



AGENDA

- KICK OFF -

12.00 – 13.30 *Lunch*

- | | | |
|-------------|--|---|
| 13:30-13:45 | Welcome
- Introduction
- Acknowledge Agenda
- Minutes, secretary and action items
- Gather names, contact info | (M.A. Garrett) |
| 13:45-14:15 | Report from the Project Manager
- Overview of project activities
- Project Plan, deliverables, milestones
- Reporting: monthly, quarterly
- Finances and Accounting: Audits, VAT, Form C | (T.C. Yun) |
| 14:15-15:00 | Overview by Management Team
(10-15 mins per talk, questions)
- NA2
- NA3
- NA4 | (J. Chevers)
(J. Conway)
(K. Yun) |
| 15:00-15:30 | <i>Break</i> | |
| 15:30-16:30 | Overview by Management Team
(10-15 mins per talk, questions)
- SA1
- SA2
- JRA1
Overview by Related Projects
- eMERLIN
- e-Lofar | (Arpad Szomoru)
(F. Colomer)
(H.J. van Langevelde)
(R. Spencer)
(M. de Vos) |
| 16:30-16:50 | Open question period | (various speakers) |
| 16:50-17:00 | Wrap up
- Acknowledge action items
- Logistics for dinner
- Adjourn | (M.A. Garrett) |
| 17:00-18:00 | <i>Break until dinner</i> | |
| 18.00-20.30 | <i>Dinner</i> | |



AGENDA

- BOARD MEETING -

09:00-09:30

- | | | |
|-----|--|----------------|
| 1 | Welcome | (M.A. Garrett) |
| 1.1 | - Acknowledge Agenda | |
| 1.2 | - Minutes, secretary and action items | |
| 1.3 | - Quorum | |
| 1.4 | - Gather names, contact info | |
| 1.5 | - Introduction of individuals: board vs. proxy | |
| 1.6 | - Initiation of Board, responsibilities | |

09:30-10:00

- | | | |
|-----|--|----------------|
| 2 | Election of Chair (Chr) and Vice-Chair | (M.A. Garrett) |
| 2.1 | - Announce names/suggestions | |
| 2.2 | - Discussion, as necessary | |
| 2.3 | - Vote | |

10:00-10:15

- | | | |
|-----|---|--|
| 3 | Acknowledge chairman | |
| 3.1 | - Project Coordinator | |
| 3.2 | - Project Manager | |
| 3.3 | - Introduction of Management Team, responsibilities | |

10:15-10:30

- | | | |
|-----|---|------------|
| 4 | Consortium Agreement | (T.C. Yun) |
| 4.1 | - Highlights and overview of responsibilities | |
| 4.2 | - Board functions | |
| 4.3 | - Voting, Proxy | |
| 4.4 | - Quorum, Majority | |

10:30-10:45

- | | | |
|-----|------------------------------------|------------|
| 5 | Project Management Update (1 of 2) | (T.C. Yun) |
| 5.1 | - Reporting requirements for EC | |
| 5.2 | - Audits, audit certificates | |
| 5.3 | - Annual review | |
| 5.4 | - Discussion | |

10:45-11:15 *Break*

11:15-11:45

- | | | |
|-----|--|------------|
| 6 | Project Management Update (2 of 2) | (T.C. Yun) |
| 6.1 | - Timeline from ProjMgmt | |
| 6.2 | - Financial withholdings, 10% per year | |
| 6.3 | - Payments to sites | |
| 6.4 | - Discussion | |

12:30-13:30	<i>Lunch</i>	
13:30-13:40		
7	Contact information	(T.C. Yun)
7.1	- email addr, alternate individuals	
7.2	- financial contact	
7.3	- administrative contact	
13:40-13:50		
8	Call for hosts	(M.A. Garrett)
8.1	- 6th International e-VLBI Workshop, Europe	
13:50-14:15		
9	Subcontracts	(M.A. Garrett)
9.1	- MIT/Haystack, explanation	
9.2	- Decision by Board	
14:15-14:30		
10	FABRIC: Management update	(H.J. van Langevelde)
14:30-15:00		
11	Open discussion	(Chr)
15:00-15:30	<i>Break</i>	
15:30-16:00		
12	Open discussion	(Chr)
16:00-17:15		
13	FP7, e-Infrastructures	(M.A. Garrett)
13.1	- Discussion	
17:15-17:30		
14	Wrap up/Closing	(T.C. Yun)