

EUDET

Status Preparation Annual Meeting

Information Annual Report



Joachim Mnich

Extended Steering Committee Meeting

September 11, 2006

Outline



- **EUDET news**
 - reports and memos
 - contract amendment

- **Annual Meeting**

- **Annual Report**

- **Financial issues**



Contract Amendment

- Request for contract amendment sent to Brussels on August 17th
 - no response yet
- Two issues:
 - transfer of funds from ALU-FR to UBONN
 - addition of three new associates:

Organisation (name, city, country)	Short name	Associate to	Short description	Specific role in the I3
IFIN-HH Bucharest, Romania	IFIN	DESY	Romanian research institute.	Participation in NA2, JRA2.
Warsaw University, Poland	UWAR	DESY	Polish university.	Participation in NA2, JRA1.
Dalian University of Technology, Dalian, China	UDAL	CNRS/IN2P3	Chinese university	Participation in JRA1.



EUDET Reports and Memos

- **For internal communication and dissemination of knowledge (part of the project)**
- **System set up à la EUROTeV**
 - **EUDET Memo**
not refereed, for internal communication
 - **EUDET Report**
to be agreed by people involved and the Steering Committee for papers, conference proceedings
- **Latex & MS Word templates prepared**
- **For more info and examples see**
http://www.eudet.org/newdesign/eudet_index.htm
- **Please use the system and encourage people to write-up EUDET related matters**
- **We should 'produce' as respectable number of documents to please Brussels (→ Annual Report)**
- **Status 2006: 2+1 EUDET Reports, no EUDET Memo**

EUDET Reports and Memos



EUDET-Memo-2006-xxx-1

Template stolen
from EUROT ν V



This could be your EUDET-Memo

G. Guignard¹, N. Walker²

August 09, 2006

Abstract

EUDET-Memos are internal notes and can be published by any EUDET member and if thematically close to EUDET matters also by external collaborators. EUDET-Memos will not be refereed and should be used to document the technical and scientific progress of the tasks and activities. EUDET-Memos will be published on www.eudet.org and are default worldwide readable. A EUDET-Memo number will be assigned through the EUDET Steering Committee.

¹ CERN, Geneva, Switzerland

² DESY, Hamburg, Germany

Annual Meeting



EUDET Annual Meeting 2006
MPI Munich
October 18 - 20, 2006



- All info on www.eudet.org
- Please register on web page now
 - status (last week) : ≈ 60 registered participants
- Hotel information
- Associates and other interested people are welcome
 - funds to invite associates are still available
 - contact JM and/or JRA coordinator

Annual Meeting Programme



- **Wednesday: Parallel sessions of the JRAs and NA2 organised by the coordinators**

EUDET Annual Meeting 2006 - 18-20 October 2006, MPI Munich.
Daily Programme: Wednesday 18 October 2006

Session: Parallel session NA2
Time and Place: (14:00-18:00)

Session: Parallel Session JRA1
Time and Place: (14:00-18:00)

Session: Parallel Session JRA2
Time and Place: (14:00-18:00)

Session: Parallel Session JRA3
Time and Place: (14:00-18:00)

Session: Institution Board
Time and Place: (18:00-19:00)

- **Wednesday evening:
Institution Board**

Annual Meeting Programme



EUDET Annual Meeting 2006 - 18-20 October 2006, MPI Munich.
Daily Programme: Thursday 19 October 2006

Session: Plenary Session 1
Time and Place: (09:00-11:00)

Session: Plenary Session 2
Time and Place: (11:30-13:00)

Session: Plenary Session 3
Time and Place: (14:00-16:00)

Session: Parallel Session DAQ
Time and Place: (16:00-18:00)
Chair/s: HAAS, Daniel; WING, Matthew

Session: Parallel Session Software & Computing
Time and Place: (16:00-19:00)
Chair/s: GAEDE, Frank; WIENEMANN, Peter

Session: Parallel Session Electronics
Time and Place: (16:00-18:00)
Chair/s: MARCHIORO, Alessandro

Session: External Scientific Advisory Board
Time and Place: (16:00-18:00)

Session: Steering Committee
Time and Place: (18:00-19:00)

▪ **Thursday morning/early afternoon:
plenary session**

▪ **Thursday late afternoon:
horizontal parallel sessions**

▪ **Thursday evening:
Steering Committee**

Annual Meeting Programme



EUDET Annual Meeting 2006 - 18-20 October 2006, MPI Munich.
Daily Programme: Friday 20 October 2006

Session: Plenary Session 4
Time and Place: (09:00-11:00)

▪ **Friday morning:
plenary session**

Session: Plenary Session 5
Time and Place: (11:30-13:00)

Annual Meeting Programme



- Programme similar to Kickoff Meeting in February
- So far only skeleton existing
- Need input
 - invited speakers for plenary talks
 - status of ILC?
 - organisation of JRA /NA2 status reports
 - input for 'horizontal' parallel session on DAQ, electronics and software & computing

Institution Board Meeting



Draft agenda for IB meeting at Munich:

- **News and announcements**
- **Preparation Annual Report**
 - **schedule, financial forms etc.**
 - **talk by Nina Dahlke**
 - **see also below**
- **Date and venue of Annual Meeting 2007**
 - **urgently need proposals now!!!**
 - **if possible decide at IB meeting**
- **AOB**

Annual Report 2006



It's time to start worrying about the Annual Report 2006

- **The AR will contain scientific and financial reporting**
- **Nina Dahlke and JM have set up a web page with guidelines, forms, templates, schedule, etc. at**

<http://www-flc.desy.de/eudet/AnnualReport2006/AnnualReport2006.html>

(still on old pwd protected EUNET page)

- **Please have a look to all documents on this page now**
- **Show them to and discuss it with your administration**
- **Come back to us as soon as possible in case there are questions or problems**
- **We'll discuss that again at Munich**

Annual Report 2006



Version 08-08-2006

1. Time schedule

- **Target date: 15.02.2007**
- **Scientific part through task leaders & coordinators**
 - **EUDET memos**
 - **Inquiry form**
 - **New implementation plan**
- **Financial part through institutes (IB members)**
 - **Appendix 1 & Form C needed in January 2007 !!!**
 - **Update 6-month budgets**
- **Start writing right after the Annual Meeting**

Time Schedule 1st Annual Report EUDET

Coordinator to European Commission	Annual Report sent to EU	15. Feb 07	time ↑
each Partner to Coordinator	Final feedback to Report	31. Jan 07	
each Partner to Coordinator	Form C signed and arrived at Coordinator; final electronic version Appendix I and Form C	31. Jan 07	
Coordinator to Institute Leaders & Task Leaders	Final Version of the Annual Report incl. Appendix I and Form C	24. Jan 07	
each Partner to Coordinator	Feedback to Report	12. Jan 07	
each Partner to Coordinator	draft electronic Version of Appendix 1 (Justification of Cost) and Form C	08. Jan 07	
Coordinator to Institute Leaders & Task Leaders	First Version of the Annual Report	18. Dez 06	
Coordinator to Institute Leaders & Administrative Responsible	2. Call for Appendix 1 & Form C	18. Dez 06	
Coordinator to Delegates & Administrative Responsible	1. Call for Appendix 1 & Form C	06. Dez 06	
Task Leaders to Coordinator	per Task: Progress Report & achieved deliverables, milestones, publications; changes in implementation plan, deliverables & milestones for the remaining months; highlights; 18-months <u>implemmentation and financial plan</u>	06. Dez 06	
Task Participants to Task Leaders	Input for Progress Report and EUDET memos and reports	22. Nov 06	
Task Leaders to task participants	2. Call for Task Input for the Progress Report (incl. changes of implementation plan, deliverables, milestones, 18-months <u>plan, publications</u>)	13. Nov 06	
Task Leaders to task participants	1. Call for Task Input for the Progress Report (incl. changes of implementation plan, deliverables, milestones, 18-months <u>plan, publications</u>)	02. Nov 06	

Annual Report 2006



2. Guidelines for Reporting

- **16 page document**

**includes the skeleton for the AR
reminds Annex I**

- **4 sections**

A) Activity Report

B) Management Report

**C) Report on the Distribution
of EU financial contribution**

**D) Detailed Implementation Plan
for the next 18 Months
(i.e. Jan. 2007 – July 2008)**

A. ACTIVITY REPORT

[Insert a table of contents according to the format below]

1. PROGRESS REPORT	
1.1 Summary of the activities and major achievements	
1.2 Management Activity	
1.3 NETWORKING ACTIVITIES (other than management)	
1.3.1 <i>[Title of the first Networking Activity]</i>	
1.3.2 <i>[Title of the second Networking Activity]</i>	
...	
1.4 TRANSNATIONAL ACCESS ACTIVITIES	
1.4.1 <i>TA1: [Name of the first Transnational Access Activity]</i>	
1.4.1.1 Description of the publicity concerning the new opportunities for access	
1.4.1.2 Description of the selection procedure	
1.4.1.3 Access activity	
1.4.1.4 Scientific output of the users at the facilities.....	
1.4.1.5 User meetings	
1.4.2 <i>TA2: [Name of the second Transnational Access Activity]</i>	
1.4.2.1 Description of the publicity concerning the new opportunities for access	
...	
1.5 JOINT RESEARCH ACTIVITIES	
1.5.1 <i>JRA1: [Title of the first Joint Research Activity]</i>	
1.5.2 <i>JRA2: [Title of the second Joint Research Activity]</i>	
...	
1.6 Update of the non-confidential Project information.....	

2. LIST OF DELIVERABLES

3. USE AND DISSEMINATION OF KNOWLEDGE

ANNEXES

Annex 1 - Summaries and main conclusions of the General Meetings

Annex 2 - Composition of the Users Selection Panel

Annex 3 - List of User-Projects

Annex 4 - List of Users

Annex 5 - List of publications

Annex 6 - Updated non-confidential Project information

Annex 7 - CD-ROM with the deliverables produced during the reporting period

Annual Report 2006



3. Appendix 1
to be provided by
every partner in January

- Accounting of all EU money spent in 2006 to the Euro-Cent !!!
 - eligible costs
 - overheads according to cost model

- Justification/explanation of major cost items

Template: Justification of resources deployed during reporting period

Contract N°	026126	Project acronym	EUDET
Participant N°	1	Participant short name	DESY
		<i>NA1 - Management of I3</i>	
		Total effort in person-months ⁽¹⁾	15 (6)
Cost category	Actual direct eligible costs (€)	Justification of costs (name major cost items of the cost categories) <i>description of expenditure and link to the specific work carried out (e.g. tasks, work packages, ...)</i>	
Personnel cost ⁽²⁾	31789.56	1 postdoc for administrative project management	
Travel cost	16577.41	5 Advisory Board Members 1st Annual Meeting, Hamburg/Germany, 17.-19.10.2006; 6 invited talks 1st Annual Meeting, Hamburg/Germany, 17.-19.10.2006;	
Consumables	8553.23	software licences, domain fees for project website	
Durable Equipment	0	-	
		<i>JRA1 - Test Beam Infrastructure</i>	
		Total effort in person-months ⁽¹⁾	100 (24)
Cost category	Actual direct eligible costs (€)	Justification of costs (name major cost items of the cost categories) <i>description of expenditure and link to the specific work carried out (e.g. tasks, work packages, ...)</i>	
Personnel cost ⁽²⁾	121589.63	2 postdocs	
Travel cost	11203.57	3 persons Project Meeting, Strassbourg/France, 13.-17.03.2006; persons internal collaborative meeting, Geneve/Switzerland, 03.-04.10.2006; 2 persons Kick-Off Meeting, Hamburg/Germany, 16.-17.02.2006;	
Consumables	2566.98	software licence for calculation tool, minor spare parts for experiment	
Durable Equipment	1666.33	depreciation of PCs and DAQ systems	

Annual Report 2006



4. Form C
to be provided by
every partner in January

▪ Accounting of all EU money spent in 2006 to the Euro-Cent !!!

▪ See also Annex I

Template:

	Type of Activity														g d c c c c c c c	
	Research and Technological Development / Innovation (A)		Demonstration (B)		Management of the Consortium (C)		Other Specific Activities: Coordination / Networking (D)		Other Specific Activities: Transnational Access / Connectivity (E)		Other Specific Activities (F)		Total (G) = (A)+(B)+(C)+(D)+(E)+(F)			
	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)		
Direct costs	139669.77	0.00	0.00	0.00	56920.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196589.97	0.00
<i>Of which subcontracting</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect costs	27933.95	0.00	0.00	0.00	11384.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39317.99	0.00
Adjustments to previous period(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total costs	167603.72	0.00	0.00	0.00	68304.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	235907.96	0.00

3- Declaration of receipts (in €)

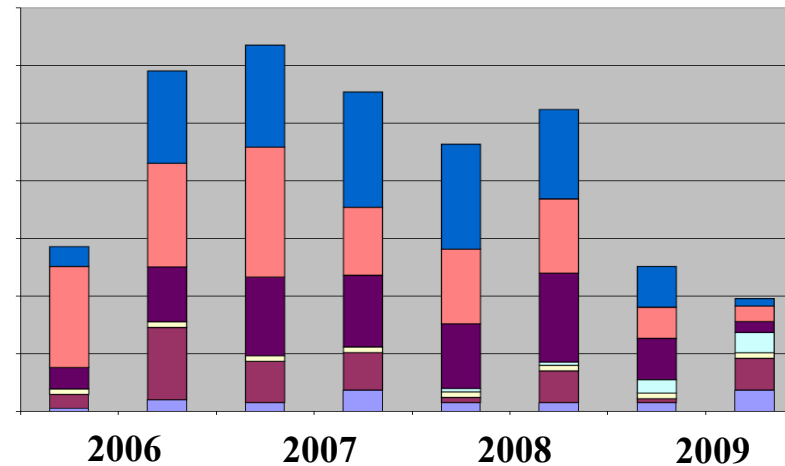
If you are a contractor using the additional cost model (AC), indicate only receipts covered by Article II.23.c of the contract.
If you are a contractor using a full cost model (FC/FCF), indicate receipts covered by Article II.23 of the contract.

	Type of Activity															
	Research and Technological Development / Innovation (A)		Demonstration (B)		Management of the Consortium (C)		Other Specific Activities: Coordination / Networking (D)		Other Specific Activities: Transnational Access / Connectivity (E)		Other Specific Activities (E)		Total (G) = (A)+(B)+(C)+(D)+(E)+(F)			
	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)		
Total receipts															0.00	0.00



Financial Issues

- **1st Instalment received and distributed to all partners in May**
 - calculated as 80% of the requested EU funds for
 - the first 18 months as specified in Annex I
- **At the end of 2006 we should have spent 70% of this 1st Instalment**
 - i.e. $0.8 \times 0.7 = 56\%$ of the 18 months request
 - integral over the whole project
- **This will be reported in AR 2006**
- **2nd Instalment from Brussel follows only after 70% threshold is passed**
- **EUDET problem:**
due to our time profile we would have to spend > 96% of the 2006 request
- **very little chance to succeed...**



Financial Issues



- **The numbers:**

▪ Total EU request:	7 000 000 €	
▪ EU request for 2006:	1 756 544 €	
▪ 1st instalment:	2 419 243 €	
▪ 70% threshold:	1 693 470 €	= 96.4 % of 2006 request

Financial Issues



- **What happens if we spend < 70% of the 1st Instalment?**
 - write management finance report early 2007
 - delay of 2nd Instalment until 70% threshold passed
 - **BUT we do not loose any money!**

- **Worst case scenario is if some (smaller) partners run out of money next spring, e.g. to pay the hired Ph.D. student or postdoc**
- **We'll find a solution for such cases**

- **What you should do to reduce the problem:**
 - Hire and pay your EU personnel in time
 - Pay invoices quickly, i.e. in 2006
 - **BUT do not panic and spend money uselessly!**

- **Aim for today:**
 - get an overview on how much has been spent today and
 - an estimate ($\approx 10\%$ accuracy) on total expenditure end 2006 to see how big the problem is...

Financial Issues

- **Include overheads (indirect costs) in your estimates**
- **Annual Report and today's overview 4 cost categories:**
 - **Personnel**
 - **Travel**
 - **Consumables: full cost can be accounted**
 - **Durable Equipment: only annual depreciation**

Consumables usually relate to the purchase, fabrication, repair or use of any materials or goods and software which:

- are not placed in the inventory of durable equipment of the contractor;
- are not treated as capital expenditure in accordance with the accounting conventions and policies of the contractor.
- have a short life expectancy, certainly not greater than the duration of the work under the contract.

The full price is eligible.

Durable Equipment: As a general rule, durable equipment should be recognised as an asset when it is probable that the future economic benefits associated with the asset will flow to the organisation and the cost of the asset can be measured reliably. Equipment is recorded in the company's inventory.

Equipment used on the project should be accounted for in accordance with the normal depreciation rules of the contracting organisation.

Only the depreciation accumulated during the project period is eligible.

- **Extract from financial guidelines**
- **You find it in the AR templates**

Keep in mind your local depreciation rules!

Conclusions



- **Write EUNET memos and reports**
for internal communication, to document, to dissipate knowledge
- **Sign up for Annual Meeting**
 - proposals for invited plenary speaker
 - proposals for Annual meeting 2007
- **Start preparing Annual Report**
 - write memos on project progress
 - look at documents in
<http://www-flc.desy.de/eudet/AnnualReport2006/AnnualReport2006.html>
and discuss with your administration
- **Get your EUNET invoices, salaries etc. paid before the end of 2006**
- **keep on going...**