

Notes from the EU Activities Meeting held on 21st July 2005

Present: Diana de Toth, Gilbert Guignard, Severine Bergerot, Erwin Van Hove, Ron Forrest, Jean-Pierre Delahaye (chairman)

Agenda :

1. Minutes and follow-up of the meeting held on 10.05.2005
2. Procedure for financial follow-up and handling the EU reporting S. Bergerot
3. Transfer of responsibility from DSU to FI and transition period D. de Toth

The minutes of the previous meeting were approved

A short Discussion on the Procedures S.B. had previously circulated allowed the following clarifications;

1. The procedures are intended to be General for all EU Projects and not particularly for the present EU projects in AB (CARE and Design Studies). The General Procedures will appear on the FI Website.

Action: S. Bergerot

2. Each EU Project will have its own particular procedures on a separate website with links to the FI Website.
3. CARE & Design Study pages will be created on the new dynamic website in preparation in the DSU/HEP unit, regrouping the general information about accelerator R&D activities.

Action: G.Guignard

4. The special procedures for the CARE & Design Studies will be created and will include the work of the new recruit in FI.

Action: S. Bergerot

5. The Job Description for the new recruit will be created before mid August 2005 and will serve as a base for short individual training sessions with the relevant AB secretaries during the summer.

Action: S.Bergerot & D.De Toth

6. The training of the new recruit will be carried out by FI (Technical Issues) & DSU (Practical Issues).

Action: S.Bergerot & D.De Toth

The transfer of responsibility from DSU to FI was discussed at length and led to the following agreement:

1. D. De Toth will be available as required for advice and to pass on expertise gained during her work last year. This would be done on an ad hoc basis and no particular days or percentage of time would be specified. However it was agreed that a smooth transition was essential and desired by all parties and all efforts would be made to assure this.

The new Supervisor of D. De Toth would be contacted to have this confirmed.

Action: S. Bergerot & D. De Toth

2. The Preliminary financial report required by EUROTEV (part of Design Studies) as a trial run will be prepared by FI, in conjunction with the project leader), using extracts from CET with no particular paper back up.

Action: S. Bergerot

3. The Transition period will terminate at the end of 2005 when the responsibility will be fully taken over by FI.

Action: E. Van Hove

4. As a result the preparation of the Cost Claim for 2005 will be the responsibility of FI.

Action: S. Bergerot & E. Van Hove

The new recruit will be administratively attached to FI but will be working with (detached to) AB-ADM-BL to be available for the Project Leaders in AB. The board is presently planned for 15th September 2005 and it is hoped that the person can be in place by November to help with the EU claims required by the beginning of 2006.

J-P. Delahaye asked if the EU activities were entered in APT.

Action R. Forrest

G. Guignard presented the source data budget sheets which now have a summary sheet showing all incoming funds and distribution of budget by year for all activities. These will be updated regularly and will be used as source data by the DPO and FI for all future official budget figures. They will be available in the website mentioned under 3.