

Action Points 16th of March

Further to yesterday's meeting, I would like to confirm the following actions:

NB: Present: Severine Bergerot (SB), Fabrizio Gagliardi (Fab), Karin Burghauser (KB), Bob Jones (BJ), Marie Laure Bourgeois Schutz (MLBS), Anna Cook (AC), Kristina Gunne (KG), Rosy Mondardini (RM)

- Discuss registration fees, procedures for EAC and invites speakers with John Dyer and Joanne Barnett. We also need to see if there is a one day fee for those only attending the plenary session at Cork - **PO**
- Confirm AFM and EAC meeting schedules at the conference (CB as well) - **PO**
- **RM** will follow up brochure status for Cork, including the availability of copies for the Dublin event on April 15th.
- We agreed that quarterly reports would be sent to the EAC members as a matter of course ==> add to task list/workflow Action **SB**. Must include menial things such as phone call logs, fax and mail logs, PO mail logs.

EAC: modify the “terms of reference” document so that they are also asked to act as reviewers during the final rehearsal for the project reviews after PM9, 18 & 24 (these will be held at CERN). Then send it to the 4 members.

- **KG** and **AC** will organise the PMB and dinner for the 22nd April
- We must organise a conference call for the PMB and AFM around Aril 5th/6th to discuss nominations and final points prior to Cork: Action **KG** and **AC**

I'm free on the 5th or the morning of the 6th (see potential clash with PO meeting below)

For the PMB, Article 7 defines how the PMB will be run and implies that for the meeting on the 5th or 6th April we must (i.e. to be put on the PMB agenda):

- - Verify we have an FR representative for each federation
- - Vote for a chairman
- - Track participation at meeting and voting numbers

It will then be the PMB chairman's responsibility to define the agenda for the next meeting in Cork.

There is an important point from the Consortium Agreement for the PEB (article 8) where we must agree on a decision making procedure for approval by the PMB – so this should be a point on the agenda for the PEB meeting.

We also need to think about the Collaboration Board (CB) at Cork. From the Consortium Agreement article 6.2 it is stated **that Fab must make a presentation**

concerning the scientific and administrative implementation of the *project* at the CB. We must also have a secretary that will record the names of the participants and record any potential recommendations (noting the voting results).

- As far as mailing lists are concerned, **AC** and **MLBS** will be owners and will review them all this week
- **SB** will confirm EGEE budget codes as they become active. NB: T873000 (overall account) already active. Travel for Cork, Dublin will be charged against this.
- **KG** will follow up all MAPS before the 31st March deadline
- At his meeting with Kyriakos this week, **Fab** will discuss potential EU review dates.
- **Fab** will discuss CERN office space at the next DHO meeting.
- Finally, I propose the following dates for PO meetings in view of Cork:

Tuesday March 30th 10 to 11.30 – Bob @ PIC (Barcelona)

Tuesday April 6th 10 - 11.30 – OK but perhaps better to have PO on 5th and PMB on 6th(AM)?

Tuesday April 13th 10 - 11.30 - OK

Please confirm whether these meeting suit you all, and add any comments you deem necessary.

Thanks,

Anna