



# Steering Committee meeting

26th January 2016

Workshop: Knowledge representation in  
mathematical software and databases,  
University of St Andrews, St Andrews, 25-27th January, 2016



# AGENDA

- i. Close-up on signed Consortium Agreement
- ii. Brief progress reports for all sites
- iii. Zürich Partner situation
- iv. Advisory board & Quality Review boards set up
- v. Deliverables submitted and to be submitted
- vi. Data Management Plan
- vii. Finance/Administrative questions & issues from partners
- viii. Future meetings



# i. Close-up on signed Consortium Agreement

→ All signatures received except from CNRS

Sections 1 to 3

Section 4: Responsibilities of Parties

## Article 4.1: General principles

- “Each **Party** undertakes to take part in the **efficient implementation of the Project**, and to cooperate, perform and **fulfil**, promptly and on time, **all of its obligations** under the Grant Agreement and this Consortium agreement ...”
- “Each Party undertakes to **notify promptly**, in accordance with the governance structure of the Project, **any significant information**, fact, problem or delay **likely to affect the Project.**”
- Each party shall promptly **provide all information reasonably required** by a Consortium Body or by the Coordinator to carry out its tasks.”



## Article 4.2: Breach

- “In the event that a responsible **Consortium Body identifies a breach by a Party** of its obligations under this Consortium Agreement or the Grant Agreement, the **Coordinator** or, if the Coordinator is in breach of its obligations, the Party appointed by the Steering Committee, **will give formal notice to such Party** requiring that such breach will be remedied within 30 c. days.”

## Section 5 : Liability towards each other



# Section 6 : Governance structure

## Articles 6.1 & 6.2: General Structure & General procedures

Steering Committee	Coordination Team	Advisory Board	Quality Review Board	Coordinator
<ul style="list-style-type: none"><li>• Chair: Coordinator</li><li>• Members: 1 representative of each party</li><li>• Ultimate decision-making body</li><li>• Meets twice a year</li></ul>	<ul style="list-style-type: none"><li>• Chair: Coordinator</li><li>• Members: project coordinator &amp; project manager, work package leaders</li><li>• Supervisory body for the execution of the project which shall report to and be accountable to the SC</li><li>• Meets every 6 months</li></ul>	<ul style="list-style-type: none"><li>• Organiser: Steve Linton</li><li>• Guarantees the quality implementation of the project</li><li>• Members: top level experts from partner and external organisations</li><li>• Includes the « End-user groupe »</li><li>• Meets once a year</li></ul>	<ul style="list-style-type: none"><li>• Chair: Hans Fangohr</li><li>• Members: experts from the consortium</li><li>• Meets after the end of each reporting period</li></ul>	<ul style="list-style-type: none"><li>• Project coordinator &amp; Project Manager</li><li>• Deputy coordinator: Steve Linton</li><li>• Intermediary between Parties and Funding authority</li></ul>

- **SC members:** Coordinator, Viviane Pons , Clément Pernet, Dima Pasechnik, Hans Fangohr, Martin Sandve Alnæs, John Cremona, Luca De Feo, Marcin Kostur, Michael Kohlhase, Neil Lawrence, Paul-Olivier Dehayé, Steve Linton, Vincent Delecroix, Wolfram Decker, Florent Cayré
- **CT members:** Nicolas M. Thiéry, Benoît Pilorget, Viviane Pons, Luca De Feo, Min Ragan-Kelley , Clément Pernet, Michael Kohlhase, Dmitrii Pasechnik
- **Advisory and Quality Review boards members:** to be chosen/discussed today



- Deadlines for consortium bodies' meetings organisation

Consortium Body	Notice of meeting	Mailing of the agenda	Adding agenda items
Steering C.	30 c. days	14 c. days	7 c. days
Coordination T.	14 c. days	7 c. days	2 c. days
Advisory B.	45 c. days	14 c. days	7 c. days
Quality Review B.	14 c. days	7 c. days	2 c. days
End-User Group	45 c. days	14 c. days	2 c. days

- During a meeting the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda
- Meetings of each Consortium Body may be held by teleconference or other telecommunication means
- Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the Consortium Body a written document which is then agreed by the defined majority
- **Decisions will only be binding once the relevant part of the Minutes has been accepted**



- Voting rules and quorum
  - Each consortium body shall not deliberate and decide validly unless the quorum is reached

Questions category	Majority	Quorum (members present or represented)
Category 1	3/4 of represented Members	3/4 of the Consortium Body members
Category 2	2/3 of represented members	2/3 of the Consortium Body members

- Category 1 : large changes in the budget ( $\geq 100k$  €), evolution to the represented consortium, changing the Coordinator, resolving ambiguity about a question category
- Category 2 : all other questions

- Each member of a Consortium Body present or represented in the meeting shall have one vote
- Defaulting parties may not vote

- Veto (paragraph 6.2.4)
  - A member can exercise a veto if they can reasonably show that the decision taken by the Consortium Body severely affects its legitimate interests



- When a decision has been taken, a Member may veto such decision during the meeting or within 15 c. days after the draft minutes of the meeting are sent to its members
  - Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto
- 
- Minutes of meetings
    - Chairperson of the Consortium body shall produce written minutes
    - Draft minutes sent to all members within 10 c. days
    - Minutes accepted if, within 15 c. days from sending, no member has sent an objection in writing the chairperson
    - Chairperson sends the accepted minutes to all Members of the Consortium body and to the coordinator, who shall safeguard them





## Article 6.3: specific operation procedures for the Consortium Bodies

### ▪ **Steering committee**

- Each SC member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters hereafter:
  - Content, finances and IP rights
  - Evolution of the consortium
  - Appointments
- Parties agree to abide by all decisions of the SC. This does not prevent the Parties to submit a dispute to resolution in accordance with the provision of Settlement of Disputes in Section 11.8

### ▪ **The Coordination Team shall**

- Prepare the meetings, propose decisions and prepare the agenda of the SC meetings
- Seek a consensus among the Parties
- Be responsible for the proper execution and implementation of the project



- Monitor the effective and efficient implementation of the project
  - Collect information at least every 6 months on the progress of the project
  - Support the Coordinator in preparing the meetings with the Funding Authority and in preparing related data and deliverables
  - Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority
- **The Coordinator is responsible for**
- Monitoring compliance by the parties with their obligations
  - Keeping the address list of Members and other contact persons updated and available
  - Collecting, reviewing to verify consistency and submitting reports, other deliverables and specific requested documents by the Funding Authority
  - Transmitting documents and information connected with the Project to any other Parties concerned
  - Administering the financial contribution of the Funding Authority and fulfilling the financial tasks
  - Providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the Coordinator



## ▪ **Advisory Board**

- Gives an independent opinion on scientific and innovation matters
- Includes an End User Group (EUG) that will control the project execution from the point of view of the end user needs and requirements
- The EUG is connected to an informal community of end-users, without any decision power
- The Coordinator shall write the minutes of the AB meetings and prepare the implementation of the AB's suggestions
- The Coordinator can execute with each member of the AB a non-disclosure agreement
- AB members shall be allowed to participate in SC meetings upon invitation but have no voting rights

## ▪ **Quality Review Board**

- Controls the quality of deliverables and reports, and the whole implementation process
- Is noticed whenever a deliverable is submitted
- QRB chair writes the minutes of each QRB meeting and prepares the implementation of QRB's suggestions



## Section 7: Financial provisions

### Article 7.1.2 : Justifying costs

« (...) **Each Party shall be solely responsible for justifying its costs** with respect to the project towards the Funding Authority. Neither the Coordinator nor any of the other Parties shall be in any way liable or responsible for such justification of costs towards the Funding Authority. »

### Article 7.3.1 : Payments to Parties are the exclusive tasks of the Coordinator

## Section 8: Results

### Article 8.3: Dissemination

- During the project and for a period of **1 year after the end of the Project**, Parties shall **disseminate** their **results** by disclosing them to the public by appropriate means
- A party submitting a publication shall **inform in due time the Coordination Team** (no specific advance notice)



## Section 9 : Access Rights

- Access Rights rules in the Consortium Agreement are relevant only to non-public results

## Section 10 : Non-disclosure of information

## Section 11: Miscellaneous

- **Any change of persons** or contact details shall be **notified** immediately by the respective party **to the Coordinator**. The address list shall be accessible to all concerned
- **English shall govern all documents**, notices, meetings, arbitral proceedings and processes related thereto
- **Settlement of disputes**
  - Parties should endeavour to settle their disputes amicably
  - Should a dispute arise between the Parties, they will try to solve it through mediation
  - Parties undertake not to put an end to the mediation before the introductory statement made by each Party in joint sessions
  - Should the mediation fail in putting an end to the dispute, sole competent courts will be the courts of Brussels



## ii. Brief progress reports for all sites

- Paris sud: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/ParisSud/#/>
- CNRS: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/CNRS/#/>
- Jacob Uni: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/JacU/#/>
- Université Joseph Fournier: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/UJF/>
- University of Kaiserslautern
- Oxford: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/Oxford/#/>
- University of Silesia:
- University of Sheffield: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/Sheffield/>
- Southampton: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/Southampton/#/>
- University of St Andrews: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/StAndrews/>
- Université Versailles-St-Quentin: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/UVersailles/>
- University of Warwick: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/Warwick/>
- UZH: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/Zurich/#/>
- Logilab
- Simula: <http://opendreamkit.org/meetings/2016-01-25-DKS/SteeringCommittee/ProgressReports/Simula/#/>



### iii. Zürich partner situation



We acknowledge financial support from the OpenDreamKit Horizon 2020 European Research Infrastructures project (#676541).

# iv. Advisory and Quality review boards set up

## Advisory Board

- Organiser: Steve Linton
- Members??
  - Top level experts from partner and external organisations
  - Members in the End-User Group??

## Quality Review Board

- Chairman: Hans Fangohr
  - Members?? experts from the consortium





# v. Deliverables submitted and next ones to come

## Submitted deliverables

### MONTH 1

- D1.1 Basic project infrastructure

### MONTH 4 (December 2015)

- D5.1 Turn the Python prototypes for tree exploration into production code, integrate to SAGE



# Deliverables to come

## MONTH 6

- D1.2 Establishment of Data Management Plan
- D2.1 Starting Press release
- D3.1 Virtual images
- D3.2 Understand and document SageMathCloud -> **to be postponed to month 18**
- D4.1 Python/Cython bindings for PARI
- D4.2 Active/structured documents requirements

## MONTH 10

- D5.2 Facility to compile Pythran -> **postponed to month 18**
- D6.1 Full-text search over LaTeX-based Documents



**1<sup>st</sup> REPORTING PERIOD: MONTHS 1 TO 18**



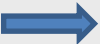
# vi. Data Management Plan (DMP)

## General principles

- The DMP is a deliverable, which 1<sup>st</sup> version is due at the end of February 2016.

It aims at gathering the information about the data created in the research process within the OpenDreamKit frame:

- Data needed to validate the results presented in scientific publications
  - Other data (i.e. curated data not directly attributable to a publication, or raw data)
- The DMP's goal is only to collect general information on the data you can produce.

 Data can be divided into datasets according to their nature (code, surveys, measurements etc).

- Each site must fill in a teX document with the information they can give at the moment ([https://github.com/OpenDreamKit/OpenDreamKit/blob/master/WP1/D1.2/draft-data\\_management\\_plan.tex](https://github.com/OpenDreamKit/OpenDreamKit/blob/master/WP1/D1.2/draft-data_management_plan.tex))



# Opendata process proposal

- Publication:
  - Gold access
  - Green access

When available to open access (max 6 months after peer-reviewed publication published)

→ Partners publish on <https://hal.archives-ouvertes.fr/> or ArXiv (If help needed, the Coordinator can intervene)

- Data
  - Recommendation data linked to publications published on <https://zenodo.org/> (EU)



**Publications on Hal and data on Zenodo automatically linked on <https://www.openaire.eu/>**



# vii. Finance and administrative issues/questions from partners

## Reminder

- Internal communication tools:
  - Mailing lists: <http://opendreamkit.org/follow/>
  - Github repository: <https://github.com/OpenDreamKit/OpenDreamKit>  
(Instructions for participants!)



Any improvements to do?

- External communication: <http://opendreamkit.org/acknowledge/>

**PLEASE WARN US WHEN A PUBLICATION OR PRESS ARTICLE IS AVAILABLE**

## Finance

- Mid-term internal first evaluation for 1st reporting period (May 2016)

## Questions?



## viii. Future meetings

### Yearly project meetings

- ODK Workshop June 2016: where? Organiser?
- ODK Workshop 2017: where? Organiser?
- ODK Workshop 2018: where? Organiser?
- ODK Workshop 2019: where? Organiser?

### Large user meetings

- CIRM, Marseille: U-PSud organising, end 2017/ early 2018
- ICMS, Edinburgh: organiser? When?
- Dagstuhl??: organiser? When?

### ++ Other events planned

- 4 CIMPA workshops in developing countries
- Women in Sage



## Other workshops

- GAP-SINGULAR days: organised by Kaiserslautern when?? (2016)
- HPC workshop: organised by Grenoble when? (2016)
- Sage-LMFDB: organised by Warwick when? (2017)

Advertisement meetings → any ideas?

