D1.1 Quality Plan

Change Log

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v0.2	14/11/2011	First Draft	Pilar Callau (BSC)
v0.3, v0.4	28-30/11/2011	Comments & Feedback	Sara Pittonet & Hilary Hanahoe (TRUST-IT), Leonardo Candela (CNR)
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Document Review

Review	Version	Date	Reviewers	Comments
Draft	v0.3	07/12/2011	Vanderlei Canhos (CRIA), Vassil Alexandrov (BSC)	none
QA	v0.4	16/12/2011	Ignacio Blanquer, Erik Torres (UPVLC)	See D1.1 v0.4 Review form
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Disclaimer

EUBrazilOpenBio - Open Data and Cloud Computing e-Infrastructure for Biodiversity (2011-2013) is a Small or medium-scale focused research project (STREP) funded by the European Commission under the Cooperation Programme, Framework Programme Seven (FP7) Objective FP7-ICT-2011-EU-Brazil Research and Development cooperation, and the National Council for Scientific and Technological Development of Brazil (CNPq) of the Brazilian Ministry of Science and Technology (MCT) under the corresponding matching Brazilian Call for proposals MCT/CNPq 066/2010.

This document contains information on core activities, findings, and outcomes of EUBrazilOpenBio project, and in some instances, distinguished experts forming part of the project's Strategic Advisory Board. Any references to content in both website content and documents should clearly indicate the authors, source, organization and date of publication.

The document has been produced with the co-funding of the European Commission and the National Council for Scientific and Technological Development of Brazil. The content of this publication is the sole responsibility of the EUBrazilOpenBio Consortium and its experts and cannot be considered to reflect the views of the European Commission nor the National Council for Scientific and Technological Development of Brazil.

Executive Summary

The EUBrazilOpenBio Quality Plan defines the guidelines and procedures of the project in order to ensure efficient project execution as well as high quality project results. The purpose of the present document is to facilitate the co-operation within the EU-BR consortium providing its members with a point of reference and a common understanding of project methods and procedures, with particular emphasis on the fulfillment of the contractual obligations towards the European Commission and the CNPq.

This report will guide all beneficiaries in order to reduce project overhead and increase the efficiency and quality of the work to be performed. The rules, templates, suggestions, and means of communication specified in this document aim to guide the EUBrazilOpenBio beneficiaries providing a framework for operation in different managerial aspects. The ultimate objective of this Quality Plan is to serve as tool, or handbook, for consistent use by project participants to ensure concrete and quality results in line with the work plan the EUBrazilOpenBio project is committed to achieve.

The document complements all other documents that the coordination team should have read and have access to while the project is running; the EC Grant Agreement (GA) and its annexes, the Consortium Agreement and the various EC guidelines.

The Quality Plan is organized as follows:

- Section 1 – Introduction and intent of this Quality Plan

- Section 2 – Management structure governing the operation of the project, including coordination procedures between European and Brazilian consortium and the different management boards. The organizational structure and decision-making mechanisms will support the consortium in its day-by-day activities. This section mainly describes what is already defined in the Description of Work (DoW) and in the Coordination and Consortium Agreements (CooA and CA).

- Section 3 – Project management and communication tools: distribution lists, project shared workspace, wiki, etc.

- Section 4 – Procedures and practices governing project meetings and Reviews.

- Section 5 – Process of deliverable production including division of deliverable review responsibilities and timeline to follow to ensure on time delivery to the EC, and to the CNPq when necessary.

- Section 6 – Planning and control of activity and financials for progress reporting.

- Section 7 – List of acronyms and abbreviations used throughout the project documents.

- Annex 1 – First version of the distribution of deliverables review and production responsibilities.

1 Introduction

This Project Quality Plan is designed to guide the EUBrazilOpenBio project participants through all aspects of the project's management and research activities through the description of standards, quality practices, resources and procedures.

The purpose of the present Quality Plan is to serve as a reference tool for preserving the overall quality in the coordination of project's activities and results delivery.

1.1 Purpose

The objective of this deliverable is to define the process and tools to be used to ensure the quality of the project results. This present project Quality Plan identifies which quality standards are relevant to the EUBrazilOpenBio project and defines how they should be followed throughout the execution of the project. It describes the organization, the structure, the general rules and the standards to be maintained during the course of the project.

The purposes of this deliverable are as follows:

- To describe a quality standard guide to be followed throughout the entire project duration.
- To define the quality practices, activities and tasks for the delivery process of products while focusing on achieving quality standards.
- To provide each EUBrazilOpenBio participant and the European and Brazilian funding bodies, European Commission (EC) and National Council for Scientific and Technological Development of Brazil (CNPq), with sufficient information about the quality practices of the consortium.
- To inform all the EUBrazilOpenBio participants about the main decisions taken to assure the quality of their work.

1.2 Terms and abbreviations

Some abbreviations will be used alternately in this report and throughout the project in general. The selection of a particular term for use depends on the context of its usage, as well as the habits or prior experience of the people involved in the project. Each report should contain Glossary of acronyms as in Section 7.

2 Project Organisation and Management

2.1 Management Structure

The EUBrazilOpenBio Project is based on a management structure coping with the inherent complexity of collaborative research projects and the added complexity of a coordinated call.

The project management structure is designed to ensure effective and balanced coordination between Brazil and European beneficiaries, covering from strategic to technical and logistical aspects, as detailed in the Description of Work. A schematic representation of the various levels of management activities is shown in the figure below.
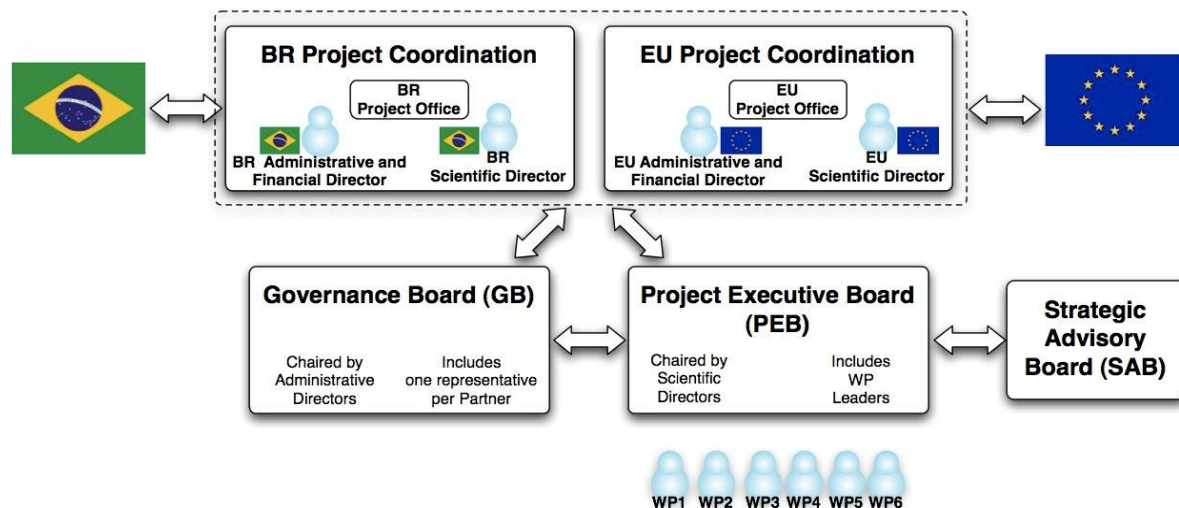
Figure 2.1 – EUBrazilOpenBio Management Structure

2.2 Organisation and Responsibilities

2.2.1 Project Coordination

The European and Brazilian Project Coordinators, also named in DoW Administrative and Financial Directors (AFDs), are the intermediaries between the participants and the corresponding Funding Agency (the EC and CNPq) and have the responsibility regarding the overall strategic direction of the project and administrative and financial management: monitor the project planning and progress and ensure that all project participants comply with their obligations under the Coordination Agreement (CooA) and the corresponding Funding Agreement and Consortium Agreement (CA). Periodic activity and resource reporting will be carried out under the AFD's responsibility with the support of European and Brazilian Project Offices. AFDs are Dr. Vanderlei Perez Canhos, (CRIA, Brazil) and Dr. Vassil Alexandrov (BSC, Europe).

Scientific Directors (SDs) lead the scientific activities of the project in collaboration with AFDs. They are responsible of supervising the project scientific progress and monitoring the timing of related activities, the organization of project reviews from the scientific perspective and creating the

conditions necessary for successful and effective collaboration within the EUBrazilOpenBio team. SDs are Dr. Vinod Rebello (UFF, Brazil) and Dr. Donatella Castelli (CNR-ISTI, Italy).

Project coordination serves as the bridge between the governance and management activities. The complementarities of the coordination and the balanced distribution between Europe and Brazilian representatives allows a supervision of the project workplan from different perspectives, each addressed by who has the most appropriate background and expertise for dealing with it.

2.2.2 Governance Board

The Governance Board (GB) is the ultimate decision-making body of the project, validating the major decisions concerning the project and serving collectively as the supervisory body of the project. The GB is responsible for decision-making affecting the CooA composition, resources allocation and project's work plan. It covers all aspects of the relations between partners, their responsibilities, liabilities, ownership of IPR, licensing, and exploitation issues. GB decisions will require two-thirds of the votes, with one representative per partner voting on behalf of his or her organization. The EUBrazilOpenBio CooA and CA are the point of reference for further detailed information regarding the GB such as voting rules and quorum, veto rights and list of decisions to be taken, etc.

The GB is composed of the Brazilian and European coordinators and one senior, decision-making representative for each partner (9 in total)(see Table 2.1). The chairing of the board is shared by the Brazilian and European Coordinators and alternates every 6-months with the exception of the first period which is 10 months. The chairing schedule is as follows:

Semester	Start	End	GB Chair	GB Deputy Chair
M1-M10	1 Jun 2011	31 Mar 2012	BSC	CRIA
M11-M16	1 Apr 2012	30 Sept 2012	CRIA	BSC
M17-M22	1Oct 2012	31 Mar 2013	CRIA	BSC
M23-M28	1 Apr 2013	30 Sept 2013	BSC	CRIA

Table 2.1 – Governance Board chairing schedule

The GB will meet in person at least once per year, with telephone conferences convened as relevant issues arise.

GB member	Partner	Country	e-mail address
Vassil Alexandrov	BSC	Spain	valexand@bsc.es
Vanderlei Canhos	CRIA	Brazil	vcanhos@cria.org.br
Donatella Castelli	CNR	Italy	donatella.castelli@isti.cnr.it
Silvana Muscella	TRUST-IT	UK	s.muscella@trust-itservices.com
Ignacio Blanquer	UPVLC	Spain	iblanque@dsic.upv.es
Peter H. Schalk	Sp2000	UK	pschalk@eti.uva.nl
Vinod Rebello	UFF	Brazil	vinod@ic.uff.br

Rodrigo Assad	CESAR	Brazil	assad@cesar.org.br
Leandro Ciuffo	RNP	Brazil	leandro.ciuffo@rnp.br

Table 2.2 – Governance Board composition

2.2.3 Project Executive Board

The Project Executive Board (PEB) is responsible for managing the project execution. The PEB leads the diverse technologically and cooperation-oriented activities encompassing the development and implementation of the EUBrazilOpenBio data e-Infrastructure through the integration of Brazilian and European resources. It is also formulates the project strategy, including the creation of synergies with other initiatives and supervises the daily project activities including the initiation, planning, execution and closure of project phases. Voting of the PEB will require a two-thirds majority.

The PEB is composed of the Brazilian and European Scientific Directors and all Work Package Leaders and their deputies (14 in total)(see Table 2.5). The Work Package leadership distributed between EU (WP1, W3, WP5) and Brazil (WP2, WP4, WP6), and each Work Package Leader has a deputy which belongs to an organization of the other geographical area. Detailed information on the roles and responsibilities of WPLs is described in the project's DoW and the CooA. The chairing of the board is shared by the Brazilian and European Coordinators and alternated every 6-months with the exception of the first period which is 10 months. The chairing schedule is as follows:

Semester	Start	End	GB Chair	GB Deputy Chair
M1-M10	1 Jun 2011	31 Mar 2012	CNR	UFF
M11-M16	1 Apr 2012	30 Sept 2012	UFF	CNR
M17-M22	1 Oct 2012	31 Mar 2013	UFF	CNR
M23-M28	1 Oct 2013	30 Sept 2013	CNR	UFF

Table 2.3 – Project Executive Board chairing schedule

WP leadership and corresponding deputies is detailed in the table below.

Work Package	WP Leader	WP Deputy
WP1	BSC (EU)	CRIA (BR)
WP2	CRIA (BR)	UPVLC (EU)
WP3	CNR (EU)	CESAR (BR)
WP4	UFF (BR)	BSC (EU)
WP5	TRUST-IT (EU)	CRIA (BR)
WP6	CRIA (BR)	TRUST-IT (EU)

Table 2.4 – Work Package Leadership

The PEB will meet in person twice per year, with monthly telephone conferences.

PEB member	Role in the PEB	Partner	Country	e-mail address
Donatella Castelli	EU-SD	CNR	Italy	donatella.castelli@isti.cnr.it
Vinod Rebello	BR-SD	UFF	Brazil	vinod@ic.uff.br
Vassil Alexandrov	WP1 Leader	BSC	Spain	valexand@bsc.es
Vanderlei Canhos	WP1 Deputy	CRIA	Brazil	vcanhos@cria.org.br
Renato De Giovanni	WP2 Leader	CRIA	Brazil	renato@cria.org.br
Erik Torres	WP2 Deputy	UPVLC	Spain	ertorser@upv.es
Leonardo Candela	WP3 Leader	CNR	Italy	leonardo.candela@isti.cnr.it
Rodrigo Assad	WP3 Deputy	CESAR	Brazil	assad@cesar.org.br
Cristina Boeres	WP4 Leader	UFF	Brazil	boeres@ic.uff.br
Rosa M. Badia	WP4 Deputy	BSC	Spain	rosa.m.badia@bsc.es
Sara Pittonet	WP5 Leader	TRUST-IT	UK	s.pittonet@trust-itservices.com
Dora Canhos	WP5 Deputy	CRIA	Brazil	dora@cria.org.br
Vanderlei Canhos	WP6 Leader	CRIA	Brazil	vcanhos@cria.org.br
Sara Pittonet	WP6 Deputy	TRUST-IT	UK	s.pittonet@trust-itservices.com

Table 2.5 – PEB composition

2.2.4 Strategic Advisory Board

The Scientific Advisory Board (SAB) is the entity that reviews and advises the scientific development of the Project, and contributes to the analysis of the benefits of industrial and technological cooperation between Europe and Brazil. The SAB will serve as consultant for the definition of the EU-Brazil Joint Action plan on Open Access e-Infrastructure in the Biodiversity Area (D6.2), also providing advice to the PEB in planning project activities.

The SAB is composed of four high level stakeholders of Brazilian and European Infrastructures and leading scientists in the Biodiversity, Climatology and Life Science domains, two SAB members being from Europe and two from Brazil.

The SAB will meet once per year with all the Project partners, once in Brazil and once in Europe, with call conferences when needed.

SAB member	Position	Country	e-mail address	Area of expertise
Malcom Atkinson	NESC Director	UK	mpa@nesc.ac.uk	Data management, programming languages, computational systems and e-Science
Gilberto Câmara	INPE Director	Brazil	gilberto.camara@inpe.br	Biodiversity Informatics
Fabrizio Gagliardi	EMEA Director, Microsoft Research	Switzerland	Fabrizio.Gagliardi@microsoft.com	Grid Computing
Nelson Simões	RNP-OS	Brazil	nelson@rnp.br	Brazilian R&D

	Director		collaboration insfrastructure

Table 2.6 - Srategic Advisory Board composition

3 Communication and Management Tools

There are two main classes of tools supporting project activities: (i) those oriented to promote the cooperation among project members and the community in the large, namely the public website (cf. Section 3.1); and those oriented to promote the communication and cooperation among the project members, namely mailing lists, shared workspaces, and an issue-tracking system (cf. Section 3.2).

3.1 Public website

The public EUBrazilOpenBio channel (http://www.eubrazilopenbio.org/) is a dynamic, multimodal and multilingual platform which animates a community of users in response to their specific interests, thanks to interactive features and innovative web-based education services. EUBrazilOpenBio channel serves as the public image of the project and it has a multiple scope:

- to inform about the project, its scope and focus as well as promote the activities performed by each of the partners, through sections such as About (including Consortium and experts' profiles) News, videos, EUBrazilOpenBio resources;

- to share information and material useful for project awareness raising produced throughout the project (events, publications sections, use cases, etc.);

- to engage new EUBrazilOpenBio community members (individuals, organisations and institutions) thanks to web channel registration and user profilation: the platform automatically proposes content of interest according to the interests indicated during the registration process and navigation habits within the Channel to registered users;

- to animate the EUBrazilOpenBio community through open social networks and content comment facilities;

- to sustain EUBrazilOpenBio synergies providing information and visibility to EUBrazilOpenBio partner resources, projects and initiatives;

- to collect and access EUBrazilOpenBio resources: a working area, restricted to consortium members only, to allow direct access to the project management tools such as the web channel integrated wiki; the BSCW repository and Issue Tracking System.

- To promote the "EUBrazilOpenBio results" through web sections that are open to all visitors and collect public available results;

The public website is compliant with the FP7 Guidelines for Communication on Projects and is part of the planned Dissemination activities, and thereby included in WP5. Deliverables 5.2 and 5.3 EUBrazilOpenBio Web Portal Delivery is under the responsibility of TRUST-IT.

3.2 Internal supporting tools

A series of tools are set up to facilitate the collaborative work within the project. These tools include an array of distribution lists, a shared workspace, a Wiki and an issue tracking system. An LDAP-based mechanism for Authentication has been deployed by CNR in order to to facilitate the access to all supporting tools with a unique user name and password for each project member.

3.2.1 Distribution lists

The table below outlines the various distribution lists created specifically for the project and their intended use. These lists are managed by BSC and their purpose is to provide specific channels for communication and discussion within the different activities and bodies of the project. Partners may request the creation of mailing lists for specific project activities by sending a request to BSC's Project Office (info@eubrazilopenbio.eu) listing names, organisation and mailing address of recipients and purpose of list.

List	Members	Description
EUBrazilOpenBio@bsc.es	All	General distribution list
OpenBio-coordination@bsc.es	BR & EU Coordinators and SDs	Coordination list
OpenBio-GB@bsc.es	BR & EU Coordinators and 1 representative per partner	Governance Board list
OpenBio-PEB@bsc.es	BR & EU Coordinators, SDs, WPLs and WP Deputies	Project Executive Board list
OpenBio-SAB@bsc.es	SAB members, BR & EU Coordinators and SDs and 1 Trust-IT representative	Strategic Advisory Board list
OpenBio-WP2@bsc.es	WP2 participants	WP2 list
OpenBio-WP3@bsc.es	WP3 participants	WP3 list
OpenBio-WP4@bsc.es	WP4 participants	WP4 list
OpenBio-WP5@bsc.es	WP5 participants	WP5 list
OpenBio-WP6@bsc.es	WP6 participants	WP6 list
OpenBio-RTD@bsc.es	WP2, WP3 & WP4 participants	RTD activities list
OpenBio-EUadmin@bsc.es	EU Admin & Legal contacts per partner	European Administrative issues distribution list

Table 3.1 – EUBrazilOpenBio distribution lists

3.2.2 BSCW Shared Workspace

To promote an organised sharing of documents among the project members, a shared workspace has been created by relying on the BSCW[1] software. This software supports a rich array of collaboration oriented facilities including (i) the storage, sharing and management of files, (ii) a fine-grained controlled access to the shared files, (iii) the management of appointments through a shared calendar, (iv) the awareness of teammates' activities through a detailed reporting activity.

The EUBrazilOpenBio shared workspace is hosted by CNR-ISTI and can be accessed through the URL:

http://bscw.research-infrastructures.eu/

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[1] http://public.bscw.de/en/index.html

The EUBrazilOpenBio shared workspace is organised as follows:

Folders in the repository	Description
Contractual Documents	Latests versions of all project documents: EC-Grant agreement, CNPq contract, Coordination Agreement, Consortium Agreement, European and Brazilian DoW, etc.
Project Meetings and Calls	Contains all details from past and upcoming project meetings and conference calls: agenda, minutes, presentation, travel information, etc.
Deliverables	Contains an updated list of the Deliverables and Milestones of the project as well as all submitted documents.
Publications	Contains an updated list of all published material external to the project official documentation, as well as copies of it when available.
Templates & Logos	Templates for all relevant documents, presentations and reports, as well as relevant logos.
Dissemination material	Contains the EUBrazilOpenBio public presentation, the project's brochure, and all other dissemination material used for presenting the project.
Work Packages	Contains a folder for each Work Package for the sharing of any material in the context of a given activity.

Table 3.2 – Repository core structure

3.2.3   RTD Wiki service

In order to support the activity of the three Work Packages partaking to the development and exploitation of the EUBrazilOpenBio infrastructure, a Wiki service has been deployed and offered by TRUST-IT. The service is available at the following URL:

http://wiki.eubrazilopenbio.eu/

The goal of this Wiki site is to allow project members involved in use cases development (WP2), software technology development (WP3) and infrastructure deployment and operation (WP4) to document their plans and report on the current status of their activities in a highly collaborative and "living" way.

This Wiki service is also exploited to implement and host the 'living' project deliverables the three RTD work packages are called to produce, namely 'D2.1 Use Case Requirements Specification', 'D2.2 Use Cases Validation Report', 'D3.1 Development Planning and Coordination', and 'D4.1 Infrastructure Set-up, Planning and Coordination Report'.

All the participants in the three involved work packages are involved in the population of the RTD Wiki and its Work Package Leaders are responsible for maintaining and managing it.

3.2.4   Issue Tracking System: TRAC service

In order to create, update and organise a number of activities involved in the development and exploitation of the EUBrazilOpenBio infrastructure, an issue tracking service – based on the TRAC[2] system – has been deployed and offered by CNR-ISTI. The service is available at the following URL:

https://issue.eubrazilopenbio.research-infrastructures.eu/

The goal of this service is to provide WP2, WP3 and WP4 members with a tool for creating and managing tickets representing tasks, issues, bugs, requests and the like governing the development of the use cases, the enabling technology as well as the EUBrazilOpenBio infrastructure and the overall service offered through it. These tickets are organised in a number of ways. A timeline shows all current and past events and activities making the acquisition of an overview of the project activities and tracking progress very easy. Moreover, a living roadmap shows the road ahead by listing the upcoming milestones and the associated tickets.

In tandem with the RTD Wiki service, this service contributes to realise the deliverables documenting the plans for use cases development, technology development and infrastructure set-up.

4   Project Meetings and Reviews

The organization of a meeting, either face-to-face as conference call meetings, shall be in accordance with the general procedures described in this section.

Management meetings include the meetings of the Governance Board, the Project Executive Board and the Strategic Advisory Board, and are previously programmed meetings, often in connection with other project events, with regular conference calls set for following issues. Management meetings are chaired by the corresponding chair of each board.

Technical meetings include specific tasks meetings and Work Packages' meetings within the project activity and have no specific meeting schedule but are intended solve specific technical problems, preparation of events, etc. Chairing of technical meetings correspond to the initiator of the meeting or, alternatively, task/WP leader.

4.1   Meeting procedures

4.1.1   Agenda, planning and logistics

Meeting dates should be chosen sufficiently in advance to ensure the possibility for all participants concerned to attend. If possible, face-to-face meetings with different purposes should be combined to save both time and money.

Meeting organisation and logistics are under the responsibility of the hosting partner organisation, in collaboration with the corresponding Coordinator's Project Office. All meeting information including logistics (address, maps, travel details, contact details & hotel's recommendations) will be distributed to the partners by mail, and it will also be made available on the internal project repository.

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[2] http://trac.edgewall.org

Each project meeting, call or face-to-face meeting, must have a structured agenda, clearly showing the issues to be discussed during the meeting, the person responsible for each point on the agenda and the time frames foreseen. The agenda should be created by the meeting's chair, distributed in advance (minimum one week prior to the meeting) and uploaded into the project's repository.

The meeting agenda contains some standard sections and will be prepared following the template available on the repository.

4.1.2 Minutes

Each meeting will be documented afterwards by minutes summarising the results, and by a list of Decisions and Action Items agreed upon during the meeting. The minutes are produced by the chair of the meeting and later reviewed by the Coordinators before the draft is distributed to the partners. Draft minutes must be circulated and placed on the EUBrazilOpenBio repository within two (2) weeks after a meeting, and will be subject to approval by all Partners. The minutes shall be considered as accepted by the consortium if within seven (7) calendar days from receipt, no member has objected in a traceable form to the meeting chair.

Minutes of all periodic meetings have the same structure and are produced using the EUBrazilOpenBio minutes template which can be found on the project repository. The main information that minutes contain is:

- Meeting date and place,
- List of participants, apologies and absentees,
- Agenda,
- List of documents distributed during the meeting
- Information on the next meeting (if agreed).

And for each point addressed as part of the agenda:

- Summary of discussion (if relevant),
- Decision(s) made,
- Open issues,
- Action items clearly highlighted with relevant deadlines set,
- Supporting information (if relevant).

An updated Action list will be maintained in the root directory of the project repository in order to track their status.

4.1.3 EUBrazilOpenBio Conference Calls

Conference calls will take place using a low cost system and the web conferencing system on the web channel will be used once in place (March 2012).

4.1.3.1 PEB monthly conference calls

Monthly Conference call PEB meetings will take place on the last Tuesday of each month at 17:00 CET (14:00 BRST) and last for approximately one hour. The PEB monthly call will substitute the RTD weekly call (see Section 4.1.3.2) the last week of each month. Call-in details will be sent to the corresponding PEB mailing list with the PEB meeting agenda one week before the call.

4.1.3.2 RTD Conference Calls

Because of the mutual dependencies among the activities of WP2, WP3 and WP4 it was agreed since the beginning to have conference calls involving members of these three project activities. Weekly Conference calls take place every Tuesday 17:00 CET and last for approximately one hour. Call-in details are announced through the dedicated mailing list (OpenBio-RTD@bsc.es) with the WP meeting agenda one day before the call. Minutes of the call are produced in real time by relying on the RTD Wiki (cf. Section 3.2.3).

4.2 Review process

Review objectives are to assess the work carried out under the project over a certain period by evaluating the project reports and deliverables relevant to the period in question and covering scientific, technological and other aspects relating to the proper execution of the project. Reviews are carried out by the corresponding officers of the funding agencies granting the project with the assistance of external scientific or technological experts previously appointed, altogether referred to as *Reviewers*.

EUBrazilOpenBio reviews will be carried out in coordination between the EC and CNPq, dates coinciding with other projects of the EU Brazil Call reviews. Two reviews are planned, first one after month 16 in Europe and the final review after month 28 in Brazil. The participation of one representative of each partner is required.

4.2.1 Review preparation and rehearsal

Review dates, agendas, duration and locations are determined by the EC and the CNPq based on previous discussions with both coordinators to fix partner's availability and items of the agenda.

The Coordinators are in charge of defining the objectives of EUBrazilOpenBio project reviews, prepare a detailed agenda and coordinate partners contributions to the preparation of the reviews. It is usually under the responsibility of the WPLs to prepare and present the work achieved during the period at the review meeting.

A rehearsal of the presentation for the review will be organized by the corresponding Coordinator two or three days prior to the Review meeting, according to the circumstances. All partners participating to the Review must also participate in this preparatory meeting. This rehearsal aims to present and comment all presentations prepared for the review meeting in order to verify the quality and consistency, and making the appropriate corrections or changes.

For this purpose, the presentations for the review must be available in the project repository one (1) week before the rehearsal meeting to enable all participants to read and prepare their comments on each presentation.

4.2.2 Review conclusions and recommendations

A dedicated GB conference call will be set up after the review meeting and once the reviewers' recommendations are received by the coordinators. GB is in charge of analysing the document and proposing any corrective actions that may be needed to address the reviewer committee's recommendations received.

5 Deliverables

The project deliverables constitute documentation of project results, and are indicators of the project progress. The list of deliverables appearing in section B1.3.3 of the DoW are contractually bound to be submitted to the EC and are strictly tied to the breakdown of the work into Work Packages that constitutes the structure of the project. A folder on the project repository is dedicated to hold the deliverables and related tables such as the Deliverables and Milestones list. Deliverables nature may be Report, Prototype or Other (e.g. website, wiki page) and shall follow certain quality standards.

5.1 Deliverables structure

An EUBrazilOpenBio Deliverable Template in Word format is available at the project repository and should be used when preparing deliverables of type "Report". Other types of deliverable (prototypes, wikis, …) need to be documented with a written document, e.g. a user manual, specifications, demo scenario description, evaluation report, or other appropriate documents. Written deliverables should comprise at least the following sections:

- **Cover Page**

It contains the information as regards the deliverable, name, version, author, submission date, etc. Partners are requested to fill in the front page ensuring that all the information is correctly provided.

- **Disclaimer**

Information on the document, rights concerning reproduction of part or all of contents, liability of authors towards their organisations, the project funding bodies as well as acknowledgement of funding sources.

- **Version and reviews log**

A table reporting the changes made when delivering a new version of the document should be provided. For each version, the author(s) and the related unit, the date, the status of the document and a short description of the changes made are reported. Equally for internal reviews of the document.

- **Executive Summary**

The executive summary is a 1-2 pages synopsis, or general overview, summarising the content of the document.

- **Table of contents**

- **Deliverable content**

Body of the deliverable. It includes an introduction, technical remarks and the specifications. Further, it describes the methodology used, the work done and the detailed results. A conclusion and references used for the production of the deliverable are also included.

- **Annexes**

5.2 Production of deliverables

Each deliverable tackles a specific subject, and has an owner responsible for the production of the document. The owner of the deliverable is responsible for the definition of the Table of Contents, the

coordination and merging of partner contributions, and the production of the different versions of the document. Each deliverable will go through two reviews before being sent to the corresponding funding agency(ies), if it is required.

The deliverable owner should take into account realistic timings for the submission of the several versions, and therefore require partner's contributions sufficiently in advance, in order to meet the established date for its submission to the Commission, as indicated in the DoW (see Figure 5.1).

5.2.1 Initial review

When the first version of a deliverable has been completed, it should be sent to its appointed reviewer with copy to the coordination mailing list. Reviewers have 1 week to check the format and content of the deliverable and provide modifications and comments to the author. These comments will be sent to the author through the "EUBrazilOpenBio deliverable review sheet template" available in the project repository. In this sheet the following information will be detailed:

- Checks of the overall format of the document: name, date, tables, executive summary, reference list, etc.
- Contents of the deliverable: include comments, and recommendations of the reader, if applicable.

Comments are considered by the author and relevant changes made within 1 week. These are recorded in the table of log changes including the name and organisation of both the reviewer and the person who implemented the changes.

A first version of the distribution of deliverable review responsibilities has been defined in Annex 1 of this document.

5.2.2 GB final review and approval

The reviewed and eventually modified version is then sent to the Governance Board (GB) for final review and approval together with the initial Review Form produced by the reviewer. GB members must either review the document and notify the author of their approval of the document as a final version, or review the document and send any track changes and comments to the author within 1 week. It is the responsibility of each GB member to respond to the author within the time limit stipulated.

The author should collect all responses sent within the time limit and produce the final version of the document recording any changes in the table of log changes. This iterative procedure will be repeated as necessary, until approval is given by all GB members.

The final version of the deliverable should be sent to the Coordinators for approval at least 2 days before the due date, who will upload the document on the project repository and transmit it by electronic means to the EC, and to the CNPq when required.
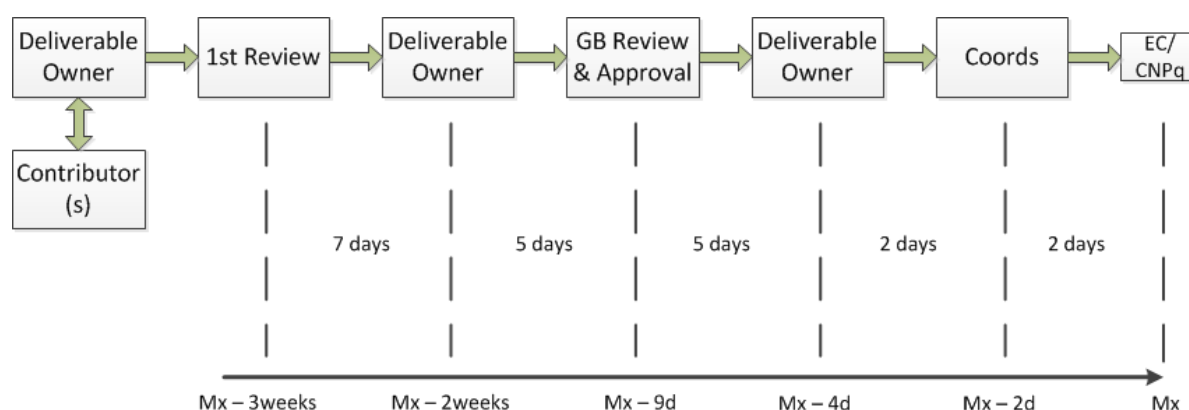
Figure 5.1 – Deliverables review process

6 Periodic Reporting and progress monitoring

Periodic and progress activity reporting assist project management, the EC and the CNPq, to monitor the project in terms of progress according to the work plan and any deviations, achievements and difficulties encountered. During the course of the project, activity reporting will be conducted in two forms: through two Progress Activity Reports (D1.2 and D1.4) prepared respectively at the end of months 10 and 22 of the project, and Periodic Activity Reports (D1.3 and D1.5) prepared at the end of each effective year (months 16 and 28) and including financial information.

Periodic Activity Reports are contractual obligation for both the European and the Brazilian projects. The EU consortium must provide each Periodic Report at the latest 60 days after the completion of each period: M1-M16 and M17-M28. Periodic Reports in this case are established following a template provided by the EC.

6.1 Activity/Progress reporting

The progress and periodic reporting will gather information on each Work Package based on:

- Objectives planned for the period
- Technical progress and significant achievements during the reporting period for each WP and Task
  - Main activities carried out during the period
  - Status of milestones and deliverables;
  - Problems encountered, risks identified;
  - Deviations/delays encountered and contingency plans
- Dissemination activities during the period;
- Resource consumption;
- KPIs and specific metrics (when applicable);
- Meetings;
- Plans for the coming period

Progress and Periodic Activity Reports preparation is led by the project Coordinators with close collaboration and contributions from Work Package Leaders. WPLs are responsible for collecting and merging the contributions from Task Leaders in order to complete the *"Work progress and achievements during the period"* section of the reports:

- Summarize the progress towards objectives and details for each task
- Highlight clearly significant results
- Explain the reasons for deviations from Annex I Description of Work and their impact on other tasks as well as on available resources and planning (if applicable). Base the explanation in specific WP metrics and KPIs when defined.
- Explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (see Section 6.2)
- Provide a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary (see Section 6.2)
- Propose corrective actions (if applicable).

6.1.1 Key Performance Indicators (KPIs)

Key Performance Indicators are quantifiable measures that will be used to set specific targets for activities monitored that are deemed critical to the successful outcome of the project. KPIs also serve as performance management tools for the project consortium and its milestones, ensuring the effective and successful delivery, dissemination, deployment and exploitation of the EUBrazilOpenBio results.

KPIs are also reported in the periodic reports producing a valid picture for the performance of the project and its partners as a whole. KPIs defined for project management (WP1) are summarized in Table 6.1 - WP1 Key Performace Indicators. The Strategy & Plan for Communication and Education Services (D5.1) will establish co-ordinated activities and KPIs to ensure effective and successful dissemination outcomes and measure community engagement.

WP	KPI	Purpose	Target value	Responsible
1	Effort Consumption Quote (ECQ)	To monitor the consumption of effort compared with an initial linear Effort Consumption Estimation (ECE)	(ECQ-ECE)/ECE < 20%	BSC (All partners will provide monthly information)
1	Deliverable submission delay (DSD)	Number of day of delay in submitting each deliverable divided by the number of deliverables due at that month	DSD = 0	BSC
1	Milestones Achievement delay (MAD)	Number of day of delay in achieving each Milestone divided by the number of milestones expected at that month	MAD = 0	BSC

Table 6.1 - WP1 Key Performace Indicators

6.2 Table Resources consumption and financial reporting

Effort consumption reporting is part of Progress and Periodic activity Reports, while financial reporting is required to be included in Periodic Activity Reports uniquely.

EU and BR Coordinators are in charge of collecting this information from each partner in order to complete the Activity Reports and to monitor the progress of the project.

A dedicated folder will be created inside WP1 folder on the project repository containing:

- EC and CNPq reporting guidelines,

- EUBrazilOpenBio templates for effort and expenditure reporting and previously delivered activity reports.

- Effort and Cost reporting templates contain tables for collecting the data on PMs and EURO spent by the partner in each period.

Effort Consumption

Resource consumption reports will be provided for each Activity Report through the same *"EUBrazilOpenBio Effort Consumption"* template. The resource consumption will be tracked per partner effort spent per WP and task.

The DoW contains the initial planning for the total project duration. The person-months (PMs) allocated to each partner in each task will be translated into the reporting template available with regards to the timeline of the specific tasks per partner in order to facilitate the reporting.

Financial Reporting

Each partner will be required to provide, in addition to the completed *"EUBrazilOpenBio Cost Reporting"* table, a thorough "Explanation of the use of the resources", including an explanation of personnel costs, subcontracting and any major costs incurred by the partner, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages.

European partners will also be required to provide Financial Statements or Form Cs and will have to complete the financial forms online on the European Commission platform. Templates have been created by the Commission and will be used for both of the above items.

Please note that no European partner is currently required to produce a "certificate on the financial statement" for either reporting period.

7 Acronyms and Abbreviations

Acronym	Definition
AFD	Administrative and Financial Director
BSCW	Project shared workspaceRepository
CA	Consortium Agreement
CNPq	National Council for Scientific and Technological Development of Brazil
CooA	Coordination Agreement
DoW	Description of Work
EC	European Commission
GB	Governance Board
KPI	Key Performance Indicators
PEB	Project Executive Board
PM	Person-Month
RTD	Research and Technology Development
SAB	Strategic Advisory Board
SD	Scientific Director
ToC	Table of Contents
WP	Work Package
WPd	Work Package deputy
WPL	Work Package Leader

Table 7.1 – Table of Acronyms

Annex 1 - List of Deliverables & Internal Review Timeline

Del. no.	Deliverable name	WP no.	Related Task(s)	Lead benefi-ciary (EU)	Lead beneficiary (Brazil)	Estimated indicative person months (DoW)	Nature	Diss. Level	Delivery date (project month)	Owner	Reviewing Partner 1	Contractual Due Date	1st Draft Available / start of 1st Review	End of 1st Internal Review	End of 2nd Internal Review	Final version Available	To the EC
D1.1	Quality Plan	WP1	T1.2	BSC	CRIA	1,00	R	PU	M3+4	BSC	UPVLC	31/12/2011	09/12/2011	16/12/2011	27/12/2011	29/12/2011	31/12/2011
D2.1	Use Case Requirements Specification	WP2	T2.1, T2.2, T2.3	UPVLC	CRIA	9,00	O	PU	M3+4	CRIA	BSC	31/12/2011	09/12/2011	16/12/2011	27/12/2011	29/12/2011	31/12/2011
D3.1	Development Planning and Coordination	WP3	T3.1	CNR	UFF	7,00	O	PU	M3+4	CNR	CRIA	31/12/2011	09/12/2011	16/12/2011	27/12/2011	29/12/2011	31/12/2011
D4.1	Infrastructure Set-up, Planning and Coordination Report	WP4	T4.1, T4.2	CNR	UFF	5,00	O	PU	M3+4	UFF	UPVLC	31/12/2011	09/12/2011	16/12/2011	27/12/2011	29/12/2011	31/12/2011
D5.2	EUBrazilOpenBio Web Portal Delivery	WP5	T5.1	TRUST-IT	CRIA	4,00	O	PU	M3+4	TRUST-IT	CESAR	31/12/2011	09/12/2011	16/12/2011	27/12/2011	29/12/2011	31/12/2011
D5.1	Strategy & Plan for Communication and Education Services	WP5	T5.1, T5.2	UPVLC	CESAR	5,00	R	PU	M5+4	UPVLC	BSC	29/02/2012	08/02/2012	15/02/2012	24/02/2012	27/02/2012	29/02/2012
D1.2	Progress Activity Report	WP1	T1.1	BSC	CRIA	1,00	R	CO	M6+4	BSC	TRUST-IT	31/03/2012	09/03/2012	16/03/2012	26/03/2012	28/03/2012	31/03/2012
D3.2	EUBrazilOpenBio Software Platform Core	WP3	T3.2, T3.3	CNR	UFF	14,00	O	PU	M6+4	CNR	UPVLC	31/03/2012	09/03/2012	16/03/2012	26/03/2012	28/03/2012	31/03/2012
D3.3	Niche Modeling Services	WP3	T3.3, T3.4	CNR	UFF	8,00	O	PU	M6+4	UFF	SP2000	31/03/2012	09/03/2012	16/03/2012	26/03/2012	28/03/2012	31/03/2012
D5.3	EUBrazilOpenBio Web Portal Final Delivery	WP5	T5.1	TRUST-IT	CRIA	6,00	O	PU	M6+4	TRUST-IT	CESAR	31/03/2012	09/03/2012	16/03/2012	26/03/2012	28/03/2012	31/03/2012
D4.2	Infrastructure Enhancement and Optimisation Report	WP4	T4.2, T4.3	BSC	UFF	12,00	R	PU	M8+4	UFF	CNR	31/05/2012	10/05/2012	17/05/2012	25/05/2012	29/05/2012	31/05/2012
D3.4	EUBrazilOpenBio Software Platform Extensions	WP3	T3.4	CNR	CRIA	17,00	O	PU	M9+4	CNR	SP2000	30/06/2012	08/06/2012	15/06/2012	25/06/2012	27/06/2012	30/06/2012
D1.3	Periodic Report	WP1	T1.1	BSC	CRIA	2,00	R	CO	M12+4	BSC/CRIA	CNR	30/11/2012	09/11/2012	16/11/2012	26/11/2012	28/11/2012	30/11/2012
D2.2	Use Cases Validation Report	WP2	T2.4	UPVLC	CRIA	10,50	R	PU	M12+4	UPVLC	CNR	30/09/2012	06/09/2012	13/09/2012	25/09/2012	27/09/2012	30/09/2012

Del. no.	Deliverable name	WP no.	Related Task(s)	Lead beneficiary (EU)	Lead beneficiary (Brazil)	Estimated indicative person months (DoW)	Nature	Diss. Level	Delivery date (project month)	Owner	Reviewing Partner 1	Contractual Due Date	1st Draft Available / start of 1st Review	End of 1st Internal Review	End of 2nd Internal Review	Final version Available	To the EC
D4.3	Infrastructure Enhancement and Optimisation Report	WP4	T4.1, T4.3, T4.4	BSC	UFF	19,00	R	PU	M16+4	BSC	CRIA	*31/01/2013*	10/01/2013	17/01/2013	25/01/2013	29/01/2013	31/01/2013
D1.4	Progress Activity Report	WP1	T1.1	BSC	CRIA	1,00	R	CO	M18+4	BSC	SP2000	*31/03/2013*	14/03/2013	21/03/2013	26/03/2013	28/03/2013	31/03/2013
D6.1	Socio-economic Impact Report	WP6	T6.1	BSC	CRIA	4,00	R	PU	M22+4	BSC	UFF	*31/07/2013*	10/07/2013	17/07/2013	25/07/2013	27/07/2013	31/07/2013
D6.2	EUBrazilOpenBio and Future Collaborations - A Joint Action Plan	WP6	T6.3	TRUST-IT	CRIA	3,00	R	PU	M23+4	CRIA	UPVLC	*31/08/2013*	09/08/2013	16/08/2013	27/08/2013	29/08/2013	31/08/2013
D1.5	Periodic Report	WP1	T1.1	BSC	CRIA	2,00	R	CO	M24+4	BSC/CRIA	TRUST-IT	*30/11/2013*	08/11/2013	15/11/2013	26/11/2013	28/11/2013	30/11/2013
D1.6	Final Report	WP1	T1.1	BSC	CRIA	3,00	R	PU	M24+4	BSC/CRIA	CNR	*30/11/2013*	08/11/2013	15/11/2013	26/11/2013	28/11/2013	30/11/2013
D5.4	Final Report on EUBrazilOpenBio Communities	WP5	T5.3	TRUST-IT	UFF	7,00	R	PU	M24+4	UFF	CNR	*30/09/2013*	09/09/2013	16/09/2013	24/09/2013	26/09/2013	30/09/2013
D6.3	Final Plan for Dissemination, Exploitation & Sustainability	WP6	T6.2	TRUST-IT	CRIA	4,00	R	PU	M24+4	TRUST-IT	CNR	*30/09/2013*	09/09/2013	16/09/2013	24/09/2013	26/09/2013	30/09/2013