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Social Mining & Big Data Ecosystem

SoBigData

RESEARCH INFRASTRUCTURE

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DISCLAIMER

SoBigData (654024) is a Research and Innovation Action (RIA) funded by the European Commission under the Horizon 2020 research and innovation programme.

SoBigData proposes to create the Social Mining & Big Data Ecosystem: a research infrastructure (RI) providing an integrated ecosystem for ethic-sensitive scientific discoveries and advanced applications of social data mining on the various dimensions of social life, as recorded by "big data". Building on several established national infrastructures, SoBigData will open up new research avenues in multiple research fields, including mathematics, ICT, and human, social and economic sciences, by enabling easy comparison, re-use and integration of state-of-the-art big social data, methods, and services, into new research.

This document contains information on SoBigData core activities, findings and outcomes and it may also contain contributions from distinguished experts who contribute as SoBigData Board members. Any reference to content in this document should clearly indicate the authors, source, organisation and publication date.

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GLOSSARY

ABBREVIATION	DEFINITION
PC	Project Coordinator
PM	Project Manager
PAM	Project Administrative Manager
PMB	Project Management Board
GA	General Assembly
TMB	Transnational Access - Management Board
USP	International User Selection Panel
PAB	Project Advisory Board
PMT	Project Management Team
PSB	Project Steering Board
WP	Work Package

TABLE OF CONTENT

DELIVERABLE SUMMARY

This deliverable reports the definition and the installation of the boards for the project management. This deliverable includes 3 sections:

- **Section 1**: proposes an introduction of the aim of the deliverable and its relation with the other work packages.
- **Section 2**: introduces the project management structure, and shows the interraction between the bodies of the project. Moreover it describes the key role inside the project.
- **Section 3**: outlines a detailed description of all management boards. All the descriptions include the name of the members for every established board.

EXECUTIVE SUMMARY

This document provides a full description of the project management structure. On the one hand, it describes the key project roles; namely the *project coordinators*, *project manager* and *work package leaders*. Furthemore, it provides the list of members for each key role.

On the other hand, this deliverable overviews all the relevant boards established into SoBigData project. The boards described include: the *project management board*, *project management team*, *project steering board, general assembly*, *ethics board*, *transnational access - management board* and the *project advisory board*. All the descriptions include the name of the members for every established board.

1   RELEVANCE TO SOBIGDATA

1.1   PURPOSE OF THIS DOCUMENT

This document provides a full description of all relevant boards established into SoBigData project. In particular, it highlights the key roles inside project, and the role of each board defined into the project. Furthermore, it provides the name of the actual members inside every board.

1.2   RELEVANCE TO PROJECT OBJECTIVES

This deliverable introduces a full overview of the SoBigData management structure and established boards. All boards are relevant for project management and for the project objectives.

1.3   RELATION TO OTHER WORK PACKAGES

Since this document defines all the relevant boards for the management of the SoBigData project, the information available in this documents is in relation to the overall project organization and then all the work packages.

1.4   STRUCTURE OF THE DOCUMENT

This deliverable has the following structure: Section 2 proposes an overview on the project management structure, and introduces the SoBigData key roles. Section 3 outlines all relevant boards. All the descriptions include the name of the members for every established board.

2   SOBIGDATA MANAGEMENT STRUCTURE

The overall objective of SoBigData is to strengthen and consolidate a network of leading research centres and infrastructures through Europe and to enhance the integration of scholars, data providers, and users within the SoBigData stakeholder community.

The SoBigData management structure, shown in Figure 1, is designed for accurate and timely implementation of the activities that is undertaken in the project. The management structure secures the coordination and integration of these activities towards the SoBigData objectives of the project and thus helps to reach the desired synergistic effects across partners and infrastructures. In order to achieve our objectives, the work has been divided into 11 work packages (WP). Each WP is led by investigator/researchers with an established track record and solid experience in running projects of this scale. It is a deliberate design choice to have a mix of senior researchers and younger ones in the increasing stage of their careers, in order to blend experience and enthusiasm. All project management activities are supported by e-facilities to minimise travel and to speed up the decision making process.
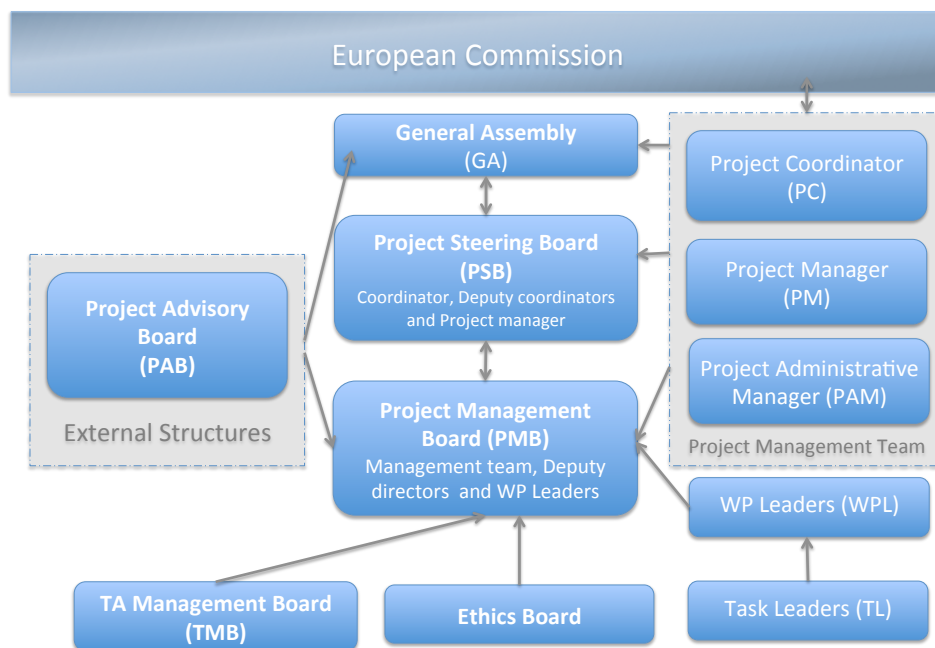
Figure 1. SoBigData management structure

2.1   SOBIGDATA KEY ROLES

2.1.1   THE PROJECT COORDINATOR

Fosca Giannotti, director of research at CNR, is the overall scientific coordination and project implementation, as well as administration. The project coordinator (PC) is the contact person for all interaction and communication with the European Commission and all legal aspects, monitoring the implementation and progress as well as the achievements of the project and reporting to the Commission. The PC acts as chair of the Project Management Board, the Project Steering Board and the Project

Management Team. Two Deputy coordinators assist the PC: **Kalina Bontcheva** (USFD) and **Dino Pedreschi** (UNIPI).

2.1.2 THE PROJECT MANAGER

The Project Manager (PM) reports to the PC and is responsible for administrative management tasks (organisation of meetings and events, coordinating the preparation of reports, monitoring and maintaining the content on the website, facilitating communication within the consortium, and preparing publicity materials). The PM is responsible for resolving financial and other administrative issues and monitoring the completion of technical and business objectives. The PM participates in facilitating dissemination and training activities in collaboration with the responsible WP leaders. The PM is **Valerio Grossi** (CNR). The PM is supported by the Project Administrative Manager (PAM), **Chiara Falchi** (CNR) for monitoring and resolving financial and other administrative issues, taking care of the reporting on Sygma portal supervising the activity of the overall consortium and interacting with the central administration of CNR.

2.1.3 THE WORK PACKAGE LEADERS

The workpackage leaders are key investigators who manage and monitor the scientific and technical objectives, deliverables and milestones of their respective work package and report to the Project Management Board. WP Leaders are responsible for maintaining an archive of documents, including draft documents, deliverables and meeting minutes, which are stored in the private area of the project website.

The leaders of the work packages are:

WP1: Management. ***Fosca Giannotti***, CNR
WP2: Ethics. ***Jeroen Van Den Hoven***, TUDelft
WP3: Dissemination. ***Hamish Cunningham***, USFD
WP4: Training. ***Tobias Blanke***, KCL
WP5: Innovation. ***Dirk Helbing***, ETHZ
WP6: Trans-national Access. ***Kalina Bontcheva***, USFD
WP7: Virtual Access. ***Roberto Trasarti***, CNR
WP8: Big Data EcoSystem. ***Gerhard Gossen***, LUH
WP9: Big Data Analytics methods and techniques. ***Dino Pedreschi***, UNIPI
WP10: SoBigData e-Infrastructure. ***Paolo Manghi***, CNR
WP11: Evaluation, ***Natalia Andrienko***, FRH

3   MANAGEMENT BODIES

The main management bodies responsible for the strategic direction, management and administration of the project are defined in the following sections.

3.1   PROJECT MANAGEMENT TEAM

The Project Management Team (PMT) provides a management structure that monitors the progress and quality of the project and resources. The PMT consists of the PC, the PM and the PAM, supported by the CNR European Office (LEAR). The PC may co-opt into the PMT other representatives as necessary to assist her in the day-to-day running of the project. This Team is the central locus for the ultimate success of the project, so particular attention is paid to monitoring the Gantt chart of the Description of Work for time planning, project reporting and financial control to ensure the project is delivered on time and to budget.

3.1.1   PROJECT MANAGEMENT TEAM MEMBERS

Fosca Giannotti *(CNR)* as PC
Valerio Grossi *(CNR)* as PM
Chiara Falchi *(CNR)* as PAM

3.2   PROJECT STEERING BOARD

The Project Steering Board (PSB) is composed of the PC (chair), the PM and the two deputy project coordinators. Its primary focus is on operationalizing the scientific vision of the project issues. The PSB is a smaller body than the PMB and is more flexible to meet whenever either the PC or a member of the PMB considers this necessary to ensure focused and flexible action. In the first phase of the project the PSB meets twice per month. When the project is well on track, this will be reduced to four to six times per year. The meetings are a mix of teleconferences and face-to-face meetings as appropriate. The PSB regularly discusses scientific progress, dissemination, intellectual property rights, exploitation, legal, ethical and regulatory issues and measures to be tabled to consortium bodies.

3.2.1   PROJECT STEERING BOARD MEMBERS

Fosca Giannotti (CNR) as PC
Kalina Bontcheva (USFD) as deputy project coordinator
Dino Pedreschi (UNIPI) as deputy project coordinator
Valerio Grossi (CNR) as PM

3.3   PROJECT MANAGEMENT BOARD

The Project Management Board (PMB) is composed of the PC, the PM, the WP Leaders and the technical representatives of those partners that have no WP responsibility. Meetings are chaired by the PC. This committee is the primary executive decision making body. Each area of work will discuss the specifics of their technical input, progress and effort expenditure within their respective work packages and the PMB will balance these inputs, along practical lines, within the overall technical direction agreed in the original Description of Work. Ethics and Gender issues will also be monitored by the PMB. There are meetings of the PMB at least every six months and more frequently, if required. These meetings will be virtual or face-to-face, as appropriate.

3.3.1   PROJECT MANAGEMENT BOARD MEMBERS

WP1: Management	*Fosca Giannotti*, CNR,
	Kalina Bontcheva, USFD,
	Dino Pedreschi, UNIPI,
	*Valerio Gross*i CNR
WP2: Ethics	*Jeroen Van Den Hoven*, TUDelft
WP3: Dissemination	*Hamish Cunningham*, USFD
WP4: Training	*Tobias Blanke*, KCL
WP5: Innovation	*Dirk Helbing*, ETHZ
WP6: Transnational Access	*Kalina Bontcheva*, USFD
WP7: Virtual Access	*Roberto Trasarti*, CNR
WP8: Big Data EcoSystem	*Gerhard Gossen*, LUH
WP9: Big Data Analytics methods and techniques	*Dino Pedreschi*, UNIPI
WP10: SoBigData e-Infrastructure	*Paolo Manghi*, CNR
WP11: Evaluation	*Natalia Andrienko*, FRH

representatives of those partners
that have no WP responsibility:

Marlon Dumas UT
Aristides Gionis AALTO
Fabrizio Lillo SNS
Guido Caldarelli, IMT

3.4   GENERAL ASSEMBLY

All the partners are member of the General Assembly (GA), one person (= vote) per partner. The PC acts as chair. The GA decides on: the yearly technical and financial plan, the plan for use and dissemination, the strategy and procedure for publications, the training programme. All beneficiaries will be invited to participate in the meeting and to ask questions, give advice and propose actions. The GA also plays a key role in assessing and deciding whether milestones have been achieved.

3.4.1   GENERAL ASSEMBLY MEMBERS

There is one representative from each partner, named below. Designated representatives may send other named personnel if needed.

CNR	*Fosca Giannotti*
USFD	*Kalina Bontcheva*
UNIPI	*Dino Pedrerschi*
FRH	*Gennady Andrienko*
UT	*Marlon Dumas*
IMT	*Guido Caldarelli*
LUH	*Thomas Risse*
KCL	*Tobias Blanke*
SNS	*Fabrizio Lillo*
AALTO	*Aristides Gionis*
ETHZ	*Dirk Helbing*
TUDelft	*Jeroen Van Den Hoven*

3.5   ETHICS BOARD

Led by **Jeroen Van Den Hoven**, professor of ethics at TUDelft, the Ethics Board guarantees the good governance of data and the research integrity and academic ethics, compliance with ethical and legal framework and consultation with external experts when and where required. **Nikolaus Forgò**, professor for legal informatics and IT law at LUH, acts as Vice Chair and also as the legal counsel to the board. Moreover, as emerged from the Kick-off meeting, this board includes the WP leaders and a representative for those partners that have no WP responsibility.

3.5.1   ETHICS BOARD MEMBERS

Led by *Jeroen Van Den Hoven*, TUDelft.
 Nikolaus Forgò, LUH, Vice chair, legal counsel.
 Hamish Cunningham, USFD, leader of WP3: Dissemination.
 Tobias Blanke, KCL, leader of WP4: Training.
 Dirk Helbing, ETHZ, leader of WP5: Innovation.
 Kalina Bontcheva, USFD, leader of WP6: Trans-national Access.
 Roberto Trasarti, CNR, leader of WP7: Virtual Access.
 Gerhard Gossen, LUH, leader of WP8: Big Data EcoSystem.
 Dino Pedreschi, UNIPI, leader of WP9: Big Data Analytics methods and techniques.
 Paolo Manghi, CNR, leader of WP10: SoBigData e-Infrastructure.
 Natalia Andrienko, FRH, leader of WP11: Evaluation.
 Marlon Dumas, UT.
 Aristides Gionis, AALTO.
 Fabrizio Lillo, SNS.
 Guido Caldarelli, IMT.

3.6 TRANSNATIONAL ACCESS (TA) - MANAGEMENT BOARD

The TA Management Board (TMB) is led by **Kalina Bontcheva** (USFD) with the involvement of all WP6 partners. The TMB is responsible for the call publication, advertising, management and for setting up the international User Selection Panel (USP).

3.6.1 TA MANAGEMENT BOARD MEMBERS

Led by **Kalina Bontcheva**, USFD
Fosca Giannotti, CNR
Marlon Dumas, UT
Aristides Gionis, AALTO
Dirk Helbing, ETHZ
Thomas Risse, LUH
Joern Kohlhammer, FRH - GAndr

3.7 PROJECT ADVISORY BOARD

The Project Advisory Board (PAB) comprises recognised experts of international standing from a range of academic and non-academic organisations. Members are senior researchers, business executives, educators and decision makers from both technical and non-technical backgrounds. The PAB will review "VA Service Provision and Operation" reports and produce the assessment report, helping to identify problems and possible remedies. The PAB will be invited to attend some selected meetings to offer the project the benefit of their domain and technical expertise and help position the technical advances of the project in a wider scientific and commercial context. The PAB will meet at least three times during the course of the project. The PC will chair PAB's meetings. Members will be required to sign appropriate confidentiality agreements covering their involvement. PAB is appointed and steered by the GA, and it shall assist and facilitate the decisions made by the GA. The PC shall write the minutes of the PAB meetings and prepare the implementation of the PAB's suggestions. The PAB members shall be allowed to participate in GA meetings upon invitation but have not any voting rights.

Since the members of this board are international experts outside the SoBigData project, the actual member of this boards will be invited and discussed during the first year of project activities.