
- [ICT Environment](#)
- [FCC collaboration](#)
- [FCC addenda](#)
- [Virtual meetings](#)
- [Resource and guidelines for publications](#)
- [Contact](#)

Important Information

ACKNOWLEDGEMENT: All project members have the [obligation to explicitly acknowledge](#) that their action has received EU funding. This must be done in all activities. Examples include, but are not limited to scientific papers, presentations, posters, web pages, social media, audio-visual productions, announcements, publicly visible elements. The EU emblem and reference to EU funding must be displayed in a way that is easily visible for the public and with sufficient prominence. Therefore include the following statement in all your dissemination, communication and result exploitation actions:



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