# Project Administration Committee meeting 19th September 2012

# EGI Technical Forum, Prague.

Present:

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| Name | Institution | NGI |
| Csaba Hajdu | MTA | NGI\_HU |
| Boro Jakinovski | UKMI | NGI\_MK |
| Vicky Huang | ASGC | APGI (Asia Pacific) |
| Jana Rohhonova | CESNET | NGI\_CZ |
| Simon Leinen | SWITCH | NGI\_CH |
| Geraldine Fettahi | CNRS | NGI\_FR |
| Claire Devereux (Chair) | STFC | NGI\_UK |
| Rob van der Meer | EGI.eu | - |
| Sjomara Specht | EGI.eu | - |
| Catherine Gater | EGI.eu | - |
| Celine Bitoune | EGI.eu | - |

Agenda

1. Payments and remaining budgets
2. Global Task payments
3. Amendment no. 2
4. PPT and Quarterly Reports
5. Q and A

Claire Devereux welcomed everyone in Prague and discussions started at 11h10.

**Payments and remaining budgets**

PY2 costs session:

It is still under review after most of the clarifications have been forwarded to the Financial EC Officer. He was on holiday the last two weeks and we hope that we can finalise the process of clarifications within 1-2 weeks, then submit the session and get it validated.

*Additional notes to the minutes: please note that we will have less than 2 weeks to prepare the signature of the Form Cs validated. The shipment of original signed Form Cs to the Commission will determined the timeline for the next payment.*

The review report states that financial report was fully compliant and efficient provided in time despite the size of the project. We were even asked to provide in-depth details of the actual costs which NGIs spent on Global tasks. These costs were presented and assessed per services and tasks which are currently supported by NGIs and possibly will still be supported beyond the project funding. Although we prepared a template to identify your members per tasks over the year declaration in PPT, we know that it took an additional amount of time from your side to provide accurate figures.

So Thank you for your contributions in this complex process!

Remaining Budget:

In PY2, a total payment of 6,863,443€ has been transferred to the partners, including the balance of payments related to costs accepted in PY1 (PQ4-5-6-7). The project ceiling is set up at 90% of the total project budget, so ~21M, of which we already received 14M.

By consequence all costs submitted in PY2, estimated today at 6,978,609€, shall be paid if accepted by the Commission. The expected reimbursements to partners amount to 2M. This is the estimated balance between the advance quarterly payments paid out throughout PY2 and the costs submitted in PY2.

Finally in this scenario, the project office would still own 6,300,000€ to distribute along Y3 and based on quarterly reporting of efforts used. Given the average of advance paid out in PY1 and PY2, it shall fully cover payments of PQ8, PQ9 and PQ10.

After acceptance of the Form Cs, and in preparation of payments of PY2 closure and PQ9, these figures will be adjusted and communicated to the financial list.

**Global Task Payment**

As a reminder, Global Tasks payment (also called E-Tasks) is a combination of funding between the EC (25%), EGI.eu (25%) and the NGIs matching the costs up to 50%.

Due to budget restriction and in order to allow the project office to function properly until the closure of the project it has been voted by the the council decided to hold EGI.eu payments for Global tasks due in PY4. These payments will be honoured once the EC release the final payment (10% of the total budget, i.e. 2,5M).

A financial analysis of the global tasks payment is available hereafter:

Total payments made in PY2 amount to 649,648€. The remaining budget given that PY4 Global tasks payment is on hold totals ~724,000€. And this will cover the full PY3 payments.

**Amendment no2**

Closure of Task SA2.5:

It was proposed to the reviewers to close Task TSA2.5 at the end of PY2 and shift the remaining efforts to the tasks SA1.7. However given the lateness in delivering the review report and thus the acceptance of the EC for the proposed changes, it was decided to still pay efforts recorded in PQ9. And remaining efforts are now merged into the new sub-tasks of TSA1.7E:

* TSA1.7 Oversight & Follow-up
* TSA1.7 Triage & assignment
* TSA1.7 1st/2nd Level Support
* TSA1.7 Support team Coordination

The project office is in the process of recording the new members in these tasks. If you or your members are not able to fill in the Time Sheet with this new sub-task, please let us know which member(s) it concerns and from when the Task needs to be added into the TS/Member account.

New WP5 task: TSA2.6 ‘Federated Clouds Task Force’:

This task has been created to answer the reviewers’ comments. It is rated at 33% funding.

Each partners has agreed to shift efforts from others tasks such as NA2, SA1, SA2 and SA3 tasks.

Again if this new task is not available in your TS, please contact us and we will open the Task for you.

**PPT and Quarterly Reports**

Production of quarterly reports:

Several delays in the delivery of accurate Quarterly report based on PPT effort declarations have raised concerns within the PMB. Too often partners asked for changes up to 2 months after the closure of the quarterly report. This also leads to discrepancy between the efforts and costs report attached to the quarterly technical report against the figures reported in the advance report submitted to the Commission separately (Co) and for release of payment to the partners. Indeed the project office has been flexible to prepare the payment reports once all partners had been allowed to make changes.

Due to this recurrent situation, and in accordance with the provision of the CA, the deadlines to produce the QR from PPT will be organised as follows:

* Quarter+18d: draft of QR and files saved on Wiki for the activity management board review;
* Quarter+25d: issue final QR.  
  (Only 7 calendar days which may only be 3-4 days)

Deadlines are very tight (three days) and timesheet will not be reopened after this date. This does not change the monthly deadlines applicable:

* TS are closed at M+10d;
* access for the supervisor to validate TS is closed at M+15d

**However and if there is a need to open the TS in a closed Quarter due to a new/closed task, please let us know because this a exception to the rule above.**

PPT V2

A new PPT system, more user-friendly, has been developed at CERN. This system now enables CERN to manage all projects on a single server. The (new) version 2 has been implemented for projects coordinated by CERN (~max 300 members). This, however, has raised issues currently being corrected. EGI-InSPIRE is a bigger project with ~700 members. Therefore it was decided that any corrections and enhancement of the system should be handled before it is migrated. Migration of EGI-InSPIRE project is therefore postponed until December 1st and further update on risk and impact and test to be carried out by the project office, likely in November.

**Q and A**

none.

If there are questions/remarks/improvements, for instance about the For C document, please don’t hesitate to contact us.