

## Minutes of the meeting

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Present: Attilio, Veronica, Lisa, Thomas and Chiara

End of the meeting at 11.40

1. EC report: WP3 scored well, they are demanding SWOT of XFEL and EGO; we have them because in the presentation we just showed example of what we have done, aligned with the work of WP2 which focused on ERIC and IGO legal structures. If needed we can show SWOT for XFEL and EGO as well, after a revision.
2. Next task for WP3 → dissect all documents we have collected for the various RIs to start building up the deliverable for the handbook of construction and running.
  - Procurement → Thomas and Lisa
  - In-kind → Attilio and Veronica
  - Financial Rules → Chiara
  - Draft of the global document → Chiara
3. INFN is recruiting a financial manager for an 18 month temporary position to support the effort of the financial architecture work-package (WP3) of the Einstein Telescope preparatory-phase (ET-PP) project. Timeline of the hiring process is
  - publication ~ March 2024 (1 month)
  - written/oral examination beginning of summer 2024
  - person in place beginning of autumn 2024 ideally.

In-person group meeting once the new person is on-board (what about the new person from KULeuven in ETO/WP3)

4. Chiara will prepare the slides and circulate them for comments/modifications by the end of the week.
5. Suitable slot is Monday from 11 to 12 before ET-PP meeting slot. If the latter changes, we will discuss another timeslot if possible. For now, meetings will be run with a monthly frequency, that will be adapted as a function on the needs.