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FCCIS

Future Circular Collider Innovation Study

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DELIVERABLE REPORT

PROJECT HANDBOOK

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Abstract:

Set of structures, procedures, and tools to be used by the consortium members to implement the project. It includes guidelines and best practices for document management, project quality and risk management, internal and external communication, key dates, reference documents, plans and schedules, templates, a project team database and a copy of the members rights and duties.

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For more information on FCCIS, its partners and contributors please see <https://twiki.cern.ch/twiki/bin/view/FCC/FCCIS>.



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Delivery Slip

	Name	Organisation	Date
Authored by	Panagiotis Charitos, Julie Hadre, Anna Yaneva	CERN	25/01/2021
Edited by	Anna Yaneva	CERN	22/02/2021
Reviewed by	Johannes Gutleber	CERN	23/02/2021
Approved by	Michael Benedikt, Frank Zimmermann	CERN	26/02/2021

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1. PROJECT ORGANISATION

1.1. ORGANISATION BREAKDOWN STRUCTURE

The project Organisation Breakdown Structure is shown in Figure 1.

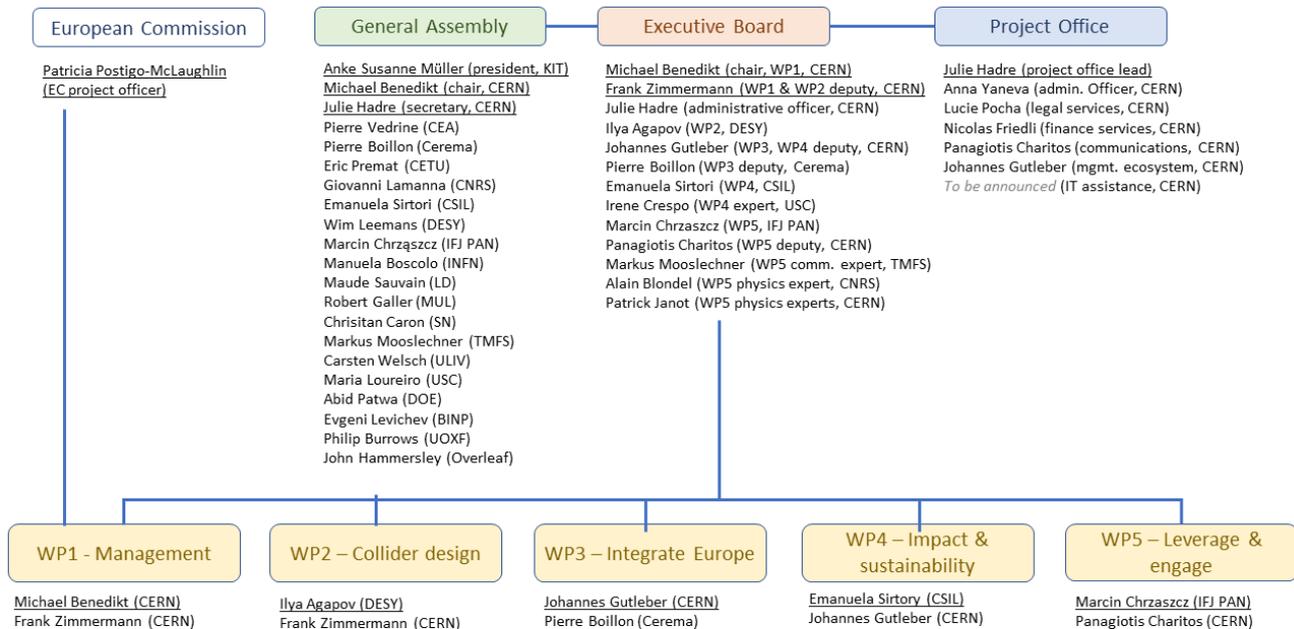


Figure 1: FCCIS organisation breakdown structure

1.2. ROLES IN THE FCCIS CONSORTIUM

The roles and working principles of the different project governance and management bodies are detailed on the project Twiki site.

- FCCIS Consortium: [FCCISConsortium < FCC < TWiki \(cern.ch\)](#)
This page gives information about the project beneficiaries and partner organisations.
- FCCIS Project Team: [FCCTeam < FCC < TWiki \(cern.ch\)](#)
This page compiles the list of all persons (names and email addresses), who actively participate in the FCCIS H2020 EU project, and their role(s). One can see also the comprehensive list of roles inside the project and their definition (i.e. Task Leader). With project progress and completion of activities the project team will undergo frequent changes.
- FCCIS General Assembly: [FCCISGeneralAssembly < FCC < TWiki \(cern.ch\)](#)
This page compiles the goals, rights, and duties of the General Assembly and of its members.
- FCCIS Executive Board: [FCCISExecutiveBoard < FCC < TWiki \(cern.ch\)](#)
This page compiles the goals, rights, and duties of the Executive Board and of its members.
- FCC/FCCIS International Advisory Committee: [InternationalAdvisoryBoard < FCC < TWiki \(cern.ch\)](#)

FCC/FCCIS International Steering Committee: [InternationalSteeringCommittee < FCC < TWiki \(cern.ch\)](#)

2. PROJECT MANAGEMENT ENVIRONMENT

CERN has put in place different tools to manage the project. A CERN primary computing account is usually necessary for an optimum use of these tools.

All the project members should apply for an External Visitor registration via the [FCCIS Office](#) to get this account.

This information is available at [FCCISadmin < FCC < TWiki \(cern.ch\)](#)

2.1. MEETING AND EVENT ORGANISATION

Regular meetings are taking place inside the project. Meetings with presentations are handled via the **Indico** tool.

- Overall FCC meeting structure is currently being established. Regularly consult: <https://twiki.cern.ch/twiki/bin/view/FCC/GeneralMeetingSchedule>
- FCCIS specific WP meeting links can be found on <https://twiki.cern.ch/twiki/bin/view/FCC/Meetings> and on Indico: <http://cern.ch/fccis-meetings> (Figure 2).

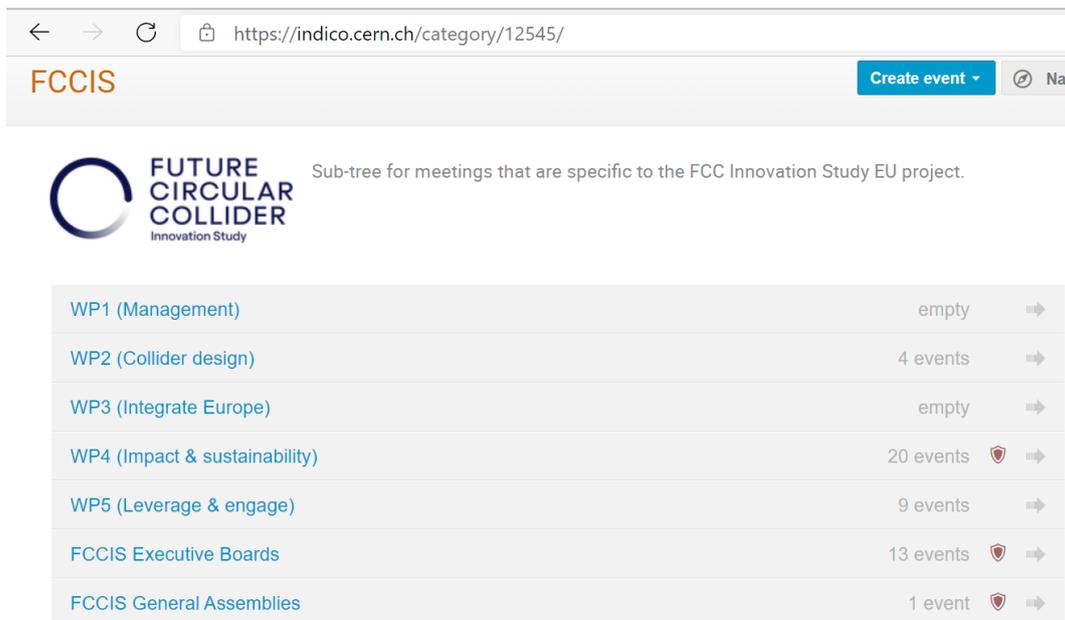


Figure 2: FCCIS structure in Indico

2.2. VIDEOCONFERENCING

CERN has a subscription for the videoconferencing tool **Zoom**: [CERN Video Conferencing Service - Zoom](#)

The Zoom links to join the meetings can be found on the agenda page on Indico. (Figure 3)

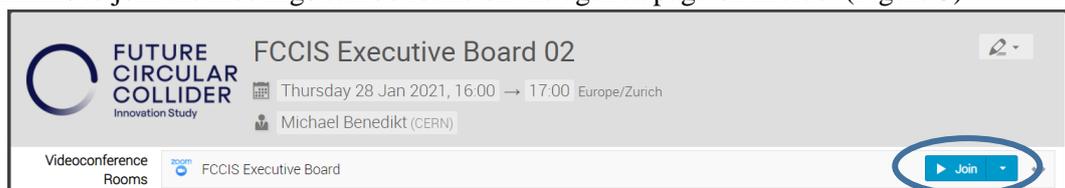


Figure 3: Zoom auto-join url in Indico

2.3. INFORMATION PLATFORM

Project documentation uses the collaborative **Twiki** tool operated by CERN.

<http://twiki.cern.ch/FCC> - Sub-page FCCIS: <http://twiki.cern.ch/FCC/FCCIS>

Project members can find there, among others, the Grant Agreement, the Consortium Agreement, the Rules and voting conditions, the Team composition, some project documents templates etc. (Figure 4).

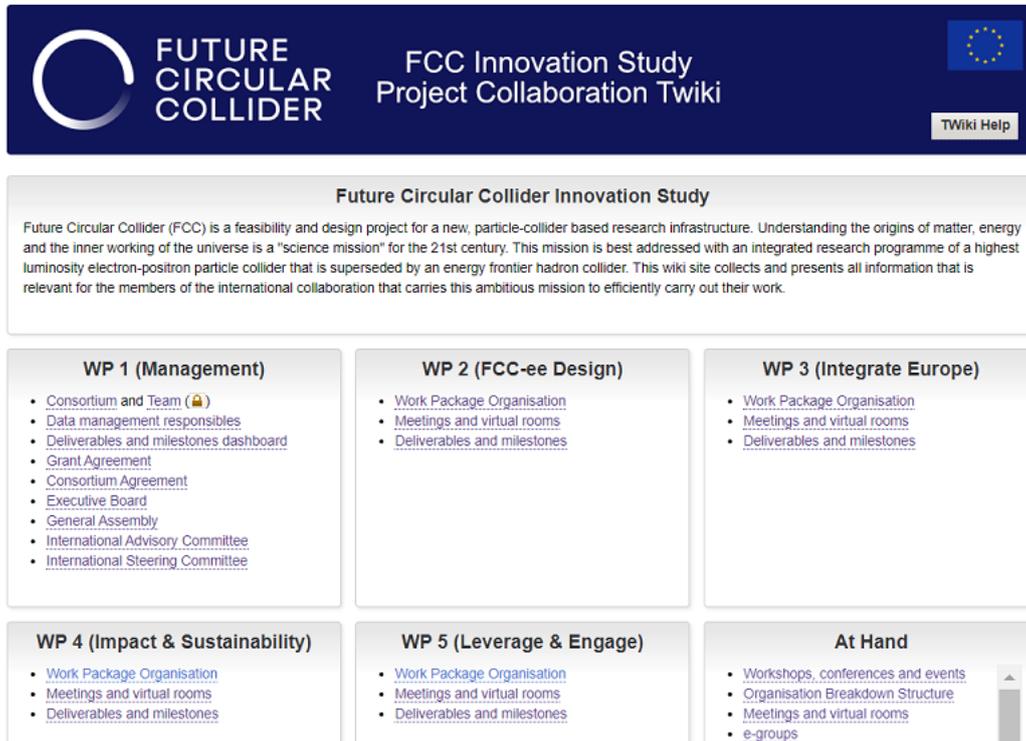


Figure 4: Overview of the FCCIS Twiki site

2.4. FILE STORAGE

CERNBox provides cloud data storage. The data can be accessed from any Web browser or file explorer. Project members need to have a CERN primary account.

CERNBox projects:

- **cernbox_fcc** at /eos/project-f/fccproject for all FCCIS project data and documents.
- **cernbox_fcc-gis** at /eos/project-f/fcc-gis for all documents related to the environmental evaluation and placement projects.
- **cernbox_fccgeo** at /eos/project-f/fccgeo for subsurface raw and analysed data.

Structure under FCCIS (Figure 5):

- EC – project relevant official documents (e.g. Grant Agreement, Consortium Agreement).
- milestones_and_deliverables – Prepared templates for the required documents.
- public – for data that can be publicly linked to.
- WP1, WP2, WP3, WP4, WP5 with a generic substructure.

Additional directories can be created on an ad-hoc basis.

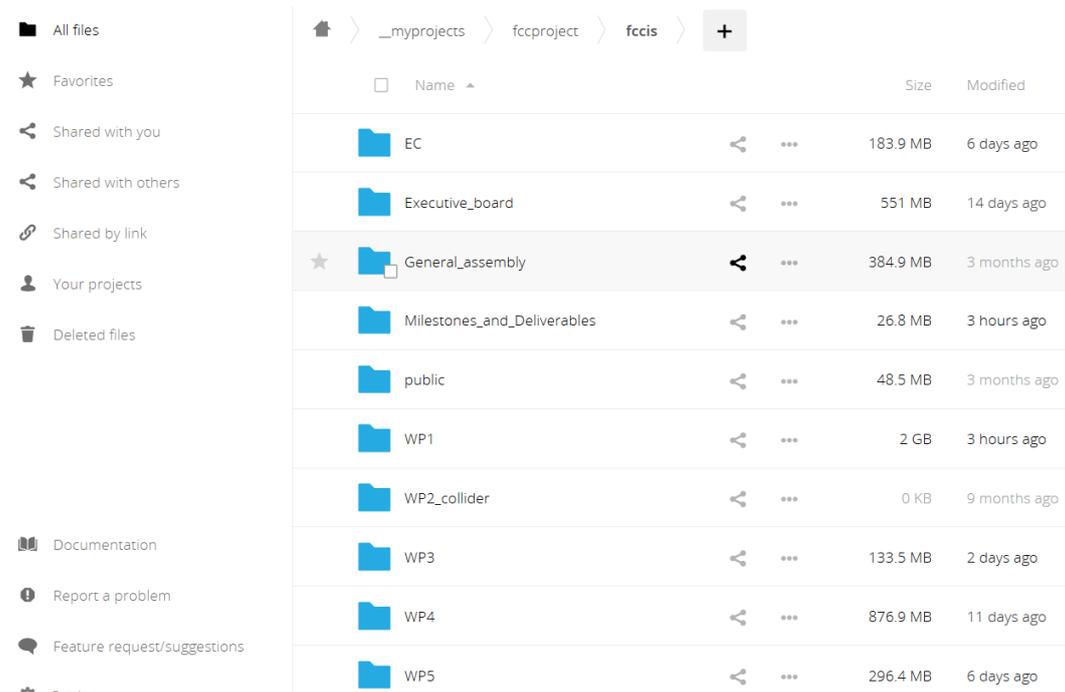


Figure 5: CERNbox FCCIS structure

2.5. OFFICE TOOLS

- **OnlyOffice** via cernbox provided by CERN.
- **Overleaf** collaborative LaTeX environment for scientific and technical writing (subscription provided by CERN).

2.6. PROJECT ORGANISATION

CERN subscribed to **MeisterTask.com** to enable the project members to easily organise and coordinate the work inside the work packages and to keep track of management tasks and decisions.

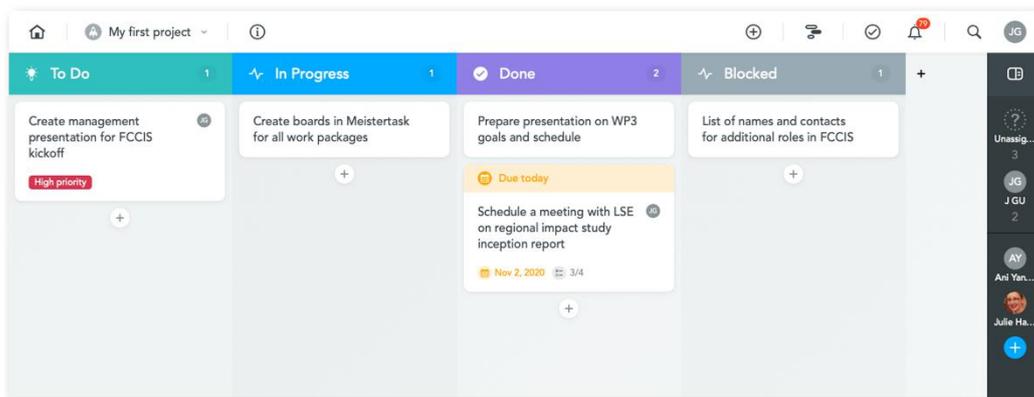


Figure 6: Example of Board in MeisterTask

2.7. ARCHIVE FOR SCIENTIFIC & TECHNICAL DOCUMENTS

Project members must upload their publications on the FCC **Zenodo** communities: <https://zenodo.org> i.e.: scientific papers, presentations, posters, web pages, social media, audio-visual productions, announcements, publicly visible elements, etc.

The Zenodo platform grants open access as well as a DOI (Digital Object Identifier, which is used to permanently identify an article or document and link to it on the web). Submitted publications and data automatically are included in the H2020 project reporting.

<p>Future Circular Collider Technologies View</p> <p>This community collects documents and data relating to the Future Circular Collider technologies topics. It includes beam diagnostics, beam transfer, collimation, accelerator controls, detector controls, dumps and stoppers, equipment and machine...</p> <p>Curated by: fcc-zenodo-tech</p>	<p>Future Circular Collider Innovation Study View</p> <p>This collection gathers general documents that are produced in the frame of the EU H2020 funded Future Circular Collider Innovation Study (FCCIS). Examples include, but are not limited to the Grant Agreement, milestone and deliverable reports, general...</p> <p>Curated by: fccisoffice</p>
<p>Future Circular Collider Physics and Experiments View</p> <p>This community collects documents and data relating to the Future Circular Collider physics and experiments topics. It includes theoretical physics, experimental physics, detector studies, detector technologies and related software and computational matters.</p> <p>Curated by: fcc-zenodo-phex</p>	<p>Future Circular Collider Accelerators View</p> <p>This community collects documents and data relating to the Future Circular Collider accelerators topics. It includes hadron colliders, lepton colliders, ep colliders, hadron injectors, lepton injectors and related software and computational matters.</p> <p>Curated by: fcc-zenodo-acc</p>
<p>Future Circular Collider Engineering View</p> <p>This community collects documents and data relating to the Future Circular Collider technologies topics. It includes beam diagnostics, beam transfer, collimation, accelerator controls, detector controls, dumps and stoppers, equipment and machine...</p> <p>Curated by: fcc-zenodo-eng</p>	<p>Future Circular Collider Implementation, health, safety and environment View</p> <p>This community collects documents and data relating to the Future Circular Collider safety concepts, technical risk assessment, environmental impact, radiation protection, conventional waste management, radioactive waste management, occupational...</p> <p>Curated by: fcc-zenodo-imp</p>

Figure 7: List of FCC Zenodo communities:

3. INREACH /OUTREACH

Useful information is available on the Twiki site: [FCCIS < FCC < TWiki \(cern.ch\)](#)

Project members can find there, among others:

- Their WP goals, deliverables, meetings,
- The organization of the project, and list of project members,
- The guidelines for publications,
- Some document templates,
- The project visual identity material, (Figure 8)
- The project dashboard.



Figure 8: Information on FCC Visual Identity on Twiki

It is planned to send a newsletter every six months to the FCCIS community. The first newsletter can be seen at <https://mailchi.mp/011c0b450345/easitrain-bulletin-i-issue-12675070?e=dce1757a66> (see Figure 9)

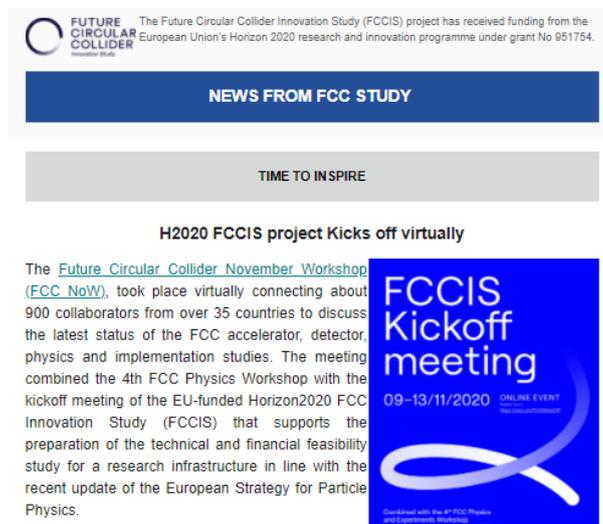


Figure 9: Article in the first FCC newsletter