



## **RadioNet3 Policies for Networking Activities (NA)**

1. NA leaders and vice-chairs are responsible for developing the NA programme in accordance with the *RadioNet3* Description of Work.
2. The NA leader has authority over how the NA travel budget is to be spent.
3. The *RadioNet3* Board agreed that 1/3 of the funds allocated for a meeting may be used for funding the logistics of the meeting (e.g. venue costs, local transportation etc.); the remainder (2/3) is to be spent on supporting the travel and subsistence of eligible attendees (see point 4).

However this ration can vary according to the demand.

4. *RadioNet3* NA funds can, in general, only be used to support the Travel and Subsistence of individuals from EU member states and Associated Countries ([http://cordis.europa.eu/fp7/who\\_en.html#countries](http://cordis.europa.eu/fp7/who_en.html#countries)).
5. Under exceptional circumstances (e.g. an invitation of external experts, etc.) funds can be used to pay the Travel and Subsistence of an individual from outside of the EU member states and Associated Countries.

However, all such requests must be approved by the NA Leader and communicate to the Project Manager in advance.

6. The NA chair will provide the *RadioNet3* Project Manager with a list of the financially supported participants and organisers before the meeting.
7. Following any NA meeting or workshop the organiser of the event must write a report on the activities (see the template). The report should provide the following details:

- Title, date and location of event
- A list of attendance (including participant names, affiliation and country). The list must be signed by the individual participants and confirmed by the organiser. *In case of heavy burden with the collection of individual signatures, an attendance list confirmed by the organiser only could be accepted.*
- A list of the participants who received *RadioNet3* support
- An agenda and/or programme
- A summary of the event.
- A financial report detailing the use of *RadioNet3* funding.

8. The report must be delivered to the chair of the NA within 30 days of the end of the event and then transmitted to the RadioNet Project Manager.

A report template can be found: <http://www.radionet-eu.org/fp7wiki>

9. In addition, presentations made at the meeting should be posted on the *RadioNet3* NA wiki <http://www.radionet-eu.org/fp7wiki>.