

INSTRUCTIONS TO PROJECT LEADERS/CONTACT PEOPLE RESPONSIBLE FOR TRANS-NATIONAL ACCESS (TNA) AND NETWORKING ACTIVITIES (NA).

ALL TRAVEL MUST BE AUTHORISED IN ADVANCE BY THE CONTACT/LEADER OF THE RADIONET ACTIVITY THAT WILL PAY FOR TRAVEL. RADIONET WILL NOT REIMBURSE TRAVEL THAT IS NOT AUTHORISED.

You have been allocated a budget for TNA and NA travel and subsistence. Please ensure that the following rules are applied.

1. You will only authorise travel for purposes in line with the objectives of the specific activity for which you are responsible. In general, only personnel from EC and Associated States (see below) are eligible for support. Exceptions are listed below.
2. The chair of a networking activity is the primary contact person for travel authorisation. In his/her absence the vice-chair can authorise travel but must keep the chair informed of any decisions.
3. You must keep records of all travel authorisations and ensure that they are checked against travel expense claims when submitted. Any claims submitted that you have not previously authorised will not be paid.
4. The instructions to people claiming travel can be found at the RadioNet web-site (<http://www.radionet-eu.org/policytravel.php>). You will note that the procedure for making a claim is as follows:
 - a. Claimant sends signed form and receipts to you, the project leader / contact person of the appropriate activity.
 - b. You will ensure that the receipts and the total claim are valid and within the budget that you allocated.
 - c. If satisfied you will then sign the claim, check the budget number, and forward the claim and the receipts to JIVE. Please do this promptly. JIVE will pay to the claimant directly.

IMPORTANT: when the claimant's institute has paid for (part of) the claimant's travel (e.g. air flight ticket), there are two possibilities:

- a. the claimant fills in the claim form with his/her own banking information, JIVE pays directly to the claimant and the claimant pays back his/her institute
- b. the institute sends a copy of the travel invoice to the TNA contact person or NA chair/vice-chair, who will fill in a RadioNet claim form, sign and check the budget number and send to JIVE for payment to the institute (mention banking information!)

In both cases, the claims and receipts must be sent to the project leader / contact person of the activity, who will sign for it, check the budget number and send to JIVE.

5. All disputes and queries should be referred to the RadioNet Project Manager, currently Althea Wilkinson (aw@jb.man.ac.uk).
6. Your personal travel for RadioNet business must be authorised by the RadioNet Project Manager. The rules stated above apply.

ADDITIONAL INSTRUCTIONS FOR NETWORKING ACTIVITIES ONLY

7. Many of the networking activities will be centred around meetings and as such will inevitably have logistical expenses associated with them. The chairman and steering committee of a networking activity will receive or generate proposals for the meetings and will allocate a budget for them. The chairman will then discuss that budget with the meeting organiser and define the rules under which the funds may be spent. The organiser must be made fully aware of the reporting requirements that will follow the meeting.
8. In order to finance the logistical aspects of meetings associated with networking activities up to 2/3 of the budget allocated for a specific event may be spent on items other than travel, e.g. hiring of rooms, buses, purchase of lunch, coffee etc. In addition, one meeting dinner may also be paid for.
9. Such additional items should be paid for through an invoice by the meeting organiser (for rental of meeting room, hiring a bus, paying for lunches etc.) However, the chair/vice-chair of the NA must have authorised the expense in advance. The meeting organiser pays the invoices directly and will fill in and send a RadioNet expense claim form to the chair/vice-chair of the NA, enclosing copies of the invoices. The chair/vice-chair of the NA will check and sign the claim, mention the correct budget number and send the claim form to JIVE. Upon receipt of this claim form, JIVE will pay back these expenses to the meeting organiser.
10. It is the policy of the RadioNet Board that travel expenses should, when possible, be used to support the travel of young scientists or those from countries/institutes less able to afford to travel. The Board would prefer that more than 1/3 of the budget be used for travel and subsistence when possible. All travel claims must be submitted to the chairman/vice-chairman of the NA, as in points 1-6 above.
11. Under exceptional circumstances travel and subsistence may be paid to a non-EU expert who is attending a meeting or forum specifically to add value to the event e.g. a foreign VLBI expert might attend a TOG workshop to provide training to European staff. All such exceptions must be authorised by the RadioNet Project Manager.
12. Following each NA meeting a report must be submitted to the NA Chairman and vice-Chairman and to the RadioNet Project Manager.

Eligible countries:

EU: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Associated States: Bulgaria, Romania, Turkey, Iceland, Israel, Lichtenstein, Norway and Switzerland

LIST OF RADIONET ACTIVITIES AND BUDGET NUMBERS

Transnational Access (TNA):

<i>Facility</i>	<i>TNA contact</i>	<i>Budget number</i>
A1 EVN	B. Campbell, JIVE e-mail: campbell@jive.nl	629003-010
A2 IRAM – Pico Veleta	C. Thum e-mail: thum@iram.fr	620304-070
A3 IRAM – Plateau de Bure	R. Neri e-mail: neri@iram.fr	620304-010
A4 JCMT	I. Coulson e-mail: imc@jach.hawaii.edu	620304-020
A5 MPIfR – 100m	A. Kraus e-mail: akraus@mpifr-bonn.mpg.de	620304-030
A6 MERLIN	T. Muxlow e-mail: twbm@jb.man.ac.uk	620304-040
A7 OSO – 20m	M. Thomasson e-mail: magnus@oso.chalmers.se	620304-050
A8 WSRT	R. Vermeulen e-mail: rvermeulen@astron.nl	620304-060

Networking activities (NA):

<i>NA</i>	<i>Chair/Vice-chair</i>	<i>Budget number</i>
N1 Management of RadioNet	P. Diamond, JBO/ A. Wilkinson, JBO e-mail: pdiamond@jb.man.ac.uk e-mail: aw@jb.man.ac.uk	620303-010
N2 Synergy	W. Baan, ASTRON e-mail: baan@astron.nl	620303-020
N3 Science/Training	T. Venturi, IRA/ H. Falcke, ASTRON e-mail: tventuri@ira.cnr.it e-mail: falcke@astron.nl	620303-030
N4 Engineering Forum	R. Keller, MPIfR W. Alef, MPIfR e-mail: rkeller@mpifr-bonn.mpg.de e-mail: walef@mpifr-bonn.mpg.de	620303-040
N5 Software Forum	A. Roy, MPIfR/ T. Oosterloo, ASTRON e-mail: aroy@mpifr-bonn.mpg.de e-mail: oosterloo@astron.nl	620303-050
N6 ALMA Forum	T. Wilson, ESO/ R. Laing (ESO) e-mail: twilson@eso.org e-mail: rlaing@eso.org	620303-060
N7 Astronomy across Europe	P. Diamond, JBO e-mail: pdiamond@jb.man.ac.uk	620303-070
N8 Spectrum management	R. Ambrosini IRA/ e-mail: ambrosini@ira.cnr.it	620303-080

LIST OF RADIONET POSTAL ADDRESSES

Transnational Access (TNA):

A1 - EVN
Dr. R. Campbell
JIVE
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

A2 IRAM-Pico Veleta
Dr. C. Thum
Institut de RadioAstronomie Millimétrique
300 rue de la Piscine, Domaine Universitaire
38406 Saint Martin d'Hères
France

A3 – IRAM-Plateau de Bure
Dr. R. Neri
Institut de RadioAstronomie Millimétrique
300 rue de la Piscine, Domaine Universitaire
38406 Saint Martin d'Hères
France

A4 – JCMT
Dr. Iain M. Coulson
Joint Astronomy Centre
660 N.A'Ohoku Place
University Park
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HI 96720
USA

A5 – MPIfR
Dr. A. Kraus
Max Planck Institute for Radioastronomy
Auf dem Hügel 69
53121 BONN
Germany

A6 – MERLIN
Dr. T. Muxlow
The University of Manchester
Jodrell Bank Observatory
Macclesfield
Cheshire SK11 9DL
United Kingdom

A7 – OSO
Dr. M. Thomasson
Onsala Space Observatory
SE-439 92 ONSALA
Sweden

A8 – WSRT
Dr. R. Vermeulen
ASTRON-WSRT
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

Networking activities (NA):

N1 - Management of RadioNet
Prof. P.J. Diamond / Dr. A. Wilkinson
The University of Manchester
Jodrell Bank Observatory
Macclesfield
Cheshire SK11 9DL
United Kingdom

N2 – Synergy
Dr. W. Baan
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

N3 – Science/Training
Dr. T. Venturi
Istituto di Radioastronomia
Via P. Gobetti, 101
40129 BOLOGNA
Italy

Dr. H. Falcke
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

N4 – Engineering Forum
Dr. R. Keller / Dr. W. Alef
Max Planck Institute for Radioastronomy
Auf dem Hügel 69
53121 BONN
Germany

N5 – Software Forum
Dr. A. Roy
Max Planck Institute for Radioastronomy
Auf dem Hügel 69
53121 BONN
Germany

Dr. T. Oosterloo
ASTRON
P.O. Box 2
7990 AA DWINGELOO
The Netherlands

N6 – ALMA Forum
Dr. T. Wilson / Dr. R. Laing
ESO
Karl-Schwarzschildstrasse 2
85748 GARCHING B. MÜNCHEN
Germany

N7 – Astronomy across Europe
Prof. P. Diamond
The University of Manchester
Jodrell Bank Observatory
Macclesfield
Cheshire SK11 9DL
United Kingdom

N8 – Spectrum Management
Dr. R. Ambrosini
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