

RADIONET3 TNA MEETING

DATE February 21, 2013 TIME 10:15-11:50 am (CEST)

PLACE Teleconference

PARTICIPANTS **TNA leader:**
S. Garrington (Chair) – e-MERLIN (UMAN)
B. Campbell – EVN (JIVE)
A. Kraus – Effelsberg (MPIfR)
R. Neri – PdBI (IRAM)
N. Billot – PV (IRAM)
A. Polatidis – LOFAR + WSRT (ASTRON)
M. Thomasson – APEX (OSO)

Absent TNA leader:

K.-H. Mack – SRT (INAF)

Management:

I. Rottmann (Project Manager)
J. Casado Iglesias (minutes)
A. van den Poll (TNA travel budget)

VERSION Final (vers. 22.03.2013)

NEXT MEETING tbd TIME tbd

AGENDA:

1. TNA stations status (access, users etc.)
2. TNA travel budget
3. Explanation text for TNA users
4. AOB

NEW ACTION ITEMS:

NUMBER/DATE	SUBJECT	PERSON	DATE
A1/2013-02-21	Status information: All TNA leaders – when this is not yet the case - send status information to I. Rottmann and S. Garrington (number of access hours in total, number of TNA access hours, users and projects for 2012).	TNA leaders	01.03.2013
A2/2013-02-21	Travel budget / CRAF: Confirm and specify a need of a budget to support TNA users to attend CRAF conferences.	SG	25.02.2013
A3/2013-02-21	Travel budget: Send a draft of revised TNA travel budget for 2013 to the TNA leaders - with a reserve for CRAF taken into account.	IR	1.03.2013
A4/2013-02-21	TNA User explanation text: provide a revised version of the text to the TNA leaders. Once accepted, the consistency of terms in webpage and explanation text will be checked.	IR	18.03.2013

MINUTES:

The agenda was accepted. S. Garrington added a CRAF issue.

1. TNA stations status

TNA leaders confirmed that everything is on track and all goals will be achieved. However, some information had not been submitted. See the table:

22.03.13

	TOTAL STATUS						TOTAL HOURS 2012
	Total hours		No users		No of projects		
	DoW	Actual	DoW	Actual	DoW	Actual	
WP12-EVN	608	731	266	81	133	46	849
WP13 jCMT	396	4,9	66	4	133	4	
WP14 e-MERLIN	635	311	120	0	40	11	
WP15 Effelsberg	906	358	30	43	20	10	6034
WP16 LOFAR	429	160	70	80	16	12	2156
WP17 WSRT	442	200	50	38	12	20	6116
WP 18 (PdBI)	122	325	200	64	50	11	2666
WP18 (PV)	380	858	300	223	100	27	7340
WP19 APEX	279	266	56	95	14	19	654
WP20 SRT	255	0	11	0	11	0	0

⇒ **See Action Item A1/2013-02-21:** All TNA leaders send status information to I. Rottmann and S. Garrington till March 1 - numbers of TNA access hours, users and projects, and total number of access hours in 2012 (to check the fulfilment of the EC-limitation of 20%).

2. TNA travel budget

In 2012 there was an under spending of the TNA travel budget (total of 25.250€). There were several reasons for this: There was a remote use of some telescopes or low demand for the travel support. But at the same time, there were higher requests at other stations, which were refused since there was no dynamic reallocation of the entire TNA travel budget.

Additionally, the EC will accept an increase of TNA travel budget of 31.000€. A revised budget for 2013 must be elaborated for each TNA. The following needs has been expressed:

- IRAM – increase of 50-100 %
- LOFAR – increase up to 50%
- WSRT – at the same level
- Effelsberg – at the same level
- e-MERLIN – at the same level
- EVN – increase of 50%

I. Rottmann remarked that the budget per station is a draft, flexible for adjustment. As there is a flexible reserve in the budget, the TNA station leader should contact I. Rottmann before rejecting an applicant's request for financial support.

Concerning the budget, S. Garrington suggested to encourage and support TNA project users to attend CRAF meetings in order to aware the community about the scientific needs with respect to the radio astronomy frequency bands. The TNA leaders supported this idea.

⇒ **See Action Item A2/2013-02-21:** S. Garrington confirms and specifies to I. Rottmann the need of a budget for supporting TNA users to attend CRAF conferences.

⇒ **See Action Item A3/2013-02-21:** I. Rottmann sends revised TNA travel budget for 2013 all TNA leaders.

3. Explanation text for TNA users

I. Rottmann prepared an explanation text for TNA users. This text explains the users their rights but also the obligations they have towards the EC and RadioNet3.

Users should be made aware of the fact that the main support RadioNet3 gives is the observation time with the infrastructural facilities – and not the financial support for the travel costs. Not sending the questionnaire to the EC can lead the EC to refuse supporting RadioNet programmes in the future.

Especially the fact that nearly no questionnaires were sent back to the RadioNet3 office is a continuous problem. Additionally, since this questionnaire is filled out online, directly at the EC portal, there is no possibility for the RadioNet3 management to monitor the submission. Therefore, each TNA user is asked to submit a PDF copy of that questionnaire to the project manager by e-mail or by post. This document is treated confidential and used only for the monitoring purposes. There is no feedback flow regarding the content.

EC was asked for feedback about the number and quality of questionnaires they received. The Management is still waiting for an answer.

The TNA leaders welcomed this text and made the following suggestions:

- The RadioNet3 webpage could perhaps not be clear enough. Users might not know why to fill out two questionnaires.
- The terms of the explanation text must be consistent to the ones on the webpage.
- We could ask the users to send an email to the RadioNet3 office confirming that they sent the questionnaire to EC.
- We could accept the users travelling claims only after receiving the questionnaire from the users. This way we would at least receive the questionnaires of the financially supported ones.
- We could offer a bonus to the users that send the questionnaire.
- We should think about providing a suggestion for an answer for question 5 of the questionnaire, because those users who did not receive financial support could misunderstand it.

⇒ **See Action Item A4/2013-02-21**: I. Rottmann provides a revised version of the text to the TNA leaders. Once accepted, the consistency of terms in webpage and explanation text will be checked.

It has been decided that I. Rottmann after receiving a questionnaire will send a confirmation e-mail to the respected TNA leader.

TNA leaders and Management agreed that as of now on the explicit request of individual TNA leaders,

the Management will support TNA leaders in the assessment of the questionnaire, publications and scientific reports when necessary. In this case, the RadioNet3 office will receive the name and the e-mail address of the users.

At the Board meeting on March 18 in Bologna the Board will be asked to approve this.

4. AOB

Sardinia: No news.