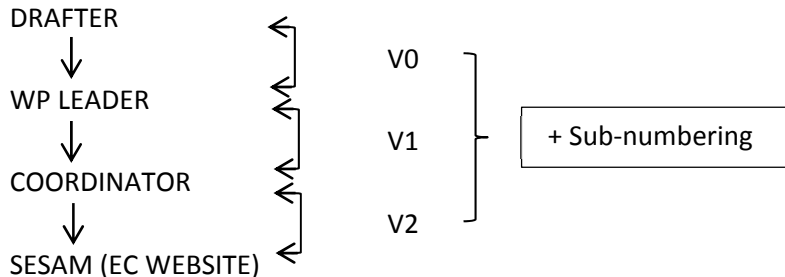


## DELIVERABLES PROCEDURE

### ➤ OFFICIAL CIRCULATION:



**When a Deliverable is sent to the Coordinator it must have been read and checked by the relevant people (drafter + WP Leader).**

### ➤ **EO-MINERS Website new organization (begin of July -> Ian Martin?)**

After discussion with Ian Martin from MIRO a new menu item called 'Project Deliverables will be created, after reports and documentation. In this menu you will find sub menus for each WP1, WP2, WP3, WP4 and WP5 and each WP will be split into sub-menu's to show Ongoing and Final versions.

### ➤ **How to proceed:** (Coordination= Stephane /Elodie and Coordinator= Stephane)

The WP Leader emails the EO-MINERS webadmin ('webadmin@eo-miners.eu) who downloads the deliverable and cc the Coordination. The coordinator reads and checks the named deliverable:

- 1- if ok:
  - 1.1- The coordination informs the webadmin who will move the deliverable from the on-going version to the final version sub-menu.
  - 1.2- the Coordination informs the EC and downloads the final version of the deliverable on SESAM.
- 2- If the Coordinator considers the deliverable has to be modified:
  - 2.1- he informs the WP Leader
  - 2.2- the WP leader and drafter download the current version and make the required modifications
  - 2.3- the WP Leader emails the EO-MINERS webadmin ('webadmin@eo-miners.eu) who downloads the last version of the deliverable and cc the Coordination. The coordinator reads and checks the named deliverable (if ok go to point 2.3.4, if not go back to point 2.1).
  - 2.4- the coordination informs the webadmin who will move the deliverable from the on-going version to the final version sub-menu.
  - 2.5- the Coordination informs the EC and downloads the final version of the deliverable on SESAM.

When the deliverable is considered as completed by the Coordinator, the coordination asks the webadmin to download the last version in the deliverable "final version" sub menu of the EO-MINERS web site.