

EUROPEAN  
PLASMA RESEARCH  
ACCELERATOR WITH  
EXCELLENCE IN  
APPLICATIONS

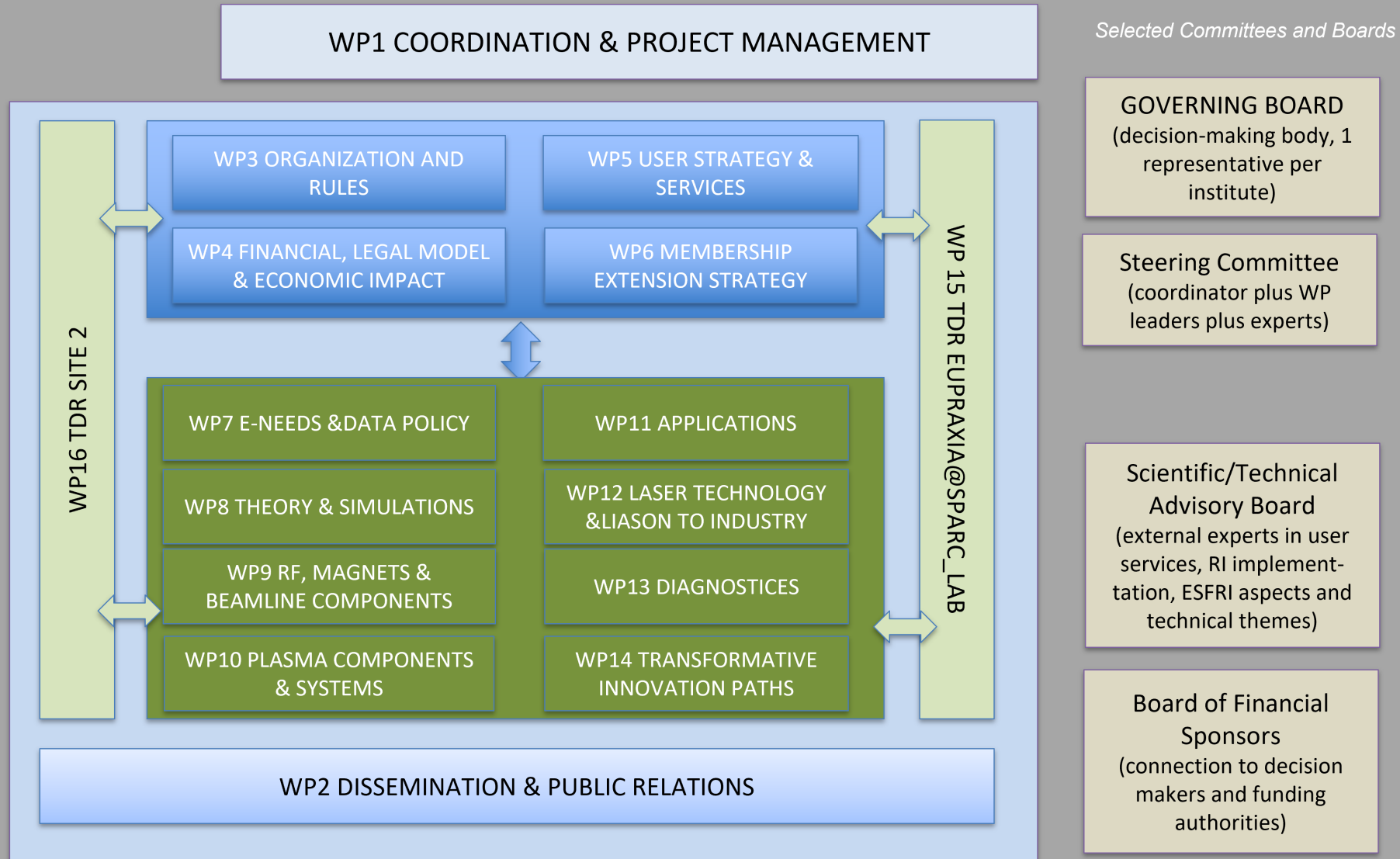


# EuPRAXIA - PP | Project Management

A.Falone | EuPRAXIA – PP Kickoff Meeting  
Frascati, 27/11/2022



This project has received funding from the European Union's Horizon  
Europe research and innovation programme under grant agreement  
No. 101079773



EuPRAXIA has its own well recognized logo.

Every EuPRAXIA project related should have the same logo with the name of the project below.

As general rule for any general EuPRAXIA related issue the general logo must be used. For any particular document and/or slides related to the preparatory phase project the project logo should be used.



EuPRAXIA Project Office headquarter is located at INFN - LNF

EuPRAXIA is now a set of correlated projects and initiative that needs an overall governance and coordination.

- EuPRAXIA - Preparatory Phase Project
- EuPRAXIA@SPARC\_LAB (Beam Driven Pillar)
- EuPRAXIA Doctoral Network
- EuPRAXIA - Advanced Photon Source (EuAPS)

## **R.Assmann**

Project Leader  
Chair of the Steering Committee

## **M.Ferrario**

Project Leader EuPRAXIA@SPARC\_LAB  
P.I. EuAPS  
Chair of the Collaboration Board

Secretary and Admin. Support - To be hired



## Project Office

## **A.Falone**

EuPRAXIA Project Office Group Leader

### **C.Pelliccione**

EuPRAXIA-PP Project Officer

### **C.Conti**

Financial Reporting Support Officer

### **M.lungo**

EuAPS Project Officer

### **T.Ferro**

EuAPS Financial Officer

### **F.Cioeta**

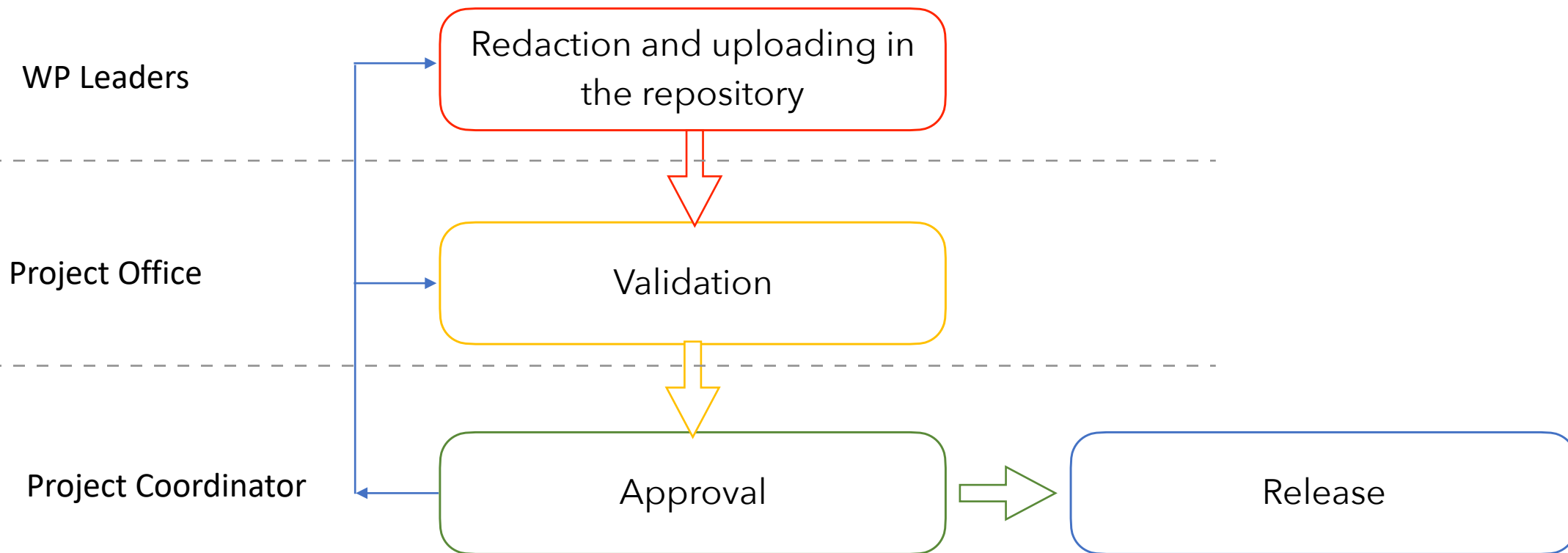
EuPRAXIA@SPARC\_LAB Configuration Manager

### **M.lungo**

EuPRAXIA@SPARC\_LAB Cost&Schedule

We have in total 34 Deliverables and 31 Milestones and 7 General Milestones to be reported to EU and in addition financial reporting (see next talk C.Conti)

In order to ensure that deliverables and related documents are properly collected and they correspond to the main goal of the project, the following document life-cycle will be implemented



A calendar of the upcoming milestones and deliverables will be made public through the repository and in any case it is available in the EU - Portal

Deliverables are expected to be uploaded in our common repository **45 days** in advance the due date in order to have enough time for amendment / correction and/or further implementation.

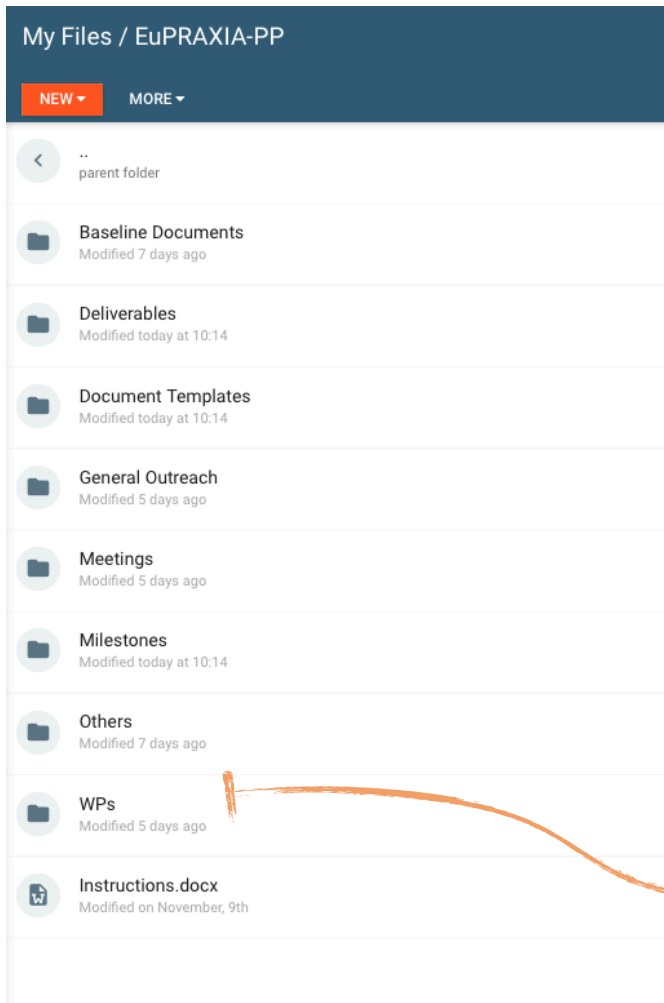
All documents must follow a dedicated template that will be distributed and available always through the common repository.

Internal nomenclature - All the documents must be named according with the following nomenclature:

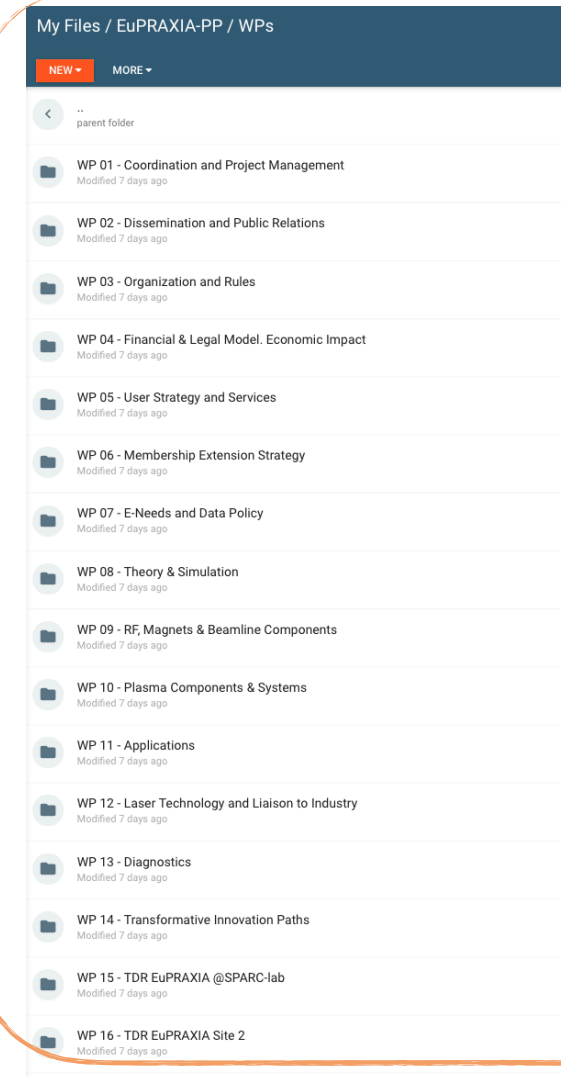
**EuPRAXIA\_PP - WPx - Dxxx - V.01 - Date**

- A common repository will be put in place in the next days in order to allow all the members of the project to share documents, have access to the main project documentations and have a common space where to upload the deliverables
- The repository will be implemented within INFN IT Service and based on PANDORA. It fulfills all the data policy of the institutions, data will be stored in proprietary server and full back up is always guaranteed. Storage size is virtually illimited and there are no restriction on file size.
- User name and password will be provided in the next weeks.
- Templates / logo and outreach will be also available and updated regularly
- A document with detailed instruction on how to use it will be made available.

Documents of general interest will be accessible by all the EuPRAXIA Members



Each WP will have a dedicated and protected space

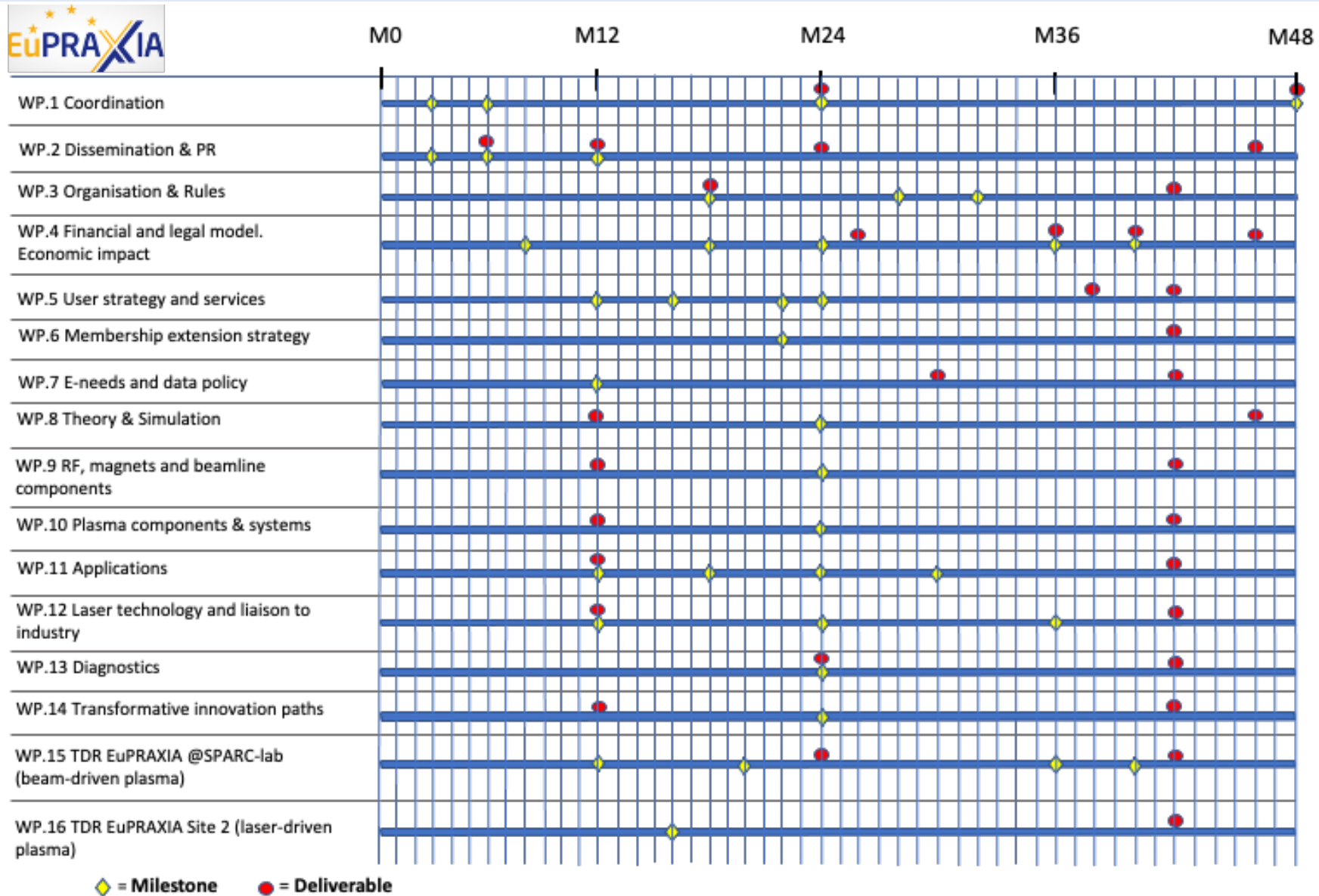


Meetings are a vital part of our work. While in presence meeting will be periodically organized and your presence is certainly more than welcome. Most of the meeting will be organized remotely.

We propose the following approach.

For internal WP meeting feel free to self-organize in the most comfortable way for yourself.

For general meeting the INDICO service at INFN will be put at your disposal through our staff.  
(Instruction will be released soon).



This project must be intended as a collaborative effort towards the definition of a new research infrastructure.

We strongly encourage the collaboration and the communication within all the workpackages and participants.

In the next days/weeks you will receive further instruction and recommendation with the goal to make this collaborative effort as smooth and easy as possible.

## Contact Persons:

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