

EXPRoS 2nd Board Meeting

NA1- Management

- 2007 May 29

EXPRoS Project Team

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JIVE, Coordinating Institution



Project Status

- Project Information
 - 2006 March – Project Start Date
 - 2007 May – Month 15 (current)
 - 2009 March – Project Completion Date
- Project Quarters:
 - Quarter 1: March, April, May
 - Quarter 2: June, July, August
 - Quarter 3: September, October, November
 - Quarter 4: December, January, February
- NA1 is the communication channel with the EC
 - financial, progress, milestone tracking through Charles Yun

General Items w/r/t Accounting

- Monthly
 - You should keep track of items locally
- Quarterly
 - Provide “reasonable estimates” for quarterly spending
 - Report spending to project manager
- Annually
 - Formal financial report (Form C)
 - Audit Certificate

The 70% Rule

- The annual report highlighted some inconsistencies in the financial forms. The inconsistencies were presented at the review along with an explanation of the decisions made to deal with the inconsistencies.
- The audited spending presented to the EC surpassed the threshold necessary to receive the next tranche
 - Audited spending: 794,713 EUR
 - 70% threshold: 733,600 EUR
- We have not yet received feedback from the annual report, but based on initial conversations, there should be no issue receiving the second tranche.

Monthly Reporting

- Reports submitted on a monthly basis. Short updates to provide Science Officer with information on the month to month status of the project.
- This is the medium through which we signal unexpected accomplishments or delays.
- Providing warning information in the months leading up to a problem is crucial to show that we knew the problem existed.
- The reports are available on the wiki

Year	Month
2007	April
2007	March
2007	February
2007	January
2006	December
2006	November
2006	October
2006	September
2006	July

Quarterly Reporting

- We are supposed to provide quarterly financial updates to the EC. The information can be **estimated**. The purpose is to show that the trends are correct.
- During the first year, we provided none.
- The information:
 - Hours/manpower expended on project
 - Money spent
 - Equipment, hardware, etc.
 - Connectivity (lease, one time payments, etc)
 - ...in addition to the standard monthly information

Annual Report

- There is a separate agenda item to discuss the Annual Report
- For next year, things to improve:
 - Better outline of final document
 - Follow work packages more closely
 - Better re-use of monthly reports
 - More communication with the financial contacts w/r/t the Form C and audit

Deliverables

- Lessons learned:
 - They want physical copies of all deliverables; digital/online is not considered sufficient
 - At the review, the deliverables list is a checklist- they expect to see the deliverable completed (or with an explanation as to why it is not complete)
 - Change of plans are allowed, but must be signaled up front
 - Do 80% of the work in 20% of the time and then report!
- There is a new deliverables list based on the Next 18 Month Plan submitted during the annual review
 - A draft is available on the wiki
 - The cutover will happen after we receive comments/feedback from the review

Legend for table headings

D# == Deliverable #
 A == Activity
 AD# == Activity Specific Deliverable Number
 Descrip == Deliverable description
 Plan == Planned Delivery Month
 Actual == Actual Delivery Month
 Status == Current Status (x of 4)
 Nature == Nature
 DisLev == Dissemination Level
 Lead == Lead Consortium Member

Note: see the end of this document for further information about the information in each of the columns.

Deliverables Table (version from Plan for Months 1-18)

D#	A	AD#	Descrip	Plan	Actual	Status	Nature	DisLev
D1	NA4	NA4.01	Creation of Public EXPReS web-site [http://www.expres-eu.org/]	2	1	4	O	PU
D2	JRA1	J1.1	Data acquisition requirements document	2	3	4	R	PU
D3	JRA1	J1.2	Protocols strategic document	2	2	4	R	PU
D4	NA2	NA2.01	EVN-NREN meeting No. 1 (under auspices of EXPReS) (minutes)	3	6	4	R	PP
D5	SA1	SA1.1	Central data link control [http://www.jive.nl/~jive_cc/sin/sin5.pdf], Correlator Control Code modifications (not documented)	3	7	4	D	PU
D6	NA3	NA3.1	First meeting of eVSAG under auspices of EXPReS (minutes)	4	9	4	R	PP
D7	NA4	NA4.02	Creation of EXPReS web-based management tools [http://www.jive.nl/dokuwiki/doku.php/expres:expres]	4	4	4	O	PP
D8	JRA1	J1.3	Visualization software	4		—>	P	PU

D9	JRA1	J1.4	Correlator design specification ¹⁾	5		3	R	PU
D10	NA4	NA4.03	Generation of PR material (phase 1: logos and posters [http://www.expres-eu.org/docs.html], PowerPoint template, press releases and news clippings [http://www.expres-eu.org/news.html], brochure [http://www.jive.nl/dokuwiki/doku.php/expres:outreach])	6	1	x	O	PU
D11	SA1	SA1.2	Job preparation utilities [http://www.jive.nl/~jive_cc/sin/sin9.pdf]	6		2	D	PU
D12	SA1	SA1.3	Fast/adaptive scheduling tools	6		1	D	PU
D13	SA2	SA2.01	Feasibility study (via protected link) of the last-mile connection to the nearest NREN node for participant CNIG-IGN	6	9	4	R	PU
D14	SA2	SA2.02	Feasibility study (via protected link) of the last-mile connection to the nearest NREN node for participant MPIfR	6	9	4	R	PU
D15	SA2	SA2.03	Equipment of the last-mile infrastructure for participant INAF (telescope in Medicina) (via protected link)	6	9	4	O	PU
D16	SA2	SA2.04	Feasibility study (via protected link) of the last-mile connections to the nearest GEANT NREN node for participant CAS (Shanghai, Urumqi, Miyun, Yunnan)	6	9	4	R	PU
D17	SA2	SA2.05	Feasibility study (via protected link) of the last-mile connection to the nearest NREN node for participant VIRAC	6	9	4	R	PU
D18	SA2	SA2.06	Feasibility study (via protected link) of the last-mile connection to the nearest NREN node for participant HRAO	6	9	4	R	PU
D19	SA2	SA2.07	Feasibility study (via protected link) of the last-mile connection to the nearest NREN node for participant NAIC (Arecibo)	6	9	4	R	PU



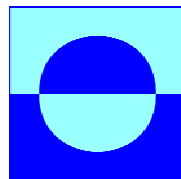
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