

Meeting minute

Project Acronym: Open-DAI
 Grant Agreement number: 297362
 Project Title: Opening Data Architectures and Infrastructures of European Public Administrations
 Work Package: Management

Deliverable Number: D1.1

Revision History

Revision Date	Author	Organisation	Description
01/03/2012	Luca Gioppo	CSI-Piemonte	Initial revision
	Alexandra Lovisolo	CSI-Piemonte	Initial revision
	Diego Feruglio	CSI-Piemonte	Initial revision
	Ivano Gauna	CSI-Piemonte	
	Petra Arrenas	NetPort. Karlshamn	
	Mats Jonsson	NetPort. Karlshamn	
	Fredrik Broman	NetPort. Karlshamn	
	Annette Sandberg	Municipality of Karlshamn	
	Caner Tosunoğlu	SAMPAS	
	Antoni Felguera	BDigital Barcelona	
	Marta Palanques	BDigital Barcelona	
	Enrique Félez	IMI Barcelona	
	Antoni Saldaña	Ajuntament de Lleida	
	Andreu Ibañez	Ajuntament de Lleida	
	Daniele Tatti	DigitPA	

Meeting	Kick off meeting
Meeting Date	23/2/2012 – 24/2/2012
Meeting place	CSI HQ – Turin – Italy
Start time	9,30 (23/2/2012)
End time	12,30 (24/2/2012)

Participants:



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Diego Feruglio Csi Piemonte
Ivano Gauna Csi Piemonte
Luca Gioppo Csi Piemonte
Petra Arrenas NetPort. Karlshamn
Mats Jonsson NetPort. Karlshamn
Fredrik Broman NetPort. Karlshamn
Annette Sandberg Municipality of Karlshamn
Caner Tosunoğlu Sampas
Antoni Felguera BDigital Barcelona
Marta Palanques BDigital Barcelona
Enrique Félez IMI Barcelona
Antoni Saldaña Ajuntament de Lleida
Andreu Ibañez Ajuntament de Lleida
Daniele Tatti DigitPA
Gabriele Ciasullo DigitPA
Mauro Draoli DigitPA
Federico Morando Politecnico di Torino
Raimondo Iemma Politecnico di Torino
Federico Cairo Politecnico di Torino
Giuseppe Futia Politecnico di Torino
Alessandro Fianza Regione Piemonte

Meeting agenda

1. WP1
2. WP2
3. WP3
4. WP4
5. Pilots description
6. WP5
7. WP6
8. WP7
9. WP8
10. Project organization
11. Conclusions

WP1 minutes

The goal of the project is not making a pilot but demonstrating a model. Public Administration has a lot of data but have no finance to create new projects on these data set. With this project we want to demonstrate that is possible to read these databases and to use this resources for new development.



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To make this we have to:

- building the cloud infrastructure
- building and integrating the SOA middleware
- publishing data sets Developing pilots

Then we pass to analyze the project planning for 2012 with the deliverables, 24 in the first year.

There are some critical information about data sets and pilots that the project needs to start.

Any delay in getting these information will generate a delay in all subsequent activities.

Then we list the performance indicators for the first year and the WP1 tasks and deliverables in details.

We also have a web site for the project useful for dissemination activity, as document repository and Internal calendar and scheduling. We will use open source stuff (Gioppo)

For quality assessment the key principles are:

- WP leader will have to set deadlines and milestones all partners will have to send a weekly formal report on activities and state the % of task completion
- Template for formal documents will be provided to WP leaders
- Testing of software will be automated using tools determined in WP2, WP4 and WP5
- Deliverable documentation will be reviewed by at least two reviewers as for the showed proposal (attached to the minutes and approved by partners)

Gioppo also asked to the partner who are Data providers to be sponsor on the opening of the Data.

The first part is concluded and now Ivano Gauna will speak about Consortium and Financial Management.

General monitoring of the project and the project financial reporting are important and needed. All the templates and Guidelines are published by EC.

The project is divided into 3 reporting periods and for each reporting period the Consortium shall submit to the EC the "Progress report" and the "Financial report"

Details are given about these reports.

To help and complete this activity there is also the NEF:

A single front-office tool to interact with DG INFSO for Negotiations, Amendments, Periodic reporting.

Actions	Responsability	Due date
Providing a web management tool (Redmine) that will be used to host wiki, activity, forum etc.	Marta Palanques BDigital Barcelona Luca Gioppo Csi Piemonte	End of February
The documentation shall be made in Office 2003 format	All	NA
Provide document templates	Luca Gioppo Ivano Gauna Csi Piemonte	29/2/2012
Gettino the contact list updated	Diego Feruglio Csi Piemonte	6/3/2012
Project decided that for running documents it will be easier to use Dropbox, final versions will be hosted in RedMine	Diego Feruglio Csi Piemonte	6/3/2012

WP2 minutes

The WP2 results will be reviewed by CSI and Politecnico di Torino

Progress and financial report within 60 day of reporting period

Technical Interim reports every 3 months

A spreadsheet has been prepared for the task 2.1 documentation (sent to the contact persons after the meeting)

If a pilot needs specific information or documentation this is OK. The spreadsheet should be seen as a starting point for the discussion

The physical connection between CSI and Sampas needs to be tested

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To fulfill the WP2 tasks the involvement from CSI and Sampas is very important
Do not underestimate the potential legal and commercial constraints to get access to the data. Arising problems might take considerable time to resolve
We need to have a preliminary architecture ready at an early stage in the project as input to WP3
A more detailed time schedule and work plan will be prepared
Contact persons for each pilot has been appointed as:

- Marta Palanques for Lleida
- Marta Palanques for Barcelona
- Luca Gioppo for Turino
- Caner Tosunoglu for Ordu
- Mats Jonsson for Karlshamn

The names might be changed but it is important to have one main contact that is committed as responsible for the tasks

Actions	Responsability	Due date
Sending spreadsheet to all	Mats Jonsson NetPort. Karlshamn	29/2/2012
Getting first draft of the compiled spreadsheet from all	All partners	

WP3 minutes

The WP3 leader is DigitPA with the important support of Nexa
The WP3 Deliverables are:

D3.1: Data assessment report

A master document holding all information from each set-providing partners

General guidelines

- Legacy DB infrastructure (DBMS)
- ER schemas (not just XML schemas)
- Description of the data (names/semantics)
- Legal aspects (checklist)

D3.2: Data services design report

A master document that will collect:

- General guidelines
- Standard references
- List of data services from each set data-providing partner (each in a separate document)
- Legal aspects
- Semantic view
- Data service description
- WP3 KPI (following WP1 guidelines)

In this WP we have to give definition of metadata profile

The proposal is to use Dublin Core Standard (ISO 15836:2009). It is a simple yet effective element set for describing a wide range of networked resources

For the legal aspect Federico Morando from Nexa is speaking:

Map the possible constraints (legal restrictions) any publishing restrictions IPRs (copyright, database sui generis right) statutory, privacy and secrecy restrictions. Collect the relevant information sample records may be useful the story/genesis of "candidate" dataset relevant laws and regulations.

Clear the relevant rights re-use perspective → Open Data

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Contribution requested from each partner:

D3.1 : Data assessment report

Provide contact for data report (ER, XML, legal, metadata...)

Each data set-providing partner provides a list of data sets schemas, access rules, output standards, data quality plus legal, privacy and licensing information information already present in the spreadsheet prepared by WP leader.

D3.2 : Data services design report

Provide contact for data services (WSDL, ...)

Each data set-providing partner provides a list of services to query the data sets data service described by WSDL file with documentation of all needed functions DigitPA supported by WP2 collects, check for consistency

Actions	Responsability	Due date
Providing compiled spreadsheet	Luca Gioppo – Csi Piemonte Marta Palanques BDigital Barcelona Mats Jonsson NetPort. Karlshamn Caner Tosunoğlu Sampas	10/04/2012

WP4 minutes

The goal of the WP4 is delivering a cloud infrastructure with all the needed middleware ready for deploying pilots. All this will have to be managed for 23 months at least.

Before the WP4 starts it's necessary making network testing between partners, creating cloud infrastructure between CSI and Sampas and getting Hardware in place.

The Cloud infrastructure must be installed for 15/6/2012, the monitoring and automation of cloud and components for 29/6/2012 and finally the creation of templates and delivery for 30/9/2012.

Integration of VDB and legacy stub for 22/6/2012

Integration of semantic and geographic components for 29/6/2012

Performance measurement for 28/7/2012

Dimensioning of all the pieces for 30/9/2012

The Cloud will be composed of two zones in two different geografic sites. Logically it will be a single cloud composed of two pieces. Each group of pilots will get its own tenant.

Then Gioppo list some of the actual HW already present at CSI site and show the VPN diagram

Actions	Responsability	Due date
Each partner must provide a reference person for network testing within end of February.	All partners	6/3/2012
SAMPAS/Ordu has to order HW as soon as possible since it will be needed for the 01/06/2012.	SAMPAS	15/3/2012
Make network testing between sites	All technical partners	20/3/2012

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Pilots description minutes		
Each technical partner illustrate the details of the pilots that will be implemented in the project		
Actions	Responsability	Due date
NA		

WP5 minutes		
<p>WP5 objectives Implement 5 pilots that demonstrate the usage of the platform delivered on WP4. To that end, three phases are established:</p> <ul style="list-style-type: none"> - Pilot description - Deployment - Testing and reporting <p>At the end of WP5, the platform and pilots will be available for development of the services in WP6.</p> <p>Partners involved: CSI, NETP, SAMP, IMIBCN, IMIAL, BDIG</p> <p>WP5 Deliverables:</p> <p>Pilot descriptions To be defined: Documentation of the pilot implementation Pilot testing reports</p> <p>Requested Contribution by Partner:</p> <p>For technology partners: Update information on the pilot environments they will work with. Notify any relevant changes in the pilots and unforeseen obstacles. Identify the key contacts and select an interlocutor for coordination. Start considering which contents we should include in:</p> <ul style="list-style-type: none"> • The pilot definitions • The pilot testing reports <p>For end-use partners: Update information on their pilot environments. Coordinate with technology partners to identify changes and obstacles. Identify the key contact persons for pilot development.</p> <p>Follow-up conference calls will be held between the WP leader and partners every two weeks in order to keep track of the work in progress. Relevant news should be notified to the WP leader when they are identified, rather than waiting for the call. Before the call, you will receive an email detailing the topics. After such calls, you will receive a summary email, reminding you of the agreements met.</p> <p>Documents will be delivered as .doc</p> <p>Pilot description and testing definition will include guidelines on document formatting.</p>		
Actions	Responsability	Due date
NA		

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WP6 minutes

The goal of this work package is to create an integrated service development, implementation, deployment and management framework to ensure the governance on the creation and operation of Open-DAI services and their testing procedures

TASKS

- * Task 6.1 - User-driven service development and testing
- * Task 6.2 - User-driven service orchestration and deployment
- * Task 6.3 - Operational monitoring of the platform and the pilot scenarios

DEADLINES

- * Service developments finish at month 20
- * Testing services finish at month 20
- * Service orchestration and deployment finish at month 20
- * Monitoring system activate at month 20
- * Monitoring results at month 24 and month 32

Project leader underlined that when WP6 start pilot have to be completed since there is all the monitoring of the services that has to be scheduled in this WP.

During this WP it is expected that new developments, possibly involving external actors, emerge.

Actions	Responsability	Due date
NA		

WP7 minutes

Dissemination – The WP7 goal is spreading results of the project.

Many side topics linked to the project are:

- Open-Data and different legal system comparison
- Data on private cloud issues
- New cloud model

Then is important to contact technical vendors to propose joint participation and open source communities to get support and mutual promotion

Use the web: Twitter, facebook, LinkedIn; Producing how-tos; Going to produce a small video intro should be needed for events.

Organize a public workshop for 30/09/2012

Actions	Responsability	Due date
Dissemination plan	WP7 leader	31/5/2012
Project leaflet	WP7 leader	31/5/2012
Reference person for public relation	All partners to WP7 leader	29/2/2012
Send in possible local or European events where Open-DAI project could participate to WP evaluation	All partners to WP7 leader	When occurs
Trace the participation to events, contacts and published news	All partners to WP7 leader	When occurs

WP8 minutes

The WP8 was not discussed thoroughly since it was missing the responsible person of the WP.

The partners decided to follow up on this subject in a conference call and planned the scheduling of the activity

Actions	Responsability	Due date
Scheduling call	Diego Feruglio	06/03/2012

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Project organization

Meeting conclusions and decision making

The first pre-financing is available:

partners have to send their bank coordinates (account module) to the coordinator.

We decide the date of the next meetings: one in early June 2012 in Sweden and one in early October 2012 in Barcelona

Coordination and management bodies

Open-DAI Consortium will be based on a three-level management structure:

1. Executive Board (EB)
2. Work Package Leader (WP)
3. Coordinator

For the executive board:

1. One representative for each partner (as from CA)
2. Members to be identified and appointed (with formal letter)
3. Proxy recommended

Actions	Responsability	Due date
Scheduling next meeting in Sweden	Feruglio Petra	

Conclusions minutes

Actions	Responsability	Due date
Decided to have a call between all each two weeks at the same recurring time (at 3 pm each Wednesday starting the 6/3/2012)	All partners	NA

1 Attachments

Peer review structure approved during the meeting

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- WP2
 - CSI
 - Polytechnic of Turin
- WP3
 - CSI
 - Polytechnic of Turin
- WP4
 - Sampas
 - Netport
- WP5
 - CSI
 - Netport
- WP6
 - CSI
 - BDigit
- WP7
 - Polytechnic of Turin
 - BDigit
- WP8
 - CSI
 - Polytechnic of Turin