

MINUTES S-TEAM Management support team Meeting, June 9, 2009, at PLU.

Participants: Geir Karlsen, Peter Gray (via telephone), Per Inge Andresen, Bård Li and Hilde Røysland.

10 / 2009: Minutes from MST meeting May 25.

Minutes are approved.

11 / 2009: Work Packages – status and challenges

- a. News from any Work Package Leaders or National Contact Points?

Manfred Prenzel is about to enter a new position in another institution and will shortly leave the IPN.

National workshops are ok, but there has been mentioned a slight worry about when finance is due.

Each WP will be discussed thoroughly on June 22, having specific challenges in mind.

- b. Available information on timelines and responsibilities from STAN84 and the wiki

-->See item 12/2009.

12 /2009: Gantt chart – status (in connection with item 11)

“Show-and-tell” by Bård.

We need Gantt-diagram for all deliveries and milestones, and Bård presented a template for gathering additional information from WP leaders for the Gantt purpose. Bård will use all available information from STAN and the wiki and fill in the template as far as possible in close cooperation with Peter. The pre-filled template for each WP will be put on the wiki in order for each WP leader to enter information according to our request. Bård will check with Bård Tommy for a suitable solution on the wiki for this.

Template prefilled in as far as possible: By Bård, within Friday June 12.

Template elaborated and circulated to WP leaders for comments, and details: Peter, within June 19.

Wiki-based solution for filling in the template: Bård, within June 19.

13 /2009: Financial guidelines for S-TEAM partners – an initial discussion (30 min)

Introduction:

The financial guideline should be based on the following principles:

The project partners should have a fair degree of authority to reallocate budget figures within their overall share of the grant. The coordinator and the Management Board should be involved in decisions about such reallocations on a need-to know basis only. However, all changes should be reported to the coordinator when they occur, or at least on reporting periods every 6 months.

Depending on the character of the reallocation in question, some changes may require specific actions from the coordinator or from the participant, ie when it comes to subcontracting, changes in staff, reallocations of substantial parts, or teacher remuneration costs.

Considerations and guidelines:

- a) Freedom, responsibility and autonomous, versus
- b) Fair treatment of all partners, do some partners have slack in their budgets at the application stage?

Partners should be reminded that the success is depending on senior persons' actual involvement.

Actions:

- 1) Per Inge will phone the EC about EC-GA and financial installments.
- 2) Andreas will produce simplified excel sheets for each partner (wages, numbers of person months, equipment, travel costs and other costs, subcontracting etc).
- 3) Based on budget figures, Andreas will request more details from each partner to establish more realistic budgets.
- 4) Financial Guidelines on budget reallocations to be produced by Per Inge and Peter within Friday 12, before circulating to the Management Board. When approved it will be sent to the consortium for advising them in creating detailed budgets.
- 5) Events mentioned by partners will be discussed within the MST in order to give each event the adequate action.
- 6) MB2 in Istanbul on September 1 is the final deadline for all partners to have produced exact budgets and planned project activities.

Guidelines should be covering 4 aspects;

- 1) Quantify "major"; meaning more than 20 % change within PM, and 20% changes within costs should be approved by the coordinator, by the Management Board.
- 2) Restrictive when it comes to equipment. We have approved amounts and content for equipment via the EC, all equipment is already specified in Annex 1. Per Inge will ask Monica of her opinion to this.
- 3) Subcontracting issues: All subcontracting issues must be mentioned and dealt with carefully.
- 4) Other issues; we refer to the financial guidelines from the EC in general.

14 / 2009: Time sheets.

Template from UiO is suitable for S-TEAM – only to a minor extent.

Per Inge will make a time sheet template for S-TEAM; which will be circulated for comments, for finalizing discussions on the June 22.

15 / 2009: Deliverables and milestones M2-M6 (2 min)

Reporting requirements on milestones (if any comments from Monica to MS1 report).

Presumably OK. Per Inge will briefly check with Monica when calling her.

16 / 2009: News from the EC on EC-GA

Monica accepted the STAN84 in an email to Peter Gray. Per Inge will check the status of the EC-GA, and obtain information regarding first payments.

17 /2009: S-TEAM wiki (5 min)

- a. User “statistics”: Which partners and which WP leaders have entered the wiki? v/ Bård.

All people required have been given access, and approximately less than half haven't entered.

- b. Need for updates acc to STAN84 / Annex 1 (naming of products and deliverables)

Hilde will set up a meeting with Bård Tommy, SVT-IT and NTNU IT dept on June 22.

18 / 2009: Reference group. Status (2 min)

Need for official letters / invitations and mandate? Peter and Pernilla are working with it.

List from item 4 / 2009 still valid.

19 / 2009: External evaluators. Status (2 min)

Peter will draft a mandate.

20 / 2009: Financial issues to be discussed at PLU workshop June 22 or 23 (5 min)

Hilde will set up an agenda for PLU workshop on June 22.

21 / 2009: Other issues

Preparations for meetings on June 22 and 23. Hilde will draft an agenda based also on input already sent from Peter Gray.

HR June 10, 2009