

## MINUTES

### **S-TEAM Management board (MB) meeting Thursday 07/05/09, NTNU**

1715-1900, Room R3, Realfagsbygget, Gløshaugen Campus

Present:

Geir Karlsen (chair and WP1), Doris Jorde (WP2), Matthias Stadler (WP3), Michel Grangeat (WP4), Jim McNally (WP5), Loucas Louca (WP6), Maria Pilar Jimenez-Aleixandre (WP7), Jens Dolin and Robert Evans (WP8), Tina Seidel / Christian Ostermeier (WP9), Peter Gray (WP10 and Management Support Team (MST)), Per Inge Andresen (MST) and Hilde Røysland (MST).

1. GK welcomes to first MB meeting, invitation to propose agenda items given short notice for agenda.

The agenda is approved.

2. Apologies for absence etc: noted that Matthias Stadler standing in for Manfred Prenzel and Loucas Louca standing in for Costas Constantinou. Discussion of substitution arrangements for future meetings.

All WP leaders are present, either in person, or by deputy; Loucas Louca for Costas Constantinou, Matthias Stadler for Manfred Prenzel and Robert Evans for Jens Dolin, (Jens Dolin arrived 1730) in addition to Christian Ostermeier as an observer and the Management support team Hilde and Per Inge.

As continuity and personal commitment for establishing the MB as the core Consortium Body is very important for the running of the project, the MB members are recommended to appoint a personal stand-in in the case of absence. The personal stand-in is responsible for being updated on the running of the project.

3. Discussion of management board role within overall management structure, and the role of WP leaders in producing timetables etc in relation to the work plan.

The MB is responsible for the implementation of the project.

There is a need for a detailed timetable and a breakdown of resources on activities and tasks, periods and participants within each Work Package (Work Plan). Before the next MB meeting

(MB2) all WP leaders are required to send to the MST detailed Work Plans for respectively Work Package. In MB2 the WP leaders are expected to report status in each WP in relation to the aforementioned Work Plan, both regarding content and the use of resources.

4. Discussion of minutes - minutes secretary to be confirmed.

Hilde Røysland is approved.

5. Proposal that Doris Jorde be nominated as deputy coordinator, to cover for coordinator in event of unavoidable absence.

The Deputy Coordinator should chair the meetings of the General Assembly (GA) and the Management Board in the case of Geir Karlsen is absent. DJ as chair for General Assemblies meetings will be raised in the GA meeting on Friday May 8.

The Management Board approves DJ as deputy coordinator (chair) for Management Board meetings.

6. Discussion of WP committees: membership, timing of meetings, role etc.

The Work Package Committee (WPC) is a core group within the WP which the WP leader can consult on daily basis.

WP2: Doris Jorde is considering web-based meetings and broader consultations with all WP participants. The National workshops will take place in October 2009 for the stakeholders and policymakers to meet. All National Liaison Partners will meet for a workshop in December (M8) at the date for the MB3 meeting. Doris will circulate a description of what is expected outputs from the workshops in WP2 – as arenas for discussions arena, not disseminations, and to take place in the local language in each country.

WP3: Matthias Stadler (Manfred Prenzel): Since all NLPs are involved, the meetings within WP3 will be combined with other events, and some may be held as videoconferences.

WP9 Tina Seidel might consider a small and efficient group of key partners. The WP9 leader might take part in other WPs meetings, possibly in relations to workshops. TS will discuss within the WP how to set up the WPC.

WP10: Peter Gray. WP10 has 2-3 key partners on specific issues, and NTNU, IIT and TLU could form a core group to meet regularly. There will also be a fairly wide online group within the WP10 involving all partners, not necessarily the WP leader, but other persons involved at the same institutions. WP10 is also looking for combinations of meetings with other events  
WP7 Mari Pilar Jimenez-Aleixandre will invite science journalists as stakeholders to the national workshops (which of course would be held in the local language).

Conclusion: All WP leaders will describe the Work Package Committee within each WP; who is the WPC, how to organise the work, how to run the WP, meeting schedule and meeting technology / platform. ESERA (Istanbul) and ECER (Vienna) could be meeting arenas. WP leaders will send such a description to the coordinator within May 22.

7. Schedule for MB meetings as per milestones table in STAN - setting of dates for meetings to ? (probably not beyond M15 due to uncertainty over date for ECIP/mid-project conference). We should definitely set dates for MB2 (in Oct 2009) and MB3 (Jan 2009). There is a need to schedule MBs for just after the end of reporting periods, so dates should take account of this.

MB's meeting schedule must be designed to fit the project implementation, and should as far as possible be coordinated with other major events.

MB2 meeting will take place during the ESERA-conference in Istanbul September 2009 (M5). WP leaders who will not attend the conference, should be present at the MB meeting anyway, having their costs covered by the respective partner's S-TEAM budget. Doris will discuss the actual date for MB2 with Maria, and will circulate a suggestion next week.

MB3 meeting will take place after the first reporting period, preferably in M8 (December 2009). If it possible to combine MB3 with the ASE-conference in Nottingham, it will be in M9 (January 2010).

MB4: Late May 2010 (M13) or early June 2010 (M14) for discussions of the first annual report, after the 2<sup>nd</sup> reporting cycle. CYCO will host the MB4 meeting.

MB5: September 2010 (M17) is suggested in combination with the ECER-conference in Turin.

MB6 may be held in combination with the launch conference for the European Information Provider, in Brussels (expected to take place okt – dec 2010).

Further schedule will be discussed after M18.

8. Discussion of financial reporting arrangements (PIA) - in Consortium Agreement, Introduced by Per Inge today. We will as far as possible use the EC-format for reporting each 6 months.

WP leaders are responsible in coordinating progress and finance reports from the WPs.

Complete financial reporting each 6 months is quite heavy. Many of the partner universities don't have the resources for such a reporting scheme, and it may not be possible to produce complete and detailed reports on allocation of financial contribution, on activities and partner.

The technical report (on deliverables and content) is easier to produce. In combination with the time sheets it should be possible to put together a financial report as well.

It could be a good idea that project leaders in each institution involves the administrative and financial staff in their university at an early stage (now), not when the report is due. The Management Support Team will assist in the reporting and in involving of administrative staff as far as possible.

Conclusion; It is a strong recommendation to the partners from the Management Board that we are able to report also on financial issues every 6 months, but the MB is aware that it is a challenging task.