

# **JENNIFER Project: 1-4-2015 / 31-3-2019**

## **Startup Organization**

- 0. Management team**
- 1. Budget issues**
- 2. Secondments planning**
- 3. Secondments management**
- 4. First Consortium General Meeting**

# JENNIFER Consortium Council

Member list:

**INFN:** Vincenzo Berardi (+ INFN Belle-II observer: Riccardo De Sangro)  
**DESY:** Carsten Niebuhr  
**HEPHY:** Christoph Schwanda  
**IFJ:** Andrej Bozek  
**Prague:** Peter Kvasnicka  
**Ljubljana:** Peter Krizan  
**METU:** Mehmet Zeyrek  
**CNRS:** Cecile Rimbault  
**CEA:** Sara Bolognesi  
**IFAE:** Federico Sanchez  
**NCBJ:** Justyna Lagoda  
**QMUL:** Francesca Di Lodovico  
**RAL:** David Wark  
**CAEN:** Alessandro Iovene  
**KEK:** Junji Haba  
**U-Tokyo:** Masayuki Nakahata

I warmly welcome our Japanese colleagues and thank them for representing KEK and Tokyo University in the JENNIFER project !

## Executive Committee appointment

It is the **FIRST DELIVERABLE** of our project, which is due in month 1 (april 2015).

**EC is formed by the 5 WP technical coordinators + the Council chairperson.**

WP technical coordinators have been indicated during our preliminary discussions:

- WP1: Christoph Schwanda (HEPHY)**
- WP2: Hans Günther Moser (MPI)**
- WP3: Vincenzo Berardi (INFN)**
- WP4: Francesca di Lodovico (Queen Mary)**
- WP5: Antonio Passeri – project coordinator**

In our preliminary discussions we also proposed to **postpone the election of the Consortium Council chairperson to our first «physical» meeting** and that the project coordinator will act as CC chairman up to then.

**I ask the Council formal endorsement to all the above.**

## Remote voting procedure

To formally approve anything we need to agree on a voting procedure for remote meetings. For example: after this meeting I have to inform the Project Officer that we produced our first deliverable, but I must also be able to prove the Council endorsement.

### My proposal:

- if during the meeting we reach a consensus, I will circulate a short summary of the Council choices, giving to members few days (one week) to react if they disagree. If nobody reacts, I will circulate a formal confirmation message.
- On the contrary, if during the meeting we do NOT reach a consensus, I will ask members to explicitly vote via email.

### A second INFN member of the Council ?

Given the large size of the INFN group in JENNIFER (INFN is the only beneficiary which is present in all WPs) I propose to the Council to extend full membership to Dr. Riccardo De Sangro, who is now only the observer from the INFN Belle-II group.

**Endorsement needed !**

## JENNIFER approved budget

Institute	Budget (k€)	share
INFN	774.0	0,3353
DESY	418.5	0,1813
OAW HEPHY	99.0	0,0429
IFJ-PAN	40.5	0,0175
UKP	45.0	0,0195
IJS	121.5	0,0526
METU	63.0	0,0273
CNRS	76.5	0,0331
CEA	126	0,0546
IFAE	103.5	0,0448
NCBJ	126.0	0,0546
QMUL	126.0	0,0546
STFC-RAL	171.0	0,0741
CAEN	18.0	0,0078
Total	2308.5	

**WP5 has 10 person months for INFN because at the proposal stage we could not know who will become member of the management.**

**Now, I propose to assign 2 management person months to each WP coordinator.**

**Endorsement needed !**

## The modified budget in case of endorsement

Institute	Budget (k€)	share
INFN	747.0	0,3236
DESY	427.5	0,1852
OAW HEPHY	108.0	0,0468
IFJ-PAN	40.5	0,0175
UKP	45.0	0,0195
IJS	121.5	0,0526
METU	63.0	0,0273
CNRS	76.5	0,0331
CEA	126	0,0546
IFAE	103.5	0,0448
NCBJ	126.0	0,0546
QMUL	135.0	0,0585
STFC-RAL	171.0	0,0741
CAEN	18.0	0,0078
Total	2308.5	

# Common fund for networking

A Common Fund detailed estimation has been already worked out and circulated in the last months. I assume all of you have it, and I will attach it to the meeting summary.

## Common Fund covers:

- Beneficiary participation to General Meetings (2 in Europe and 2 in Japan)
- Partners participation to general meetings
- GM organization
- Organization of 2 graduate schools
- EU representatives invitation to mid-term review
- Support to B2TIP
- Website and communication

**Total CF: 148 300 €**

## Budget after CF subtraction

Institute	share	CF contrib (€)	Effective budget (k€)
INFN	0,3236	47989,88	699,010
DESY	0,1852	27465,16	400,035
OAW HEPHY	0,0468	6940,44	101,060
IFJ-PAN	0,0175	2595,25	37,905
UKP	0,0195	2891,85	42,108
IJS	0,0526	7800,58	113,699
METU	0,0273	4048,59	58,951
CNRS	0,0331	4908,73	71,591
CEA	0,0546	8097,18	117,903
IFAE	0,0448	6643,84	96,856
NCBJ	0,0546	8097,18	117,903
QMUL	0,0585	8675,55	126,324
STFC-RAL	0,0741	10989,03	160,011
CAEN	0,0078	1156,74	16,843



On march 30 INFN received the pre-financing: **45% of total budget = 1038,824 k€**

**I propose to distribute to each beneficiary:  
45% of its budget – 50% of its CF contribution**

Institute	Pre-financing (k€)	Prefinancing – 50% CF (k€)
INFN	336,15	312,155
DESY	192,375	178,642
OAW HEPHY	48,6	45,130
IFJ-PAN	18,225	16,927
UKP	20,25	18,804
IJS	54,675	50,775
METU	28,35	26,326
CNRS	34,425	31,971
CEA	56,7	52,651
IFAE	46,575	43,253
NCBJ	56,7	52,651
QMUL	60,75	56,412
STFC-RAL	76,95	71,455
CAEN	8,1	7,522

**Endorsement needed !**

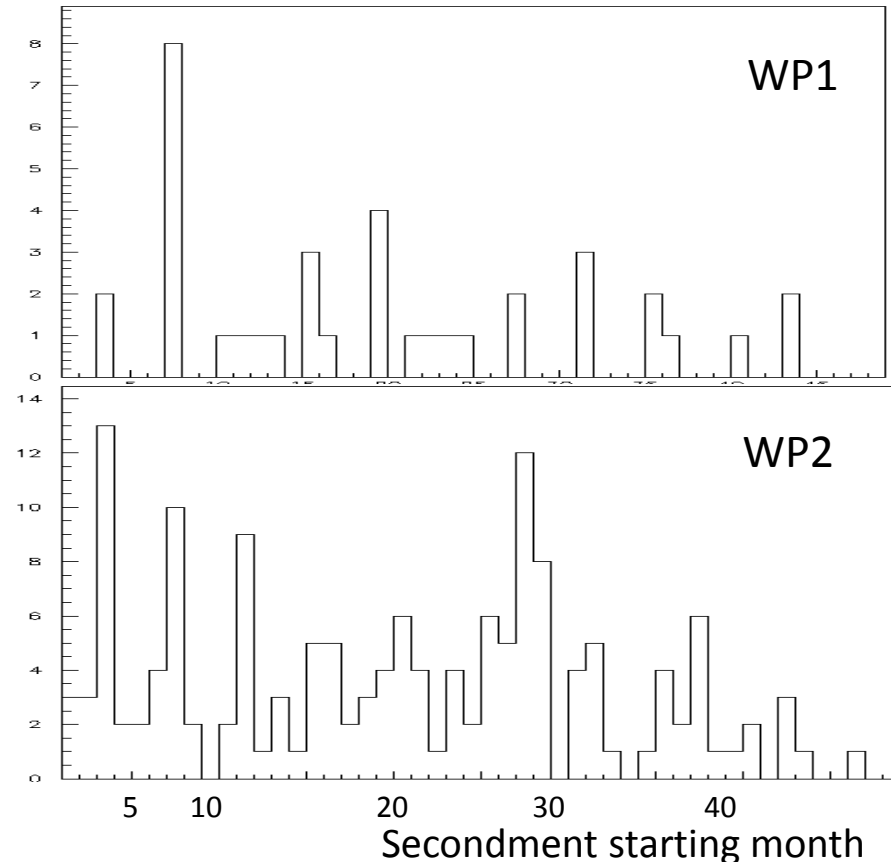
## Secondments plan(s)

**It is very important to submit soon our new secondment plan to the PO!**

**Secondment revision completed in WP1-WP2. 5 person months moved from WP1 to WP2: total is now 65 for WP1 and 227 for WP2.**

**It is more difficult to estimate T2K and HK travels for next months. I am pushing WP3 and WP4 to submit their plans.**

**According to WP1 and WP2 we expect first secondments peak in june. Smooth start in april-may.**



## Secondments management

A first MySQL Database is being set up by Vincenzo Berardi (see his presentation)

The aim is to have a simple web interface where we can see, modify and update all secondments data and documentation. We should decide WHO will have the rights to do such operations: group leaders? WP coordinators?

I started contacts with Information Technology experts to have in the future a fully professional DB. I cannot guarantee now that this will happen, and maybe we will be happy with our MySQL DB.

**Secondment DB is our second deliverable, due in month 3 !**

We still miss a web site. A minimal one will be setup for the DB interface. Then we will fill it with more infos.

Until first DB will not be operational we should carefully track each secondment by informing step by step group leaders, WP coordinators and project coordinator!

## Secondments step by step

1. At least 2 weeks before the exact starting date, the group leader informs both the relevant WP coordinator and the JENNIFER project secretary. A dedicated email address is being created.
2. Group leader message should include the seconded person data, **a scanned copy of his/her contract** to demonstrate that he/she is working for the group since at least 6 months, the expected end date of the travel (which could be just a part of a longer secondment) and the planned activity.
3. **The seconded person will receive at KEK or Tokyo University a formal declaration confirming the secondment accomplishment.**
4. As soon as the seconded person comes back to home institute, the group leader must send to the project secretariat digital copy of:
  - Flight boarding passes
  - Japanese partner declaration
  - Activity report signed by the seconded person
  - Possibly another documents proving the secondment (hotel/apartment receipt, even a couple of restaurant receipts..... This point will be further clarified at the coordinator's event next april 30).
5. **All original documents should be kept in home institutes for at least 5 years !**

**I have proposed a text for the formal declaration of the partner institutions:**

**DECLARATION**

The KEK, *Inter-University Research Institute Corporation - High Energy Accelerator Research Organization*, has hosted in the site of ...(Tsukuba/Tokai)... the secondment of Dr./Mrs./Mr. XXXXXXXX XXXXXXXX

started on : day/month/year

ended on : day/month/year

Dr./Mrs./Mr. XXXXXXXX XXXXXXXX was seconded from ...(HOME INSTITUTE NAME)...in the framework of the MSCA-RISE JENNIFER project, funded by the European Commission under grant n. 644294, and contributed to the research activities included in the Work Package n. X of such project.

**I thank since now our prtners for collaborating on this point. I rely on their proposal to find out the best way to easily obtain such declaration.**

# JENNIFER Consortium General Meeting

**Selected dates are 11-13 june.**

**I propose to organize it in Rome, but if there are reasons to choose another place please put them forward. We have to decide now !**

**General Meeting will include also a meeting with industries representatives and a general public outreach event.**

**Participation costs (my proposal):**

- Our japanese colleagues will be invited and their expenses will be covered centrally with the project common fund.**
- The CF allocated money for 25 european participants at the standard full cost of 650 €. I propose that each group select 1-2 person to send to GM, up to a maximum of 25 total. Each group cover the travel cost and, after the meeting, INFN transfer the 650€ chip to the home institutes of the people who actually attended the meeting.**

**Endorsement needed !**