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DEEP

Dynamical Exascale Entry Platform

Grant Agreement Number: 287530

D1.1

Procedure for quality control

Approved

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Project and Deliverable Information Sheet

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Document Control Sheet

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List of Acronyms and Abbreviations

BoP:	Board of Partners for the DEEP project
BSCW:	Basic Support for Cooperative Work, Software package developed by the Fraunhofer Society used to create a collaborative workspace for collaboration over the web
DEEP:	Dynamical Exascale Entry Platform
EC:	European Commission
EC-GA:	Grant Agreement
EU:	European Union
Exascale:	Computer systems or Applications, which are able to run with a performance between 10^{15} and 10^{18} Floating point operations per second
JUELICH:	Forschungszentrum Jülich GmbH, Jülich, Germany
ParTec:	ParTec Cluster Competence Center GmbH, Munich, Germany
PMT:	Project Management Team of the DEEP project
WP:	Work Package

Introduction

This document describes the quality assurance process for the production and approval of deliverables that have to be submitted to the European Commission according to the DEEP Description of Work (Annex I to the Grant Agreement). It also covers presentations and dissemination material based on the provisions laid out in the Consortium Agreement and the Grant Agreement.

Project Deliverables

Each of the 47 DEEP deliverables that have to be submitted to the Commission within the next three years will have to undergo a rigorous DEEP internal review process to ensure their acceptance by the external reviewers and the Commission¹. The DEEP Project Management Team (PMT), on behalf of the Board of Partners (BoP) has already set up a panel of document reviewers from the project partners and maintains a list of individuals on that panel. Typically, the reviewers are selected from partner organisations that are not involved in the generation of the results which are documented in the deliverables. A member of the Project Management Team (PMT) is normally an additional reviewer. To support the production of deliverables, the PMT will maintain a deliverable release schedule. This schedule will take into account the due dates of deliverables and the time required for the quality assurance procedure. This schedule is maintained on BSCW.

The PMT has the responsibility to collect the deliverables, ensure that the internal reviews are performed in a timely fashion and that the deliverables are submitted to the Commission on schedule after approval by the Board of Partners (BoP).

Production of Deliverables

The majority of deliverables are reports. There are a few other deliverables, like creation of the public web site or deployment of software and hardware. The Commission requests that the other deliverables are documented appropriately in a written deliverable.

For each deliverable a responsible author will be designated by the respective work package leader. This assignment should be made as early as possible, typically at the beginning of the period during which the results will be produced. This assignment must be documented and communicated to the PMT.

The PMT has already provided a template for the deliverables as a Microsoft Word document on BSCW. Some functions, like free placement of graphics, will not work with 2003. The name of the template on BSCW is: DEEP_Deliverable_Template. It should be renamed to: DEEP_Dx.y_Title_version.doc(x), where *x.y* is the deliverables number (e.g. 1.3 or 2.1) and *version* is an identification of the different versions freely selected by the author.

The authors of a deliverable have to submit it for internal review at not later than fifteen (15) working days before its due date. The corresponding word document should be uploaded into the *In progress* Folder on BSCW.

Note: The writing of the deliverable should not be left to the last minute. This is especially true if input from other partners is required and has to be consolidated. Authors are

¹ Experience from previous projects shows that deliverables are often rejected because the achieved project results were not communicated clearly; sloppy presentation, like numerous spelling and grammatical errors, do not stimulate the reader to judge the deliverable favorably.

encouraged to involve the reviewers in the production of the deliverables as early as possible. This can be especially helpful to those without extensive experience in writing deliverables for EU projects.

If the author foresees that a timely production of the deliverable will not be possible, it is her or his responsibility to alert the work package leader and the PMT immediately to enable corrective actions.

As the last step the author will have to produce a final version of the deliverable and upload it to BSCW five (5) working days before its due date. This should address the reviewer's comments and/or corrections. It may require direct interaction with the reviewers. This will give BoP/PMT five (5) working days for approval and PMT one day for a final check and production of pdf files for submission.

The PMT has the responsibility to package and submit the approved deliverables to the Commission.

Review of Deliverables

At the same time authors are designated for the production of the deliverables the PMT also assigns the reviewers for each deliverable. This information is already recorded by the PMT together with the author information on BSCW. A table can be found in the DEEP directory as *DEEP_Deliverables_Status*. This table contains a list of all the deliverables ordered by due date with the names of their corresponding authors and reviewers.

Normally, one reviewer from a partner who has not been involved in the production of the deliverable and creation of the project achievements that are documented in the deliverable will be selected. In addition, one member of the PMT will participate in the review to ensure consistency of deliverables across the whole project.

The Deliverable report will be edited with Change Tracking by the internal reviewer and uploaded to the BSCW in Microsoft Word format with the new file name: DEEP_Dx.y_Title_version_Review_ReviewerName.doc(x). For example: DEEP_D2.1.4-DisseminationPlan_v0.x_Review_Guerich.doc. In case of minor changes the comments can be send per email to the author without editing the document. Editing the document in this way allows acceptance or rejection of the changes by the author.

The PMT reviewer will edit the document on the same way than the internal reviewer saving a new version on the BSCW server. This fact should be communicated to the author and the other reviewer.

The reviewers have to complete their review within five (5) working days and upload the review report (as Word or pdf) and the updated document, if any, to BSCW into the In progress folder. The author has five (5) days to produce a final version of the deliverable.

Should a designated reviewer be unable to perform the review within the required time frame, it is the responsibility of her or his organisation to identify a substitute. If necessary, the WP leader has to be involved to find reviewers from a different partner.

Should the reviewers conclude that the project results that the deliverable documents are likely to be rejected by the Commission and the external reviewers, they have to alert the work package leader and the PMT to initiate corrective actions. This should be an exceptional case.

Warning: Many deliverables will be due at month 6, 12, 18, or 24. Authors and reviewer should reserve adequate time prior to these dates.

List of available documents

The following documents are available on the BSCW server to ensure the quality control process:

DEEP_Deliverable_Template.doc
DEEP_Deliverables_Status.xls
DEEP_Quality_Assurance_Process.pdf
DEEP_Internal_Reporting_Guidelines.pdf
DEEP_WP_Quarterly_Report_Template.doc

Dissemination Material

The rules for dissemination are covered in section 8.3 of the Consortium Agreement and article II.30 of the Grant Agreement (Annex II).

For convenience article II.30 is reproduced below:

1. Each *beneficiary* shall ensure that the *foreground* of which it has ownership is disseminated as swiftly as possible. If it fails to do so, the *Commission* may disseminate that *foreground*.
2. *Dissemination* activities shall be compatible with the protection of intellectual property rights, confidentiality obligations and the legitimate interests of the owner(s) of the *foreground*.
3. At least 45 days prior notice of any *dissemination* activity shall be given to the other *beneficiaries* concerned, including sufficient information concerning the planned *dissemination* activity and the data envisaged to be disseminated.
Following notification, any of those *beneficiaries* may object within 30 days of the notification to the envisaged *dissemination* activity if it considers that its legitimate interests in relation to its *foreground* or *background* could suffer disproportionately great harm. In such cases, the *dissemination* activity may not take place unless appropriate steps are taken to safeguard these legitimate interests.
The *beneficiaries* may agree in writing on different time-limits to those set out in this paragraph, which may include a deadline for determining the appropriate steps to be taken.
4. All publications or any other *dissemination* relating to *foreground* shall include the following statement to indicate that said *foreground* was generated with the assistance of financial support from the *Community*:

The research leading to these results has received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under Grant Agreement n° 287530

Any *dissemination* activity shall be reported in the plan for the *use* and *dissemination* of *foreground*, including sufficient details/references to enable the *Commission* to trace the activity. With regard to scientific publications relating to *foreground* published before or after the final report, such details/references and an abstract of

the publication must be provided to the *Commission* at the latest two months following publication. Furthermore, an electronic copy of the published version or the final manuscript accepted for publication shall also be provided to the *Commission* at the same time for the purpose set out in Article II.12.2 if this does not infringe any rights of third parties.

In addition, the Consortium Agreement states:

Special Clause 39:

In addition to Article II.30.4, *beneficiaries* shall deposit an electronic copy of the published version or the final manuscript accepted for publication of a scientific publication relating to *foreground* published before or after the final report in an institutional or subject-based repository at the moment of publication.

Beneficiaries are required to make their best efforts to ensure that this electronic copy becomes freely and electronically available to anyone through this repository:

- immediately if the scientific publication is published "open access", i.e. if an electronic version is also available free of charge via the publisher, or
- within 6 months of publication.

Dissemination activities including but not restricted to publications and presentations shall be governed by the procedure of Article II.30.3 of the EC-GA subject to the following provisions.

Prior notice of any planned Publication and the forwarding of the Publication itself shall be made 45 days before submitting a Publication to the Leader of Work Package 2. The Parties will have to designate a person responsible for the matter of Publications and the Leader of Work Package 2 will send the planned Publication to these responsible persons. Any objection to the planned publication shall be made in accordance with the GA in writing to the PMT and to any Party concerned within 30 days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

Publications

Authors preparing articles that are intended for publication in Journals or other media have to seek approval from the other partners. This is done by placing the draft on BSCW and informing the partners thereof. Partners have the right to object to the publications within 30 day. They have to justify their objection. As described above, one person per partner has been designated to review the articles before submission and give (or not) authorization for their publication in name of his/her institution. A mailing list (pub@deep-project.eu) has been setup to easily contact these authorising representatives when needed.

The statement about EU funding has to be included.

Presentations

A Powerpoint presentation template and a set of approved Powerpoint slides will be made available on BSCW for use by all DEEP partners.

Each partner giving a presentation must take care not to publish foreground or background from other partners without their prior written consent.

The customized presentations should also be uploaded to BSCW to maintain a complete record of all dissemination activities.

The statement about EU funding has to be included in each presentation. The EU flag, together with the FP7 and the EC /e-Infrastructures logos must be also visible on the slides.

Copyright of presentations

Copyright of the DEEP styles and templates belongs jointly to all project partners who are free to use those templates and assert their copyright over what they derive from those templates. Any partner developing a project-related presentation may then assert its copyright over that presentation with a simple copyright statement referencing the legal entity holding the copyright (e.g. Copyright © 2011 Forschungszentrum Jülich GmbH). Please note that the DEEP Consortium does not constitute a legal entity and cannot assert copyright, although individual members can, of course, assert copyright. If you wish to share copyright of a presentation with the other members of a Consortium, the following is an acceptable form “Copyright © 2011 DEEP Consortium Partners, www.deep-project.eu. Note that “Copyright © 2011 Forschungszentrum Jülich GmbH” means that slides cannot be used by other parties without the permission of Forschungszentrum Jülich, whereas the latter form gives members of the DEEP Consortium permission to use and modify those slides as they wish.

Project partners are free to use whichever of these forms they wish bearing in mind the implications of the form chosen.