



## Notes 2nd SKADS Controller's meeting

March 22, 2007

### Distribution list:

Participants :	For information:
Karl-Heinz Boeckelmann – MPIfR Luca Minerva – INAF IRA Bologna Christine Guendisch – Leiden University Althea Wilkinson – UMAN Lynn Currie - UMAN  SKADS Office: Andre van Es – SKADS project manager Truus van den Brink-Havinga - SKADS secretary Arnold van Ardenne - SKADS coordinator (afternoon only)	SKADS participants

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

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## Project

SKADS-070322-2nd  
 SKADS controller's  
 meeting  
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## **2<sup>nd</sup> Annual Report - Presentation Andre van Es**

1<sup>st</sup> Annual Report experiences were very positive – 90% of the Annual Report was ready at due date.

The Report can be found at the website at [www.skads-eu.org/p/annualReports.php](http://www.skads-eu.org/p/annualReports.php)

This year we should submit a “first time right report” to Brussels. The 2<sup>nd</sup> Annual Report is crucial for the Mid Term Review that will take place in October.

Audit for July-December 2006 can be done now, so 2<sup>nd</sup> part of the reporting year only has to be done in July.

There should be consistency in reporting technically and financially. Everybody is required to have time sheets signed by the work leader. **AvE to check on time sheets for matching staff.**

## **C-form and Justification of Resources - Presentation Arno Gregoor (presented by Andre van Es)**

### C-Forms

Industrial parties are 3<sup>rd</sup> parties only if they are contractors. However, it is strongly advised not to have any sub-contractors.

At the C-form just one column should be filled in, viz. E. Next year (3<sup>rd</sup> year) the auditing cost over this year's audit should be filled in in column D.

Item 6. Audit certificate should be filled in “yes” this year.

Second question is no for most participants, as it is an audit for a 2 years term.

**Period to be covered by this audit certificate to be checked. Check Arno (NOTE: Dates are 01/07/2005 – 30/06/2007)**

In case the person that signs is not available it is necessary to add a signatory change letter.

### JoR

Check that total costs are the same as those in the C form.

Question is what should be shown and where. Should cost for matching in case of AC partners be shown? Costs that are not eligible cost, so not EC funded, should not be shown.

What should be done with money from other funders, left part of C form out?

For FC partners 20% rule just one number in total cost box is required.

Note that date of signing the JoR should be after July 1, 2007.

### Audit certificate

There is a specific document **FP6 guide to Financial Issues** by the EC on this topic.

Scope and content of an audit certificate.

If more than 750 000 € contribution from the EC is requested in one year, an audit certificate is always required.

For a public body a public competent officer is accepted by the EC, however, it should be the same one who is dealing with this usually.

Depreciation of computers: ASTRON bought computers for SKADS and wanted to depreciate these during the project. This was not allowed because we bought these computers 6 months after the start of the project.

This year at ASTRON it meant a lot of work for the Auditor to exclude VAT.as all bills had to be checked.

**It was agreed to make the EC document available at the SKADS website.**

Auditor should stay to the text as shown in the **Proposed model for an audit certificate** document as much as possible.

All exclusives in the second paragraph of article II.18 should be checked.

It is recommended to prepare the audit in time, book the auditor in time especially as it is holiday season and we need the certificate in August.

The moment costs are paid for is decisive for the moment they enter into the Annual Report.

## **Introduction SKADS – Arnold van Ardenne**

The SKADS Coordinator gives a short explanation of the structure and aims of the SKADS program. It is aimed to arrive at a costed SKA design on full understanding of the used technologies.

The Consortium started with 29 participants, now 3 Australian participants leave and Portugal enters the Consortium which means that there are now 27 participants.

The result of the first costing exercise that has been done in SKADS these last few months is that it looks like SKA can be built for about 1.9 Billion € in 2011. The global structure of the International SKA project



is that the International SKA Project Office is controlled by the ISSC, the International SKA Steering Committee. The European SKA Consortium appoints the European ISSC members. SKADS Mid Term Review and the 2<sup>nd</sup> SKADS Symposium will most likely be on 17-18-19 October 2007 (in the meantime we know that it will be on 10-11-12 October 2007).

#### Marie Curie CT for SKADS

There is a handbook for this program available in PDF.

The program is running for 3 years, it started January 1, 2007.

Arnold van Ardenne is the Coordinator, Andre van Es the Project Manager and Steve Torchinsky responsible for the webpage as in the SKADS project. Contributions to the website should be sent to Steve with a copy to André.

The MCCT SKADS Steering Committee consists of the Board members of the SKADS participants that are involved in the Marie Curie program.

The expert group has not yet been installed, what means that we are late as some institutes started to organize an event (Italy).

Funds for scholarships go through ASTRON.

ASTRON is to organize the first Technical workshop (by Wim van Cappellen) this year.

INAF has submitted a program including lecturers for the school they have to organize this year.

ASTRON has some practical assignments running already.

MPIfR is to organize an astronomical workshop this year.

In 2008 JIVE and RuG to organize a calibration workshop in January which could be combined with another workshop on calibration at the same time.

Shifting of activities from one year to another is difficult, shifting within the year, however, is not a problem.

#### MCCT rules

The schools and workshops are not allowed to make any profit. Each individual school and workshop should not have more than 30% of all participants coming from one country. This is both for teachers and students.

There should also be a gender balance and a balance between early stage and experienced researchers.

Graduation date is guideline. Between 0-4 years experience is groupe 1, 4-10 years experience is group 2 and group 3 are researchers with more than 10 year experience since the date of graduation.

C forms are only required in a year that an event is organized. This goes also for the audit certificate.

#### **All participants should receive the Marie Curie logo. Action on AvE**

Only forms from the SESAM website should be used. These are rather complicated, therefore we are investigating if we can facilitate the participants in one way or another.

**AvE will investigate what the problem is with Italian VAT on travel.** How can this be solved.

The EC questionnaire is obligatory. This will be made available at the SKADS MCCT website and can be printed out by the organizers. They must ensure that every **participant to the workshops/schools fills it in and delivers it before leaving the event!**

There is a 7% budget for management and audit certificates.

All participants, both students and teachers get lump sums for travel and lodging.

The hosting organization is responsible for the way the money is spent.

LOC's are responsible for the organization of the events as there is only very limited budget for management and auditing.

Organizational costs include travel and lodging of both students and teachers, secretarial support, meeting rooms, books, paper work and outreach.

Secreterial support is not certain how to calculate this, perhaps standard hourly rates.

#### **AvE will sort this out.**

There is a table for travel cost reimbursement for the distance between working location and event location. Solutions for VAT can be searched for within the local rules.



Conclusions:

Next year we think of having web meetings or video meetings instead of face to face controller's meetings.

There will be a Board meeting January 2009. Therefore we think of organizing a Controller's meeting end of 2008 (after approval of 3<sup>rd</sup> annual report) on budgetary issues, so that these issues can be dealt with and approved in the Board meeting, if necessary.

**It is decided that there will be a separate Wiki for Marie Curie.**

**Available at website:**

**DoW**

**Handbook**

**Questionnaire**

**Marie Curie logo**

**Presentations**

Action item	Action	By	Term
1.	Make documents available at website mcct.skads-eu.org	AvE	04/2007
2.	Check time sheets requirements for matching staff	AvE	04/2007
3.	Check period to be covered by audit certificate	AG	04/2007
4.	Send Marie Curie logo to all participants	AvE	04/2007
5.	Check Italian VAT situation/solution	AvE	04/2007
6.	Reporting cost of secretarial support	AvE	04/2007
7.	Organize a controller's meeting on budgetary issues after approval 3 <sup>rd</sup> Annual Report	AvE/ TB	10/2008
8.	Make a separate Wiki for Marie Curie	AvE	04/2007



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