



Minutes of 2nd EXPRoS Board meeting 29 May, 2007
TUAS building Helsinki University of Technology, Espoo (Finland)

Distribution list:

Participants	For information
<p>Present:</p> <ul style="list-style-type: none"> - Anderson, Bryan (JBO) - Bachiller, Rafael (CNIG-IGN) - Brown, Robert (CORNELL) - Colomer, Paco (CNIG-IGN) - Conway, John (OSO) - Hancock, Chris (AARNet) - Hase, Hayo (TIGO) - Langevelde van, Huib (JIVE) - Mujunen, Ari, chair (MRO) - Nanni, Mauro (INAF) - Marecki, Andrzej (NCU) - Meyer, Norbert (PSNC) - Porcas, Richard (MPIfR) - Smelds, Ivars (VIRAC) - Spencer, Ralph (JBO) - Szomoru, Arpad (JIVE) - Tzioumis, Tasso (CSIRO) - Vermeulen, René (ASTRON) - Zagars, Juris (VIRAC) <p>By telecon</p> <ul style="list-style-type: none"> - Yun, Charles (JIVE) 	<p>Apologies for absence:</p> <ul style="list-style-type: none"> - Zensus, Anton (MPIfR) - Neggers, Kees (Surfnet) - Hong, Xiaoyu (SHAO) - Chevers, John (DANTE) - Kus, Andrzej (NCU) - Vos de, Marco (ASTRON) <p>Represented:</p> <ul style="list-style-type: none"> - SURFnet (By H.J. van Langevelde, JIVE) - MPIfR (By R. Porcas MPIfR) - DANTE (By A. Szomoru, JIVE) - NCU (By A. Marecki, NCU) - ASTRON (By R. Vermeulen, ASTRON) <p>Absent:</p> <ul style="list-style-type: none"> - Makgabo, Katlego (HARTRAO) <p>Visitors:</p> <ul style="list-style-type: none"> - Baan, Willem (ASTRON) - Bondi, Marco (IRA-INAF) - Brisken, Walter (NRAO) - Feretti, Luigina (IRA-INAF) - Hagiwara, Yoshiaki, NAOJ - Mantovani, Franco (IRA-INAF) - Ritakari, Jouko (Metsahovi) - Whitney, Alan (MIT Haystack) <p>Minutes: Diana van Dijk</p>

Presentations given at the 2nd EXPRoS Board meeting can be found on the following web-page:
http://www.jive.nl/dokuwiki/doku.php/expres:second_expres_board_meeting

1. Intro/Welcome (A. Mujunen)

- Ari Mujunen opened the 2nd Board meeting at 8.30 AM and welcomed the EXPRoS Board members to the TUAS building of the Helsinki University of Technology in Espoo, Finland.

Acknowledge agenda:

- The agenda was adopted.

- Ari Mujunen let the Board know that Charles Yun will not be physically present at the meeting, but will participate by telecon. He and Kristine became the proud parents of a baby boy on the 25th of May. The name of the baby is Aldus Kwangsup Yun. Ari Mujunen showed a card for the birth of the baby which will be sent to Charles and Kristine to congratulate them. Ari Mujunen asked the Board to sign the card.
- Ari Mujunen requested the Board to state matters to the secretary if they should be entered in the minutes.

Minutes 1st Board Meeting 1 November 2006

- The minutes were adopted.
- Decisions / Action items list:
Action items 1, 4, 5, 6, 7, 9, 10, 11, 13, 16, 18 and 22 were carried out.
Action item 14 will be discussed in the presentation of John Conway. Action item 15 will be discussed in the presentation of Huib van Langevelde. Action item 17 was not considered an action item but a decision.

2 Status/Changes (A. Mujunen)

New coordinator:

- Huib van Langevelde is now the new project coordinator for EXPReS. The Board agreed on this by email before the Board meeting.

Quorum:

- Ari Mujunen asked the Board to fill in and sign the Quorum Table, so that the Board can demonstrate that there was a quorum. To be able to achieve a quorum, 2/3 of the Board should be present. Visitors were asked to write their name on the back of the quorum table. After the quorum table had gone round, Ari Mujunen concluded that a quorum was achieved: 17 out of 19 participants were represented.

New EC officer:

- Mr. Bernard Fabianek was replaced by Mr. Jean-Luc Dorel. They were both present at the Annual Review in Brussels on the 17th of April 2007.

3 Summary Annual Review (Yun/H.J. van Langevelde)

- Huib van Langevelde noted before he gave a presentation that most of the presentation was prepared by Charles Yun. Only the Review Report from Brussels was received last Friday, the 25th of May, and there has not been much discussion about it between Huib van Langevelde and Charles Yun.
- Annual Report: It started with the annual report which can be found on the web. It was a major effort to compile. On the whole it went as smooth as you could expect for a first time. All the tight deadlines were met. Huib van Langevelde emphasized that this only could be done with all of the contributors actively taking part and thanked them very much for their time and their contributions. He asked the Board members to let him and Charles Yun know if they have suggestions for doing things better.
- Review in Brussels: The team of Huib Jan van Langevelde, Charles Yun, Arpad Szomoru, Ari Mujunen and Paco Colomer was complemented by Rob Fender as an external user of e-VLBI and independant scientist. The reviewers were: Robin Arak, Ken Kellerman and Victor Castelo. (Correction in the slides: Mr. Castelo comes from Spain instead of the UK).
- Conclusion of the Reviewers: The project is performing ok. There is no need to make changes.
- Huib van Langevelde showed the list of recommendations given by the EC and let the Board know that the recommendations were very easy to adopt.
- The Review Report arrived last Friday 25 May. It looked consistent with the feedback during the meeting.
- Huib van Langevelde asked the Board if there were any questions. There were no questions.
- It was agreed that the review recommendations were to be accepted by the activity leaders. **(decision)**

4 NA1/NA4 (Yun/H.J. van Langevelde)

NA1:

- Huib van Langevelde remarked before he gave his presentation that 90 % of the sheets he is showing were prepared by Charles Yun.
- Huib van Langevelde was asked about the May quarterly report now that Charles has a baby and a vacation planned. He answered that the Monthly exists in draft work, that Charles had already prepared this.
- Ralph Spencer noted that he has not received reminders for quarterly reports. Huib van Langevelde answered that the reminders only go to the activity leaders initially.
- The quarterly reports refer to the previous quarter.
- Ari Mujunen asked if other partners also had to print out physical copies of reports (especially reports marked as deliverables) for the auditors? Huib van Langevelde answered that JIVE only had to print out minutes.
- There is a new deliverables list on the Next 18 Months Plan, submitted during the annual review, available on the wiki. Norbert Meyer asked if this is a draft version. Huib van Langevelde answered that it is formally fixed for another year by the EC.
- Rafael Bachiller asked for 1 year extension of the project. Huib van Langevelde remarked that extending the project was not really discussed with the EC. Rafael Bachiller asked when Huib van Langevelde knows if he is going to ask the EC for extension. Huib van Langevelde suggested to discuss this point later in the meeting. The Board agreed.

NA4:

- As Kristine Yun is not present, Huib van Langevelde gave a presentation. He first showed a picture of Kristine with baby Aldus.
- JIVE temporarily hired Anton Smit during the maternity leave of Kristine. Emails for Anton Smit or Kristine Yun can be sent to Diana: EXPreSsecretary@jive.nl. She will handle the emails.
- Huib van Langevelde asked if the Board had any questions. Ralph Spencer noted that an image gallery is missing on the web. **(Action: EXPreS Public Outreach Officer)**.

5 NA2 (J. Conway)

- John Conway gave a presentation. He emphasized that the e-VSAG is an advisory group.
- Request from the EC: Getting into discovery space. Huib van Langevelde suggested with regard to more outreach: wait until the Effelsberg telescope is online. John Conway would like more experts involved than only Zsolt Paragi. He suggested to maybe ask Rob Fender.
- Tasso Tzioumis mentioned the travelling for the different meetings. He asked for more meetings scheduled at the same place.

6 NA3 (A. Szomoru for J. Chevers)

- Arpad Szomoru gave a presentation.
- Huib van Langevelde let the Board know that the EC seems to be concerned about the frequency of meetings and asked when the last EVN-NREN meeting was. The last EVN-NREN meeting was in November 2006 in Zaandam, the Netherlands. Planning new meeting. **(Action: John Chevers)**. The next time there should be more network people than only astronomers present said Huib van Langevelde.
- Tasso Tzioumis emphasized that it is useful to plan a cluster of meetings. The Board decided to do this, if possible. **(Decision)**

6 JRA WP1 (R. Spencer)

- Ralph spencer gave a presentation. There were no questions.

7. JRA WP2 (H.J. van Langevelde)

- Huib van Langevelde gave a presentation.
- The situation of Huib van Langevelde being the leader of JRA and also the coordinator of EXPreS depends on the directorship of JIVE.

8. SA1 (A. Szomoru)

- Arpad Szomoru gave a presentation. There were no questions.

9. SA2 (F. Colomer)

- Paco Colomer gave a presentation.
- Paco Colomer asked attention for low spending. In case of low spending, the management should be informed.
- It is useful to extend SA2.
- Hayo Hase remarked that TIGO does not know exactly what to do. Paco Colomer answered that TIGO is considered as good strategic. The allocation however for TIGO is relatively small when compared to the expected costs of really establishing a good connection link. We have to find out something to involve TIGO and TIGO needs to think about it as well (science project). The Board is asked to please come up with ideas (**Action: all**).

10 Finances + discussion + audit (Yun/H.J. van Langevelde)

- Huib van Langevelde gave a presentation.
- Audit problems: Huib van Langevelde mentioned that for some partners getting an audit certificate has been severe. Hayo Hase asked when the next audit will be. Charles answered that this will be at the end, the last year of the project. There is however a possibility that there has to be one at the end of year 2. Charles Yun will ask the board members how difficult the process of getting an audit certificate was and he will discuss this with the EC. (**Action Charles Yun**). Paco Colomer noted, with regard to the costs for the audit, that the first year was covered by NA1.
Charles Yun remarked that the Shanghai audit certificate was not in the EXPreS Annual Report, because it was received on the day the report was sent to the EC. The data will however be presented to the EC.
John Conway mentioned that the audit certificate of OSO was sent, but that it was not included in the report. Charles Yun will check (**Action: Charles Yun**).
- Redistribution of money: Ari Mujunen asked Charles Yun if the board formally needs to accept money redistribution. Charles answered that the board does not formally need to give approval, but since the board has agreed on it, it can be minuted and entered in the DoW.

11 Decisions to be made by the Board

- EU Review Report: The Board formally accepted the EU Review Report.
- Change in coordinatorship: Prior to this meeting the Board had already formally accepted (by email) the change in coordinatorship.
- Coordinatorship FABRIC: Ralph Spencer asked who could do the work, since Huib is now interim director of JIVE. Huib van Langevelde answered that Charles Yun is doing most of the work and that Huib would like to continue this for the time being if there are no volunteers from the Board. There were no volunteers from the Board. The Board recommended continuation.
- Extension of the project: Paco Colomer pointed out that in general SA2 could benefit from extension up to 1 year. Also FABRIC could benefit. Huib asked the Board if possibilities of extension should be explored. John Conway remarked that it would give the EXPreS participants the opportunity to change deadlines for deliverables.
Huib mentioned that Charles had talked to the former EC officer about extension of the project and asked Charles what his reaction was. Charles answered that the EC had partially expected this question, because of the slow start, manpower problem.
After the remark of Rene Vermeulen, Ari Mujunen concluded that the management team will explore what extension of the project might entail. (**Action: Charles Yun**). Charles Yun will report the findings back to the Board (**Action: Charles Yun**).
Norbert Meyer noted a potential overlap with the FP7 proposal (**pro memoria**).
- Ari Mujunen asked the board to think about their wishes with regard to deadlines for milestones and deliverable tables. If the project will be extended, it will give the Board the opportunity to revise their planning.
- Huib van Langevelde pointed out that the project manager will send out a reminder to the Board in January 2008 to start working on the next 18 month plan (**Action: Charles Yun**).
- Participants need to start sending change requests to the 18 month plan in the January-February timeframe if they wish and expect them to be incorporated into the next Annual Report (**Action: all**).

12 Next Board meeting (A. Mujunen)

- Ari Mujunen brought up the issue of one or two board meetings per year. Huib van Langevelde explained that there is formally money for 1 board meeting per year, so not sooner than 12 months from now. However it is important to discuss before the work on the annual report starts. Huib Van Langevelde suggested to discuss in January 2008 and asked the board what they thought of the date and if the discussion should go by email or that a meeting should be organised. The Board concluded that a meeting is preferable. The board approved of the suggestion of Huib van Langevelde to meet in January (end of month) for a half a day board meeting and a half a day progress meeting.
- Huib van Langevelde mentioned to have received an invitation from SURFnet (Utrecht, the Netherlands) to hold the next meeting there. The Board accepts the invitation.
- Ari Mujunen brought up that he had received a request from one of the board members to set a firm date for the next Board meeting early. Huib van Langevelde will talk to SURFnet and a firm date for the meeting will be inserted in these minutes (**Action: Huib van Langevelde**).
- When asked Tasso Tzioumis gave a presentation with regard to the e-VLBI status in Australia.

13 Wrap up/Closing (A. Mujunen)

- Ari Mujunen thanked the Board members for their attendance and their input.
- Finally Charles Yun and the rest of the Board thanked Ari Mujunen for having done a good job in chairing the meeting.

Message of 30 May 2007

The next EXPReS meeting will be held on:

Tuesday 29 January, afternoon (Progress report) and
Wednesday 30 January, morning (Board meeting)
Location: SURFnet in Utrecht (The Netherlands). Meeting room nr. 12.

Decisions / Action Items

Nr.	Decision	Actions	By	Term
1	Acceptance of the review recommendations by the activity leaders.			
2	Emails for the PR officer (Anton Smit or Kristine Yun) can be sent to Diana: EXPreSsecretary@jive.nl .			
3		Create an image gallery on the web.	PR officer	a.s.a.p.
4		Plan a new EVN-NREN meeting.	J.Chevers	a.s.a.p.
5	If possible, a cluster of meetings will be planned, so that traveling for different meetings can be avoided			
6		Come up with ideas how to involve TIGO.	All	a.s.a.p.
7		Ask the board members how difficult the process of getting an audit certificate was and discuss this with the EC.	C. Yun	a.s.a.p.
8		Check the receipt of the audit certificate of OSO.	C.Yun	a.s.a.p.
9	Acceptance of the EU Review Report by the Board			
10	Activity leader FABRIC: since Huib is now interim director of JIVE, Charles Yun is doing most of the work for FABRIC. Continue this for the time being.			
11		Contact the EC and explore what extension of the project might entail. Report the findings back to the Board	C. Yun	
12		Send out a reminder to the Board in January 2008 to start working on the next 18 month plan.	C. Yun	
13		Start sending change requests to the 18 month plan in the January-February timeframe if you wish and expect them to be incorporated into the next Annual Report.	All	
14	Next EXPreS Meeting: Tuesday 29 January, afternoon (Progress report) and Wednesday 30 January, morning (Board meeting) Location: SURFnet in Utrecht (The Netherlands). Meeting room nr. 12.			

