



**ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH**

Laboratoire Européen pour la Physique des Particules
European Laboratory for Particle Physics

Revised on 16 Jan 06

Minutes for EU Activities Meeting dated 11.01.2006

Present: Severine Bergerot (SB), Jean-Pierre Delahaye (JPD), D. Duret (DD),
Ronald Forrest (RF), Gilbert Guignard (GG), Mats Lindroos (ML),
Alessandra Lombardi (AL), Roberto Losito (RL), Marguerite Maitrel (MM),
Valeira Pietropaolo (VP), Uli Raich (UR), Karsten Riisager (KR),
Carmelo Saitta (CS), John Sladen (JS), Lars Soby (LS), Diana de Toth (DdT),
Erwin Van Hove (EVH), Maurizio Vretenar (MV), Carlo Wyss (CW)

RF presented Marguerite Maitrel who has recently joined FI Dept. to assist in preparing EU Claims. Marguerite will be working closely with RF in AB Dept. Her main role is to assist the activity leaders to prepare the EU cost claims and to ensure that the necessary supporting paperwork is kept to justify these claims. She will also ensure that the budget forecast is kept up to date and that the expenditure both for EU part and CERN part are correctly assigned to the relevant budget codes.

SB presented the situation on the different cost claims and reminded us of the dates for the future cost claims.(see [slides](#)). She requested that Activity Leaders forward to her and MM any communications they receive from the EU coordinators, as these often have an impact on the Cost Claims.

RF reminded us that Work Units for the EU activities (EU part & CERN part) should be entered in APT. In the case of personnel allocations, this should be coordinated with the Group Leader.

DD mentioned the problem of AT personnel working on EU activities, where the budget is held in AB due to the small sum involved. RF agreed to check this and see if any changes need to be made. There is a similar problem with DSU personnel.

CS mentioned that there was still some Personnel Expenditure on Team Codes that needs to be transferred to the EU codes. RF will discuss with CS to see how this can be solved.

Finally J-P.D congratulated everybody for the excellent CERN report on EU activities produced for the DG. He said that this was likely to be required once or twice a year.