

RADIONET3

TNA EXTRAORDINARY TELECONFERENCE

DATE June 6, 2013 TIME 13:00-13:50 (CEST)

PLACE Teleconference

PARTICIPANTS **TNA leader:**

S. Garrington (Chair) – e-MERLIN (UMAN)
B. Campbell – EVN (JIVE)
N. Billot – PV (IRAM)
A. Polatidis and E. Boerma – LOFAR + WSRT (ASTRON)

Absent TNA leader:

K.-H. Mack – SRT (INAF)
A. Kraus – Effelsberg (MPIfR)
R. Neri – PdBI (IRAM)
M. Thomasson – APEX (OSO)

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. 11.06.2013)

AGENDA:

1. TNA deliverables
2. TNA access claimed on Form C
3. EC response to the use of the TNA travel budget

ACTION ITEMS:

NUMBER/DATE	SUBJECT	WHO	DATE
A1/2013-06-06	Deliverables: Consult with E. Righi-Steele what would happen, if at the end of the project a TNA fulfils the total amount of hours but not the amount defined for the 3 rd deliverable.	IR	14.06.2013
A2/2013-06-06	Claiming on Form C: Consult with the administrative officer what would happen, if a TNA claims in the first period the entire amount of hours.	IR	14.06.2013

I. Rottmann reported to the TNA leaders the detailed information she received from E. Righi-Steele:

1. TNA deliverables

Concerning the deliverables, I. Rottmann explained:

- The management will fill out the first 2 pages.
- The tables for the provided access should be used if one does not want to attach the information from the database.
- The financial support can be listed in the last column of the provided table or, if the individual sums are not known, the column could be skipped. In the latter case, a sentence that JIVE will provide detail information on the provided support should be inserted.
- The number of access hours must be provided in order to fulfil the deliverable. If the number of access hours is met, but the number of projects or users is not, an explanation should be written.
- The deliverable can be submitted the moment the defined number of access hours is provided. There is no need to await the defined submission date.
- However, only when one deliverable is submitted, one can start to collect hours for the next. This means: The moment you submit the deliverable, you have to submit all eligible hours collected until then, if you want them to count.
- The 20% rule does not affect the deliverables.

⇒ **See Action Item A1/2013-06-06:** I. Rottmann consults with E. Righi-Steele what would happen, if at the end of the project a TNA fulfils the total amount of hours but not the amount defined for the third deliverable.

I. Rottmann encouraged the TNA leaders to submit the deliverable long before the deadline June 20, 2013.

2. TNA access claimed on form C

Concerning the process of claiming the access on form C, I. Rottmann explained:

- There is no hours´ ceiling. More hours than defined can be claimed.
- In the case that the real access cost of the station is less than estimated, there could be the possibility that EC accepts a higher number of provided access in order to spend the budget. Also in case of budget left in the project, extra provided access could be used to reallocate the spending of the project.
- It is not possible to carry hours from one reporting period to the next.
- The 20% rule will be proved at the end of the project; with the total amount of hours of the whole project time.

- I. Rottmann suggested the TNA leaders to claim 20-30% more than defined. But of course, every TNA leader should claim now more (if possible), in case problems in the next periods are expected.
- TNAs get money for the hours they provide. The more hours they claim in Form C in the first period, the more money they get for the first period. But the total EC contribution will stay the same.

⇒ **See Action Item A2/2013-06-06:** I. Rottmann consults with the administrative officer what would happen, if a TNA claims in the first period the entire amount of hours. Would it receive the entire amount of money after the first period and be allowed to deliver in period 2 and 3 zero hours?

- The database has to be submitted to I. Rottmann July 15, 2013 the latest.
- I. Rottmann reminds the TNA leader to list the publications in the database.
- F. Mantovani reminded the TNA leaders of his email from May 25, 2013 and asked them to be aware of the deadlines for the periodic report.
- The report of the TNA leaders has to be submitted to F. Mantovani July 20, 2013 the latest.

3. EC response to the use of the TNA travel budget

Concerning the process and rules of claiming TNA travel costs, I. Rottmann explained:

- It is only allowed to claim for travel costs caused for observing at the station. Only EVN is allowed to support travel costs caused for correlation (defined in DoW). For the next project, one should reconsider to change the definition of access unit, and therefore allow travel for observations and correlation for more TNAs as eligible. However in this project, the DoW says, that we only support observation hours with travel support.
- It is only allowed to claim for costs caused from the start of the project (January 1, 2012).
- An option for spending the budget is to support the travel costs of the PC meetings. I. Rottmann suggested using this option.
- The travelling to CRAF meetings cannot be supported out of the TNA travel budget. If necessary, a reallocation of the TNA travel budget to the NA-Spectrum or to the use of other resources has to be considered.