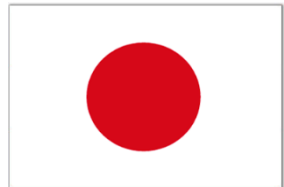


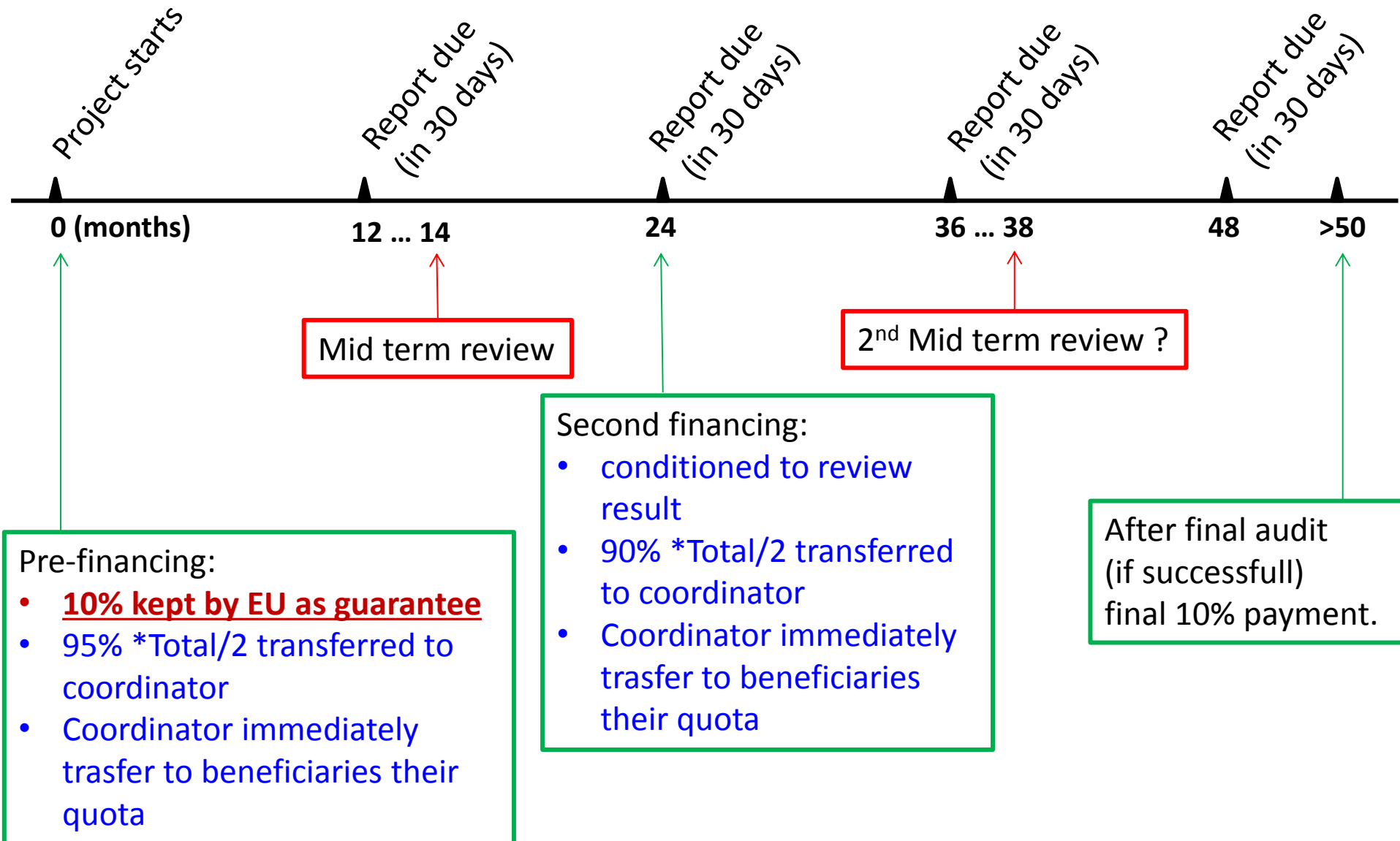
JENNIFER proto-Council meeting

jan 9th 2015



Japan and Europe Network for Neutrino and
Intensity Frontier Experimental Research

Timeline of the project



Networking costs

A preliminary evaluation has been circulated :

1. Assuming all 4 yearly general meetings to be held in Europe:

total networking: **183400 € (8% of total budget)**

118400 € (leaving up to groups participation to GM)

2. Assuming 2 GM in Europe and 2 in Japan:

total networking: **139300 € (6% of total budget)**

106800 € (leaving up to groups participation to GM)

Networking costs details

Yearly Consortium Workshop

a) In Europe

Participation: 20 beneficiaries representatives + 5 EC members

assume 3 days (2 nights): 300 flight+200 hotel+150 meals = 650 € * 25= 16250 €

May decide to leave this cost up to single institutions!

Invitation of 4 japanese colleagues (4 days+ 4 nights)

1000 flight+ 400 hotel + 300 meals = 1700 x 4 = 6800 €

Organization: 6 coffee breaks 1800 € + 2000 € other costs.

May put a fee and move this cost on the individual groups

b) In Japan: all european should participate during a secondment period.

assume no participation cost ?

minimal support for japanese moving to KEK ?

organization cost assumed similar

Networking costs details

Outreach event and Industries event

(joined to GMs when in Europe, otherwise organized independently)

Assume 3000 € for outreach and 4000 € for industries

Graduate Student school (assume only 1 every 2 years):

Giessen castle cost 100 €/day at full board (all included)

Assume 20 students + 5 lecturers for 6 days: 15000 € !

Opening to external groups would require to ask them to pay at least 50% more than required (2 external students cover the cost of 1 internal) ?

B2TIP workshops at KEK will be organized anyway (no cost!)

But we should invite some theorists (who would not sum up to 1 month secondment in 4 year, or just are external to JENNIFER):

assume 5 people: 1000 flight + 500 stay = 1500€ x 5 = **7500 €**

Website and DB: I am trying to find people to take care of it inside INFN groups. Otherwise need to buy something on the market.

cost sharing proposal

We have to make some key choices:

- Hold 2 GMs in Japan or not ?
- Participation costs up to groups or via common fund?
- Open student school to outside-JENNIFER groups ?

Then we can define the size of a Common Fund, to be managed by the EC:

Common Fund is subtracted from overall budget and person-month cost is re-defined accordingly: $PM_{\text{eff}} = PM - CF/N_{\text{PM}}$

May be wise to overestimate CF, and maybe re-distribute it between us on a yearly basis if we do not spend it.

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

Secondments' management

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

New Secondments plan

Need to be defined as soon as possible !

We have to appoint WP coordinators now.

I will meet with our project officer on January 21st and will discuss also about secondments changes implementation

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.

Actions to be taken

Appoint WP coordinators

Define Common Fund

I will circulate a Consortium Agreement draft before end of January, aiming to sign it before end of February

Define in details the new secondment plan

**Start working to first JENNIFER Consortium general meeting in Cracow:
April 30th - May 2nd 2015**

..... Including outreach and industries event