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| Meeting | PMB, Telcon |
| Editor | Catherine Gater |
| Meeting date | 18 June, 2013 |
| Attendees | EGI.eu: Catherine GaterQMUL: Steve LloydAPO: Andre-Pierre OlivierEGI.eu: Steven Newhouse |
| Apologies | CERN: Bob JonesImperial: Dave Colling |
| Absent |  |
| Distribution | PMB members |
|  |  |

1. Minutes of the last meeting

1. No corrections to the previous meeting minutes from 8 March 2013 – 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 |  | Maintain contact during project proposal preparation **OPEN** |
| **20121008:2** | Explore CMS support options with QMUL and CERN for iSGTW | Catherine Gater | 31 July 2013 | Ongoing with Xeno and Linalis.**OPEN** |
| **20130110:2** | Work with QMUL, CERN and Xeno to resolve the non-responsive server issue for iSGTW during peak loading | Catherine Gater | 31 July 2013 | Server purchased, to be installed end June**CLOSE** |
| **20130308:1** | Escalate the dead link on the CERN site to the GridCafe to the CERN IT management | Bob Jones | Next PMB | Link fixed**CLOSE** |
| **20130308:2** | Set up an iSGTW Advisory Board meeting and arrange a further call with Indiana. | Catherine Gater | April | iSGTW meeting TBC**OPEN** |
| **20130308:3** | Offer to fund an upgrade of the CMS by Xenomedia | Catherine Gater | April | No upgrade path agreed**CLOSE** |
| **20130308:5** | Put together an outline project proposal for H2020 | Catherine Gater | After 31 July | Outline prepared. Further development when call opens**CLOSE** |

**DISCUSSION**

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

* No meeting at EGI CF13 as project members did not attend
* Keep channels open during the project proposal process - OPEN

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

* Upgrade path discussed with Linalis.
* Inactive modules being confirmed with Xeno
* Olivier Battini given access to CMS by QMUL
* Follow up with Board meeting during XSEDE– OPEN.

**20130110:2 iSGTW server issues**

* Server purchased, to be installed 24/25 June
* CLOSE

**20130308:1** Escalate the dead link on the CERN site to the GridCafe to the CERN IT management

* Link fixed – CLOSE

**20130308:2** Set up an iSGTW Advisory Board meeting and arrange a further call with Indiana.

* Call with Indiana took place but actions still outstanding
* iSGTW Advisory Board meeting tbc - OPEN

**20130308:3** Offer to fund an upgrade of the CMS by Xenomedia

* Upgrade path not forseen
* CLOSE

**20130308:4** Put together an outline project proposal for H2020

* Outline prepared and circulated to PMB and EGI Council
* To be developed further once the call fiche is available
* CLOSE

4. Report from PM (see slides at <https://indico.egi.eu/indico/conferenceDisplay.py?confId=1664>)

**DISCUSSION**

**WP1: e-ScienceBriefings**

* Bringing all the e-science briefings together into a single compendium.
* Final impact reports being prepared for all work packages
* Guide to dissemination for EC projects will draw in training materials as well as lessons learnt

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

* Corentin left at the end of May, but all subject and communal areas for e-ScienceCity complete.
* GridGuide is now closed but no longer developed.
* Milestone of 100 sites was achieved
* Legacy content from GridGuide now brought into e-ScienceCity in the GridPort area.
* RTM being prepared for an LHC exhibition in Science Museum in November 2013.
* Data from other LHC experiments also to be incorporated, as for ATLAS

**WP3: iSGTW**

* Meeting held with US Desk Editor’s line management in April.
* Discussing bringing Amber over to CERN for CSM training during ISC’13 but this has not happened. Budget/timing issues?
* Zara (QMUL) has been contributing articles, with back up from Melissa Lejeune for publishing (CERN)
* Articles commissioned from freelancers up to the end of July 2013
* CMS issue to be resolved but upgrade path may be easier than first thought due to inactive modules
* Content reduced to 2 features, 1 spotlight and 1 visual article weekly from 29 May without issues

**DISCUSSION**

Board discussed the actions addressing the CMS upgrade path from Drupal v6 to v7. Meetings held with QMUL, Xeno, CERN and EGI.eu but actions have not all been followed up. Input from Linalis on the possible upgrade path. Olivier Battini (APO) has also been given access to the CMS for feedback. An upgrade to version 7 of Drupal is essential for maintenance of the CMS to be carried out by QMUL.

**ACTION** (for iSGTW Board): Who chairs the meetings after the end of e-ScienceTalk?

**ACTION:** CG to set up an iSGTW Board Call during XSEDE in July 2013

**WP4: Management**

* Final invoice paid for the e-Concertation event
* Project meetings continuing until the end of June, then as required to the end of the project
* ESFRI contacts to be maintained during project proposal development e.g. through the CRISP2 Steering Committee
* DoW amendment confirmed to the end of July 2013
* Date of the review TBC: 11, 13 and 9 September proposed to the EC

3. Status of Deliverables and Milestones

* Covered in the PMs report – final deliverables and milestones underway.

4. Review of risk register

* Focus on CMS and iSGTW management issues as critical for sustainability.

5. Project Issues

* Bob Jones raised in email the issue of extending the extension. Staff are already being redeployed/leaving at partners who still have funds and so the project team is already shrinking. Few events to report on over the summer and lack of staff (including in WP4) make an extension very difficult.

**DECISION**

An extension to the extension will not be pursued with the Commission.

* Un-funded effort at Imperial has not been recorded.

**ACTION:** Ask Dave Colling to record in his periodic report any extra events that he attended and talked about RTM

* Payments from PY2 to the consortium did not get paid in January. EGI.eu entered these into the banking system and sent documentation to the EC, but the countersign did not happen.
* No need for EGI.eu, QMUL, and (assumed!) Imperial to receive further payment. CERN has already received its allocation of pre-financing.

**ACTION:** Celine Bitoune and APO to have a call to discuss re-initiating the PY2 payment to aid cashflow.

* CMS support for iSGTW remains a key issue, which needs to be resolved by the end of the project when project funding and managerial support ends.

**ACTION:** QMUL rep to be invited to attend the iSGTW board meeting to report on technical matters and represent the server resource provider

**ACTION:** Explore the upgrade being carried out by an intern at CERN during the summer break for iSGTW

6. Sustainability

* After 31 July 2013, there will be a skeleton service that keeps the websites online, allows GridCast contributions and keeps iSGTW operating on a weekly basis with the current reduced level of content.
* Income from ESFRI projects likely to be minimal when there are no professional staff available to provide the services – also they are slow to pay for training etc.
* See little concrete action that could take place until Calls are published in December 2013 other than to keep the Consortium in touch.
* Focus on building a new Ambassador network and building training activities in the proposal.

7. AOB

No further AOB

9. Date of Next Meeting

* Final formal PMB in the project.
* Schedule a PMB meeting before the Review rehearsal in late August / early September.

**Next meeting:** Aug/Sep 2013

**Project review:** 11, 13 or 9 Sep 2013

**Summary Action List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Closed |
| 20130110:2 | Work with QMUL, CERN and Xeno to resolve the non-responsive server issue for iSGTW during peak loading | Catherine Gater | Next PMB | Closed |
| 20130308:1 | Escalate the dead link on the CERN site to the GridCafe to the CERN IT management | Bob Jones | Next PMB | Closed |
| **20130308:2** | **Set up an iSGTW Advisory Board meeting and arrange a further call with Indiana.** | **Catherine Gater** | **April** | **Open** |
| 20130308:3 | Offer to fund an upgrade of the CMS by Xenomedia | Catherine Gater | April | Closed |
| 20130308:5 | Put together an outline project proposal for H2020 | Catherine Gater | Next PMB | Closed |
| **20130618:1** | **Schedule an iSGTW Board meeting**  | **Catherine Gater** | **July** | **Open** |
| **20130618:2** | **Imperial to record in the periodic report any extra events attended where the RTM was presented** | **David Colling** | **July** | **Open** |
| **20130618:3** | **PY2 payment to aid cashflow for APO** | **Celine Bitoune / APO** | **July** | **Open** |
| **20130618:4** | **QMUL rep to be invited to attend the iSGTW board meeting**  | **Catherine Gater** | **July** | **Open** |
| **20130618:5** | **Explore the CMS upgrade being carried out by an intern at CERN during the summer break for iSGTW** | **Catherine Gater** | **July** | **Open** |