

**Minutes of the Meeting held on 10.05.2005
concerning EU co-funded activities (2nd meeting).**

Present: D. Williams, D. De Toth, R. Forrest, J. Boillot, N. Polivka, D. Duret, G. Guignard, E. Van Hove, S. Bergerot, J-P. Delahaye.

Aim of the meeting:

- Feedback on the managing of the EU projects during 2004 (D. De Toth/D. Williams).
- Discussions for the organization of EU projects as from 2005 (S. Bergerot/E. Van Hove).
- Associated manpower.

1) Feedback on the managing of the EU projects during 2004 – ‘Interfacing’.

DW gave a short overview of the ‘Interfacing’ on EU-co-funded projects and emphasized that these projects are handled quite differently compared to CERN funded projects. The management of EU projects is a technical issue. An ‘interface’ is required between the technical management of the project and the FI/IA reporting units.

FI department, via SB (FI-CTR) assists the project coordinators in charge for EU funded projects on administrative and financial aspects.

DDT briefly explained her experience on the CARE co-funded project during 2004. The major difficulty is the very time consuming preparation of internal financial interim reports and the preparation of cost statements, to find the matching documents with CET entries. SB encountered the same difficulties with the different EU funded Grid projects.

2) Organization by FI for EU FP6 projects.

SB explained the procedures for financial and administrative follow-up of EU projects. The following points were discussed:-

- All EU related information needs to be available at the EU unit in SG-DSU.
- SB assists project coordinator on administrative and financial aspects.
- EVH explained that FI determines the amount in Swiss Francs for the projects.
- The project coordinators and the DPO’s must build the budget in CHF for the entire project.
- All CERN internal reporting is done in CHF.
- Any new project information should be forwarded to FI-CTR.

EVH explained that the essential role of FI-CTR is giving guidance to the project coordinators (administrative and financial) and to report to the Management regularly on the status of each project.

SB showed a template which FI will use for internal reporting to the Management, it is a complete overview of the project which is not shown by CET.

3) Associated manpower

There was a general concern about the daily administrative workload generated by each project. It was agreed that a person is needed to prepare and maintain files on a regular basis.

The main tasks would be:-

- Help the project coordinators at CERN with the administrative work.
- Follow up the expenses on a regular basis, prepare and maintain the supporting documentation for the cost claims and the project specific reporting requirements.
- This work should be done for CARE as well as for the new co-funded projects recently started (EURONS, EUROTEV, DIRAC, EURISOL...)

This work cannot be spread over several persons or group secretaries, since it requires a specific learning process.

The person should work closely both with FI-CTR and with the project coordinators at CERN.

A solution must be found quickly.

SB & EVH 12/05/2005
