

# LASSIE-ITN Plenary Members Group Meeting

07:30 PM, 3<sup>rd</sup> April 2013

Sandringham Suite, Mercure Castle Hotel, Windsor



## Minutes

### Attendance

Present:

HWU: Mark Collings (MC), Jérôme Lasne (JL)  
AU: John Thrower (JT)  
OBSParis: Jean Louis Lemaire (JLL)  
LUO: Harold Linnartz (HL)  
Chalmers: Dinko Chakarov (DC)  
UGot: Gunnar Nyman (GN)  
UCL: Wendy Brown (WB)  
OU: Nigel Mason (NM), Helen Fraser (HF)  
ESR: Tobias Alberston (TA)  
ER: Jérôme Lasne (JL)

Apologies from: Tom Millar, Steve Price, Helmut Zaccharius, Martin McCoustra

### 1. Proxy Members of PMG.

JT is accepted as a proxy representative of AU, should a vote on any matter be required.

### 2. Minutes of Previous Meeting.

Minutes of the PMG meeting held on 22<sup>nd</sup> August 2012 were accepted.

### 3. Recruitment

- Recruitment within the network is now complete with 34 appointments made.
- The gender balance of recruitment is in accordance with EC guidelines: 14 researchers are female (41%), undertaking 403.25 researcher months (43%).

### 4. Finances

#### 4.1. Explanation of interim funds transfer.

- Funding is transferred from the EC into the Coordinating Institution's bank account in 3 phases:
  - Prefinancing Payment (50% of the total budget) at the beginning of the Project.
  - Interim Payment (35% of the total budget) upon EC acceptance of the 1<sup>st</sup> Periodic Report.
  - Final Payment (15% of the total budget) upon EC acceptance of the 2<sup>nd</sup> Periodic Report.
- The Interim payment has been received by HWU.
- The Prefinancing payment was distributed to the beneficiaries in two yearly payments (requested 01/03/10 and 01/02/11), according to the annual budget, as defined in the Consortium Agreement.

- Since the budget for the first two years was more than 50% of the total, the funding that remained in the HWU bank account was less than the HWU budget for the first two years.
- The Interim Payment has been distributed such that each beneficiary (requested 15/03/13) has received 85% of their total budget, according to what is actually required for the researchers that have been appointed.
- At present we have only the dates on which transfers from HWU to the partners were requested, not the dates on which the transfers were actually made. Feedback with finance departments will be sought to confirm dates.
- A doodle poll will be conducted to schedule a telephone conference, to take place at 10:30 am CET on one of the 26<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> April 2013.

#### **4.2 ‘Spare’ Funding**

- Following the completion of the recruitment process, the exact requirement for mobility, travel and career exploratory allowances can be determined.
- There is a large surplus in column A (mobility allowance) and small deficits in column B (travel allowance) and column C (career exploratory allowance).
- The overall surplus in allowances in columns A, B and C, and associated overheads column H, is €156,938.39.

#### **4.3 Auditing**

- The threshold for external auditing is €375,000.
- Although no beneficiaries exceeded the limit within Period 1, all except INAF, Chalmers and SU will exceed the limit within period 2, and are therefore required to have accounts externally audited.

#### **4.4 Review of Spending in columns D, E & G**

- Given the description of the purpose of column D funding, there is a potential for overspend in this column.
- Similarly, there is potential for underspend in Column E
- Based on claims made in Form Cs for the first period, management expenditure (Column G) is greatly under the column limit.
- Financial staff at various beneficiaries have stated that they intend to claim the full amount available in these columns.

### **5. Administrative Status**

#### **5.1 Request for redistribution of funds and extension of ESR contracts.**

- Approval for the scheme to use spare funding from mobility allowance to extend ESR contracts has been given by the REA.
- To facilitate the extensions, an additional funds transfers will be made after the necessary amendment to the Annex 1 have been completed. These will bring the total transfer of funds to 85% of the total budget for each beneficiary with this new distribution of researcher months.

#### **5.2 Request for termination of SU as a partner and transfer of funds and responsibilities to OU**

- The formal request to terminate SU as a beneficiary has been accepted by REA, and the process of amending the Grant Agreement have been commenced, in consultation with the REA amendment team.

## **6. Website**

### **6.1 Problems with redirects to the site.**

- Problems with redirects from the LASSIE URLs (*e.g.*, [www.LASSIE-ITN.eu](http://www.LASSIE-ITN.eu)) to the actual host site on the U. Cergy domain have been experienced. Following extensive discussions between IT staff at Heriot-Watt and the commercial domain name holders, the problem seems to have been resolved.

### **6.2 Update of the Publications List.**

- A standardised format for the list of publications is desirable.
- In order to meet the requirements of the REA, the list should indicate which research themes (milestones) are addressed within each publication.
- To avoid issues over copyright / open access, it is suggested that actual files for the papers are not stored in the website, rather DOI links and or links to research group or institutional depositories of publications are used.
- Webmanager to look into developing an input form for generating the publication list for the website.

## **7. ESR / ER Concerns**

- No concerns were raised.

## **8. Events**

### **8.1 Paris Summer School**

- Scheduled for 4<sup>th</sup>-6<sup>th</sup> September.
- Consists of 27 lectures
- Programme available via LASSIE website.

### **8.2 AstroSurf at IVC Meeting**

- Enough abstracts to fill the programme have now been received.

### **8.3 Faraday Discussion**

- The location of the meeting will be just outside Leiden, and so may be a little isolated.
- This will be accompanied by a special issue in PCCP, with a submission deadline in September.
- There is also an upcoming special issue on astrochemistry in the European Journal of Physics D in the near future.

## **9. RCG Matters**

- As the project draws to a close, there should remain an emphasis on developing and maintaining research collaborations within the network. Collaborations should also be emphasised within reports.

## **10. TCG Matters**

- Some difficulties in arranging industrial secondments. The situation will have to be accepted as it is presently.
- LASSIE diplomas to reflect training activities under development
- Leaving survey to be developed.

## **11. OPG Matters**

- Article to appear in a parliamentary magazine, in conjunction with other projects including Europlanet.
- Future developments in astrochemistry –
  - Note developments in USA, and others across Europe
  - Lab astrochemistry focus point for Horizon2020
  - Astro road map.

## **12. Any Other Business**

- No other matters raised.