



Minutes of 1st SKADS Board meeting 26 January, 2006
Golden Tulip Inntel Hotel in Zaandam (Netherlands)

Distribution list:

Participants :	For information:
<p>Present:</p> <p>H. Butcher (HRB) (ASTRON) P. Wilkinson (PNW) (UMAN) M. Garrett (MG) (JIVE) W. van Driel (WvD) (OPAR) G. Tofani (replaces F. Mantovani) (GT) (INAF-IRA) R. Bachiller (RB) (FG-IGN) E. Ros (replaces A. Zensus) (ER) (MPIfR) S. Rawlings (SR) (OXF-DB) R. Dagkesamanskiy (RD) (PRAO LPI) J. Jonas (JJ) (NRF) T. van der Hulst (TvdH) (RUG) G. Miley (GM) (Leiden Observatory) B. Jarry (BJ) (CNRS) OMMIC - D. Smith (DS) A. van Ardenne (AvA) (Project Coordinator) A. Faulkner (AF) (Project Engineer) S. Torchinsky (SAT) (Project Scientist) T. van den Brink-Havinga (TB) (minutes) (SKADS Secretary) International SKA PO - R. Schilizzi (observer)</p> <p>Represented:</p> <p>University of Glasgow (By Oxford) Université d'Orléans (By Observatoire de Paris) Natal University (By NRF) UNIVLEEDS (By Oxford)</p>	<p>Apologies:</p> <p>F. Mantovani (INAF-IRA) A. Zensus (MPIfR) B. Boyle (CSIRO) P. Dewdney (NRC) A. Kus (UMK) H. Olofsson (Chalmers) S. Eales (CU) G. Woan (U. Glasgow) S. Tingay (Swinburne) R. Protheroe (U. Adelaide) R. Webster (UMel) A. Green (U. Sydney) R. Weber (UORL) C. Cress (Natal University) M.G. Hoare (UNIVLEEDS) J.C. Guirado (Univ. Valencia)</p> <p>Absent:</p> <p>P. Alexander (UCAM DPHYS)</p>

	Organisatie / Organization	Datum / Date
Auteur(s) / Author(s):		
T. van den Brink-Havinga	ASTRON	
Goedkeuring / Approval:		
A. van Ardenne	ASTRON	

© ASTRON 2006
All rights are reserved. Reproduction in whole or in part is prohibited without written consent of the copyright owner.



Project supported by the
European Commission
Contract no. 011938

Project

Doc.nr.:
Rev.: 1.1
Date: February 21, 2006
Class.: Limited

1 Opening and introduction

AvA opens the meeting at 11:10 h.
The agenda was adopted.

2 SKADS, the status

Accession forms (Form A):

- all forms signed and received, except Swinburne's.

Advance payment (Form-C):

- EC's advance payment was received mid January.
- Advance Payment Forms were requested from SKADS partners.
- No payment will be made before receipt of the Advance Payment Form.
- We made a schedule based on the fraction of the contract of each participant.
- Whenever there is a problem please contact ASTRON. Corrections can be made in 18 months.
- If the advance payment is not spent then the second payment will take this into account.
- December 2006 is the next payment.
- It was noted by a number of board members that some partners get less than they asked while others get more. AvA explained that the distribution is based on 25% of what each partner will eventually get. There are no contingency funds.
- The next payment, in December 2006, will be for the following 12 months, and will have to report on work done up to July 2006. It will be easiest if Form-C is filled out with the exact number as presented by AvA (see slide "FP6 SKADS Grant Division Between Participants")
- **AvA will clarify the payment schedule for the next board meeting.**
- HRB reported that the situation at ASTRON was such that it was not to be okay to appoint someone new. Therefore we divided the work internally. Now that we are getting EC funding for this appointment we can advertise externally.
- AvA noted that EC funding should pay for the Project Manager, but for the whole package DS1 we require 1.1M, and we are only getting 600k. There was general concern that the PM should be in place with enough time to do the first annual report in July 2006. PE and PS are half paid nationally and half by EC funding.
- Responsibilities of the Management Team members are very well described in the DoW.
- Contingency matters will be brought up in the board. Distribution of funds, reviews, personnel, etc. will be decided by the board. MT will organize the work for reporting to the EC. What might be a problem is the risk that individual institutes will feel ownership for their DS. Everybody must report to the MT. For decision making by the Board, a quorum is required which consists of 2/3 of the number of participants. This is in the Consortium Agreement.

3 Selection of Chair and Vice-Chair of the SKADS Board

- AvA: Suggests to have a chair and vice-chair for today and if everyone agrees for the next 2 years.
- AvA suggests that PNW is a good candidate as a chairman because of his long involvement in SKA and SKADS.
- AvA suggests the Italian representative should be vice-chair. This is natural based on the division of work in SKADS.
- HRB notes that it is important to have a chair and vice-chair based on personal, geographical and political aspects and therefore suggests to reverse the functions. That is, PNW should be vice-chair and an Italian should be chair.



- GT would prefer PNW as a chair. UK people have organized themselves very well, while Italy is ramping up. GT is representing Italy on behalf of F. Mantovani. Perhaps have a role change in the course of the project. All agree on this proposal.
- People who are not here will be requested to vote by mail. The suggestion to vote PNW chair and Franco Mantovani (in his absence) vice-chair was approved. These members will serve as Chair and vice-Chair at least until the midterm review.
- PNW announced that he is very proud to take up this duty. He thanks AvA for pulling the project together. Arnold is first of all an Internationalist, secondly a European, and finally, a Dutchman. We must all follow his example and be Internationalists, so that SKADS will succeed.
- The chair suggests to have a coffee break.

4 Nominees for the Executive Committee (Coordinating Committee)

- AvA shows the Governing structure. List of SKADS board members will be sent with the minutes. List of DS and Task leaders will be sent as well.
- Administrative assistant means also controller at ASTRON, as well as 2 operational officers.
- The Executive Committee as discussed in the earlier Zaandam coordination meeting had no representation from Spain and Germany. It is proposed to have them represented in this committee. This means there are country and package representatives and ensures that we have representation from Germany and Spain. Other parties may wish to represent themselves together by one member.
- PNW suggests that Steve Rawlings (SR) would be a valuable member of the Executive Committee. PNW is conscious that we have engineering and science hand in hand. SKADS is largely a feasibility study. Scientific goal should be kept in view. AvA notes that the Executive Committee is an extended MT. However, it should not be too big to be able to work well.
- Chair of the Executive Committee is the Coordinator. The committee is monitoring to see what is happening, it is more a coordinating committee, chaired by the Coordinator.
- Everybody agrees with a change of name to Coordinating Committee (C.C.).
- RB accepts to be a member of the CC representing Spain.
- GM expressed his concern that the CC is too big, and could smother progress of real work.
- PNW notes that this is a body for communication, once a month a telecom of about 1½ hour. The real working level is within the individual DS's.
- RTS: Is there anything specific that SR should be doing in the C.C.? PNW SR showed leadership in many aspects. RTS emphasizes that roles should be very well defined. PNW: This is not necessarily a specific role, just ad personam.
- AvA: We agree that this is a coordinating committee, that could have itself be advised by other persons. PS and PE can be advised by other persons as well. SR will not be on the CC, but will be able to advise the PS and PE. SR is also a member of the Board.
- RB: SKADS should organize 4 scientific workshops. PNW: This is responsibility of France and Project Scientist and this responsibility should be left to AvA.
- Minutes of the C.C. should be sent to the board and made available on the website.
- DS people in this structure can change in the course of the project.
- PNW suggests this to be an item for the next SKADS board.

5 Representation US SKA Consortium/NAOC

- AvA suggests the board to allow US and China to be invited to attend the Board meetings as observer.
- SAT: Consortium meetings seem to be more appropriate for them and also more interesting. They need not participate in administrative discussions.
- RTS was at the last USKAC meeting. Many of the US members would like to be more thoroughly involved in Europe, as this is the place where the money is. The most important aspect is the overall technical and scientific progress.
- PNW would like to send them a message that we seek friendship and cooperation and that a way of doing this is sought.
- AvA adds that we should be concrete fast. Explicitly Ken Kellermann and Jim Cordes are the persons to communicate this to.
- AF and M. Jones traveled to the US, for AF it is quite clear that they should be involved.



- RB suggests that we have presentations on the individual DS's at the Board meetings. This would be good to have at a yearly basis and will be very interesting for the US. GT: It is the right place to have a global view.
- HRB: What about symmetry in this report. SKADS send a representation in the US Consortium meetings?
- PNW: Each Board meeting should have ¾ hour on a report per DS. Would encourage to have US representation.
- AvA Next meeting we will make a content meeting as well. We should be careful on the
- IPR issue. We should not forget to be careful as there is competition as well.
- RTS notes that the US have 2 consortium meetings per year, where the Canadians are invited.
- It is decided that next meeting USKAC and NAOC should be invited to the Board meeting with the idea that we have a content meeting of one day and afterwards a business meeting.

6 Confirmation of personnel

- Steve Torchinsky and Andrew Faulkner were identified as candidates Project Scientist/Project Engineer and the suggestion is to approve their candidacy.
- WvD notes that France would like to have the Project Scientist (PS) play an important role in Embrace. PNW agrees as long as the PS has time to do his duties in combination with other tasks within the project. The principal job is to link the project together.
- MG asks whether these jobs were advertised.
- The PS and PE jobs were not advertised. The responsible institutes could not advertise until the money from EC was confirmed. This would have delayed the process by at least six months. Regarding the PM, AvA says that there might be an internal ASTRON candidate to help us at the start, however, we also had some external candidates. AvA notes that it would be desirable that the PM has an astronomical background.
- PE and PS are half time jobs. However, AF is also the leader of DS4, so he will be 100% on SKADS. The PM is the only fulltime job.
- RTS asks if the PS would have a role in the International SKA science committee. PS is scientific interface with the SWG.
- SWG members are there on their personal merit. There is no institutional involvement. Working group members are now doing work on behalf of the global SKA. This interface should not be defined in this meeting.
- PNW: Can we propose to have AF and SAT appointed as PE and PS. It is suggested that both candidates leave the room.
- GM would have liked to have CV's before. AvA checked this with ASTRON's HRM department. They advised this not to be appropriate in view of the law on privacy and rather have the distribution restricted to the 'appointing committee'.
- RTS suggests to have the people proposed to do their job as suggested and the board to approve the choice the application committee made.
- PNW concludes the choice is approved unanimously and emphasizes that the role of the PM is one of massive importance.

7 Consortium Agreement

For this agenda item Stephen Kahn (SK) was invited (as legal advisor).

- The agreement was reviewed page by page and corrections made. Please refer to the agreement itself for details. Some highlights are listed below:
- Page 9 AvA wants to give participants the possibility to opt out. They may choose to have themselves represented by another participant.
- Any expert may be invited by the chair.
- Chairman and vice-chairman will be proposed by e-mail by coordinator, acting now pro tem.
- Page 10: Meetings twice a year seems a lot, but is considered necessary, also for progress meetings. The Chairman will not draft the minutes, is responsible for the minutes. DoW says the PS drafts the minutes. It is preferred the SKADS secretary drafts the minutes of the Board meetings.

Note added after meeting: After consultation between Coordinator and Chair it has been agreed that combination of the SKADS secretary and the Project Scientist should produce the final version of the minutes.



- Page 14: DS: Intellectual property should not be managed by the coordination committee should be in the governing board.
- 5.3 Audit certificates should be delivered within 60 days. What are the consequences if there is no audit certificate after 60 days? AvA to check with Janneke Wubs.
- 7.1.3 How soon can payment be made? ASTRON is responsible for the money. The consortium agreement needs to be signed before the payment to the participants will be done. DS: The parties have signed the accession forms. Without the CA we have the risk for IP matters. SK checks this formal point.
- 7.2.2. Real Estate infrastructures: SK we think we can leave it out. WvD notes that safety and liability is important in the Nancay Westerbork cooperation.
- IPR: You need to comply with the EU rules on intellectual property.
- RTS we want to build the best telescope. SK: Within the consortium this is no problem. HRB: People who are not informed about an aspect will not believe it works.
- DS: From an industrial point of view pre existing knowledge brought to the project should be specified and needs to be protected by an NDA.
- List of pre-Existing know-how brought to the project. PNW: For Faraday, a website was established for this purpose. RTS: ISPO has it on a password protected page at the website. AvA can this be referred to? SK: When people want this protection they will have to give the information. AvA will send a request to every participant to send a list of intellectual property that they want on the list.
- SK should produce a short 'ordinary person's English' description (as opposed to formal legal language) of what the IPR rights section of the CA is trying to achieve.
The idea is to avoid unnecessary misunderstanding of this vital section, at each institute which will be required to sign. The CA should limit passing information to international and other potential partners. Do we need NDA's? All basic issues should be cleared.
- In view of the time the Chair proposes to defer the remaining agenda items to the next Board meeting.

8 Relations to International SKA Project Office (ISPO)

- Quite a number of SKADS persons have been appointed in the working groups. Currently there are white papers written on the design. These will be sent to the review committee end of this year. Midterm review of SKADS will be in the 3rd quarter of 2007. It would be good to have that review in time. RTS gives some remarks on the timeline. These 4 years of SKADS are very important in the international SKA project. ELT is seen as competitor, however, our timeline is not as aggressive as theirs.
- AF as PE is vice chair of EWG .
- RTS SKA science book should be on the table of every astronomer. AvA encourages everybody to spread it.
- The European SKA consortium was invited to join ESO. ESO was suggested as the administrative body for distributing European money for SKA. SKA could be a project within ESO, as was done with ALMA. If we are a part of ESO there is a chance of getting more money. AZ and PD stated that it is only acceptable to join ESO if there is definitely extra money available. ESO will be finishing ALMA and doing ELT as well.

9 Adjourn

PNW concludes the meeting. The provisional date of the next meeting 29 June from 18:00 - 21:00 and 30 June in Zaandam.



Action items

Agenda item	Decision	Actions	By	Term
2		Make a payment schedule	AvA	01.06.06
3	Peter Wilkinson selected as Chair			
	Franco Mantovani selected as Vice-Chair			
4		Send list of Board members and DS and DS-T leaders	AvA	
	Executive Committee changed into Coordination Committee			
	Spain and Germany represented in Coordination Committee			
	Minutes of Coordination Committee to be sent to the Board and to be made available at the website			
5	USKAC and NAOC to be represented in SKADS Board meetings	Invite representatives to the next SKADS Board meeting	Chair	
6	Andy Faulkner/Steve Torchinsky appointed as SKADS Project Engineer, resp. Scientist			
7	Revised wording by SK/AvA/PNW	Implement corrections in Consortium Agreement	AvA/SK/PNW	10.02.06
		Check what consequences are if there is no audit certificate after 60 days	AvA	
	IPR	Every participant to send a list of intellectual property that they want on the list.	AvA	
8	International Relations	Distribute the SKA Science book	all	

10 Acronyms

ALMA	Atacama Large Millimetre Array
CA	Consortium Agreement
CC	Coordinating Committee (formerly the Executive Committee)
DoW	Description of Work
DS	Design Study
EC	European Commission
ESO	European Southern Observatory
EWG	International SKA Engineering Working Group
IPR	Intellectual Property Rights
ISPO	International SKA Project Office
PC	Project Coordinator
PE	Project Engineer
PM	Project Manager
PS	Project Scientist
SWG	International SKA Science Working Group
WG	Working Group

