RADIONET3 TNA MEETING

DATE	May 14, 2013	TIME	10:00-11:00 am (CEST)
PLACE	Teleconference		

PARTICIPANTS

TNA leader:

S. Garrington (Chair) – *e*-MERLIN (UMAN)
B. Campbell – EVN (JIVE)
A. Kraus – Effelsberg (MPIfR)
C. Berjaud (Proxy for 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 (Project Assistant / minutes)
F. Mantovani (Project Scientist)
A. van den Poll (TNA travel budget)

VERSION	Final (vers. 21.05.2013)

NEXT MEETING **tbd**   **TIME** **tbd**

AGENDA:

1. TNA stations status (access, users, projects)
2. TNA travel budget
3. Deliverable submission
4. Preparation for the 1st reporting - database
5. AOB

NEW ACTION ITEMS:

NUMBER/DATE	SUBJECT	WHO	DATE
A1/2013-05-14	**Delivery of TNA hours:** Consult with E. Righi-Steele if the access hours in the deliverables description are binding, if they are fixed for each period. How is the relationship between the total access hours in the project and the delivered access hours in all deliverables? Inform the TNA leaders.	IR	25.05.2013
A2/2013-05-14	**Delivery of TNA hours:** Consult with E. Righi-Steele if (and if yes, how much) over and under deliverance/claiming is allowed in the periodic reporting. Inform the TNA leaders.	IR	25.05.2013
A3/2013-05-14	**Travel budget:** Consult with E. Righi-Steele if the TNA travel budget can be used for meetings of a TNA user group to work on the data but not necessary at the facility. Inform the TNA leaders.	IR	25.05.2013
A4/2013-05-14	**Database for 1st reporting:** Provide all TNA leaders with the database for the RadioNet3.	IR	25.05.2013
A5/2013-05-14	**Reporting:** Set a timeline for the submission of the periodical report. Send the TNA leaders an email with the timeline and the template for report submission.	FM	29.05.2013

MINUTES:

1. TNA stations status

TNA leaders confirmed that everything is on track and all goals will be achieved.

See the table:

14.05.13

	TOTAL STATUS						TOTAL HOURS
	Total hours		No users		No of projects		
	DoW	Actual	DoW	Actual	DoW	Actual	
WP12-EVN	656	977	266	122	133	65	1137,5
WP13 JCMT	0	4,9	0	4	133	4	0
WP14 e-MERLIN	686	375	120	13	40	13	?
WP15 Effelsberg	978	373	34	43	23	10	9152
WP16 LOFAR	463	1098	75	41	19	8	2704
WP17 WSRT	477	1556	57	58	13	6	7937
WP 18 (PdBI)	132	345	216	170	54	19	3451
WP18 (PV)	410	1046,2	108	341	324	42	10430
WP19 APEX	301	266,5	68	95	17	1	654
WP20 SRT	275	0	11	0	11	0	0

It turned out that there is a considerable uncertainty with respect to the interpretation of the rules for delivering the TNA hours. It is not clear if it is enough to meet the total number of requested TNA hours at the end of the project period, or if the number of hours requested for the periodic reporting / deliverable has to be met.

⇒ **See Action Item A1/2013-05-14:** I. Rottmann consults with E. Righi-Steele if the EC expects RadioNet3 to deliver the TNA hours according to the total number or the periodic numbers.

In case that the EC allows discrepancies with respect to the targeted periodic numbers, the TNA leaders need to know how much over and under deliverance/claiming is allowed.

⇒ **See Action Item A2/2013-05-14:** I. Rottmann consults with E. Righi-Steele if (and if yes, how much) over and under deliverance/claiming is allowed.

20% rule: To make sure that everyone understands, S. Garrington explained that TNAs are only allowed to claim up to a maximum of 20% of their total observing time.

2. TNA travel budget

In 2012, there was an under spending concerning the TNA travel budget and as A. van den Poll reported, this trend is still continuing.

I. Rottmann and S. Garrington asked the TNA leaders to provide more applicants with travel support. I. Rottmann also pointed out that it is possible to provide more than one person per project group with travel support.

The TNA leaders would like to know if it is possible to support meetings of project groups regardless of the meeting place.

⇒ **See Action Item A3/2013-05-14:** I. Rottmann consults with E. Righi-Steele if there is a meeting place restriction for providing with travel support meetings of TNA supported project groups.

As the financial situation allows it, S. Garrington is planning to support TNA users to attend CRAF meetings, in order to present their scientific results and underline the meaning of CRAF.

Furthermore, the TNA leaders will consider the possibility of holding a TNA f2f meeting.

3. Deliverable submission

I. Rottmann reported that by end of June 2013, all TNAs have to submit their deliverable. This deliverable will mainly contain the same information as the annual report.

As all TNAs have already now provided more hours of access than targeted, the TNA leaders can now start with filling in the deliverable template. The Management will fill in the first two pages of the template.

The timeline for the submission of the deliverable depends on how binding the number of TNA hours stated in the deliverable is. As soon as I. Rottmann receives the information, she will send the timeline to the TNA leaders. If the number is binding, then the reporting template will be easy to fill out. Information could be almost completely pasted from the deliverable to the report.

4. Preparation for the 1st reporting – database

As the deliverable with nearly the same questions has to be submitted to the EC shortly before the report, it will be easy for the TNA leaders to fill in the template for the report.

⇒ **See Action Item A4/2013-05-14:** I. Rottmann sends the TNA leaders the database for RadioNet3.

⇒ **See Action Item A5/2013-05-14:** F. Mantovani sets a timeline for the submission of the report and sends the TNA leaders an email with the timeline and the template for report submission.

5. AOB
- **Questionnaires:** The Board approved unanimously that on specific request of the TNA leaders, the RadioNet3 Management can monitor the feedback (scientific report, questionnaire, publications) from TNA enabled groups and support the process.
- **Dissemination:** S. Garrington asked the TNA leaders to collect all information about the dissemination of TNA project results. This information will be useful for the reporting.
- **Amendment:** I. Rottmann reported that the amendment of the DoW is open. Therefore, the changes regarding the TNA hours related with the withdrawal of JCMT are now implemented in the table. The amendment will hopefully be officially concluded end of May 2013. Only then we can start the periodic reporting.
- **TNA webpage:** Has been changed. The feedback from the TNA leaders is welcome.
- **Quick guide:** The TNA leaders find it helpful and gave a positive feedback.