

JENNIFER management issues

KEK, nov 6th 2014



Japan and Europe Network for Neutrino and
Intensity Frontier Experimental Research

Grant Agreement Status

All Documents filled and submitted by october 24th

A new partner added: Tokyo University, which is responsible for the Kamioka site, where we plan to have secondments related to WP4

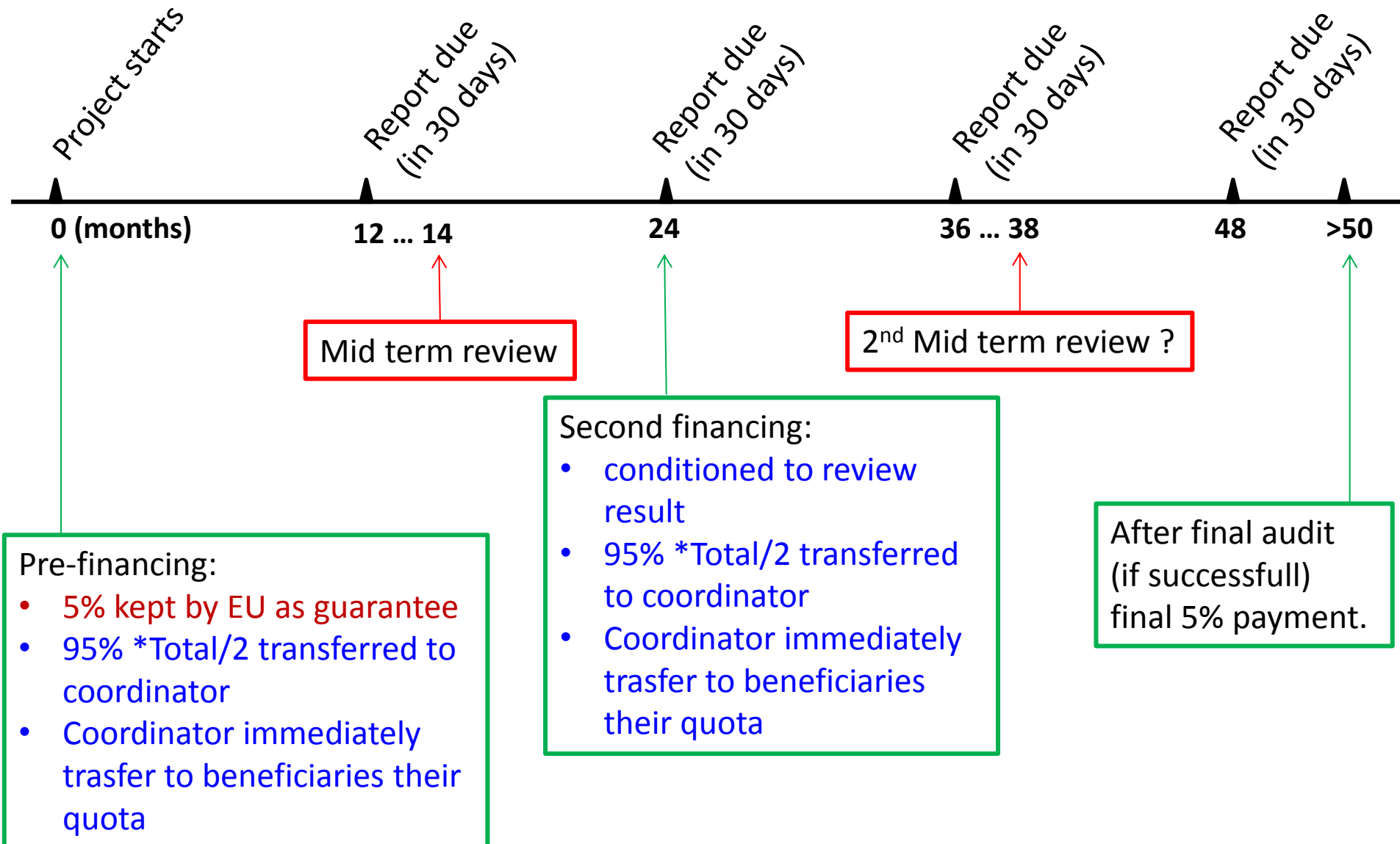
Secondment plan still unchanged with respect to proposal. We will have to re-define it before the start of the project, as agreed with the Project Officer

Starting date of the project is 1-4-2015

Now we are waiting for the Grant Agreement Report from the PO, and then we will be required to sign.

Only the coordinator (INFN) will sign. All the other beneficiaries will receive and sign an «Access form»

Timeline of the project



Just to remind

Budget and accounting

Project aims to reserchers mobility :

budget is entirely built up on researcher's secondment periods in Japan

1 secondment person month = 4500 €

Formally: $4500 = 2000$ (researcher's salary top-up) +
1800 (research costs) +
700 (management costs)

However:

**no budget accounting is required,
but only secondments accounting !**

i.e. Only proofs of the secondments travels and activity shall be provided
Budget can be used freely according to internal project rules.

Minimum secondment duration per person is 1 month, but can be split into many shorter periods during the project life. Only requirement is that people do work full time on the project during secondments.

JENNIFER governing bodies

Consortium Council (CC)

Formed by one representative for each beneficiary and each partner
Meets remotely when needed, and physically at each project annual workshop
Elects its Chairperson and the WP1, WP2, WP3, WP4 technical coordinators
Monitor and endorses EC work.

Executive Committee (EC)

Formed by:

the project coordinator, the CC chairperson and the WP tech coordinators

Manages secondments

Organize and promotes networking and communication activities

Manages the budget

Secondments' management/1

Remember:

no secondments = no money
wrong secondments = return back money



We must manage carefully our secondments !

Secondments' plan:

- must be carefully reviewed before project starts
- can be periodically revised in agreement with PO
- if needed single secondments changes can be agreed with PO before they start
- **a posteriori changes are not expected.** However in extreme cases we can try to obtain them.

A good secondment:

- is planned and authorized in advance by JENNIFER management
- seconded personnel is «staff» since > 6 months (documented)
- starts in the planned month and lasts the planned duration
- in case of period split(s) they are carefully reported (a posteriori is ok)
- is carefully accounted with: **travel documents**, **letter from host secretariat certifying the stay**, **activity report**.

Secondments' management/2

Accurate control and monitoring requires 2 levels:

Work Program level

The WP coordinator (helped by task managers) manages the WP secondments:

- Keeps up to date an internal secondments DB on protected Google Spreadsheet
- Contacts sending institution leader 1 month before each secondment starts and asks confirmation. Require submission of the authorization online form by the person who is going to be seconded (including staff-proving document scan).
- Require reporting documentation at secondments end.
- Keeps in contact with JENNIFER coordinator to agree about any plan change.

Project level

The JENNIFER coordinator and the administrative staff:

- Keep up to date the official secondment DB on EU web platform
- Provide an internal «secondments manual» and appropriate web tools for easy communication and reporting
- Formally authorize the start of each secondment
- Collects both digitalized and paper copy of all secondments documentation for use in EU audit procedures
- discuss and agrees with PO any change in secondment plan

Networking activities (and their costs)

JENNIFER is committed not only to research activity but also networking, dissemination and communication: **bad networking = return back money**



a fraction of secondments money must be spent for networking !

Declared JENNIFER networking activities:

Yearly Consortium Workshop

- In Europe, including an event for industries and an outreach event
- Invitation of few japanese colleagues is essential
- Keep duration short and participation minimal (1-2 persons per institution)

Graduate Students Summer School

- To be held in Giessen Univ Castle (S.Lange is taking care)
- We claimed to do it yearly, but maybe we can review this point

B2TIP bi-annual satellite meetings at KEK

- Comes naturally. Theorists from JENNIFER institutions could get secondment, but they should integrate 1 month over 4 years...
- Possibly invite extra theorist on JENNIFER budget ?

WEB SITE: very important both for internal and external communication!

Should we buy it ? (a low cost one.....)

Preliminary cost sharing proposal

Main ideas:

- Each beneficiary is responsible to send its representatives to yearly workshop.
- Workshops will have fees, to cover much of the costs
- We have 10 person-months allocated for WP5. Institution organizing the Wshop gets 2 months out of these.
- Summer school can be opened to non-JENNIFER students, who can pay a fee (maybe it will be necessary to aim to PhD instead that graduate students)
- Make an early estimate of all the common costs for networking and communication and create a COMMON FUND managed by the EC
- Common Fund is subtracted from overall budget and person-month cost is re-defined accordingly: $PM_{\text{eff}} = PM - CF/N_{\text{PM}}$

First order corrections:

- Smaller groups (we must define a budget threshold) are allowed to reduce participation to yearly workshops (2 out of 4 ?)
- Reduced CF contribution can be agreed for smaller groups
- Industrial partners should be treated differently and contribute in kind more than in budget

Consortium Agreement

It is expected (even though not explicitly required) that **beneficiaries and partners** do sign an internal regulation document.

All management and budget issues discussed here should be agreed and written in such a document.

Also other issues are important and may cause problems if not properly addressed (Intellectual property rights, publications, use of JENNIFER name and logo....)

A very useful Consortium Agreement prototype is available at DESCAs web site <http://www.desca-2020.eu/> Please have a look: I want to start from there.

The role of japanese partners

It is important to involve them, as far as possible in all consortium activities:

- They host secondments and collaborate with activity of the seconded personnel
- They provide administrative and technical support to seconded personnel
- They certify the stay of the personnel in their laboratories and joined experimental sites during the secondment
- They participate to each JENNIFER annual workshop, invited and payed by the consortium
- They collaborate with the international Masterclasses extension to BelleII and T2K physics, exploring a possible involvement of japanese schools
- They have to sign the Consortium Agreement, i.e. their role must be well defined and written down.

Conclusions (or better: Start)

I need to have your opinions about all the issues I put to your attention

I believe it is time to organize ourselves to manage our project: if we are late we will never be able to start the project on April 1st 2015

I propose that today we define a roadmap, including:

- Very early formation of CC (now ?)
- Plan few CC (e-)meetings to discuss project organization and rules
(I can coordinate such meetings until a CC chairperson is not elected)
- Internal deadline for Consortium Agreement writing and signing
- Internal deadline for EC formation
- First EC action should be to revise the secondment plan