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RadioNet3 TNA Workshop

29 February 2012
MPIfR, Bonn Germany
[9.00 am – 11.00 am]

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FINAL

AGENDA

1. Facts
2. Goals: deliverables, timesheets, budget & real cost, contingency
3. Management of TNA: leaders, policy, wiki
4. TNA travel budget
5. Travel support: policy, procedure and forms
6. AOB

PARTICIPANTS

- | | | |
|-----|---------------------------------|----------|
| 1. | V. Avotins | VENT |
| 2. | N. Billot - telephone | IRAM |
| 3. | I. Coulson - video | STFC |
| 4. | B. Campbell | JIVE |
| 5. | F. Colomer | UAH, IGN |
| 6. | A. Danzel | MPG |
| 7. | I. Eriksson | OSO |
| 8. | S. Garrington | UMAN |
| 9. | I. Kozlova | VENT |
| 10. | A. Kraus | MPG |
| 11. | K.-H. Mack | INAF-IRA |
| 12. | M. Nantorp Persson | OSO |
| 13. | R. Neri – video | IRAM |
| 14. | L. Palaric -video | IRAM |
| 15. | I. Rottmann | MPG |
| 16. | I. Smelds | VENT |
| 17. | M. Thomasson | OSO |
| 18. | A. van den Poll | JIVE |
| 19. | R. Vermeulen | ILT |
| | (proxy for A. Polatidis - WSRT) | |
| 20. | S. Wiegel | MPG |
| 21. | A. Zensus | MPG |

MINUTES:

1. Facts

I. Rottmann (IR) introduced the TNAs, which forms the main component of the project.

2. Goals: deliverables, timesheets, budget & real cost, contingency

a. Deliverables

All TNA – Work packages have scheduled deliverables in each reporting period: number of observing hours, number of projects and number of users. For some of the stations the number of users seemed to be relatively high compared to the scheduled observing hours. All stations have confirmed the correctness of the given numbers in the Description of Work.

b. Timesheets

IR has explained that in order to schedule the TNA deliverables, she was forced to allocate man-power to each deliverable at the lowest possible level. It means that each TNA leader must provide 0.01 man-month in each reporting period. This man-power must be verifiable. IR pointed out that a participation in TNA teleconferences, TNA workshops etc. could be used for that purpose and the meeting agenda and signed participants list could be used as a proof. The participation of the person using tele- and video-conference system will be confirmed by the signature of IR.

c. Budget & real costs

IR underlined that the real unit costs need to be calculated at the latest at the end of the project with the last reporting. Partners could use the real costs in each reporting period, however it could cause problems for some administration as the periodic reports of the RadioNet3 are scheduled in the middle of the year.

Partners have exchanged their current experiences in the calculations of the real cost under the RadioNet-FP7 projects. It is difficult to distinguish between the maintenance and investment. Problems can occur in case the real costs are less than estimated. This subject will be discussed again after the auditor will have checked the final figures.

R. Vermeulen was queried on LOFAR real-cost calculation. The beneficiary for TNA-LOFAR support is the ILT. This income proportionally reduces all ILT partner contributions to the annual ILT operations budget. By choice of the ILT consortium, the ILT central budget encompasses mostly joint processing and Observatory activities, while all station-operating costs in NL and other countries are paid by their individual owners outside of the ILT budget. It was not clear in the discussion whether for calculation of the real TNA-LOFAR cost unit the full station running costs should be added to the central ILT budget. That might impose unprofitable administrative and auditing overheads on several owners for which LOFAR is a minor activity. This issue will be discussed in the ILT consortium, followed by further consultation with *RadioNet3* management.

d. Contingency budget

IR explained that 5% (approximately 200 k€) of the full TNA budget has been set aside as a common contingency budget, of which 1/4 (approximately 50 k€) is a discretionary fund for flexible allocation by the Coordinator, while allocating the remainder is subject to decisions by the Governing Board. It was emphasized that this contingency is created for use across the full RadioNet3 project. The Coordinator stressed that the main goal should be successful completion of all part of the project, and the management team will monitor work of all work packages to minimize the risk of budget overrun.

3. Management of TNA: leaders, policy, wiki

a. Leader

IR explained that TNA leaders are the contact persons for the TNA deliverables and for the

allocation of the travel budget. S. Garrington was appointed by the Board as the TNA coordinator, he will represent all TNAs in Executive Committee and Board meetings.

b. Policy

The TNA leaders' role is the execution of the daily TNA business and reporting on the status (e.g. observing hours, number of users, of projects, publications etc.) to the Management Team (MGT).

c. Wiki

For the daily TNA business IR invited everybody to take advantage of the wiki pages where all the important information is available.

4. TNA travel budget

A central travel budget of 101.000 € was generated for all TNAs. The Board has decided, that this budget should be initially scaled for individual TNAs. Possible scaling methods were discussed. There are several factors that should be taken into account: remote users, cost of the trips, scheduled number of users, provided access etc. A. Zensus reminded that the total budget has to be spread evenly over 4 years (25 k€/yr) and it would not fit all requests. It was agreed that the TNA leaders should jointly manage the travel budget, that for the initial period the spending profile will for each telescope be capped in proportion to the total amount of TNA support for that beneficiary, and that monitoring of the actual use will then be taken into consideration when revisiting the distribution after an initial period.

S. Garrington and IR will send the details of this proposal to the TNA leaders.

5. Travel support: policy, procedure and forms

a. Policy

IR reported that the TNA travel budget is allocated and managed by JIVE. TNA leaders approve and determine the level of financial support. The travel claim forms, instruction and the contacts can be found on the webpage www.radionet-eu.org/travel.

b. Procedure & forms

IR explained the procedure for claiming of the travel support. It is important that all fields in the form are filled in, especially the bank details. Also the original receipts should be attached. Otherwise copies and an explanation letter should be send. Travel claims will be paid upon the signature of the TNA leader. Cancelled trips cannot be reimbursed; therefore obtaining cancellation insurance is recommended. The group leader is also required to complete a project summary report and invited to submit the user group questionnaires. All templates are available at the webpage. The travel expenses will be reimbursed after both the completed travel claim form and the project summary report has been received by the MGT.

6. AOB

→ It was decided to have regular TNA meetings for TNA leaders, SG and MGT.

K-H. Mack gave a short update on the status of the radio telescope in Sardinia. It is expected to start shared-risk operation towards the end of 2012.

ACTION ITEMS

No.	ACTION ITEM SUBJECT	PERSON
A1	Create e-mail alias for TNA leaders	MGT
A2	Contact EC concerning user group questionnaire only for RadioNet3	IR
A3	Send a proposal to TNA leaders concerning the allocation of travel budget	SG, IR