

# e-IRGSP4

## e-IRGSP4 UPDATED PROJECT PLAN

PUBLIC EU DELIVERABLE: D1.1

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Abstract:

Deliverable D1.1 presents the updated Project Plan, which outlines the planned activities of the project e-IRGSP4.

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## 1 INTRODUCTION

### 1.1 DEFINITIONS

This document includes concepts that reoccur regularly. The main terms are defined below:

#### *Dissemination*

Dissemination is the term generally used for the communication of specific information to a targeted audience or general public, by means of press, radio, and other large-scale media. It can also be associated with the dissemination process and means, and the communication activities at events, such as demonstration events, brochures, posters, and mailings.

#### *Stakeholder*

A Stakeholder is any organisation or individual being interested in the e-IRG or having an interest in the progress and/or outcomes of the e-IRG.

### 1.2 LIST OF ACRONYMS AND ABBREVIATIONS

DoW	Description of Work
EC	European Commission
e-IRG	e-Infrastructure Reflection Group
e-IRGSP $n$	e-Infrastructure Reflection Group Support Programme $n$
ESFRI	European Strategy Forum on Research Infrastructures
WP	Work Package

### 1.3 DOCUMENT AMENDMENT PROCEDURE

In case of omissions or mistakes the Project Manager of e-IRGSP4 may alter this document, in which case a new version will be uploaded on the e-IRGSP4 website and also be submitted to the EC through the normal procedure.

## **2 EXECUTIVE SUMMARY**

e-IRG, with appointed national delegates from more than 30 European countries, creates policy recommendations for the e-Infrastructure ecosystem both at national and European level. The e-IRG Support Programme 4 (e-IRGSP4) provides full operational support to e-IRG. The scope and objectives of e-IRGSP4 are based on the mission, vision and operation of e-IRG. The work packages comprise the project management, secretarial services, policy support actions, liaison and dissemination.

Due to the delayed start directly into the vacation period and the final reporting period of the preceding project e-IRGSP3 the project plan is slightly adjusted. Therefore, the Kick-Off meeting was on the 02-03.07.2014 and the first three deliverables D1.1 Updated Project Plan, D4.1 Liaison Plan and D5.1 Dissemination Plan are shifted by 1.5 month. This delay has no critical effect on the project plan.

### 3 UPDATE PROJECT PLAN

The initial project plan had described the project length with 30 month; this schedule is still valid (see Table 1: Work package Overview).

**Table 1: Work Package Overview**

Work package No	Work package title	Type of activity	Lead participant No	Lead participant short name	Co-Lead participant No	Co-Lead participant short name	Person-months	Start month	End month
1	Project Management	MGT	1	LUH	2		6	1	30
2	Secretariat	SUPP	2	NWO	1	LUH	22	1	30
3	Policy Support	SUPP	2	NWO	7	BSC	39	1	30
4	Liaison	SUPP	1	LUH	4	PSNC	23	1	30
5	Dissemination	SUPP	5	GENIAS	6	VUB	30	1	30
TOTAL							120		

Due to a project start directly into the vacation period and the final reporting period of the preceding project of e-IRGSP4, the first three deliverables:

- D1.1 Updated Project Plan
- D4.1 Liaison Plan
- D5.1 Dissemination Plan

have been shifted by 1.5 month (see Table 2: Deliverable List and Figure 1: Gantt diagram). The three shifted deliverables are shaded in light grey in table 2.

**Table 2: Deliverables List**

Del. no.	Deliverable name	WP no.	Nature	Dissemination level	Delivery date <sup>1</sup>
D1.1	Updated Project Plan	1	R	PU	4.5
D1.2	First Management and Progress Report	1	R	PU	15
D1.3	Final Management and Progress Report	1	R	PU	30
D2.1	Minutes - Delegates Meeting (Italian EU Presidency)	2	R	RE	8
D2.2	Minutes - Workshop and Delegates Meeting (Italian EU Presidency)	2	R	RE	11
D2.3	Minutes - Delegates Meeting (Latvian EU Presidency)	2	R	RE	14
D2.4	First Report on User Satisfaction	2	R	PU	15
D2.5	Minutes - Workshop and Delegates Meeting (Latvian EU Presidency)	2	R	RE	17
D2.6	Minutes - Delegates Meeting (Luxembourg EU Presidency)	2	R	RE	20
D2.7	Minutes - Workshop and Delegates Meeting (Luxembourg EU Presidency)	2	R	RE	23
D2.8	Minutes - Delegates Meeting (Netherlands EU Presidency)	2	R	RE	26

<sup>1</sup> Measured in months from the project start date (month 1).

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D2.9	Final Report on User Satisfaction	2	R	PU	30
D3.1	Major e-IRG Policy Document	3	R	PU	10
D3.2	First Publication Report	3	R	PU	15
D3.3	Major e-IRG Policy Document	3	R	PU	23
D3.4	Recommendations to the Stakeholders	3	R	PU	25
D3.5	Final Publication Report	3	R	PU	30
D4.1	Liaison Plan	4	R	PU	4.5
D4.2	First Liaison Report	4	R	PU	15
D4.3	Final Liaison Report	4	R	PU	30
D5.1	Dissemination Plan	5	R	PU	4.5
D5.2	First Impact Analysis	5	R	PU	15
D5.3	Final Impact Analysis	5	R	PU	30
D5.4	Final Plan for Use and Dissemination	5	R	PU	30



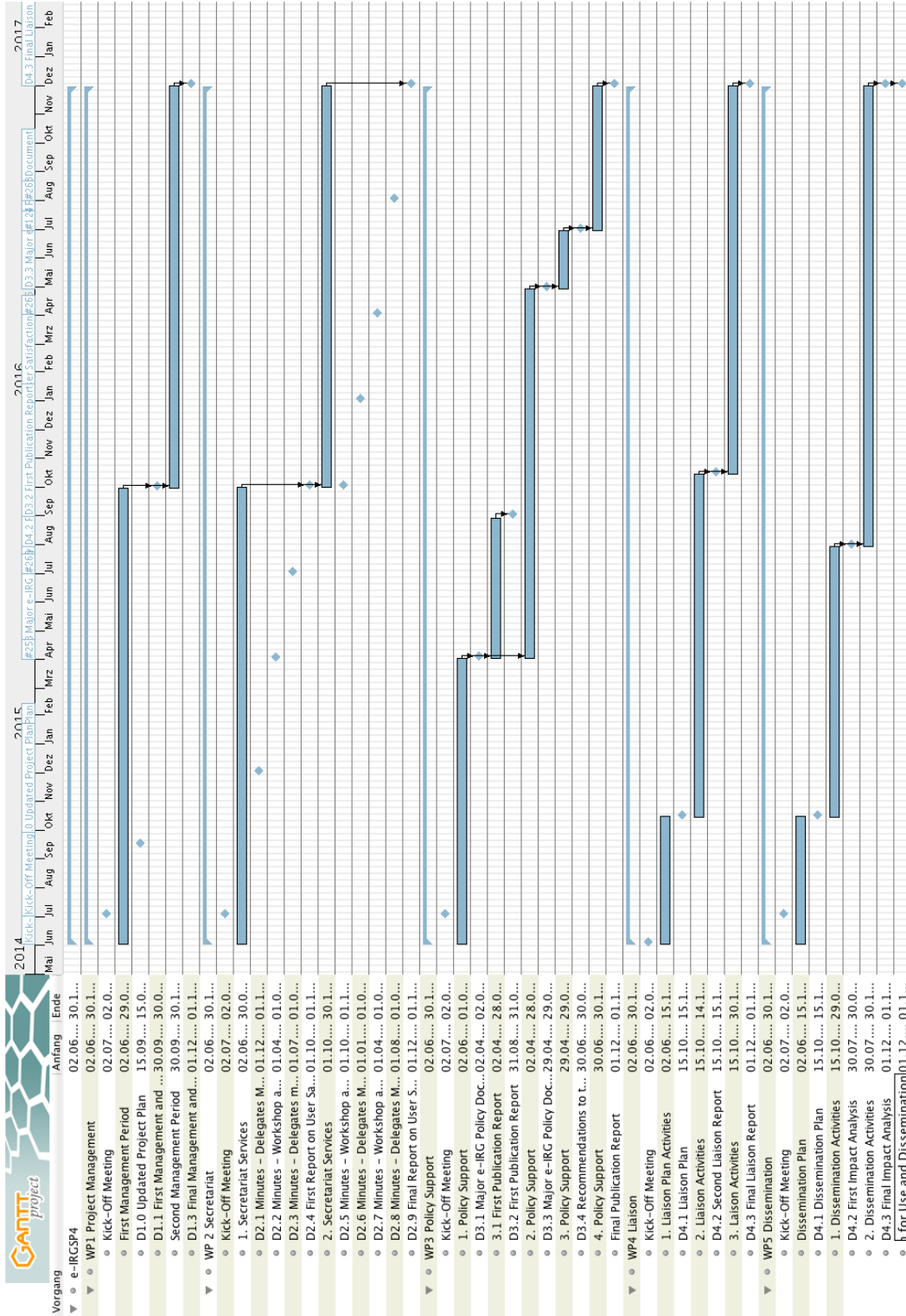


Figure 1: Gantt Diagram

## 4 WORK PACKAGES

The project e-IRGSP4 starts in June 2014 with a duration of 30 month.

### 4.1 WORK PACKAGE DESCRIPTION WP1

<b>Work package number</b>	1	<b>Start date or starting event:</b>	01.06.2014
<b>Work package title</b>	Project Management		
<b>Activity Type</b>	Management of the consortium		
<b>Participant number</b>	1		
<b>Participant short name</b>	LUH		
<b>Person-months per participant:</b>	6		

#### Objectives

The objective of WP1 is to perform efficient, effective and timely the overall management and coordination of the project according to the Description of Work agreed with the European Commission.

**Table 3: Deliverables List WP1**

Del. no.	Deliverable name	WP no.	Nature	Dissemination level	Delivery date <sup>2</sup>
1.1	Update Project Plan	1	R	PU	4.5
1.2	First Management and Progress Report	1	R	PU	15
1.3	Final Management and Progress Report	1	R	PU	30

**Table 4: List of milestones WP1**

Milestone number	Milestone name	Work package(s) involved	Expected date	Means of verification
MS1.1	Kick-Off Meeting	1-5	1	Meeting Minutes
MS1.2	First Project Review	1-5	15	Review conducted
MS1.3	Final Project Review	1-5	30	Review conducted

<sup>2</sup> Measured in months from the project start date (month 1).

**4.2 WORK PACKAGE DESCRIPTION WP2**

<b>Work package number</b>	2	<b>Start date or starting event:</b>			01.06.2014		
<b>Work package title</b>	Secretariat						
<b>Activity Type</b>	Support activities						
<b>Participant number</b>	1	2	7				
<b>Participant short name</b>	LUH	NWO	BSC				
<b>Person-months per participant:</b>	4	11	7				

**Objectives**

The objective of WP2 is to provide full secretarial support to the e-IRG community. WP2 will deliver a diversity of services to achieve this objective.

**Table 5: Deliverables List WP2**

<b>Del. no.</b>	<b>Deliverable name</b>	<b>WP no.</b>	<b>Nature</b>	<b>Dissemination level</b>	<b>Delivery date<sup>3</sup></b>
D2.1	Minutes - Delegates Meeting (Italian EU Presidency)	2	R	RE	8
D2.2	Minutes - Workshop and Delegates Meeting (Italian EU Presidency)	2	R	RE	11
D2.3	Minutes - Delegates Meeting (Latvian EU Presidency)	2	R	RE	14
D2.4	First Report on User Satisfaction	2	R	PU	15
D2.5	Minutes - Workshop and Delegates Meeting (Latvian EU Presidency)	2	R	RE	17
D2.6	Minutes - Delegates Meeting	2	R	RE	20

<sup>3</sup> Measured in months from the project start date (month 1).

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	(Luxembourg EU Presidency)				
D2.7	Minutes - Workshop and Delegates Meeting (Luxembourg EU Presidency)	2	R	RE	23
D2.8	Minutes - Delegates Meeting (Netherlands EU Presidency)	2	R	RE	26
D2.9	Final Report on User Satisfaction	2	R	PU	30

**4.3 WORK PACKAGE DESCRIPTION WP3**

<b>Work package number</b>	3	<b>Start date or starting event:</b>					01.06.2014
<b>Work package title</b>	Policy Support						
<b>Activity Type</b>	Support activities						
<b>Participant number</b>	1	2	3	4	5	6	7
<b>Participant short name</b>	LUH	NWO	GRNET	PSNC	GENIAS	VUB	BSC
<b>Person-months per participant:</b>	8	8	6	7	1	3	6

**Objectives**

The objective of WP3 is to support the creation of policy documents such as White Papers, Roadmaps, Recommendations, Blue Papers, Task Force reports and others. To accomplish this objective, WP3 will perform the activities described below.

**Table 6: Deliverables List WP3**

<b>Del. no.</b>	<b>Deliverable name</b>	<b>WP no.</b>	<b>Nature</b>	<b>Dissemination level</b>	<b>Delivery date<sup>4</sup></b>
D3.1	Major e-IRG Policy Document	3	R	PU	10
D3.2	First Publication Report	3	R	PU	15
D3.3	Major e-IRG Policy Document	3	R	PU	23
D3.4	Recommendations to the Stakeholders	3	R	PU	25
D3.5	Final Publication Report	3	R	PU	30

<sup>4</sup> Measured in months from the project start date (month 1).

#### 4.4 WORK PACKAGE DESCRIPTION WP4

<b>Work package number</b>	4	<b>Start date or starting event:</b>					01.06.2014
<b>Work package title</b>	Liaison						
<b>Activity Type</b>	Support activities						
<b>Participant number</b>	1	2	3	4	6	7	
<b>Participant short name</b>	LUH	NWO	GRNET	PSNC	VUB	BSC	
<b>Person-months per participant:</b>	7	4	3	5	2	2	

#### Objectives

The objective of the liaison activity in WP4 is to foster the collaboration between national and pan-European e-Infrastructure and research infrastructure initiatives and stakeholders in order to integrate the effort on different levels and establish a common approach towards sustainable e-Infrastructure.

**Table 7: Deliverables List WP4**

<b>Del. no.</b>	<b>Deliverable name</b>	<b>WP no.</b>	<b>Nature</b>	<b>Dissemination level</b>	<b>Delivery date<sup>5</sup></b>
D4.1	Liaison Plan	4	R	PU	4.5
D4.2	First Liaison Report	4	R	PU	15
D4.3	Final Liaison Report	4	R	PU	30

<sup>5</sup> Measured in months from the project start date (month 1).

**4.5 WORK PACKAGE DESCRIPTION WP5**

<b>Work package number</b>	5	<b>Start date or starting event:</b>					01.06.2014	
<b>Work package title</b>	Dissemination							
<b>Activity Type</b>	Support activities							
<b>Participant number</b>	1	2	3	4	5	6	7	
<b>Participant short name</b>	LUH	NWO	GRNET	PSNC	GENIAS	VUB	BSC	
<b>Person-months per participant:</b>	3	6	3	2	11	2	3	

**Objectives**

The objective of the dissemination action in WP5 is to make external stakeholders aware of the activities and results of the e-IRG. The targeted stakeholders include, beside the European Commission, the national governments and the e-Infrastructure organisations and projects, and also the wider public such as the participants of the e-IRG workshops or of major research infrastructures conferences.

**Table 8: Deliverables List WP5**

<b>Del. no.</b>	<b>Deliverable name</b>	<b>WP no.</b>	<b>Nature</b>	<b>Dissemination level</b>	<b>Delivery date<sup>6</sup></b>
D5.1	Dissemination Plan	5	R	PU	4.5
D5.2	First Impact Analysis	5	R	PU	15
D5.3	Final Impact Analysis	5	R	PU	30
D5.4	Final Plan for Use and Dissemination of the Foreground	5	R	PU	30

<sup>6</sup> Measured in months from the project start date (month 1).