



Minutes of 1st EXPRoS Board meeting 1 November, 2006
Golden Tulip Inntel Hotel in Zaandam, (Netherlands)

Distribution list:

Participants	For information
<p>Present:</p> <ul style="list-style-type: none"> - Brown, Robert (NAIC) - Chevers, John (DANTE) - Colomer, Paco (CNIG-IGN) - Conway, John (OSO) - Garrett, Mike (JIVE) - Garstka, Marcin (PSNC) - Hase, Hayo (TIGO) - Langevelde van, Huib (JIVE) - Mantovani, Franco (INAF) - Mujunen, Ari (MRO) - Mauro, Nanni (INAF) - Neggers, Kees (Surfnet) - Pazderski, Eugeniusz (UMK) - Szomoru, Arpad (JIVE) - Tzioumis, Tasso (CSIRO) - Vos de, Marco (ASTRON) - Yun, Charles (JIVE) - Zagars, Juris (VIRAC) - Zensus, Anton (MPIfR) 	<p>Apologies:</p> <ul style="list-style-type: none"> - Diamond, Phil (UniMan) - Hancock, Chris (AARNet) - Kus, Andrzej (NCU) - Hong, Xiaoyu (SHAO) - Jonas, Justin (HARTRAO) - Meyer, Norbert (PSNC) <p>Represented:</p> <ul style="list-style-type: none"> - UniMan (By Ralph Spencer, JB) - AARNet (By Tasso Tzioumis, CSIRO) - NCU (By Eugeniusz Pazderski, UMK) - SHAO (By Paco Colomer, CNIG-IGN) - HARTRAO (By Michael Garrett, JIVE) - PSNC (By Marcin Garstka, PSNC) <p>Absent:</p> <p>---</p> <p>Minutes: Diana van Dijk</p>

(Presentations made at the meeting can be found on the EXPRoS web-page,
<http://www.jive.nl/dokuwiki/doku.php/expres:kickoff>)

1. Welcome (M.A. Garrett)

- Mike Garrett opened the Board meeting at 9.10 AM and welcomed the Board members in Zaandam, the Netherlands. Introductions of individuals were made around the room: board vs. proxy.

Acknowledge agenda:

- Ari Mujunen wanted to bring up an amendment to the consortium agreement. "Discussion amendment" was added to the agenda.
- Anton Zensus, who had not been able to attend the kick off (31 October 2006), asked what the account of the results of the kick off meeting are. Mike Garrett noted that the EXPRoS kick off meeting was a very good meeting. Charles Yun will give a reflection on where we stand on yesterday's discussion.
- Arpad Szomoru will bring up a document for discussion with the title: Towards e-EVN: e-VLBI and the use of lightpaths. This document will also be discussed in the SURFnet meeting (2 November 2006). The document was added to the agenda.

- The agenda was adopted.

Minutes, secretary and action items:

- Diana will take minutes of the meeting. Charles Yun noted that he will verbally state the action items to Diana and if other board members have action items that they can also state them to Diana.

Gather names, contact info:

- Mike Garrett pointed out that all the Board members have a form on their desk called: "List of contact persons EXPReS". Mike Garrett asked everybody to fill in the form and return it to Charles Yun or Diana. Charles Yun explained that this form will help to clarify the missing information.

2 Election of Chair (Chr) and Vice-Chair (M.A. Garrett)

Announce names/suggestions:

- Mike suggested to have a chairman and a vice-chairman for today and for a period of 2 years.
- Mike suggested that Ari Mujunen would be a good candidate for chairman and Tasso Tzioumis for vice chairman.
- Mike asked the Board for other nominations for chairman and vice-chairman.
- Anton Zensus suggested that Franco Mantovani would be a good candidate for chairman. Franco Mantovani thanked for the honour, but being a board member will be enough for him.
- Ari Mujunen is prepared to become chairman and Tasso Tzioumis is prepared to become vice chairman.
- The board has approved unanimously Ari Mujunen as the chairman and Tasso Tzioumis as the vice chairman.

3 Acknowledge chairman (A. Mujunen)

- The board has approved Mike Garrett as the Project Coordinator, Charles Yun as the Project Manager and Diana van Dijk as the Project Secretary.

Presentation Charles Yun

- Consortium Agreement: Overview and Highlights
- Project Management Update

- Charles Yun gave an overview of his presentation:
 - Consortium agreement
 - Highlights and overview of responsibilities
 - Board functions
 - Voting, Proxy
 - Quorum, Majority
 - Project Management Update (1 of 2)
 - Funding and distributions of funds
 - Reporting requirements for EC
 - Accounting, audits, audit certificates
 - Payments to sites
 - Project Management Update (2of 2)
 - Timeline from Project Manager
- Charles discussed part 1 of his presentation: consortium agreement. There are no questions from the board.

4 Consortium Agreement (T.C. Yun)

- Ari Mujunen remarked that the legal department of MRO will not sign the consortium agreement as long as the amendments are not made. Ari Mujunen handed out a form called: 1st amendment of the consortium agreement.
- Charles Yun noted that almost all the participants have signed the consortium agreement, however: SHAO, MPIfR, NCU, INAF and MRO have not signed it yet. The EC can stop the project if we do not get the signed forms. Franco Mantovani (INAF) and Anton Zensus pointed out that they have already sent the signed consortium agreement. Diana will check this and confirm receipt of the signed forms. **(Action Diana)**

- Kees Negggers explained that MRO cannot make a amendment if the consortium agreement has not been signed. First the consortium agreement should be signed.
- Ari Mujunen mentioned that MRO will only accept and sign the consortium agreement conditionally, with the amendments required by their host institute (Helsinki University of Technology TKK) listed on the signature page that TKK will sign.
- Charles Yun suggested that MRO signs the consortium agreement first. Under the assumption that MRO will sign, we will discuss the amendment. Charles formally presented MRO's document as an amendment and suggested to start the discussion. Charles Yun will distribute the amendment to the board. **(Action Charles Yun)**
- Kees Negggers noted that the Board cannot sign the amendment, because not all the participants have signed the consortium agreement yet.
- Tasso Tzioumis pointed out that there is no agreement at the moment and asked: "Can we decide as a board?" Charles Yun answered: "We can informally decide".
- Kees Negggers asked Ari Mujunen what the material changes are.
 - 4.11: MRO suggested that the second paragraph under subtitle "Quorum requirements" in Clause 4.1.1 shall be altered as follows: "In case quorum is not met, the Governing Board will be convened once again within no more than three (3) weeks from this date".
Ari Mujunen explained that physical presence is not required. The Board can have a telecon meeting, signing can be electronic and proxies can be used. The Board agreed.
 - 4.2.2: MRO suggested that the first paragraph under subtitle "Quorum requirements" in Clause 4.2.2. shall be altered as follows: "The Management Team may validly meet if 2/3 of its members are present or represented. In case quorum is not met, Management Team will be convened once again within no more than fifteen (15) days from this date. The Board agreed.
 - 4.2.2: MRO suggested that the second and third paragraph under subtitle "Concerning Intellectual Property" in Clause 4.2.2 "Decide on terms and conditions of Access rights to Pre-Existing Know-How not listed prior to the signature of the EC Contract;
Decide on terms and conditions of access to Knowledge and Pre-Existing Know-How by Affiliates not listed prior to the signature of the EC contract;" shall be deleted. The Board agreed.
 - 8.1: MRO suggested that the following text shall be added after the second paragraph in Clause 8.1: "The total limitation of liability of Consortium Members who are Public Bodies shall not exceed that Party's Project share." The Board does not agree with the text "who are Public Bodies". This part should be deleted. The Board agreed on the following text: "The total limitation of liability of Consortium Members shall not exceed that Party's Project share."
 - Annex IV: MRO suggested that the following shall constitute the PEKH excluding list of Teknillinen korkeakoulu (Annex IV).
Helsinki University of Technology, FI-02015 TKK, Finland hereby explicitly excludes Pre-Existing Know-How that is or has been created outside the EXPReS project. The EXPReS project will be located in Metsähovi Radio Observatory of Helsinki University of Technology TKK. All materials, software, results, data and tests from other departments and laboratories of TKK are fully excluded and no Access Rights are granted.
All commercial and third party software is excluded and no Access Rights are granted.
All the materials, results, data, tests, and deliverables resulting from other projects of Metsähovi Radio Observatory of TKK are excluded and all Access Rights are subject to separate written agreement with TKK.
For the avoidance of doubt, the following Pre-existing Know-How is expressly excluded from the obligation to grant Access Rights to other EXPReS participants, both for carrying out the project and for use outside the project:
 - The VHDL source code of VSIB FPGA board firmware.
 - The VHDL source code of VSIC FPGA board firmware.
 - The Board received the amendments + have each given preliminary approval for the suggested changes.

- The Board decided that the minutes should be distributed after the Consortium agreement has been signed. The minutes should be approved then by each participant. **(Action all participants)**
- Charles mentioned that “Executive team” has been altered into “Management Team” in all of CA text. The Board agreed.

5 Project Management Update (1 of 2) (T.C. Yun)

Presentation Charles Yun (part 2).

- Project Management update (1 of 2)
 - Reporting requirements for EC
 - Audits, audit certificates
 - Annual review
 - Discussion
- General items w/r/t Accounting: The funds have been contributed to each partner (85% of the amount that you were allocated for this year). Some money has to be in reserve as “slack” to address potential issues. As the project goes as planned the participants will receive the other 15 % at the end of the year.
- Reporting: Charles Yun will make templates for reporting. Suggestions for templates are welcome. The participants should report to the activity leader and cc Charles Yun. The activity leaders will give the information to Charles Yun. Charles Yun will send out messages for the reporting – Monthly Report – Quarterly Report – Annual Report. **(Action Charles Yun)**
- Monthly Report: Fill out the deliverables table; 2-3 paragraphs text indicating general activities over the past month with links to publications, meetings, reports, etc; highlight new science; spend some time to explain status of deliverables (why early/late, interesting problems, unexpected gains, etc; 1 paragraph on upcoming activities or expected hurdles.
- Quarterly Report: Includes everything from a monthly report + summary of spending (collect all the figures) – submit information by activity – activity leaders should be tracking spending; Explanation of spending and progress against plan. Fairly detailed explanation when progress is slower than plan; 1 paragraph on upcoming activities or expected hurdles. The data in the quarterly report is the equivalent of progress.
- Annual report: Request financial information from all participants: formal, audited financial records; compare spending against plan; compare progress against plan. Create plan for next 18 months: description of work, deliverables and timelines.
- Auditor: Charles Yun noted that this is a good time to schedule an auditor. Each year goes from 1 March and ends last February. At the end of March the paper work is due.
- The EC has recommended to get at least for the first year an audit certificate.
- Anton Zensus suggested that Charles Yun informs the administrative people of the institutes who have not had an audit certificate before. Charles Yun shall send out a note for inviting financial/administrative people for a first telecon to discuss audit certificates **(Action Charles Yun)**.
- Breakdown of amounts based on each of the activities: Paco Colomer asked for copies. Charles will share the slides with each of the participants. **(Action Charles Yun)**.
- Deliverables: Charles Yun will ask for deliverables and will report to the EC **(Action Charles)**. The deliverable is only completed when Charles Yun submits the deliverable.
- Communication with EC: Communication with EC through Charles Yun. Any comment will then also come to Charles Yun. Do not send anything to the EC directly, although you should feel free to contact the EC, but your deliverable is not completed until Charles Yun submits it.
- Centralized list of deliverables on the wiki: Anton Zensus asked if there is a centralized list of all the deliverables on the wiki. Charles Yun answered that a list of deliverables is available on the wiki, as taken from the description of work (Expres:management:deliverables). Anton Zensus would like a list so that everybody knows where they stand, a breakdown per activity. Charles Yun will ask the participants where they stand and create a list, planned delivery date etc. (see slides). Charles Yun will make this accessible on the wiki. **(Action Charles Yun)**

6 Project Management Update (2 of 2) (T.C. Yun)

Presentation Charles Yun (part 3).

- Project Management
 - Timeline from Project Management
 - Financial withholdings, 15% per year

- Payments to sites
- Discussion
- Standard Monthly (calendar month): Charles Yun emphasized to highlight new science. Mike Garrett explained: every experiment, results etc. John Conway (NA3) will collect this information. Mike Garrett also mentioned scientific papers. This should be coordinated. Kristine Yun should be involved for publications. **(Action John Conway, Kristine Yun)**.
- Risk profile should be explicitly talked about in the monthly report.
- Standard quarterly report: (monthly – monthly – monthly + financial information): Mr. B. Fabianek from the EC gave additional input to Charles Yun. Charles Yun will send an email about this with an explication to the participants. Charles Yun will check if non eligible costs should be reported and will let the participants know. **(Action Charles Yun)**
- Mike Garrett noted to make sure that the quarterly report looks like the annual report. Charles Yun will ask Mr. B. Fabianek to give an outline of the annual report. **(Action Charles Yun)**
- Anton Zensus pointed out that some contractors may find it difficult to report monthly if they are not scheduled to complete activities during the period. Activities that are past due should be reported as such; work completed early for future activities should be highlighted as proactive achievements.
- Mike Garrett suggested a document that outlines SA2. This document should be updated, even if nothing changes.
- It is very important to tell Charles Yun if something goes wrong. Signal in advance. This goes for all the activities. **(Action all participants)**
- Second board meeting: There was a discussion about when and where the second board meeting should be held. Ralph Spencer suggested some sort of meeting before the annual report in order to coordinate what should be in it and asked if the board of activity leaders will have a meeting. Charles Yun noted that the annual report should be finished in month 13,5. The EC has then the annual report. It will probably take 30 days for the EC to comment on it. For the review of the document, some of the board members have to go to Brussels. Charles Yun is not sure who will be invited for the review.
- A decision about the date for the next Board meeting should be made by mid-January 2007 at the latest **(Action Garret, Zensus and Yun)**.
- Anton Zensus mentioned that it will be good to have a prospective vision of the management team, to receive a draft of the report and then conclude what to do. Next a telecon will be held with the financial contacts to discuss preparations for the annual report. There should be a reasonable time for commenting.
- The board decided the following: A draft will be submitted to the board. The board does not need to meet face to face. In the first week of February the telecon will be held to determine the status of the draft. The board should meet face-to-face to discuss the feedback from EC. Charles Yun shall ask how long the EC will hold the document and then find out when the first realistic date is for the board meeting (will be next spring/summer) **(Action Charles Yun)**.
- Location second board meeting: Ari Mujunen offered Finland. Franco Mantovani remarked that this will be a good location, because another meeting (EVN CBD) can be combined with the EXPReS board meeting.

7. Contact information (T.C. Yun)

Email address alternate individuals, financial contact, administrative contact

- Charles Yun asked the Board members to fill in the contact information form: name institute, name of person who is authorized to sign on behalf of the institute, name board member, name contact person/scientific assistant, name financial assistant, name administrative/secretarial assistant. This form enables us to contact the persons directly, so that we do not have to bother the board members.

8. Call for hosts (M.A. Garrett)

6th International e-VLBI Workshop, Europe

- Mike Garrett asked for volunteers. Anton Zensus (MPIfR) offered to be host. There is not an exact date for the meeting yet, but it will be in the summer of 2007.

9. Subcontracts (A. Szomoru)

MIT/Haystack, explanation

- Arpad Szomoru gave a presentation titled: *Proposal for an EXPReS MOU JIVE-Haystack observatory*.
- When asked, Arpad Szomoru noted that the people at Haystack accepted the idea.
- A discussion followed.

Decision by Board

- The Board decided to keep Haystack under the umbrella of 50.000 euros for now. Because we want to have a good collaboration, JIVE is encouraged to pursue this.

10 FABRIC: Management update (H.J. van Langevelde)

- Huib Jan van Langevelde gave a presentation.
- There is an issue on duration of the project (3 years). Huib van Langevelde mentioned that the first employee of FABRIC started on March the 1st, but that there will also be an employee starting on December the 1st of this year.
- The conclusion is, looking at the prospect of getting the results in an operational system that we are missing one year to make it operational, to learn how to do it.

11/12 Open discussion (Chr)

- There are no topics for discussion.

14 FP7, e-Infrastructures (M.A. Garrett)

- Mike gave a presentation
- First call for proposals: the proposal has to be written at the end of March 2007. Mike pointed out that the deadline for the proposal is a bit of a worry.
- The Board had a discussion.
- The Board decided the following: Mike Garrett will contact Mr. B. Fabianek to receive more information concerning when to make a proposal. Mike Garrett will respond this back to the Board by email. Mike asked Hayo Hase for a geodetic vision and Marco de Vos for e-Lofar information. **(Action Garrett, Hase, DeVos)**

13 Wrap up/Closing (T.C. Yun)

- Charles thanked the Board members for their attendance.

Action Items

Nr.	Decision	Actions	By	Term
1		Fill in the form: List of contact persons EXPReS and send it back to Diana	All	a.s.a.p.
2	Ari Mujunen selected as chair			
3	Tasso Tzioumis selected as vice-chair			
4		Send confirmation of receipt of signed documents (CA)	Diana	
5		Distribute the amendment of MRO to the board	C. Yun	a.s.a.p.
6		The minutes should be approved by each participant	All	a.s.a.p.
7		Make templates for reporting. Suggestions for templates are welcome. Charles Yun will send out messages for the reporting – Monthly Report – Quarterly Report – Annual Report.	C. Yun	a.s.a.p.
8	The participants should report to the activity leader and cc Charles Yun. The activity leaders will give the information to Charles Yun.			
9		Send out a note for inviting financial/administrative people for a first telecon to discuss audit certificates	C. Yun	a.s.a.p.
10		Providing a breakdown of amounts based on each of the activities	C. Yun	a.s.a.p.
11		Ask the participants for deliverables and report to the EC	C. Yun	
12	A deliverable is only completed when Charles Yun submits the deliverable.			
13		Ask the participants where they stand with regard to the deliverables and update the list of deliverables on the wiki,	C. Yun	a.s.a.p.
14		Highlight new science. Collect the information and coordinate. Publications	All J.Conway K. Yun	
15		Send an email to all participants with an explanation of the additional input Mr. B. Fabianek of the EC gave concerning the quarterly report. Check if non eligible costs should be reported and let the participants know.	C. Yun	a.s.a.p.
16		Ask Mr. B. Fabianek to give an outline of the annual report	C. Yun	a.s.a.p.

17		Some contractors may find it difficult to report monthly if they are not scheduled to complete activities during the period. Activities that are past due should be reported as such; work completed early for future activities should be highlighted as proactive achievements.	All	a.s.a.p.
18	A draft of the annual report will be submitted to the board. The board does not need to meet face to face. In the first week of February. A telecom will be held to determine the status of the draft. The board should meet face-to-face to discuss the feedback from EC.	Charles Yun shall ask how long the EC will hold the document and then find out when the first realistic date is for the board meeting (will be next spring/summer). A decision about the date for the next Board meeting should be made by mid-January 2007 at the latest	C. Yun Garret, Yun, Zensus	a.s.a.p. Before mid-January 2007
19	Location second Board meeting: Finland			
20	Host 6 th International e-VLBI Workshop: MPIfR. There is not an exact date for the meeting yet, but it will be in the summer of 2007			
21	The Board decided to keep Haystack under the umbrella of 50.000 euros for now.			
22		Contact Mr. B. Fabianek to receive more information about when to make a proposal concerning FP7, e-Infrastructures en respond this back to the Board by email. Provide Mike Garrett with a geodetic vision. Provide Mike Garrett with e-Lofar information.	M.Garrett H. Hase M.de Vos	