

Minutes of the Meeting held on 13.04.2005 about EU co-funded activities

Present: J. Boillot, S. Bergerot, P. Butler, J.P. Delahaye (chairman), D. Duret, R. Forrest, G. Guignard (technical secretary), H. Haseroth, R. Losito, N. Polivka, L.R. Oberli, U. Raich, C. Rossi, F. Ruggiero, W. Scandale, D. Schulte, G. Suberlucq, E. Van Hove, D. Williams, C. Wyss.

Aim of the meeting:

Review of the administrative organization of the CERN part of the Accelerator R&D activities which are co-funded by CERN and EU and of their reporting to the CERN management.

1) List of activities and responsables

It is agreed that the list (Appendix I) of EU co-funded activities about Accelerator R&D is complete. INTAS contracts (e.g. GSI-CERN agreement on superconducting cabling-in-conduit for SIS 100) and Marie-Curie fellowships (not an activity) are not included.

The table in Appendix I displays the names of the CERN technical coordinators (and deputies), EU team leaders and Governing Board members (or similar).

C. Wyss agreed to act as deputy of G. Guignard in his role for ESGARD and CARE management activities. L. Oberli, NED technical coordinator, is invited to nominate a deputy. It was noticed that P. Butler will leave CERN in September and be replaced. It was agreed after the meeting that M. Lindroos replaces H. Haseroth as the CERN technical coordinator of the BENE network with H. Haseroth as deputy.

2) Allocated resources and profile over the years

In preparation of the meeting, G. Guignard kindly agreed to gather from the coordinators the relevant data in order to create one single source of information in DSU/HEP and make communication with the CERN management, the technical Departments and the Finance Group concerned easier. The financial follow-up and reporting to EU, previously provided by Diana de Toth (DSU/EU) will be taken over by S. Bergerot, "Collaborations and Visiting Research Teams" section (section leader E. Van Hove), FI/CTR group.

Tables summarizing the allocated resources for the 5 projects listed (of I3, DS and partly TN type) and their sub-projects or work-packages as available at the time have been distributed before the meeting. There is one workbook per project, subdivided in one worksheet per active year (in order to provide the profile over the time) and one worksheet with the overall resources (worksheet example given in Appendix II).

Each worksheet contains:

- a block of information about the resources coming from EU for the CERN part: budgets of material and travel, resources of staff and fellows;
- a block of information about the resources committed by CERN: budgets of material and travel, resources of staff and fellows;
- information subdivided (for both blocks) per activity within the project, with the name of each activity, the tasks, the associated PPAs, the task CERN coordinators, the Departments/Groups involved and the CERN budget codes allocated to the CERN-EU expenses and CERN expenses.

The following points were raised:

- several tables giving the resource profile for the years 2006 to 2008 are empty and need to be filled out. Some projects may want to re-consider the distribution of the costs in several budget codes to facilitate the financial follow-up of the tasks;
- all the costs are given in euros, since the budgets of the EU co-funded activities are all done in euros and the coordinators make all their financial accounts in euros (all other contractors are using euros and there might be over 20 contractors in a project). Since the CERN accounting is in CHF (CET system), the change from euros to CHF will be done at the end by FI. The staff resources are at present given in person/year, since this information is needed by the groups. The wish to have the corresponding amount of money as a complement was expressed. It has been included in the tables.

***ACTION:** The FI/CTR will issue a memo with a procedure on how to manage financing of the projects.*

***ACTION:** Each technical coordinator is requested to carefully look at the tables concerning the activity of which he is responsible, complete them, correct the numbers if necessary and send to G. Guignard the revised and completed data **before the end of April**. Updated tables will then be distributed.*

3) Budget code allocation, associated PPAs and signature rights

The budget code allocation made in the AB department was shown by R. Forrest per activity in the different projects. The table for 2004 expenses was used to illustrate this allocation; it contains the activity names, the PPAs, the signatory rights, the EU to CERN allocations with the associated team codes, and the CERN commitments with the associated CERN codes. It was raised that the budget allocation table covering the plans for the coming years indicates CERN commitments to CARE for the years 2004 to 2009, although CARE runs for 5 years starting 2004; this has to be corrected and the total allocated redistributed over 2004 to 2008. The question of the signature rights (coordinator + deputy) has to be treated in a systematic way.

R.Forrest also showed the project structures for the accounting of the EU-co-funded activities, recently introduced (see diagram in Appendix III).

ACTION: *Each technical coordinator is invited to:*

- *define the signature rights of the budget codes concerned and inform the DPO of his department;*
- *allocate the necessary budget on the CERN code of the activity in agreement with his Group Leader and DPO.*

4) Integration in WBS structure of the staff and work plans

N. Polivka made a demonstration of the use of the Activity Planning Tool (APT) which allows the planning and follow-up of projects split in Work Units following a Work Breakdown Structure (WBS) for personal and budget (but no financial reporting), and to allocate these to the right budget codes. The tool is available from EDH and access is possible as usual with EDH user name and password. Only the Work-Unit holder (usually the group leader or section leader) can modify the data.

ACTION: *Each technical coordinator is invited to review the distribution in Work Units of the activity from which he is responsible, as well as the corresponding resources (material & man-power) on the associated budget codes, in agreement with the group leader concerned.*

N.B. It is strongly recommended to define a Work Breakdown Structure as simple as possible. The data to be included in the tool for the activities discussed in this meeting have to be consistent with the data of the tables (item 2).

5) Reporting on the CERN part of the activities

J.-P. Delahaye illustrated the matrix structure of the CERN organization of the EU co-funded activities (see diagram in Appendix IV). These activities usually concern several groups or departments. They are sub-divided in sub-activities (tasks), each one under the responsibility of one well defined Group in the Executive Line with the Department and Directorate. The management of the activity is done transversely by the CERN technical coordinator.

For CARE as an overall project and for each Design Study, an EU Team Leader acts as the point of contact between EU and CERN; in this function he transmits the formal information and requests which he receives from the EU or the project leader and makes sure that replies and reporting are done according to the demand.

The EU unit (D.Williams) provides an administrative support to the technical coordinators by giving and making more explicit the guide lines and rules received from the European Commission and by guiding the gathering of the necessary documents for financial reporting and auditing.

The EU co-funded activity coordination within CERN (J.-P.Delahaye and G.Guignard) reports to the Directorate. This reporting includes a summary of the CERN contributions, kind of status report mentioning the changes in the plans, the deliverables

met or postponed. These contributions are somehow included in the yearly reports to the project heads and EU, but need to be singled out.

ACTION: *The technical coordinators are requested to:*

- *inform J.P.Delahaye/G.Guignard and the Group leader concerned of any activity report sent to the project leaders;*
- *summarize the CERN contribution to the activity at least once a year before mid November.*

ACTION: *A report summarizing the CERN contributions of all EU co-funded activities (as reported by the technical coordinators) and the corresponding resources (as reported by FI/CTR) will be prepared by J.P. Delahaye and G.Guignard for information of the CERN management at the end of the year.*

6) Web-site proposal

In order to facilitate the coordination of the EU co-funded activities (see the list attached), it looks appropriate to have a central source of the basic information for all. As a tool for achieving this, G. Guignard proposes to create a web-site for internal use only, with basic documents such as the tables mentioned above, administrative procedures adopted, the activity reports, etc. and with links to other key web-sites such as the activity sites and the EU-unit site. A proposal will be sent soon by G. Guignard.

J.P. Delahaye & G. Guignard
19.04.2005

Appendix I

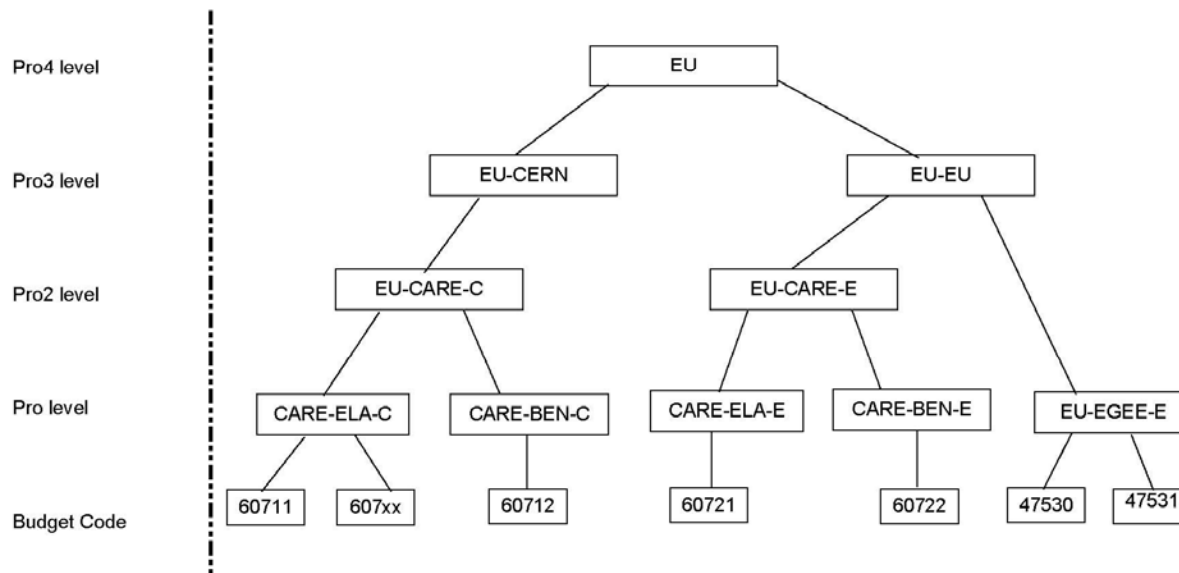
List for the EU co-funded activities on accelerator R&D of the CERN
Technical Coordinators and Deputies, and of the EU Team Leaders and
Governing Board members.

Activities	CERN Technical Coordinators	Deputies	EU Team Leader (Gov. Board)
ESGARD and CARE (I3 project with the NA and JRA listed next) management	G.Guignard	C. Wyss	G. Guignard
Network Activity NA1: E- Linear Accelerator Network (ELAN)	D.Schulte	G. Guignard	
Network Activity NA2: Beam for European Neutrino Experiment (BENE)	M. Lindroos	H.Haseroth	
Networking Activity NA3: High Energy High Intensity Hadron Beam (HHH)	F.Ruggiero	W. Scandale	
Joint Research Activity JRA2: Photo-injectors (PHIN)	R. Losito	G.Suberlucq	
Joint Research Activity JRA3: High Intensity Protons Pulsed Injectors (HIPPI)	R.Garoby	M. Vretenar	
Joint Research Activity JRA4: Next European Dipole (NED)	L. Oberli	To be appointed	
Design Study : EUROTeV	D. Schulte	G. Guignard	G. Guignard
Design Study : EURISOL	M. Lindroos	P. Butler	P. Butler
Design Study : DIRAC	U. Raich	C. Rossi	U. Raich
EURONS (I3 project with JRA and TNA, i.e. Trans-National Access)	P. Butler	M. Lindroos	M. Lindroos

Appendix II

OVERALL RESOURCES FOR THE CERN PART OF EUROTEV																		
EU team leader & Governing Board representative : G.Guignard; CERN technical coordinator: D.Schulte (Dep. G.Guignard)																		
ACTIVITY	TASK	PPA	Task CERN Coordinator	Budget from EU						Budget from CERN					Staff+Visit or costs* kEuros	Dept/Group involved		
				Code	MATERIAL kEuros	TRAVEL kEuros	STAFF p-y	VISITORS p-y	Staff+Visit or costs kEuros	Code	MATERIAL kEuros	TRAVEL kEuros	STAFF p-y	VISITORS p-y				
MNGMNT	Managmt	FRC.CMS	G.Guignard			6							23	1.35		148.6	SG/DSU AB/ABP	
BDS	BDSL	FRC.CMS	F.Zimmermann			3.6		1	90				3.4	0.26	0.67	80.7	AB/ABP	
	SWMD	FRC.CMS	D.Schulte			1.8		0.5	45				1.7	0.14	0.33	41.1	AB/ABP	
DR	ECLD	FRC.CMS	F.Zimmermann										9	1.5	2	320.6	AB/ABP	
DIAG	PBPM	FRC.CMS	L.Soby		84	9		2.5	225				84	5.4	1.5	165.2	AB/BDI	
	TPMON	FRC.CMS	J.Sladen		120	9		2.5	225				120	7.2	2	220.2	AB/RF	
	WBCM	FRC.CMS	L.Soby		84								84	3.6	1	110.1	AB/BDI	
	CFBPM	FRC.CMS	H.Braun										36	1.08	0.3	33	AB/ABP	
ILPS	COLSIM	FRC.CMS	D.Schulte			1.8		0.5	45				0.36	0.1		11	AB/ABP	
	FMSIM	FRC.CMS	D.Schulte			1.8		0.5	45				0.36	0.1		11	AB/ABP	
	LAST	FRC.CMS	D.Schulte			9		2.5	225				9.9	0.5	2.25	229.9	AB/ABP	
	HTGEN	FRC.CMS	H.Burkhardt			9		2.5	225				5.4	1.5		165.2	AB/ABP	
	BBSIM	FRC.CMS	D.Schulte										0.4	0.1		11	AB/ABP	
TOTAL					288	51	0	12.5	1125				324	70.8	10.35	5.25	1547.6	

Appendix III



Accounting project structures: CARE example

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Appendix IV

EU Co-funded Activities

