

MINUTES

Participants:

C. Gentsos, K. Kordas, S. Nikolaidis, C. Petridou, C.L. Sotiropoulou – AUTH
P. Garosi, A. Iovene, S. Petrucci – CAEN
B. Magnin – CERN (*not present, she sent slides to be projected at the meeting*)
G. Calderini, F. Crescioli – CNRS
P. Kalaitzidis, K. Mermikli, A. Sakellariou – PRIELE
R. Cipriani, S. Citraro, M. Dell'Orso, S. Donati, P. Luciano, M. Padrone, M. Piendibene – UNIFI
L. Pacillo – REA (*not present, she sent slides to be projected at the meeting*)
A. Annovi, M. Beretta, G. Volpi – INFN Laboratori Nazionali di Frascati (*teleconference*)
A. Stabile – INFN Milano
A. Lanza – INFN Pavia (*teleconference*)
R. Beccherle, P. Giannetti – INFN Pisa
D. Magalotti – INFN Perugia
F. Lasagni Manghi – University of Bologna

1) Consortium Organization

During the FTK workshop held in Pisa, March 11 to March 14 2013, we discussed the internal organization of the FTK-PEOPLE-2012-IAPP international collaboration (hereafter FTK-IAPP).

The participating institutions/companies are identified by a short name:

AUTH = Aristotle University of Thessaloniki, Greece
CAEN = Costruzioni Apparecchiature Elettroniche Nucleari S.p.A., Italia
CERN = European Organization for Nuclear Research, Switzerland
CNRS = IN2P3, Centre National de la Recherche Scientifique, France
PRIELE = PRISMA Electronics SA, Greece
UNIFI = University of Pisa, Italy

In order to regulate the relations between the members of FTK-IAPP, a Consortium Agreement will be signed by the proper authorities of each institution.

A draft Agreement, based on DESCA model (<http://www.desca-fp7.eu/>), was proposed and described by the Project Coordinator.

The draft has been discussed in detail and amended.

The modified draft Agreement is attached to these minutes in order to be revised by the institutions before final approval.

The Agreement envisages the establishment of the following consortium bodies:

- General Assembly (GA), as the ultimate decision-making body of the Consortium;
- Executive Board (EB), as the supervisory body for the execution of the Project.

The following representatives have been appointed to GA:

Mauro Dell'Orso – UNIFI, Chair
Kostas Kordas – AUTH, Member
Alessandro Iovene – CAEN, Member
Betty Magnin – CERN, Member
Giovanni Calderini – CNRS, Member
Petros Soukoulis – PRIELE, Member
Simone Donati – UNIFI, Member

The following representatives have been appointed to EB:

Mauro Dell'Orso – UNIPi, Project Coordinator, Chair
Kostas Kordas – AUTH, WP 7 Coordinator, Member
Dimitrios Sampsonidis – AUTH, WP 8 Coordinator, Member
Paola Garosi – CAEN, WP 2 Coordinator, Member
Francesco Crescioli – CNRS, WP 6 Coordinator, Member
Andreas Sakellariou – PRIELE, WP 1 Coordinator, Member
Marco Piendibene – UNIPi, WP 5 Coordinator, Member
Chiara Roda – UNIPi, WP 4 Coordinator, Member

The WP 3 Coordinator is still to be designated.

As soon as she/he will be nominated, she/he will be asked to join the EB as a Member.

2) Budgeting

The Project Coordinator announced that the EU Research Executive Agency (REA) has made a wire-transfer to UNIPi as pre-financing of the project.

According to the Grant Agreement, the amount should be of € 956,809.14 (yet to be checked).

We are deemed to having received also an amount of € 79,734.10, which has been actually transferred to a Guarantee Fund, corresponding to 5% of the maximum EU financial contribution, as stipulated in the Grant Agreement.

The GA discussed about the division of the EU pre-financing between the participating institutions.

We decided to make a plan of the foreseen outgoing cash-flow of each party.

The funds should be divided proportionally to the foreseen cash-flow during the first two years, provided this allocation will not originate any cash shortage in the second 2-year period, i.e. after the first project review and the second EU payment.

A draft plan was prepared by Iovene and thoroughly examined and discussed by GA.

The Project Coordinator shall redraw the amended plan, with the proposed funds division, and send it to the members for further revision/approval.

Once definitively approved, the division plan will be executed by the Project Coordinator as soon as the Consortium Agreement will be signed.

3) Final Regulations

These minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has objected in writing to the chairperson (Project Coordinator) with respect to the accuracy of the draft of the minutes.

The chairperson shall send the accepted minutes to all the Members of the Consortium Body.

The Project Coordinator shall safeguard them.