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| Meeting | PMB, Telcon |
| Editor | Catherine Gater |
| Meeting date | 10 Jan, 2013 |
| Attendees | EGI.eu: Catherine GaterQMUL: Steve LloydAPO: Andre-Pierre OlivierCERN: Bob JonesEGI.eu: Steven Newhouse |
| Apologies |  |
| Absent | Imperial: Dave Colling |
| Distribution | PMB members |
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1. Minutes of the last meeting

1. No corrections to the previous meeting minutes – minutes approved

2. Actions from the last meeting

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| **ACTION** | **DESCRIPTION** | **RESPONSIBLE** | **DATE** | **STATUS** |
| **20110511:5** | Contact EUDAT and ESFRI cluster projects via PMB contacts | Catherine / PMB | Next PMB | Joint ESFRI cluster meeting held at EUDAT. Next meeting at EGICF13. **OPEN** |
| **20111018:1** | Allocate checking the trademarking and copyright actions to a member of staff. | Bob Jones | Next PMB | Actions on the team action plan.**CLOSE** |
| **20121008:1** | Draw up a list of events to be attended by the e-ScienceTalk team during the remainder of the project | Catherine Gater | Next PMB | List added to PM report**CLOSE** |
| **20121008:2** | Explore CMS support options with QMUL and CERN for iSGTW | Catherine Gater | Next PMB | Discussed at board meeting on 14 Nov 12. No action from Xeno**OPEN** |
| **20121008:3** | CG to confirm funding available for a no cost project extension and support from partners for products after this. | Catherine Gater | Next PMB | Presented at the review. Revised DoW in progress**CLOSE** |

**DISCUSSION**

**20110511:5 Contact EUDAT and ESFRI cluster projects via PMB contacts**

* CG to facilitate a meeting at the EGI CF13 through Wouter Los - OPEN

**20121008:2 Explore CMS support options with QMUL and CERN for iSGTW**

* No response from Xeno after iSGTW board meeting – they are still being paid by FermiLab but are not completing their actions from the board meeting
* Funds are available from eScienceTalk for support from Xeno or elsewhere. The CMS uses an old version of Drupal which is a concern to QMUL but it is still being supported by the community – OPEN.

4. Report from PM (see slides at <https://www>.egi.eu/indico/conferenceDisplay.py?confId=1268)

**DISCUSSION**

**WP1: e-ScienceBriefings**

* Move of Zara Qadir to full-time is planned from January to July 2013 - contractual matters dependent on QMUL admin, but budget is available.
* Two more grid briefings planned.
* Proposed to cover ‘Security in e-Science’ in the next briefing by the end of February 2013, with the last e-ScienceBriefing on H2020 and including the recommendations made by the EC reviewers about e-ScienceTalk.
* Provide an additional e-ScienceBriefing that reports on the impact of e-ScienceTalk and makes the case for future funding during the extension.
* EGI.eu to provide unfunded effort to support the logistics for the 10th e- Infrastructure Consultation meeting in Brussels.

**DISCUSSION**

The extension should include an additional e-ScienceBriefing, but this should make the case for future funding for e-ScienceTalk as much as possible.

PMB recommends to move the other suggested topics e.g. e-Governance, exascale computing into the proposal for the next project.

**WP2: GridCafe, GridCast, GridGuide, RTM**

**GridCafe**

* Aim is to provide a complete e-ScienceCity with a new section on data and networks called Data Park by the end of February.
* Traffic to the non GridCafé sites is currently low
* The site will be heavily promoted during the last 6 months of the project, using the agreed marketing plan.
* Moving fully from the old to the new version of the GridCafé site on www.gridcafe.org is dependent on completing and verifying the translations of the French and Spanish parts of the websites.
* There is still an issue with the CERN version of the GridCafe site giving a page not found error, leading to reduced traffic to the main site.

**GridCast**

* E-ScienceTalk will have no presence at the HelixNebula event in Frascati but TrustIT may be able to blog.
* The iSGTW editor will go to the CRISP RI data meeting on 1/2/13 at CERN.
* There is a clash between the CRISP 2nd annual event and ISGC’13, with e-ScienceTalk committed to covering both meetings
* E-ScienceTalk will send Zara to ISGC and Catherine & Stefan to CRISP.
* The 5th CAPRI meeting relating to structural biology will be a mini GridCast as it is a local event to EGI.eu.
* Andrew will attend ISC’13 in Leipzig as part of the press team, as iSGTW is a media partner for the event.

**GridGuide**

* GridGuide will be updated into content presented via a flat map interface in e-ScienceCity, that can be linked to from the RTM sites.
* A skeleton page for each site will created within the e-ScienceCity site, possibly by an intern.

**WP3: iSGTW**

* The iSGTW Editor is looking into sourcing external contributors to compensate for the effort lost when Adrian Giordani leaves CERN on 14 January.
* As Amber Harmon, the US Desk Editor is now onboard and fully funded for iSGTW, there should be no issue in maintaining the publication in its current format until the end of July.
* After the end of the project, the iSGTW board will review publishing frequency and the amount of content, as the CERN effort will need to drop to 0.75FTE on iSGTW, supported through in kind funding from CERN without project funds.

**DISCUSSION**

The PMB supports sourcing additional freelancers to provide stories. The Board discussed how best to fund the freelance work i.e. through a central budget at EGI.eu or through CERN.

Freelancers should be registered in the CERN system to allow payments to be made to them after the end of the project. However, there is concern that the payment process through CERN can be lengthy and may put off freelancers depending on short term work.

The iSGTW website failed to respond to the extra traffic coming from the CERN Press Office tweeting iSGTW articles. The most recent incident was on 20 December. It is not clear whether this is due to the server (QMUL) or the CMS (Xeno).

**ACTION:** CG to work with CERN to establish how much money can be transferred back into the central budget with Adrian’s departure for freelancers.

**ACTION:** CG to work with QMUL, CERN and Xeno to resolve the non-responsive server issue for iSGTW during peak loading.

**WP4: Management**

* Please ensure quarterly reporting of funded and unfunded effort (in particular Imperial) to enable an accurate estimate of the remaining funds to be provided.
* The consumed project effort has reached the 90% ceiling so no additional funds will be received from the EC
* Pre-financing funds still held by EGI.eu (78K) will be redistributed according to figures on the slides and on the wiki <https://wiki.egi.eu/wiki/EST_Advance_Payments#Year_2_payment>.
* Summary of in-kind effort proposed by partners for e-ScienceTalk activities after the end of the project was presented, partners to update with any changes in the closing months.
* Final review will be in the first 2 weeks of September, within 2 months of the end of the project so that travel can be funded by the project.

3. Status of Deliverables and Milestones

Covered in the PMs report.

4. Review of risk register

Risk register reviewed.

R7 US funding ceases – reduced to green risk with the appointment of the US Desk Editor

R8 Technical failure – increased to red risk with the iSGTW website server issues

5. Project Issues

Covered in the PMs report.

No additional issues raised.

8. AOB

No further AOB

9. Date of Next Meeting

**Next meeting:** 8 March 2013, 10:30 CET

**Summary Action List**

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| --- | --- | --- | --- | --- |
| No | Description | Responsible | Date | Status |
| 20110127:2 | Establish a plan for working with the Digital Library – notify EC of end of support and talk to OpenAIRE+ | Catherine Gater / Bob Jones |  | Closed |
| 20110127:4 | Request profile pages based on the SSO database from CESNET and resolve confidentiality issues | Catherine Gater |  | Closed |
| **20110511:5** | **Contact CRISP, ENVRI, BioMedBridges projects for MoU discussions.** | **Catherine / Bob** | **Next PMB** | **Open** |
| 20111018:1 | Allocate checking the trademarking and copyright actions to a member of staff. | Bob Jones |  | Closed |
| 20111018:2 | Advertise the translated GridCafé sites to CHAIN, GISELA and SAGrid. | Catherine Gater |  | Closed |
| 20111018:3 | Send an MoU template or letter of intent to NewWorldGrid via APO. | Catherine Gater | Next PMB | Closed |
| 20120117:2 | Confirm the approval of the ToR for iSGTW and confirm next Board meeting | Catherine Gater |  | Closed |
| 20120612:1 | Propose an action plan for the GridGuide for approval by the PMB before the PY2 review | Catherine Gater | Next PMB | Closed |
| 20120612:2 | Investigate submitting a proposal to the Science in Society call in July | Catherine Gater | July 2012 | Closed |
| 20121008:1 | Draw up a list of events to be attended by the e-ScienceTalk team during the remainder of the project | Catherine Gater | Next PMB | Closed |
| **20121008:2** | **Explore CMS support options with QMUL and CERN for iSGTW** | **Catherine Gater** | **Next PMB** | **Open** |
| 20121008:3 | Confirm funding available for a no cost project extension and support from partners for products after this. | Catherine Gater | Next PMB | Closed |
| **20130110:1** | **Work with CERN to establish how much money can be transferred back into the central budget with Adrian’s departure for freelancers** | **Catherine Gater** | **Next PMB** | **Open** |
| **20130110:2** | **Work with QMUL, CERN and Xeno to resolve the non-responsive server issue for iSGTW during peak loading** | **Catherine Gater** | **Next PMB** | **Open** |