RadioNet FP7 Executive Committee 6

Date: 2 February 2011
Place: Telecon

Executive Committee Minutes

Participants: Michel Guélin, Peter Wilkinson, Franco Mantovani, Huib van Langevelde, Giuseppe Cimo, Arpad Szomoru, Michael Garrett, André van Es, Emmy Boerma
Absent: Aukelien van den Poll, Corina Vogt, Simon Garrington

1. Opening

2. Actions from Board Meeting

02/02 Provide guidelines for how to audit real unit costs
Same document as distributed July 2010. André van Es will distribute document including a letter to the EC expressing concerns about the amount of auditing required given the guidelines (*letter from ELISA by Giorgio Margaritondo*). EC has not replied on this comment.

02/03 Develop a communication scheme with a minimum level of reporting
Brought down report requests to only half year financial reporting.

Action item will be closed.

02/04 Action Item Anton Zensus; not present at this telecon

02/05 Action Item Corina Vogt; not present at this telecom

02/09 Propose a meeting place for the next board meeting

Michael Garrett is in contact with Roy Booth concerning dates and location. The board meeting will be held in South Africa, probably September or October. It is still the intention to combine the meeting with the RadioNetFP7-3 project therefore Michael Garrett will stay in contact with Anton Zensus. Huib van Langevelde mentions that more meetings will take place in South Africa end of 2011; and expresses the request to combine these meetings.

A doodle poll will be set up when more information is at hand.

03/01 Contact EC about their missing comments on the midterm report

André van Es has contacted the EC. The EC has send comments. We have send 2 major questions to the EC. The answer will influence the load of work to be done. If we receive a reply we will forward the comments.

03/02 Action Item Corina Vogt; not present at this telecom

03/03 The management and the JRA's will provide a justification/request to receive some extra money. A template for the motivation will be distributed before December 24.

A template has been distributed. Proposals have been submitted in time.

3. Discussion of additional funding

All PI's are asked to give a motivation on their proposals.

ALBiUS motivation
In principle the project would have finished in time. But fringe fitting was first placed at NRAO. They were not possible to do this task. South-Africa had a resource, but he could not be employed because of passport trouble. JIVE just recently employed this person. The proposal of JIVE incorporates travel costs and additional resource costs, otherwise the budget would run out end 2011.

AMSTAR+ motivation
At the mid term review the project was ahead with expenditures. Some large participants spend more than the others. At a meeting in Paris all participants believed to run out of money. Extra funding would be welcome to all participants. It was decided that the additional funding would be proportionate over all participants. The first proposal was 70kEUR. At the request of André van Es to lower proposals were written.

APRICOT motivation
At the mid term review APRICOT was the first to say that the semi conductor devices and the testing would not be in time. The project will not follow through, in any form, in the next RadioNet proposal. It would be an advantage to the community to finish this program.
Huib van Langevelde mentions that at the start of the project manpower was a problem at Manchester and INAF; he asks if the budget now is also for man power? Even for those who started in time. Peter Wilkinson answers that the request is based on new insights that will lead to maximize the outcome with inhouse manpower. Particularly MPI, IGN and Manchester will be able to deliver more. Huib van Langevelde asks if deliverables will be postponed? The anwer is no; the budget is to maximize the deliverables; the project will be able to deliver more within the timescale. Huib van Langevelde is not worried that the description of work will not be delivered but he is worried about the spending profile. Peter Wilkinson expects to spend the money.

UniBoard motivation
Together several partners have already added 70kEUR to the project. The extra money will be spend to complete the project.

Management motivation
André van Es apologizes that the proposal for management is not on the wiki. He did not notice this before the telecon. Because of the no-cost extension management will have to stay in place for at least 6 months. Experiences with the closing of FP6 learned that the management will at least be working on the closing of the project till the end of 2012. ASTRON asks for 2 additional man months for 2 persons (in total 4 mm), total costs about 50kEUR.
Huib van Langevelde remarks that management activities of JIVE will be funded from the RadioNet-3 proposal.

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4. Conclusion

Summary of the proposed addiontal budgets

Management	43
ALBiUS	13 (including shift of man months NRAO > JIVE)
AMSTAR	50
APRICOT	50
UniBoard	24
Total	180

Michael Garrett suggest to scale down all projects evenly up to 160kEUR, this suggestion is agreed. The change proposal once implemented will be e-mailed to the board for a formal vote.

Michel Guélin makes a remark that the long descriptions of the work used in the motivation wil be to specific for the EC contract. André van Es answers that the EC does not like lengthy descriptions so he will have to edit these contributions. Michel Guélin also asks to outline in the DoW that the matching effort of the participants increased significantly as a result of the additional money. André van Es will make sure this is reflected in the text.

Action Items:

From meeting	Who	What	Status
EC4	Franco Mantovani	Write one page proposal on visitor centers (with Corina)	Done
EC5	André van Es	contact Elena about infrastructures after RNet	Done
EC5	Michael Garrett	E-mail JRA leaders about underspending	Done
EC5	Michael Garrett	E-mail board members about candidates vice-chair	Done
EC5	Michael Garrett	Contact Michael Bode for slides on astronet	Done
EC6	André van Es	Provide guidelines for how to audit real unit costs (TNA)	Done
EC6	André van Es, Emmy Boerma	E-mail proposed budget change to board members	
EC6	André van Es	Mail EC comments and TNA guidelines to all the RadioNet community	