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G A N A N A

Europe-India Partnership for HPC in Scientific Computing

D1.1 – Management Plan

WP1: Management & Dissemination

Under Review

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Executive Summary

This document describes GANANA's management structure, the organization of different units, contact personnel and operational planning (including collaborative tools) for the duration of the entire project. The procedures and practices described may be changed in future as needs arise.

Contents

1 Introduction

This document should be read in conjunction with the GANANA Grant Agreement, including the Description of Action and the Consortium Agreement. It contains information about partner contacts, email lists, the project website, collaboration tools and reporting. Further procedures regarding the quality assurance processes, including documents rules, deliverables and approval procedures, publications, and presentations will be defined in the upcoming deliverable D1.2 - *Quality Assurance and Risk Management Plan.*

2 Partner List

The GANANA Consortium includes 11 partners from 7 EuroHPC member states as listed in **Error! Reference source not found.**.

Beneficiary number	Beneficiary name	Beneficiary short name	Country
1	Kungliga Tekniska Högskolan	KTH	SE
2	Universiteit Utrecht	UU	NL
3	Goethe University Frankfurt	GUF	DE
4	BSC Barcelona – Centro Nacional de Supercomputación	BSC	ES
5	AGENCIA ESTATAL CONSEJO SUPERIOR DE INVESTIGACIONES CIENTIFICAS	CSIC	ES
6	Universidad de Málaga	UMA	ES
7	CINECA CONSORZIO INTERUNIVERSITARIO	CINECA	IT
8	FONDAZIONE CENTRO EURO-MEDITERRANEO SUI CAMBIAMENTI CLIMATICI	CMCC	IT
9	BULL SAS	BULL	FR
10	CSC-TIETEEN TIETOTEKNIIKAN KESKUS OY	CSC	FI
10.1	JYV ASKYLAN YLIOPISTO	JYU	FI

3 Contacts and Email lists

Contacts of partner representatives and work package leaders are presented in the following tables.

3.1 Contacts for Partner Representatives and Management Board members

Partner	Name
KTH	Rossen Apostolov
UU	Alexandre Bonvin
GUF	Nishtha Srivastava

BSC	Fabrizio Gagliardi
CSIC	Leonardo Mingari
UMA	Jorge Macías
CINECA	Fabio Affinito
CMCC	Italo Epicoco
BULL	Antsa Ratsima
CSC	Nico Salmela
JYU	Gerrit Groenhof

3.2 Contacts for Work Package Leaders

Partner	Name
WP1 leader	Rossen Apostolov (KTH)
WP1 deputy	Arianna Acierno (CMCC)
WP2 leader	Nico Salmela (CSC)
WP2 deputy	Tamara Kovazh (BSC)
WP3 leader	Alexandre Bonvin (UU)
WP3 deputy	Dmitry Morozov (JYU)
WP4 leader	Nishtha Srivastava (GUF)
WP4 deputy	Natalia Zamora (BSC)
WP5 leader	Xavier Yepes (BSC)
WP5 deputy	Erwan Raffin (BULL)
WP6 leader	Rossen Apostolov (KTH)
WP6 deputy	Vanessa Iglesias (BSC)

3.3 Email lists

Email communication within the consortium is facilitated by several main email distribution lists, as shown in the table below.

List Name	Purpose
ganana-eu-all	All members of the project
ganana-eu-office	Project office with personnel from the coordinator KTH
ganana-eu-finance	Financial representatives of all partners
ganana-eu-board	Executive and Project Management Board members (see below what EB and PMB is)
ganana-eu-connect	Activities related to expertise exchange, mobility program, events and resource sharing (WP2 and WP6)
ganana-eu-life	Life Science pillar (WP3)
ganana-eu-hazards	Geohazards pillar (WP4)
ganana-eu-climate	Weather and Climate pillar (WP5)

ganana-council	High-level coordination with coordinator of the India counter-project

The Indian counterpart project has setup the same mailing list for transparent communication. Those lists are however name ganana-india-* instead of ganana-eu-*.

4 Project Organization and Management

4.1 Management structure

The management structure is designed to ensure the implementation of the overall project objectives in an efficient and secure way. The individuals selected for leading project positions hold similar positions in ongoing projects and have extensive experience from international collaborative projects, and in delivery of high-quality research, software development, support, and training. Accurate quantitative and qualitative metrics for the project and its activities will be defined in the upcoming deliverable D1.2 - *Quality Assurance and Risk Management Plan*.

Given the size of the consortium and the complexity of the project, a lean management structure of GANANA has been setup to ensure successful technical and administrative execution of the work program. Central to the management of the project is a series of Boards and associated roles as shown in the figure and described below.

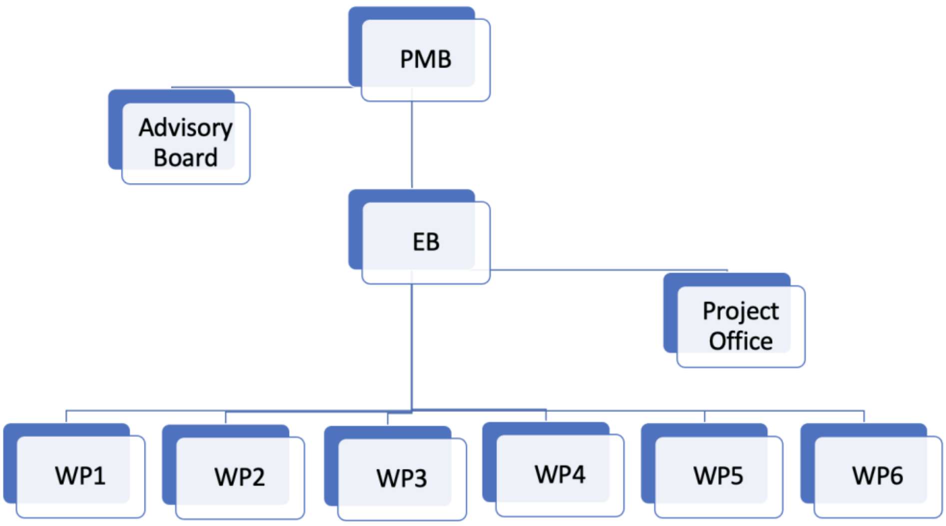

Figure 1. Organizational structure of the project.

4.2 Project Management Board

The ultimate authority of the project is the Project Management Board (PMB), composed of one member per partner. The PMB will meet every 6 months, either remotely or in-person. More frequent meetings will be called if necessary to deal with unexpected issues. The PMB will be chaired by the Project Director. The PMB is responsible for approving major changes in project plans, including changing partner budgets if required to realize project plans and objectives. The PMB will monitor the project status based on regular progress reports provided by the project director and approve project deliverables and reports. The PMB may request revised project plans from the project director. The intricacies of the consortium relations will be governed by a Consortium Agreement, drawn up with the assistance of the legal services of the coordinating partner in close collaboration with the participating institutions. This agreement will also specify clear conditions by which responsibility and corresponding EU funding will be re-assigned to other partners in case of, e.g. persistent failure to deliver the due work. An Advisory Board will act as external advisory body to the PMB.

The main tasks of the PMB are to:

- Set the strategic direction of the project and its roadmap and technical vision.
- Ensure that the work of the project is focused on exploitable goals.
- Advise the Executive Board in the management of the project.
- Monitor on behalf of the partners the management of the project.
- Address external risks which may impair progress towards the Project's objectives and propose strategies to address those risks.
- Delegate responsibility for the day-to-day running of the project to the project director with support from the Executive Board.
- Address and document all issues raised by external regulatory and other bodies relevant to the objectives of the project.
- Ensure proper implementation of the rights and obligations of all Partners in accordance with the Contract and the Consortium Agreement.
- Approve any amendments to the Contract and Consortium Agreement.
- Address ethical, legal and gender issues relevant to the project.
- Decide upon the inclusion and exclusion of Partners.
- Approve project budgets.
- Assess performance of the project and take appropriate measures if performance is found to be lacking.
- Address all relevant Intellectual Property issues raised by Participants.
- Resolve any conflict between the Executive Board and any Partner.

4.3 Conflict resolution

An important role of the PMB is to arbitrate between partners should conflict arise. If the issue cannot be resolved within the project, an external arbitrator will be appointed, as described in the Consortium Agreement. The provision in the Consortium Agreement in this regard is a customary mediation plus arbitration clause (ref. section 11.8 of the DESCA Model Agreement). It is set out explicitly in the Consortium Agreement that, although one of the tasks of the Project Management Board is to arbitrate between the Parties, a Party may nonetheless opt to initiate mediation and arbitration in accordance with Section [11.8] of the Consortium Agreement at any time.

4.4 Executive Board

The executive management of the project will be coordinated by the Executive Board (EB), composed of the work package leaders and chaired by the project director. The EB will ensure the progress of the project with respect to the Description of Work (including reporting, deliverables and milestones monitoring, key event coordination, and relations with collaborating projects) and will meet every second week (usually online). Issues not resolved in the EB will be forwarded by the project director to the PMB. The main tasks of the EB are to:

- Direct the project according to the work plan taking corrective actions as needed.
- Ensure deliverables are of good quality and on time.
- Support the Project director in all reporting activities towards the Project Management Board and EC.
- Ensure that there is a shared technical vision across all activities.
- Monitor progress towards the technical objectives of the project.
- Ensure that the technical activities interact effectively.
- Ensure the free flow of information between the activities.
- Prepare and update quality-assurance procedures and guidelines.
- Ensure that the interdependencies of the technical activities are effectively addressed.
- Identify and address technical risks, which may impair progress towards the Project’s technical objectives and propose strategies to address these risks.
- To improve information flow between the partners and the collaborative spirit of the project, all-hands meetings will be organized every 6 months to assess progress and provide detailed planning of the next steps.

The project will be led by the Project director supported by the relevant administrative and financial support team in the management activity WP1, who will report directly to and liaise with the European Commission. The Project director reports to the PMB. The Project director will:

- Set up the overall management structure according to the management plan
- Resolve issues
- Provide administrative support to partners via the WP1 support team
- Chair the Executive Board and ensure effective management at all levels of the project hierarchy
- Ensure effective operation of the project and ensure that all partners’ efforts are focused towards achieving its objectives

- Act as primary point of contact between the project and the EC
- Ensure timely delivery of project deliverables to the EU
- Ensure documentation and dissemination of project results by responsible partners
- Provide Activity Report as requested by the EU
- Provide Management Report as requested by the EU.
- Act as primary management contact with other related National and European projects and initiatives
- Other responsibilities as defined by the Contract and the Consortium Agreement.

4.5 Work packages

The technical and scientific management structure draws on the work packages managed individually and overall by the EB to ensure the coherence of the project. Each Work Package Leader is responsible for providing the Project director with detailed plans for the activities, and for the implementation of plans approved by the Project director. Work Package Leaders may request change of plans or staffing as warranted by project outcomes or insights gained. Work Package Leaders report to the Project director. This management structure permits on-going monitoring of the progress of the project against the work plan, with effective problem detection and resolution processes in place. All work package leaders will be approved by the Project Management Board.

Each Work Package Leader is responsible for:

- Coordinating the communication and work between partners within their work package.
- Understanding work package constraints and coordination issues.
- Ensuring progress towards work package milestones and deliverables.
- Ensuring that all work package reports and deliverables are produced in a timely fashion.
- Ensuring that results and outputs are disseminated effectively to other work packages and in particular the Dissemination Work Package Leader.
- Ensuring good communication with other work packages.
- Reporting the progress of their work package to the Executive Board.
- Providing support for the Project director via the Executive Board.
- Coordinate the communication and activities with the respective work package leader from the Indian partner project.

They will be expected to set up regular meetings between participants within their work package.

Deputy work package leaders will maintain an awareness of the work package leader responsibility outcomes and will step in for the work package leader if required.

4.6 Advisory Board

Strategic guidance to the direction of activities in BioExcel-3 will be supported by an external Advisory Board. Its main role will be to provide necessary support and feedback for achieving the envisioned impact of the project. The board will consist of 5-6 members with an appropriate background. The members of the SAB and IAB will be confirmed in the first months of the project (milestone M5.2).

4.7 GANANA council

To facilitate the communication with Indian partners, a dedicated GANANA council will be established. It will include the WP leaders from both projects. The council will meet every quarter to synchronize the activities and coordinate work across the EU and India regions.

5 Operations

5.1 Project meeting schedule

Meetings will be held according to the following schedule:

- EB – the main activity for project execution and coordination is run as video teleconference meetings once every two weeks
- PMB – face-to-face meetings twice a year, typically during the project all-hands meetings
- WP – organized as needed by the WP leaders, typically also once every month virtually but also in person if there is a need for better / faster work co-ordination
- All-hands meetings – twice a year all project partners meet for typically a two-day event

In order to strengthen the community, improve the engagement and bring impact to the wider communities, we consider organizing workshops and symposia meeting jointly with our Indian collaborators and invite research groups outside of the project members.

5.2 Decision making

As mentioned above, project operations are run by the EB, which is responsible for making decisions regarding ongoing work. Those are discussed during the regular teleconference meetings and WP specific tasks are agreed during separate teleconference (or face-to-face) meetings of personnel involved. All decisions are shared with the PMB.

Higher-level and strategic decisions are raised to the PMB for approval.

Each WP leader is responsible to ensure that the necessary progress is made along planned WP activities. All WP leaders oversee the work and communicate directly with all the personnel (from different partners) who are part of that WP. Thus, day-to-day decisions are taken by WP members, and their outcome is reported to the EB during regular teleconferences.

5.3 Conflict resolution

If conflict arises within a WPs' activities, this is first discussed at an EB meeting. If the conflict cannot be resolved by the EB, it is escalated to the PMB. If the conflict cannot be resolved by the PMB, an external arbitrator is appointed, as described abovethe Consortium Agreement section 11.8.

5.4 Quality control

Work package leaders oversee the tasks and activities in the respective packages and progress is reported to the EB. Results are discussed at the regular teleconferences and face-to-face meetings. Progress against KPIs and monitoring of risks are monitored quarterly.

All documents such as deliverables, reports, press releases as well as printed material (flyers, posters, roll-up etc.) are reviewed for acceptance by the EB. Web content is curated by a designated member from the outreach team. Support forums are monitored by a number of administrators and members of the user support team.

More details on quality control processes and procedures will be presented in D5.2 "Quality assurance and Risk Management"

5.5 Risk management

A number of potential risks and means for their mitigation are described in detail in D1.2 "Quality Assurance and Risk Management". The risks cover the important aspects of work in each of the WPs. Each risk has a person responsible for its monitoring and reporting to the EB. As a rule, risk assessment is done twice a year.

5.6 Rules and procedures

Members of the consortium are requested to follow a number of operational rules and expectations as agreed at the beginning of the project.

Operations

- Each partner organization has a representative in the PMB and they are expected to attend the PMB meetings. Minutes from the meetings are distributed to all partners as a notification of the decisions taken.
- Each partner appoints a designated person to lead the WP for which it is responsible. All WP leaders and their deputies are expected to attend all EB meetings.

- WP leaders are responsible for ensuring timely and quality execution of tasks within their WP. They are also responsible for curating the production of the respective deliverables, e.g. collecting contributions from partners and producing draft documents.
- All deliverables and associated reports are first reviewed by the EB. After that they are sent for approval to PMB. Documents are deposited in the EC portal and submitted to the commission by the Project Coordinator.

Documents management

- All documents relevant to the project work should be stored in the shared platform (see section 6.1)
- Deliverables and reports should use the document template as described in D1.4 - Communication, Dissemination and Exploitation Plan"
- Presentation slides should be made using the presentation template as described in D1.4. If GANANA activities are included as part of a wider scope presentation, where the fully branded template is not suitable, then the GANANA logo should be used in the acknowledgement sections.
- GANANA logo and EU flag/project number should be present on all promotional material such as posters and flyers.
- Publications by the partners should include in the acknowledgements sections a standardized paragraph describing the funding of the project.
- It is encouraged that all publications should be submitted to journal adhering to the Open Access policy and registered with OpenAire repositories.
- Documents containing restricted intellectual property information may be subject to restricted access and may be shared via suitable agreements.

Web content management

- All partners are responsible to provide material for website content. Before addition, the content will be moderated and curated to ensure the quality and sufficiency of the material.
- All partners are expected to notify CMCC dissemination team of news and information that is of interest for the community such as upcoming events, recent publications, recent software releases, notable achievements in the area. Reminders are being sent once a month.
- CMCC manages the project's social outreach platforms such as LinkedIn page and YouTube channel.

6 Project Management Tools

6.1 Document repositories

All documents needed or produced by the project are stored on a shared Microsoft Sharepoint platform provided by KTH. The platform is accessible by all consortium members.

Collaborative editing of documents is also using the Sharepoint platform.

6.2 Code repositories

Improvements and contributions to existing tools and projects, part of GANANA, will go back into their existing source code repositories. Otherwise, newly developed open-source code will be hosted on GitHub under a dedicated GANANA organization.

6.3 Project wiki

An internal knowledgebase will be setup as a wiki. It will provide updated information about how the project operates and it will be used as a reference by partners.

7 Conclusions

We have outlined the management structures of GANANA. As activities of the project develop in the course of the EU funding duration, additional dedicated managerial and operational structures might be set up to provide persistency and sustainability. This is a live document that will be kept updated throughout the lifetime of the project according to the needs arising.