



Bonn July 14th, 2010

RadioNet3 – Writing team telecom

| MINUTES | DATE | TIME | PLACE |
|--------------|--|-----------------|-----------|
| | [06 SEPTEMBER 2010] | [14:30 – 15:10] | [TELECOM] |
| PARTICIPANTS | A. Zensus (AZ), Franco Mantovani (FM), H. van Langevelde (HvL), I. Rottmann- IR, V. Tegethoff – VT | | |
| LEADING | F. Mantovani (FM) | | |
| MINUTES | I. Rottmann (IR) | | |

Agenda:

1. Feedback from the PIs of JRAs and NAs to the evaluation report
2. TNA selection process
3. Timetable of the Proposal writing (PartB)
4. AOB

Minutes:

1. Feedback from the PIs of JRAs and NAs to the evaluation report

On August 17, 2010 all PIs of JRA and NA proposals received the evaluation sheet with recommendations for a full proposal. The final selection of the JRAs for the RadioNet3 proposal will be done by the Coordinator based on the full proposals submitted by September 15, 2010.

Up to now it was mentioned that the JRAs Readiness and Madera will not resubmit an own proposal but seek collaborations with the JRA POPS.

As several questions came up with regard to the formal structure of the full proposal, all PIs received the required information and excel sheets for the financial calculations.

No other feedback was received.

→ VT & IR will contact all PIs to ask whether they need support in drafting their proposals.

2. TNA selection process

The TNA call for proposals was published on August 2, 2010 with a deadline on September 15, 2010. The selection committee will consist of all directors of the radio observatories involved in RadioNet2 and Simon Garrington as advisor.

→ AZ team will define the procedure of the selection process (who, how, when and where).

→ AZ & HvL will meet S. Garrington in Manchester during the EVN symposium and will seek a discussion with him on this topic.

3. Timetable of the Proposal writing

VT summarised the structure of the proposal and distribution of the tasks within the team. AZ, HvL and FM are going to write the section 1 “Scientific and technical quality”, meanwhile VT and IR are going to draft the section 2 to 5.



After the deadline for full proposals of JRA and NA on September 15, 2010 and the final decision on the JRAs, Section 1 will be updated with the missing aspects resulting out of the scientific and technical part of the Work Packages (WP). IR and VT will draft the GANTT diagram, the deliverables and the resources table.

The first draft of the proposal shall be ready by October 6, 2010 and will be distributed to the members of the Critical Review Team (CRT). The review meeting will take place on October 13, 2010 in Valencia (ES).

→ AZ will invite the CRT to the meeting in Valencia.

→ AZ team will organise a meeting of the Writing Team (WT) in Bonn on September 29, 2010.

4. AOB

a) Request of contact data

On August 19, 2010 all RadioNet2 partners received a request to support the WT with contact data of scientific and administrative contact persons until September 5, 2010. 15 partners responded to this e-mail. The missing partners will be asked again after reviewing the involved partners in the WPs.

b) TNA-NA travel budget

The RadioNet board accepted that the TNA and NA travel and meeting organisation budget will be allocated centrally at JIVE. The shift of this budget from each NA and TNA to JIVE will be done after receipt of all proposals.

Action Items

| Item | Subject | Person |
|------------|--|------------|
| A1. | VT & IR will contact all PIs to ask whether they need support in drafting their proposals. | IR, VT |
| A2. | AZ team will define the procedure of the selection process (who, how, when and where). | AZ, IR, VT |
| A3. | AZ & HvL will meet S. Garrington in Manchester during the EVN symposium and will seek a discussion with him on this topic. | AZ, HvL |
| A4. | AZ will invite the CRT to the meeting in Valencia. | AZ |
| A5. | AZ team will organise a meeting of the Writing Team (WT) in Bonn on September 29, 2010. | AZ, IR, VT |



Time Table

| | Weeks left | Day | Proposal | JRA, NA & TNA | Administration |
|-----------|------------|--------|---|---|------------------------------|
| September | 13 | 05.09 | | | Contact data |
| | 12 | 06.09 | | | Start of Partner description |
| | 11 | 15.09 | | First Draft of WPs | |
| | 10 | | | | |
| | 9 | 29.09. | Meeting WT | | |
| October | 8 | 06.10 | 1 st Draft | | |
| | 7 | 13.10 | CRT Meeting | | Partner description ready |
| | 6 | | | | |
| | 5 | 30.10 | 2 nd Draft | Implementation of the review comments into WPs text | A-Forms ready |
| November | 4 | | | | |
| | 3 | 05.11 | Final WPs adjusted to the review comments | | |
| | 2 | | Tuning | | |
| | 1 | 25.11 | SUBMISSION | | |