



**Minutes of 3rd EXPRoS Board meeting 30 January, 2008
SURFnet office, Utrecht (The Netherlands)**

Distribution list:

Participants	For information
<p>Present:</p> <ul style="list-style-type: none"> - Alef, Walter (MPiR) - Brown, Robert (CORNELL) - John Chevers (DANTE) - Colomer, Paco (CNIG-IGN) - Conway, John (OSO) - Hase, Hayo (TIGO) - Langevelde van, Huib (JIVE) - Mantovani, Franco (INAF) - Marecki, Andrzej (CfA) - Meyer, Norbert (PSNC) - Mujunen, Ari, chair (MRO) - Neggers, Kees (SURFnet) - Smelds, Ivars (VIRAC) - Spencer, Ralph (JBO) - Szomoru, Arpad (JIVE) - Vos de, Marco (ASTRON) - Yun, Charles (JIVE) <p>By telecon</p> <ul style="list-style-type: none"> - Tzioumis, Tasso (CSIRO) <p>Visitors:</p> <ul style="list-style-type: none"> - Hughes-Jones, Richard (DANTE) - Kettenis, Mark (JIVE) 	<p>Apologies for absence:</p> <ul style="list-style-type: none"> - Baciller, Rafael (CHIG-IGN) - Benvenuti, Piero (INAF) - Booth, Roy (HARTRAO) - Davies, Dai (DANTE) - Hong, Xiaoyu (SHAO) - Kus, Andrzej (NCU/UMK) - Zagars, Juris (VIRAC) - Zensus, Anton (MPiR) <p>Represented:</p> <ul style="list-style-type: none"> - AARNet (By Tasso Tzioumis, CSIRO) - CHIG-IGN (By Paco Colomer, CHIG-IGN) - DANTE (By John Chevers, DANTE) - INAF (By Franco Mantovani, INAF) - MPiR (By Walter Alef, MPiR) - NCU-UMK (By Andrzej Marecki, CfA) - SHAO (By Paco Colomer, CHIG-IGN) - VIRAC (By Ivars Smelds, VIRAC) <p>Absent:</p> <ul style="list-style-type: none"> - Mauro, Nanni (IRA – INAF) <p>Minutes: Yvonne Kool</p>

Presentations given at the 3rd EXPRoS Board meeting can be found on the following web-page:
http://www.jive.nl/dokuwiki/doku.php/expres:2008jan_board

1. Welcome / introduction / administrivia (Ari Mujunen)

- Ari Mujunen opened the 3rd Board Meeting and welcomed everybody, also Tasso Tzioumis who is on the phone.
- There are two visitors, Richard Hughes-Jones from DANTE and Mark Kettenis from JIVE. It may be possible that they will be asked to leave the meeting during voting.

Quorum:

- 2/3 of the Board is required for quorum. Ari Mujunen identified voting representatives present (both local and remote), those represented by proxy and those missing. Quorum was achieved with 18 out of 19 participants were represented.

Agenda:

- The agenda was approved.

Minutes 2nd Board Meeting 29 May 2007

- The minutes to the Second Board Meeting were unanimously approved via e-mail a month after the meeting concluded. A copy of the minutes are available on the project wiki.

Decisions / Action items list:

- All action items of the previous meeting have been completed and acknowledged by the Board.

Chairmanship

- Tasso Tzioumis was approached to be the new chairman, and Ralph Spencer had volunteered to be the new vice chairman. There were no other candidates, and nobody had comments.
The meeting is unanimous in selecting Tasso Tzioumis and Ralph Spencer as chair and co-chair, respectively (**DECISION**).
The board chairmanship will change after the current Annual Report is completed in mid-May.
- Diana van Dijk moved to another position, Yvonne Kool is her successor.
- The management proposed the lead of the JRA1 to be taken over by Charles Yun.
The Board did agree (**DECISION**).
Charles Yun will be the formal JRA1 leader.
- The past project year successfully completed many milestones which will be discussed at the next EC review.

2 SURFnet developments in research network supporting science (Kees Neggers)

- Kees Neggers participated in yesterday's Progress Meeting and noted on several interesting items. He described the growth of network connectivity and speed: faster connections (40 GB) are now available.
- Kees Neggers described SURFnet's desire to move from their current, static lightpaths infrastructure towards dynamic lightpaths. Reasons for the switch included flexibility and economic savings. The Dynamic Resource Allocation Recorder, a system produced by Nortel will be utilized by SURFnet later this year. Product info is available on Nortel's website.

3 Coordinator's view (Huib van Langevelde)

- Huib van Langevelde gave a presentation.
Discussion of progress
Huib van Langevelde warned that this is his personal, possibly biased view.
JIVE
Diana van Dijk left, Yvonne Kool joined the secretariat.
Zsolt Paragi will be Senior Support Scientist.
Progress meeting yesterday (29 January)
There was good progress, and a lot of discussion.
There was a lot of "interference" from LOFAR.
Communication can always be improved, the best way is to travel around to meet people, not have one on one conversations.
What has EXPReS achieved so far
EXPReS has amongst others demonstrated that e-VLBI can be done reliably, and that astronomy can be done with this network.
Astronomy: spectral line science
We are trying to do astrometry of circumstellar masers.
Concerns (personally)
Management, technical issues, connectivity, astronomy.
In EXPReS is a lot of frustration with inertia/conservatism of EVN officers. We write proposals, this was also discussed in the EVN Board.
The EC seems to await a "big discovery". They asked for a Nature paper – it is an unrealistic expectation, but we have to deal with it.
Satisfying EC contract
We (EXPReS) get what we want:
An opportunity to position VLBI for the next decade, good collaboration with suppliers of networks, building up expertise.

What's next

There are only 20 months left in EXPReS, if the project gets extended with 6 months.

We want to build up some ideas and broadcast them to sources of funding.

John Conway started a discussion about building a new operational system. Conway indicated that future developments should not underestimate the complexity and volume of work completed outside of Europe. Specifically citing Haystack's early work and not discounting JIVE's contributions to e-VLBI.

- Kees Neggers suggested that for the future you need to identify the infrastructure elements that you need to support future e-VLBI work and make it a project to get it funded. Marco de Vos also suggested formulating ideas and get it funded. Richard Hughes-Jones said that we need to discuss what we really want.

4 Activity updates

NA1 (Charles Yun)

- Charles Yun gave a presentation.
Year in review
Audit Certificates and Project Funding
In the first year, all partners were instructed to obtain audit certificates. For the second year only the 7 largest recipients of funding need this.
It is however recommended that all partners audit their finances at the end of every year, to make sure that everybody has all the paperwork. This is particularly important because financial audits covering the entire project time will be needed at the end of the project. The end of the project is currently February 28, 2009. We have requested to extend the project to August 2009, but that has not yet been confirmed by the EC.
- We still haven't received money – Institutes can contact Charles Yun for details.
Second Annual Review; Activity Report
Now is the time to let the activity leaders know when there are changes inside the project, so they can be integrated in the Description of Work. The process starts mid February, the activity leaders will work on it in March, the new document should be done by April 5 and cannot be changed anymore. The review will be presented to the EC in May.
Plan for year 3

NA4 (Charles Yun)

- Kristine Yun is responsible for Public Outreach, but because she is not present Charles Yun gave the presentation.
Press Releases
Brochure & poster
There are additional copies available with Kristine Yun.
Real-time Correlation Map
The EC was quite pleased with it.
Display
The display looks nice and is quick to set up. Anybody who wants to use it can contact Kristine Yun.
Additional Materials
Merchandise – EXPReS T-shirts will be mailed to the institutes, additional materials are available on the web.
Logo's
Charles Yun shows a slide with all the institutes' logos. Please let Kristine Yun know when a logo is not correct.

NA2 (John Chevers)

- John Chevers gave a presentation. He talked about the following items:
The objectives of NA2.
State of connectivity as we stand.
Status of global connectivity - the different possibilities of the China connection were discussed. His slide on Australia needed a correction: Australia was 512 Mbps instead 256

Mbps.
Updates on APAN demo, EVN-NREN and other items.
Future plans.
Summary of highlights.

NA3 (John Conway)

- John Conway gave a presentation.
Year 2 activities
Proposal Mechanisms
John Conway pointed out the difference between the “old” and “new” rules.
We have to get beyond e-VLBI versus disc. The users should push the mechanism and see how far the EVN PC can go.
Proposals/scheduled 2007
The schedule is explained, a discussion about proposals is held.
List of observations and papers and future activities
There are plans for an EXPReS science conference, proposed to be in November, Crete. If the project will be extended, the conference should move to May 2009.
This conference is specifically a science conference, it should not be seen as an EXPReS meeting. We should take into consideration to put a technical part at the side, like an extra day.
Huib van Langevelde proposes the Board to agree there will be 2 conferences with joint venue and joint logistics.

SA1 (Arpad Szomoru)

- Arpad Szomoru gave a presentation.
In 2006 the project really worked on the infrastructure, speed was not an issue at that time. In 2007 we started working on increasing of network capacities, reliable high data rates, operational efficiency, hardware upgrade and long-distance connectivity.
We have a home grown version of Mk5 control code, it is only working for e-VLBI.
In 2008 we aim to be able to flexible scheduling, provide global baselines, access to big dishes, guarantee high data rates, and “real” e-VLBI capability.
This is all following the DoW. We are following the project plan which was changed last year.

SA2 (Paco Colomer)

- Paco Colomer gave a presentation.
SA2 – network provisioning
The purpose is the coordination of work and funding at participant national level.
Site connectivity
Please check the graph that Kristine Yun made and let her know whether anything needs to be changed.
Deliverables and achievements
Financial status
Forecast wishes
We need to know what is going on within the project, therefore everybody must hand in financial details to the project manager.
If anybody doubts whether costs can be claimed, please ask and it will be looked into. Also let us know in the coming two months whether you have money left or not. The first objective is to spend it in SA2.
Eligible costs are the costs to claim.

Hayo Hase has a question about his present financial state – his situation is fundamentally different from the others. We have no answer from the EC yet.

JRA1 (Charles Yun/Mark Kettenis)

- Charles Yun gave a presentation.
JRA deliverables table
One item is officially late, the other items are all on schedule.
We may switch this slide into a quick report of the status, followed by a document of where it should go after this.

Mark Kettenis has no slides, but he explains that the software correlator is working.

Manpower

This slide is the slide of Ralph Spencer that was discussed yesterday. Ralph Spencer explained the current situation.

We need to get permission from the Board to switch finances from NA4 to FABRIC.

The Board accepted unanimously (**DECISION**).

Suggestions will be written down in the DoW and the annual report.

4 Planning for next review

Organizing and writing text / collecting data (Charles Yun):

- Period 2 report

There are 2 major activities: compilation of achievements of last year (we already have roughly 90% of the raw data), and the financial audits.

The second annual review will be a day in the week of 12-16 May in Brussels.

External reviewers will be the same as last year.

The "away party" will be a smaller group than the first time. The plan for this year is that Huib van Langevelde, Charles Yun, Arpad Szomoru, Paco Colomer and Yvonne Kool go to Brussels.

The Board agrees that the smaller group is fine.

Charles Yun will figure out whether we want to be specific about page limits.

(ACTION Charles Yun)

The auditor needs to see some statement that the hours had been made. The format is not clear, but everybody needs this.

Charles Yun explained the list of dates, and asks everybody to keep the deadlines.

4 February reminder with respect to audits

18 February call for update text

6 March all text due

- Deliverables

- Description of Work

24 March draft text available to Board

7 April last changes due

- Form C

- Audit Certificates (only ASTRON, INAF, JIVE, MRO, MPIfR, PSNC, UniMan)

14 April document printed and sent to EC

12 May planned week for second Annual Review

- Project extension

Charles Yun explained the EC that we want to follow the spirit of the law, not only the letter of the law. The EC stated that 6 month extensions would be OK. It will be a zero cost extension, which means we get only extra time, no money.

At this moment at the end of the 3 year period we have to do an annual report and an annual review, and also at the end of the extra 6 month period we have to do the same.

We need to find out whether we still need to do the 3 year report when the 6 month extension is approved.

There is a short discussion about requesting extension for a 6 or for a 9 month period.

The Board agreed to apply for the 6 month extension (**DECISION**).

The progress will move forward and request the extension.

Each activity leader needs to check whether the deliverables list for their activity is correct, and update the wiki table on the website.

Charles Yun is to associate deliverables with individual institutes (**ACTION Charles Yun**).

5 Discussing options

- Planning next Board meeting – Paco Colomer suggests the next Board meeting to be held in Madrid, in January/February 2009. Only his director needs to confirm this.
- Charles Yun was not present at the previous Board meeting, due to the birth of his son. He thanks all the Board members for the card he received.

- This annual report we are producing, is still under chairmanship of Ari Mujunen.

6 Wrap up/Closing (Ari Mujunen)

- Ari Mujunen thanked the Board members for their attendance and their input, also during previous meetings. He is convinced that Tasso Tzioumis will do a good job in succeeding him.
- Tasso Tzioumis and Ralph Spencer thanked Ari Mujunen for having done a good job in chairing the meeting this year and the previous years.
- Finally Huib van Langevelde thanked SURFnet for hosting the meeting, and Charles Yun and Yvonne Kool for arranging the logistics.

Decisions / Action Items EXPReS Board Meeting 30 January, 2008

Nr.	Decision	Actions	By	Term
1	Tasso Tzioumis will be the new chairman, Ralph Spencer the new vice chairman			
2	Charles Yun will be the formal JRA1 leader			
3	We can switch finances from NA4 to FABRIC			
4		Check out whether we want to be specific about page limits in the annual report	C. Yun	Done - via email to leaders
5	We will apply for a six month extension of the project			
6		Associate deliverables with individual institutes	C. Yun	Done - posted to wiki