

RECRUITMENT SUMMARY

- Currently, 2 ESRs (ESR4 & ESR8), plus 1 ER (ER1) remain unappointed

COMPOSITION OF SUPERVISORY BOARD

- ❑ On this occasion, felt it worthwhile for all fellows to attend
- ❑ In future, move to 2 representatives of the fellows per meeting
- ❑ How should these be selected?

ATC MEETINGS/NETWORK CONFERENCE

- ❑ ATC content to follow at least broadly the outlines included in the DoW
- ❑ Organisers to prepare programme and proposed budget at least 3 months in advance and circulate via co-ordinator
- ❑ Organisers and co-ordinator will promote event both within and external to INFLAME
- ❑ Network conference will require more advanced planning. To include presentations from all fellows, but open to other researchers also (both as delegates and presenters)
- ❑ Should charge external delegates at a rate that covers costs

PROJECT MEETING SCHEDULE

Host	Description	Date
UA	Supervisory Board (SB) Meeting	Sept 11
UA	ATC2 Monitoring FR exposure	Sept 11
VU	ATC1 Monitoring FRs in the environment	Sept 11
UB	ATC3 Effects of Exposure to FRs	Jan 17,18 2012
UB	Workshop on interdisciplinary working	Jan 19 2012
IVL	SB Meeting	April 12
IVL	ATC4 Mathematical modelling	April 12
IVL	ATC5 Role of Science outside academia	June 12
UoR	Mid-term review meeting	Oct 12
NIPH	SB Meeting	April 13
IVL	SB meeting	Sept 13
IVL	Network conference	Sept 13
VU	SB meeting	April 14
VITO	SB meeting	Sept 14

SECONDMENT SCHEDULING

- ❑ Key is flexibility in order to maximise benefit for the fellows involved (both outgoing and hosting) and the project
- ❑ Supervisors to check plan in Description of Work and contact other partners involved to schedule secondments
- ❑ Notify me of problems

FINANCIAL “ISSUES”

- ❑ INFLAME has 2 reporting periods. Period 1 covering months 1 to 24 and Period 2 covering months 25 to 48
- ❑ Over/under payments to partners related to costs associated with family status of fellows (mobility allowance component of category A) and/or annual travel allowances (category B) from place of origin that differ from the “average” allowance included in the original budget calculation, can be adjusted in period 2 payment
- ❑ Once fellows appointed, please advise me of the family status and place of origin of your fellow(s)
- ❑ Likewise, period 2 payment can be used to adjust for costs incurred by ATC/meeting organisers. Example is for ATC2, where UA will need to recover costs associated with meals
- ❑ In such instances, meeting organisers need to keep clear records of such expenditure and advise me of the sums involved at earliest possible stage

REPORTING SUMMARY

- Progress reports to REA Dec 11, Sept 12 (Mid-term report), & Dec 13
- Periodic reports to REA Dec 12, Dec 14 (Final report)
- Annual financial reports to REA Dec 11, 12, 13, 14
- Fellows have to complete on-line questionnaires at various points
- Copy of ITN reporting requirements available at the consortium only section of the website
- Please forward to me details (e-prints) of any publications/conference presentations arising from ESR/ER projects
- Progress reports by individual fellows (guide maximum 2 page summaries) every 6 months from fellow start date. Submit to DoR and me

OTHER ISSUES

- ❑ Timesheets are compulsory for all staff involved in project management
- ❑ Timesheets NOT compulsory for fellows – although can be used if that is normal practice for your organisation
- ❑ If timesheets not kept, then suitable evidence that fellow worked on INFLAME must be kept for possible audit (e.g. lab books, published papers etc.)
- ❑ ALL fellows MUST complete and retain a career development plan form in collaboration with their supervisor(s)
- ❑ Should be completed in the first few months of their appointment, and also at start of their final year. I can supply a template (that can be modified to meet local requirements if preferred)