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Lisbon, 7 March 2006

## Project charter for Fonte

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### Context and purpose

The key priority of the EMCDDA Work Programme 2004-2006 is the establishment of what at that point was called the electronic Information Storage and Retrieval System (ISRS) for quantitative and qualitative information. This would serve as the EMCDDA central pool of data, information and knowledge.

The reason for this to be a key priority was the substantial increase in the number of EU Member States in 2004 and consequently the necessity to restructure data collection and processing. As the EMCDDA was increasingly being recognised as a reference point of expertise and knowledge in the field of drugs, it was seen as essential to have a system in place that encompassed more than merely data and information but also knowledge and know-how.

In September 2005 I appointed a specific project manager and established a cross-programme steering group for this project. Technical specifications were prepared for a call for tender to be published in the Official Journal of the European Union for what was then renamed the 'Electronic Data Processing Tool (EDPT)'. In October 2005, the Bureau approved the necessary budget transfer from Title I to Title II, and in November 2005 a contractor, Pararede, was selected after a thorough and in-depth review of the submitted proposals. In March 2006 the project got its final name '**Fonte**' after a proposal from the steering group and with the consent of Heads of units.

The immediate scope of the Fonte project is to have an internet-based interface, which will facilitate data uploading and storage as well as make retrieval and access to data easier. Once this is done, the EMCDDA has taken a further step towards achieving its long-term goal of consolidating itself as a centre of excellence among the European Agencies.



## **Project management & stakeholders**

In the new organisational chart, which entered into force on 18 October 2005, Ulrik Solberg is responsible for knowledge management and is part of the Communication unit. His first assignment is to be the Fonte project manager, which is foreseen to be a full-time task for at least 2006 and 2007. The Fonte project manager will take the day-to-day decisions that are necessary for the successful completion of this project.

The budget for this project is under ICT and consequently the authorising officer for Fonte is the head of ICT, Pedro Ribeiro.

For the successful execution and conclusion of Fonte, two ad-hoc working groups have been established. One is the so-called 'core group' which consists primarily of IT people. The main task of the core group is to follow the technical aspects of Fonte. The core group prepared the specifications and assessed the proposals from the tenderers. The core group will continue to meet at least once every three months in order to technically assess the deliverables provided by the contractor.

The second ad-hoc working group is the 'steering group', which is bigger and more horizontal in nature comprising representatives from six units. The steering group is the body in which decisions on the general trajectory of the Fonte project are taken (within the framework of the contract). The members of the steering group have a two-fold role. They must both voice the ideas and concerns of the unit or group they represent as well as communicate decisions taken and their implications back to the unit they represent and, in the case of the Reitox representative, also the national focal points. The steering group shall meet at least once every three months.

Meetings between the contractor and the EMCDDA should take place on a monthly basis. Both parties should be represented by approximately five persons. The EMCDDA should be represented by the authorising officer, the Fonte project manager, two members of the IT staff (who are also in the core group) and a representative of the scientific project managers. From March 2006, a representative of the contractor will be invited occasionally to participate in the steering group meetings. At its first meeting, the contractor will present a detailed outline, timetable and project plan.

The Management Board (MB) and Bureau have been involved through the adoption of the EMCDDA Work Programme 2004-2006, which foresees the establishment of a data collection and storage tool like Fonte. The MB and Bureau as well as the Scientific Committee will be briefed on the developments of Fonte through the MB info-publication from the Fonte project manager prior to their meetings.



The implementation of Fonte will imply major changes to the everyday work and exchange between the EMCDDA project managers and the national focal points and both groups will have to be regularly updated.

The national focal points shall receive at least one monthly electronic update in an easy to read format. At the Reitox meeting in May 2006, a presentation on Fonte shall be given in plenary session and a more in-depth presentation shall be given in the context of a workshop. National focal points are invited to provide feedback and input at these events as well as throughout the process. A test version of Fonte is foreseen to be ready by the beginning of July 2006 and national focal points shall be given access to it immediately after, either through the Fonte project site or the Reitox site. Later, at the heads of Reitox meeting in November 2006, a presentation focusing on and demonstrating the use of Fonte shall take place. The national focal points shall be invited to do tests of Fonte and the more exact scope of these tests shall be laid down by the steering group.

Project managers can voice concerns and/or ideas to the steering group through their representative, who will also keep them informed. Project managers should also meet the contractor in order to explain the specifics of their project and their respective data collection tool(s). Given the high priority of the Fonte project, project managers are expected to be available and co-operative to assure the project's successful conclusion. The Fonte project manager will meet the scientific project managers every 3-4 months at unit meetings. National focal points will be briefed on the developments of Fonte at the Reitox meeting, where they are also invited to make comments. In between Reitox meetings national focal points will receive an update by email.

Both project managers and national focal points are to receive training in using the new tool from the end of 2006 or the beginning of 2007. Training is foreseen to be particularly intense in May and June 2007 before launching Fonte at the earliest in September 2007.



## **Milestones**

The awarded contractor is foreseen to provide the following deliverables by the following dates in 2006:

1 March

A first intermediary report concluding the elaboration phase of Fonte. This includes the presentation of the architecture of Fonte and a schedule as well as a plan for the successful execution and implementation of Fonte.

1 July

A halfway report must be submitted to the EMCDDA concluding the construction phase of the Fonte. This includes a test version of Fonte and a plan for its further development.

1 September

An intermediary report and deliverables for the transfer/transition phase. The intermediary report will have the data quality audit report as one of its components. One key deliverable will be the successful transfer/migration of data from the Epidemiological Information System on Drug Data (EISDD).

1 November

The submission of the final version of Fonte and accompanying report in an appropriate electronic format by the 1st of November 2006. This includes a fully functioning version of Fonte and all relevant documentation including delivery notes and source codes.

## **Budget**

For year 2006 the budget for the software development to be undertaken by Pararede is 299,887 Euros. Particularly in year 2007 training of the EMCDDA staff and the national focal points is to take place. The contractor responsible for training will be found according to procedures laid down in the Financial Regulation.

Lisbon, 7 March 2006.

  
Wolfgang Götz  
Director of the EMCDDA