

Points

- WEB pages / standard slides / profile / advice for visitors / calendar (Steinar/Eckhard)
- Dissemination, Communication and Training plan (Steinar/Eckhard/Thomas)
- Common Pot zero
- Management cost 200 / PM
- In both cases need first planning by next meeting, adjust as needed, first principle is “in-kind” efforts by partners (CERN/DESY)
- Consortium agreement based on this (to be sent from CERN to all)

- How does KEK and Tokyo reports on “their” secondments ? – keep some central info (Steinar to delegate to someone)

- Internal workshop plan (time/topic) – all
- Admin contacts – all
- Check partnership agreement – all (point of Karen)
- Check ph.d student eligibility (per beneficiary)

- Work-package contacts per institute – each work-package leader

- Clarify report per travel (Gregory to contact CNRS and DESY) – automatic tool (what is in the questionnaire) ...

- Next meeting, Tokyo – KEK Tuesday evening 21.4 (Monday evening or after plenary Tuesday over dinner?)