

RADIONET3

QUESERA TASK 3

DATE	April 29, 2013	TIME	10:00-11:00 pm (CEST)
PLACE	Teleconference		
PARTICIPANTS	N. Junkes, F. Mantovani, T. O'Brien, I. Rottmann, S. Varano, K. Yun		

VERSION Final (vers. 02.05.2013)

MINUTES S. Varano (svarano@ira.inaf.it)

AGENDA:

- 1) Explanation of the Deliverable 2.4 due in July 2013
- 2) Explanation of the activity plan.
- 3) Presentation of the schedule and action items foreseen for the accomplishment of the deliverable.

ACTION ITEMS:

ITEM / DATE	SUBJECT	PERSON
A1/2013-04-29	Document template: A document template will be prepared and shared -By May 6, 2013	SV
A2/2013-04-29	Networking: Collection of contacts from all the beneficiaries of RadioNet3 – By May 6, 2013	SV
A3/2013-04-29	Document completion: Shared document completed by all the participating Institutes and possible questions raised - By May 15, 2013	All
A4/2013-04-29	Teleconference scheduling: Schedule the 2 nd and 3 rd teleconference to be organised by May 20, 2013 and June 15, 2013 – By May 10, 2013	SV
A5/2013-04-29	2nd Teleconference: Discussion of questions and eventual refinement and redirection of the work to be done - By May 25, 2013	All
A6/2013-04-29	Document conclusion: Final list of national organizations and outreach material prepared – By May 31, 2013	All
A7/2013-04-29	Draft report accomplishing the deliverable: Final report produced and distributed (via mailing list and wiki page) – By June 10, 2015	SV
A8/2013-04-29	3rd Teleconference: Third teleconference, with possible comments about the report – By June 20, 2013	All
A9/2013-04-29	Final report: Production and sharing of a final document (accomplishing deliverable D2.4 of QueSERA – Task 3) – By June 30, 2013	SV

MINUTES:

Stefania Varano explained the status of task3 and the proposed action items. The participants agreed on the following:

1. Document template: a document template will be shared, to be filled in with:

- the list of national outreach organizations and a first draft of a wider national recognition
- the outreach material already available at RadioNet3 partners' institutes (with a first evaluation of its portability)
- ideas for new outreach material to be produced by Dec. 2014 with the RadioNet3 funding.

⇒ **See Action Item A1/2013-04-29:** S. Varano will prepare and share a template by May 1, 2013.

2. Networking: I. Rottmann suggested involving all beneficiaries of RadioNet3, in order to involve them in this work package and to profit from their experience. Tim O'Brien will contact Univ. of Oxford and Univ. of Cambridge to find contact persons there.

⇒ **See Action Item A2/2013-04-29:** By May 6, 2013, S. Varano, with help from the actually involved partners, will collect contacts from all the beneficiaries of RadioNet3.

3. Document completion: A draft list of national organization, outreach material both already available and to be produced will be completed by all partners. In particular, for the outreach material, an estimation of costs for portability of already existing material and creation of new material will be presented. The list of national outreach organisations will include visitor centres, amateur astronomy organisations and educational platforms.

⇒ **See Action Item A3/2013-04-29:** By May 15, 2013, the shared document will be completed by all the partners and possible questions will be collected by the partners, for discussion during the second telecom, or sent to S.Varano.

4. Teleconference scheduling:

⇒ **See Action Item A4/2013-04-29:** By May 10, S. Varano will Schedule the 2nd and 3rd teleconference to be organised roughly around May 20, 2013 and June 15, 2013.

5. 2nd Teleconference:

⇒ **See Action Item A5/2013-04-29:** By May 25, a second teleconference will be held, with the following AGENDA:

- 1) Illustration of the drafted document (by all partners) and discussion of possible questions;
- 2) Possible refinement and redirection of future work.

6. Document conclusion:

- All the partners will complete their part of the document, providing:
- a final list of national organizations;
 - a list of outreach material already available (with an estimation of costs for its portability);
 - the ideas for new outreach material (with an estimation of costs and production timeline).

⇒ **See Action Item A6/2013-04-29:** By May 31, all partners will provide their final list of national organizations and outreach material.

7. Draft report accomplishing the deliverable:

S. Varano will collect all lists provided by the partners and produce a final report accomplishing the deliverable, i.e.:

- a draft list of national outreach organizations (visitor centers, amateur astronomy organizations, educational platforms)
- an inventory of the appropriate form of outreach material

This report will be distributed via mailing list and/or wiki page.

⇒ **See Action Item A7/2013-04-29:** By June 10, S. Varano will produce and distribute (via mailing list and wiki page) a final report.

8. 3rd Teleconference:

⇒ **See Action Item A8/2013-04-29:** By June 20, all partners will participate to a third teleconference, with the following AGENDA:

- 1) Discussion of the final report;
- 2) Collection of possible comments.

9. Final report:

The report will be updated according to the proposed comments and a final document (accomplishing deliverable D2.4 of QueSERA – Task 3) will be:

- sent to the Management;
- shared on the wiki page.

⇒ **See Action Item A9/2013-04-29:** By June 20, S. Varano will produce a final document, accomplishing deliverable D2.4 of QueSERA – Task 3.