



## RadioNet Policies for Networking Activities

1. Networking Activity (NA) chairs and vice-chairs shall be responsible for developing the NA programme in accordance with the RadioNet Description of Work, which can be accessed on the RadioNet web-page <http://www.radionet-eu.org>. This programme has been approved by the RadioNet Board.
2. NA leaders have been allocated a budget for funding the activity. The funds for the activities generally reside at JIVE but the NA chair has authority over how the budget is to be spent. A plan for the allocation of the budget will, in general, be developed with a steering committee set up by the NA chairs.
3. If funds are allocated for a meeting then up to 2/3 of the allocation may be used for funding the logistics of the meeting (e.g. venue costs, local transportation etc.); the remainder is to be spent on supporting the travel and subsistence (T&S) of eligible attendees (see point 4). The Board would prefer that more than 1/3 be spent on supporting attendees if possible.
4. RadioNet funds can, in general, only be used to support the T&S of individuals from EC countries and Associated States. The chair of the NA will provide a list of the individuals to be supported to the RadioNet Project Manager in advance of the meeting.
5. Under exceptional circumstances (e.g. the extension of an invitation to an expert to participate in an agreed workshop) funds can be used to pay the T&S of an individual from outside of the EU and Associated States. However, all such requests must be approved by the RadioNet coordinator in advance.
6. Following any NA meeting or workshop the organiser of the event must write a report on the activities. The report should provide the following details:
  - Title, date and location of event
  - Number, names and home institutes of the participants
  - A list of the participants who received RadioNet support
  - An agenda and/or programme
  - A summary of the discussions and conclusions of the event.
  - A financial report detailing the use of RadioNet funding.The report must be delivered to the chair of the NA within 30 days of the end of the event and then transmitted to the RadioNet Project Manager. In addition, presentations made at the meeting should be posted on the RadioNet web-site.

P.J.Diamond (RadioNet Coordinator)