3.2.3 Project management during the period

The project evolved as planned within the first year without any significant managerial or administrative issues.

The project is organized around yearly cycles, with deliverables at the end of each project year in form of reports. The first cycle was successfully concluded, with several of the tasks ahead of schedule.

The project consortium held numerous online meetings throughout the year between pairs of project members. Followed up by several visits throughout the year.

There were no changes in the consortium in the first year.

Project meetings:

There were two all-hands meetings for TOPOSYS

TOPOSYS kick-off meeting (Ljubljana)

TOPOSYS first year meeting (Technion)

The list of attendees for each meeting is provided in Appendix A. The main role of the project kick off meeting was for the consortium to get to know each other. To this end, all the partners presented tutorial style presentations of their previous work, and how they envision their role in the project.

There were numerous meetings throughout the year, however mostly done as focused visits rather than large meetings. There was cooperation between the ACAT program in organizing a summer school in Ljubljana at which numerous TOPOSYS members participated in as well as discussion and ultimately sharing of data with the SOPHOCLES. There has also been discussion with the TOPDRIM project with several of the TOPOSYS partners, which will continue in the second year. Outside DYM-CS, we have cooperated with the X-Like project on multi-lingual text analysis, in particular they have provided the preprocessing of the Wikipedia data as well as results on how linear methods work in these models. We have also co-operated with ACAT (ESF network) most notably on the summer school.

The planning of work has proceeded without difficulty as progress has yielded results, which identify potential and promising directions.

The website is currently up-to-date and will be upgraded in the coming year, including ties with http://appliedtopology.org which the consortium has reserved.

Appendix A

Kick-off Meeting

Primož Škraba JSI
Mikael Vejdemo-Johansson KTH
Robert Adler Technion
Herbert Edelsbrunner IST
Marian Mrozek Jagiellonian University
Florian Pokorny KTH
Jan Reininghaus IST
Calin Guet IST
Ulrich Bauer IST
Joao Pita Costa JSI
Dejan Govc JSI
Marko Grobelnik JSI
Jan Rupnik JSI
Andrej Muhič JSI
Klemen Simonič JSI
Dunja Mladenić JSI
Mojca Kregar Zavrl JSI
Blaž Fortuna JSI
Aljoša Rehar STA (Slovenian Press Agency)

1st year Meeting

Primoz Skraba JSI
Mateja Zver JSI
Jan Rupnik JSI
Joao Pita Costa JSI
Mikael Vejdemo Johansson KTH
Herbert Edelsbrunner IST
Jan Reininghaus IST
Marian Mrozek Jagiellonian University
Hubert Wagner Jagiellonian University
Juda Mateusz Jagiellonian University
Grzegorz Jabłoński Jagiellonian University
Frank Weilandt Jagiellonian University
Robert Adler Technion
Anthea Monod Technion
Yogeshwaran Dhandapani Technion
Naor Alush Technion
Bella Shavit Technion

3.3 Deliverables and milestones tables

TABLE 1. DELIVERABLES

Del. no.	Deliverable name	Version	WP no.	Lead beneficiary	*Nature*	Dissemination level[1]	Delivery date from Annex I (proj month)	Actual / Forecast delivery date	Status	Comments
D.1.1	Progress and activity report for WP1	1	1	IST	R	PU	28.10.2103	1.10.2013	Submitted	
D2.1	Progress and activity report for WP2	1	2	IIT	R	PU	28.10.2103	1.10.2013	Submitted	
D3.1	Progress and activity report for WP3	1	3	KTH	R	PU	28.10.2103	1.10.2013	Submitted	
D4.1	Progress and activity report for WP4	1	4	JSI	R	PU	28.10.2103	1.10.2013	Submitted	
D5.1	Project fact sheet	1	5	UJ	R	PU	22.10.2103	1.10.2012	Submitted	
D5.2	Project Website	1	5	JSI	R	PU	22.10.2103	1.10.2012	Submitted	
D5.3	Report on Dissemination Collaboration, and Exploitation	1	5	UJ	R	PU	28.10.2103	1.10.2013	Submitted	
D6.1	Periodic Project Report	1	6	JSI	R	PU	28.10.2103	1.11.2103	Submitted	

1

Milestones

TABLE 2. MILESTONES							
Milestone no.	**Milestone name**	**Work package no**	**Lead beneficiary**	**Delivery date from Annex I dd/mm/yyyy**	**Achieved Yes/No**	**Actual / Forecast achievement date**	**Comments**
MS1	First progress reports available	1,2,3,4	2	28.10.2013	yes	1.10.2013	

3.4 Explanation of the use of the resources and financial statements

Additional to the form Cs and explanations in NEF we prepared a short overview of the spent budget. The consortium as a whole underspent the planned budget in all categories, but there is no significant discrepancy between planned and actual spent budget in any category. Figure 1 provides an overview of that comparison in all categories.

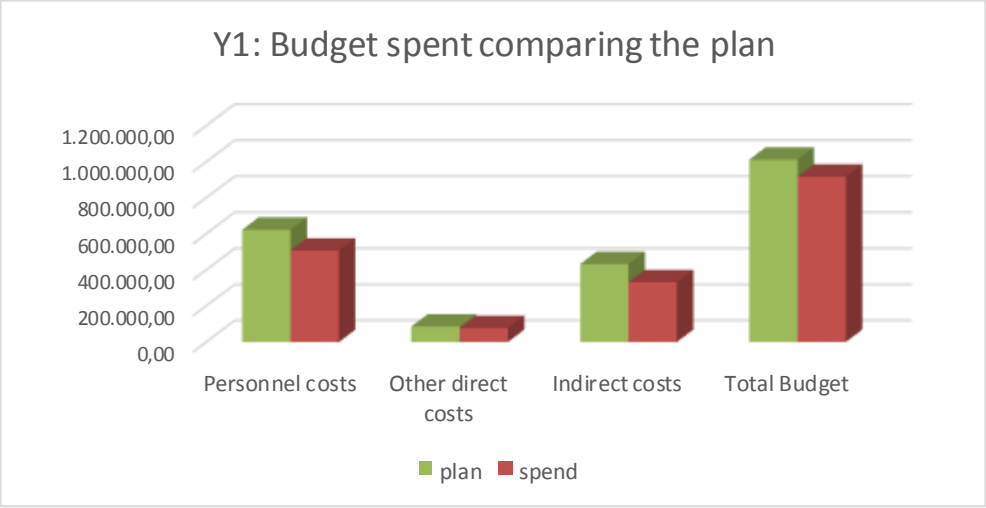

Figure 1: Comparison of planned and actually spent budget in Y1 of the project per categorie

In Y1 all the partners on the Toposys project spent 26, 61% of the entire budget which correlates with the plan. No partner overspent the planned budget. The most underspending partner was UJ, due to some early administrative problems.

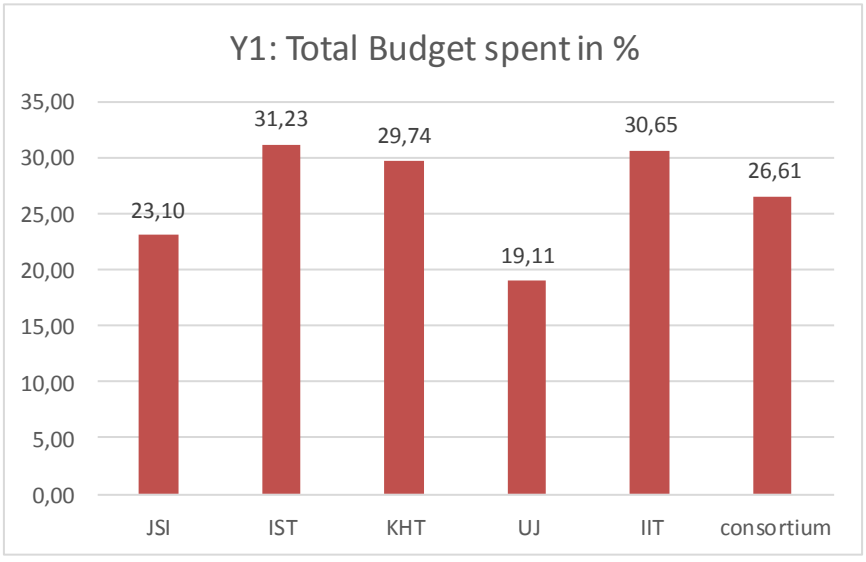

Figure 2: Budget spent in Y1 in % per partner.

The consumed effort per partner and per WP is shown in Table 1. This shows the number of used PMs per WP and per partner. In Y1, the consortium spent 128, 65 PM which represents 39, 22% of all the person months and is 6% over the planned consumption.

	JSI	IST	KTH	UJ	IIT	consortium
WP1	5,50	10,00	4,00	8,00	0,00	27,50
WP2	7,00	4,20	0,00	1,00	17,66	29,86
WP3	10,50	0,00	8,00	5,00	2,74	26,24
WP4	11,00	5,20	5,00	6,00	1,93	29,13
WP5	3,29	4,20	0,85	2,00	1,20	11,54
WP6	3,65	0,40	0,00	0,30	0,03	4,38
total	40,94	24,00	17,85	22,30	23,56	128,65

Table 1: PMs used in Y1 on project per partner and per WP

In Figure 3 the distribution of the planned and used PMs per WP is shown. On almost all WPs, except WP6, the consumption is slightly greater than planned, but it does not vary significantly. Consumption of the PMs as a proportion of all PMs on the project is shown in Figure 4.

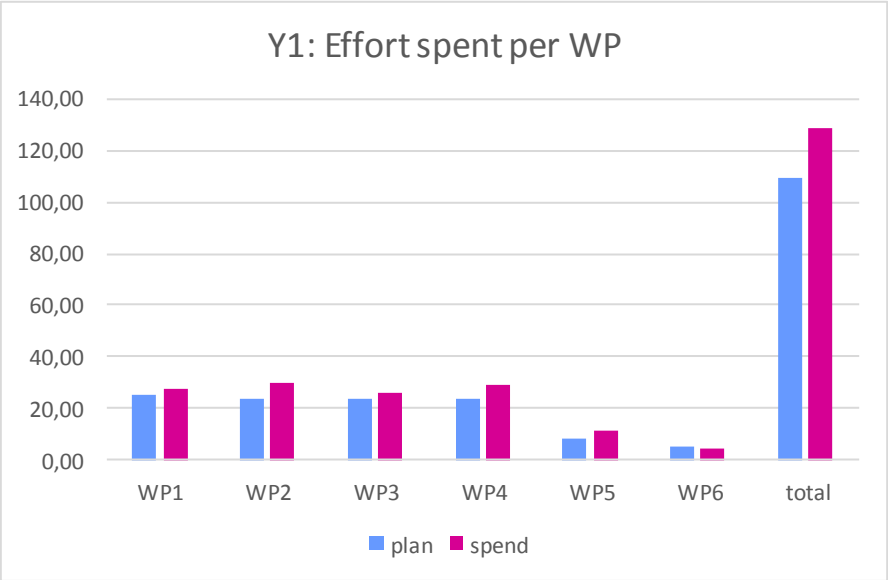

Figure 3: Effort spent per WP in Y1

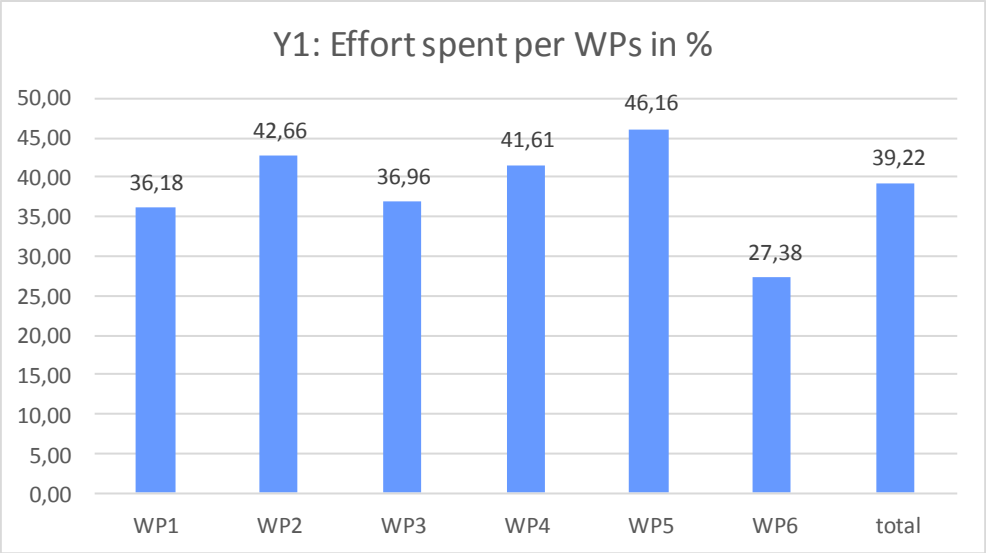

Figure 4: effort spent per WP in % for Y1

The comparison between the planned and spent effort per partner is shown in Figure 5 and as a percentage of the consumed WP per partner in Figure 6.

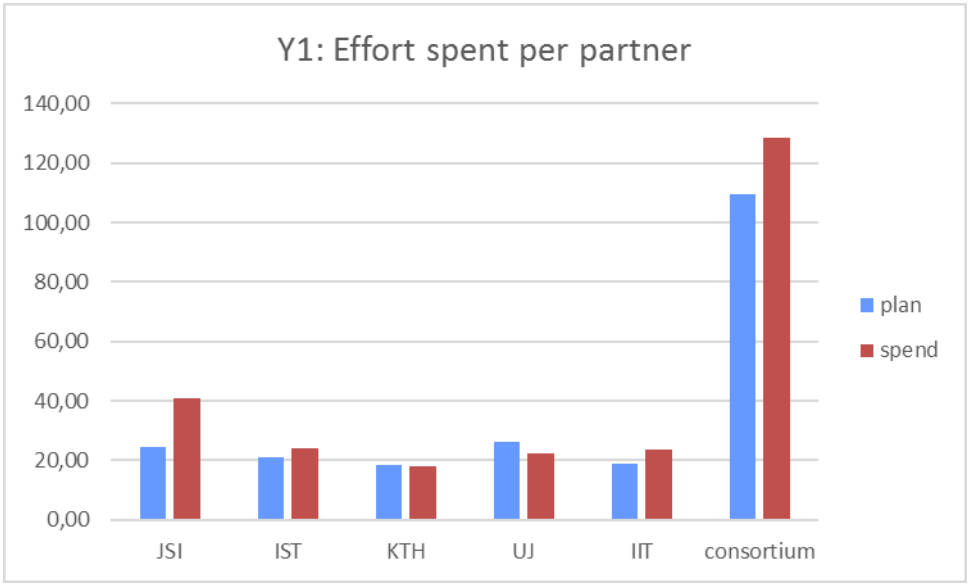

Figure 5: Effort spent vs planned per partner in Y1.

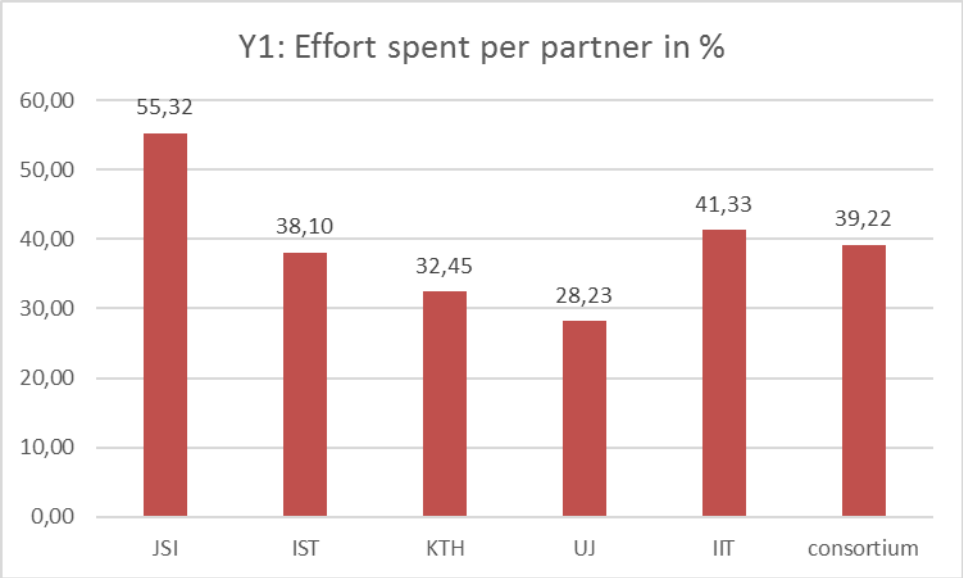

Figure 6: Effort spent per partner in % in Y1

The main reason for overspending the effort for JSI and IIT is that younger researchers and students were involved in the work on project. Young researchers and PhD students spent a higher amount of effort to perform the project tasks compared to experienced researchers, which led to JSI and IIT exceeding the PM usage.