

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)