



CONTRACT NUMBER 508830

DEISA

**DISTRIBUTED EUROPEAN INFRASTRUCTURE FOR
SUPERCOMPUTING APPLICATIONS**

European Community Sixth Framework Programme
RESEARCH INFRASTRUCTURES
Integrated Infrastructure Initiative

DEISA internal information exchange plan

Deliverable ID: DN2-3
Due date: **September 15, 2004**
Actual delivery date: **September 15, 2004**
Lead contractor for this deliverable: **CSC, Finland**

Project start date : May 1st, 2004
Duration: 5 years

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	X
RE	Restricted to a group specified by the consortium (including the Commission	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Table of Content

Table of Content	2
1. Introduction.....	3
1.1 Executive Summary.....	3
1.2 References and Applicable Documents	3
1.3 Document Amendment Procedure	3
1.4 List of Acronyms and Abbreviations	3
2. DEISA Intranet	4
2.1 Calendar	4
2.2 Templates	4
2.3 Recruitment.....	4
2.4 Presentations, Minutes of DEISA Meetings	5
3. Central Document Repository, Project Management Tool.....	5
4. DEISA Partner's Mailing lists	5
5. Videoconferences and Access Grid meetings	7

1. Introduction

1.1 Executive Summary

This document is the deliverable DN2-3 DEISA Information Exchange Plan of the DEISA NA2 Dissemination activity.

The main objective of the DEISA NA2 Dissemination activity is to distribute general information on the project operation, and to contribute to the transfer of know-how and experience resulting from the deployment of the research infrastructure. Information will be disseminated locally – between the DEISA partners and users – and globally between the DEISA consortium and a wide variety of world-wide external audiences interested in the DEISA operation and results.

The purpose of the DEISA Information Exchange Plan is to describe the communications tools in use to ensure an effective information flow within the DEISA consortium. The structure of the DEISA consortium and the hierarchy of the information flow deriving from it is defined and described by the NA1 Project Management activity.

This report is targeted to the DEISA consortium and the Commission Services.

1.2 References and Applicable Documents

<List all external documents referenced in this document>

- [1] <http://www.deisa.org>
- [2] <http://bscw.fit.fraunhofer.de/>
- [3] <http://gforge.org/>

1.3 Document Amendment Procedure

The document will be evaluated according to project proceeding and an updated version will be produced, when needed.

1.4 List of Acronyms and Abbreviations

<Provide definitions for all terms, acronyms and abbreviations used in this document>

<DEISA>	Distributed European Infrastructure for supercomputing applications
<DDT>	<DEISA Dissemination Team>
<DEC>	<DEISA Executive Committee>

2. DEISA Intranet

The DEISA Intranet is the basis for the internal information exchange inside the DEISA Consortium. All relevant information to be distributed between the project partners will be uploaded to the Intranet and all mailing lists and contact details are available there. Each task body has a specific section in the intranet for its use. The password protection provides an assurance that only the DEISA members have an access to the confidential information of the project.

2.1 Calendar

There will be a calendar in the DEISA Intranet to which Task Leader will communicate important deadlines and

2.2 Templates

Different templates will be provided with guidelines in the DEISA Intranet to facilitate the work of the consortium and to make all the documentation visually uniform:

- ? DEISA Document Template
- ? DEISA Deliverable Review Template
- ? Evaluation Template of a Dissemination Activity
- ? DEISA Visual Identity
 - o DEISA logo
 - o DEISA Presentation Template
 - o Brochure and Flyer Template
 - o Poster Template
 - o Newsletter and Information Bulletin Template
 - o DEISA HTML Page Template

2.3 Recruitment

The DEISA consortium has a right to recruit, select and retain the best possible qualified candidates to its vacant positions. The general management and execution of the DEISA recruitment policy is the responsibility of the DEISA Executive Committee (DEC).

The DEISA principal partners operate their recruitment procedures within the consortium independently and in accordance with their own recruitment policies. The DEISA sites select from among their applicants on the broadest possible geographical basis. The DEISA consortium provides equal employment opportunity to all, without reference to nationality, race, creed or sex.

All vacancy notices are published internally on the DEISA intranet and, if open to external competition, are published on the public DEISA website and/or the websites of the DEISA principal partners.

2.4 Presentations, Minutes of DEISA Meetings

The minutes of DEISA meetings are uploaded to the DEISA Intranet, as well as all the other material for the use of the entire consortium or some tasks:

- ? Minutes of DEISA Executive and Task meetings
- ? Presentations
- ? Annual Reports
- ? Review Reports
- ? Information Exchange Plan
- ? DEISA Dissemination Plan

3. Central Document Repository, Project Management Tool

A central document repository will be created for the use of the consortium by the end of September 2004. The repository enables the use of cross correlation database. There will be a collaborative code development environment and an easy way to add documents and write quick documentation available. Two systems are being evaluated for this purpose:

1) [BSCW](#) (Basic Support for Cooperative Work) enables collaboration over the Web. BSCW is a 'shared workspace' system which supports document upload, event notification, group management and much more.

2) [GForge](#) is an Open Source collaborative software development tool, which allows people to organize and manage any number of software development projects. It is suitable for managing large teams of software engineers and/or engineers scattered among multiple locations.

4. DEISA Partner’s Mailing lists

The DEISA consortium has established different mailing lists for its members to facilitate the communications within and between different working groups. In Table 1 these mailing lists are presented.

Table 1. DEISA mailing lists

Mailing list, members	Email address	Manager of the mailing list
Executive Committee	execomm@deisa.org	va@idris.fr Victor Alessandrini
Specific Service Activities Leaders	sa_lead@deisa.org	va@idris.fr Victor Alessandrini

Joint Research Activities Leaders, Dissemination Task Leader Management, NA1	ja_lead@deisa.org	va@idris.fr Victor Alessandrini
DEISA Dissemination Team, NA2	management@deisa.org	va@idris.fr Victor Alessandrini
Network Operations and Support, SA1	dissem@deisa.org	marina.bouianov@csc.fi Marina Bouianov
Data Management with Global File System, SA2	network@deisa.org	r.niederberger@fz-juelich.de Ralph Niederberger
Resource Management, SA3	globalfs@deisa.org	sth@rzg.mpg.de Stefan Heinzl
Applications and User Support, SA4	middleware@deisa.org	p.malfetti@cineca.it Paolo Malfetti
Security, SA5	usupport@deisa.org	girou@idris.fr Denis Girou
Material Sciences, JRA1	security@deisa.org	wolfrat@sara.nl Jules Wolfrat
Cosmology Applications, JRA2	ira1@deisa.org	hel@rzg.mpg.de Hermann Lederer
Plasma Physics, JRA3	ira2@deisa.org	gavin@epcc.ed.ac.uk Gavin J. Pringle
Life Sciences, JRA4	ira3@deisa.org	hel@rzg.mpg.de Hermann Lederer
Industrial CFD, JRA5	ira4@deisa.org	va@idris.fr Victor Alessandrini
Coupled Applications, JRA6	ira5@deisa.org	p.malfetti@cineca.it Paolo Malfetti
Access to Resources in Heterogeneous Environments, JRA7	ira6@deisa.org	grasseau@idris.fr Gilles Grasseau
Videoconferences, AccessGrid Meetings	ira7@deisa.org	t.sloan@epcc.ed.ac.uk Terry Sloan
	deisa-video@deisa.org	

All DEISA e-mail lists are managed by the IDRIS's SYMPA automatic mailing system. SYMPA is an electronic mailing-list manager that automates list management functions such as subscriptions, moderation, and archive management.

In order to view the subscribers to the specific DEISA e-mail list, one should send the REVIEW command by e-mail to the electronic address sympa@deisa.org in the following format: REV "list". The command must appear in the message body and each line should contain only one command.

Example:

REV steering@deisa.org

More information of the SYMPA instructions can be found in the [SYMPA User's Guide](#) .

5. Videoconferences and Access Grid meetings

The role of videoconferences and Access Grid meetings is to complement other means of information exchange – emailing, use of Intranet and face-to-face meetings (Face-to-face meetings are part of the management procedures and described there). Each working group may call a videoconference or an Access Grid meeting when needed. A contact list will be established for all video conference/Access Grid experts who can sort out and test the technology amongst the DEISA partners.