

## **RADIONET3 TNA TELECONFERENCE**

DATE November 5, 2015 TIME 10:30- 15:30 (CEST)

PLACE MPG Office,  
Brussels/BE

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

**Absent TNA leader:**  
N. Billot – PV (IRAM)

**Guests from EC:**  
K. Adunmo – Project Officer  
L. Saracco – Project Officer

**Guests from partner organisations:**  
R. Beswick – UMAN  
E. Boerma - ASTRON  
J. Cox – UMAN  
A. Linton – UMAN  
L. Palaric – IRAM

**Management:**  
J. Casado Iglesias (Project Assistant / minutes)  
I. Rottmann (Project Manager)  
A. van den Poll (Webpage/Travel budget assistant)

VERSION FINAL (vers. 16.11.2015)

### **AGENDA:**

1. FP7 & H2020 Rules – Questions & Answers
2. TNA – budget, status, reporting
3. H2020 & FP7 subjects
4. Closing remarks

## **ACTION ITEMS:**

NUMBER/DATE	SUBJECT	WHO	DATE
A1/2015-11-05	<b>Questions to EC:</b> To submit all questions to IR, with specification FP7 or H2020	ALL	13.11.2015
A2/2015-11-05 A2/2015-09-22	<b>Deliverables:</b> To submit the deliverables to I. Rottmann (if numbers achieved)	ALL	30.11.2015
A3/2015-11-05	<b>Travel budget:</b> To submit information about the potential supported PC meetings participants for the support (max 5000€ per TNA)	BC, RN, AK, AP	13.11.2015
A4/2015-11-05	<b>Proposal:</b> To address the remaining issues necessary for a successful proposal (several issues – green font)	ALL	13.11.2015

### **1. FP7 & H2020 Rules – Questions & Answers**

H2020 - exchange rate: The use of the exchange rate has to follow the normal rules. There are 2 options: Use the current exchange rate of the day you do the proposal; or use the exchange rate of the last 2 periods of the former project (average rate). As is would involve a disproportionate effort on EC side too, a combination of both procedures is allowed only in exceptional cases.

H2020 – conference dinner: K. Adunmo explained that the dinner was formally never eligible but used to be supported in FP7. The question should be forwarded to the financial officer.

H2020 - operational trainings: Are welcome and fall into the *spreading of good practices, exchange of person and training staff, consultancy* (WP 2016/2017 - under C(i) Integrated Activities NA (p.72))

H2020 - Selection Panel: The panel should include 50% of members from outside the community. In cases of e.g. small or well-interlinked communities, where there are not many persons with the necessary expertise from outside available, an explanation to the EC is requested. The EC requests willingness and at least the attempt to fulfil this criterion.

H2020 – bookkeeping / recognition of access hour cost: A conscientious documentation of information about applicants, users (birth year), access hours and expenses is requested from the EC. The access hour cost must be auditable, comprehensible and traceable, and must document the entire activity of the infrastructure.

FP7/H2020 access cost: Capital Investment cannot be claimed. L. Saracco asked the TNA leaders to keep in mind that all cost that are capitalised couldn't be claimed.

H2020 – overheads: 25% flat rate for all types of activities.

H2020 – 20% rule: The transnational access to the users from 3<sup>rd</sup> countries is limited to 20%, the details of distribution either per each TNA or for only few have to be regulated in the Consortium Agreement.

H2020 – unit cost: The EC expects to have average cost of the previous 2 years (2014-2015), the use of other years must be explained.

H2020 – database: There will be an online database in H2020, no database file will be needed to provide additionally by the reporting.

H2020 – audits: There is only one audit at the end of the project if the direct costs exceed 325.000€ (no flat rate costs – overheads and access costs). The financial officer should be asked if the costs of interim audits could be eligible.

H2020 – eligibility of user groups: The TNA group is eligible if the leader and majority of the group comes from other countries than the country of the infrastructure location. Although the rule is not connected to the country of the owner of the installation (FP7), the spirit of FP7 should be kept.

The EC aims to prevent that users of the installation's country or organisation are the main users. No abuse should be done here. It is recommended to put a specific rule for this.

H2020 – VAT: Has not to be deducted if it cannot be reimbursed from any other source. (The situation for ERIC is unclear and must be clarified with the financial officer.)

H2020 – virtual access: The virtual access should be open access. The virtual access to the infrastructure must be measurable through processes in order to show that the services are well known and widely used. Secondly, the assessment and evaluation of this has to be performed regularly.

→ **A1/2015-11-05**: Submit questions for EC to IR, with specification if FP7 or H2020.

## 2. TNA stations, Budget, Reporting

### TNA stations

The TNA leaders reported for the Period 3 (01.07.2014-31.12.2015) of the project the following numbers:

	Total hours		No users		No of projects	
	DoW	Actual	DoW	Actual	DoW	Actual
<b>WP12-EVN</b>	246	882,5	99	72	49	150
WP14 e-MERLIN	257	478,5	45	36	15	7
<b>WP15 Effelsberg</b>	370	209	12	20	8	6
<b>WP16 LOFAR</b>	202,8	644	27	152	7	26
WP17 WSRT	0	78	0	2	0	1
<b>WP 18 (NOEMA)</b>	60,9	94	76	30	19	7
<b>WP18 (PV)</b>	213,8	439	121	82	40	22
<b>WP19 APEX</b>	143,8	224	24	72	6	23

All TNAs are on track and most of them significantly overachieving their goals.

→ **A2/2015-11-05**: The TNAs that already achieved the goal will submit the deliverables to I. Rottmann by the end of November 2015.

Effelsberg and e-MERLIN are still short on deliverables, but expect to meet the obligations in November 2015.

### TNA travel budget

To assure a smooth running of the final project accounting, the invoices should be submitted to A. van den Poll latest on December 5, 2015.

28000€ of the travel budget is still unspent. As around 6000 are already claimed but not yet posted, about 21000€ can be used for the support of PC meetings. 2000€ will be reserved for the cost of the current meeting. The rest will be shared per EVN, LOFAR, Eff and IRAM.

→ **A3/2015-11-05**: EVN, Effelsberg, LOFAR and IRAM will submit information about the PC meeting participants that should receive funding (max. 5000€ for each infrastructure).

### TNA status

**Questionnaires & publications**: The high number of reported users, hours and projects, and the little or no amount of questionnaires and publications still shows an inconsistency.

	Total
EVN	45
e-MERLIN	6
Effelsberg	8
LOFAR	3
WSRT	2
IRAM	60
APEX	1

### 3. H2020 & FP7 subjects

I. Rottmann again suggested TNA leaders preparing everything they can for both reports. On February 29, 2016, the reports have to be submitted. At the same time, the partners have to finish the financial statements.

#### FP7 / PR3

I. Rottmann gave several advises to the TNA leaders:

- Publicity description - new opportunities for access. Indicate only additional measures *and changes*
- Selection procedure description. Indicate only changes to the existing procedure, and indicate date and venue of the selection meetings.
- Transnational Access Activity: To give an overview of the user-projects and users supported in the reporting period indicating their number, their scientific fields and other relevant information extracted from the MS access database
- → A4/2015-11-05: **TABLES: Extracts from the Access database**  
- project acronym, leader name and institute, provided access, number of TNA users  
- members of the PC
- Scientific output:  
→ A4/2015-11-05: **Report highlights/examples** of important research results from the user-projects supported under the grant agreement.

**It is recommended to claim up to 150% of the provided access in PR3.**

I. Rottmann will submit the databank to the TNA leaders as soon as she receives it.

#### FP7 / Final Report

Use of dissemination of foreground:

→ A4/2015-11-05:

- list of scientific publications;
- list of events, meetings, workshops and report their impact
- list of the activities in general: websites, press releases, flyers, articles in popular press, videos, exhibitions, presentations, interviews, etc.
- list of applications for patents, trademarks, registered designs, etc.

Explanation for the exploitable foreground

- Explain the purpose
- How foreground might be exploited, when and by whom

- IPR exploitable measures taken or intended
- Further research necessary, if any
- Potential/expected impact (quantify where possible)

#### I. Rottmann gives the reporting timeline

Scientific Part		Administrative Part	
30.11.15	Release for the call PR3 and FR	30.11.15	Release of the call for PR3
22.01.16	Submission deadline for WP contributions	01.01.16	Opening of the EC portal
	Editing & writing of the 1 <sup>st</sup> DRAFT	03.02.16	Deadline for the 1 <sup>st</sup> draft of Form C
15.02.16	Deadline for the 1 <sup>st</sup> DRAFT	03.02.16	Deadline for the TNA database
19.02.16	Board teleconference – final comments		
	Additional editing & finalising	24.02.16	Final Form C (incl. audits)
29.02.16	submission of the PR3 and FR to the EC		

### **H2020: Proposal preparation**

#### Lessons learned

- TNA idea: The core philosophy behind the TNA = observation time is funded! This has to be better communicated. A lot of partners in the facilities and users are mistaken thinking that the travel support is the funding. The TNA leaders agreed in involving the Management stronger in this issue.
- Questionnaires: The process worked better than in the beginning of RadioNet, but still it needs to be improved. I. Rottmann suggested bundling the process in the Management. The TNA leaders agreed. The exact wording in the templates and the final process will be agreed upon before with the TNA leaders, the Board will be informed.
- Publications: The tracking process did not work. The publication list is submitted to the Management only on request/for the periodic reports, almost always without acknowledgement. I. Rottmann suggested making the users aware that planning to publish is an eligibility criterion. The TNA leaders agreed in involving the Management stronger in this issue.
- News on TNA discoveries: Are not regularly provided. This process has to be implemented and improved.

In addition to the above improvements, I. Rottmann suggested the automating of the approach:

- Wiki, e-mail, central database to register users
- Automatic e-mail specifying the TNA philosophy, the user's rights and obligations (publication, questionnaires, reimbursement)
- Regular update on the publication status
- Cross-linking the local TNA press release persons

The TNA leaders agreed in these suggestions. Details will have to be approved by them.

#### Excellence

I. Rottmann explained briefly what has to be addressed

In the excellence part:

- The objectives (specifying what will be developed to achieve the impact), how will the objectives be achieved
- The innovation (what is new compared to the former RadioNet?)
- The added values, address gender issues (at least the formality)

- Possible gaps
- The ambitions beyond the state-of-the-art

In the impact part:

- The goals and the potential implication they will have
- The future impact the results may have. Who will profit from the results, which kind of applications could be expected?
- The performance: What will be done to make the impact possible?
- The dissemination: Draft a plan. Show the effort to explain who is planned to be reached and how; who will be the responsible person (with which skills)?
- Results protection

#### Implementation

- Was mostly well prepared by the TNA leaders; → **A4/2015-11-05**: more information on the **Open Sky Policy in needed**
- A description of the infrastructure has to be given, illustrating particularly its state-of-the-art equipment and services offered that makes it unique in Europe
- The services currently offered have to be described. (How are scientists enabled to carry out high quality research?)
- → **A4/2015-11-05**: Give **examples**/summarise some of the most interesting scientific achievements already obtained by TNA users.
- Demonstrate the widespread interest from users in other countries to conduct research at the infrastructure.

#### Support offered

- Description of the scientific, technical and, for trans-national access, logistic support offered to the users
- Explanation of the quality of the scientific environment, stimulation of the research
- To what extent this support is already routinely provided to external users? → **A4/2015-11-05**: Give special consideration to the **Citation Index**.

#### Outreach to new users

- Measures to attract new potential users
- New opportunities of access to the infrastructure for European research teams (why and to which extent)
- In case of an infrastructure opened the first time to users other than host country: If possible give evidence of sufficient demand.
- → **A4/2015-11-05**: **Extension of the mailing list** to other astronomical communities welcome.
- Increase of number of transnational users expected? Monitoring?

→ **A4/2015-11-05**: Provide the expected number of new users under TNA programme to I. Rottmann:

- **check the total number of users per year (when possible TNA users), to see the tendency 2012-2015.**

#### Review procedure under this proposal

- Description of the peer review procedure for users selection
- Define composition of the User Selection Panel. → **A4/2015-11-05**: **(Must be composed of international experts in the field, at least half of them independent from the beneficiaries, unless otherwise specified in Annex I.)**
- Demonstrate that the selection of users will follow the principles of transparency, fairness and impartiality.
- → **A4/2015-11-05**: **Indicate any selection rule additional to the evaluation of scientific merit of the applications.**
- → **A4/2015-11-05**: **Define and explain access to 3rd countries**

Timeline for the proposal

Date	Action	Outcome
23.10.2015	Submission deadline of the full proposal	
	Setting of the Draft 1	
	- Discussion/iterations with WP leaders	
	- budget	
	- deliverables	
	-	
29.11.2015	Proposal – Draft 1	Draft 1
10.12.2015	Critical Review Meeting	Collection of comments
	Additional Iterations	
	Partner description	
23.12.2015	Proposal – Draft 2	Draft 2
March 2016	Finalisation of the proposal	Final proposal
30.03.2016	Submission	

### Access cost

- As unit cost: calculated on the basis of historical access costs, declared under a specific cost category.
- As eligible cost: actually and solely incurred for providing access to the selected user groups, to be declared under Other category.
- As a combination of both: complicated procedure for partners AND the EC. Recommendation to avoid this.
- **→ A4/2015-11-05:**
  - Use the Excel table to calculate provide access cost
  - Relay on the real cost calculations made for RN3
  - Special attention - WSRT EVN should make sure that the cost are for use of EVN one antenna.
  - The costs should be provided by March 1, 2016.

### **4. Closing remarks**

As this is the last ordinary TNA-meeting, I. Rottmann thanked the TNA leaders and partners for the commitment in RadioNet3 and closed the meeting.