



Integrating High Resolution Solar Physics

Report on WP1: Management

SOLARNET 1st General Assembly Meeting
Prague 23rd January, 2020

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Overview of 1st Year of SOLARNET

- Kick-off meeting (Brussels, 24 Jan 2019, M1)
- Signing of the consortium agreement (formulated Feb14th 2019, signatures received, came into force May 2nd 2019, M2)
- Transfer of finances to beneficiaries (Feb 2019)
- Project Website www.solarnet-project.eu (1st Ver, Mar 18th 2019, M3) – Uwe Zell, SMN
- **Calls**
 - ✓ **Transnational Access Programme: 3 calls**

Announcement	Dec 14 th 2018	May 15 th 2019	Dec 10 th 2019
Period	2019A	2019B	2020A
Telescopes	GREGOR, SST, VTT, THEMIS	GREGOR & VTT	SST & THEMIS
Travel support	Total 8 campaigns (16 recipients)		To be done

- ✓ **Piz Daint Supercomputer – 1 year (Announced: Aug 26th 2019)**

Overview of 1st Year of SOLARNET

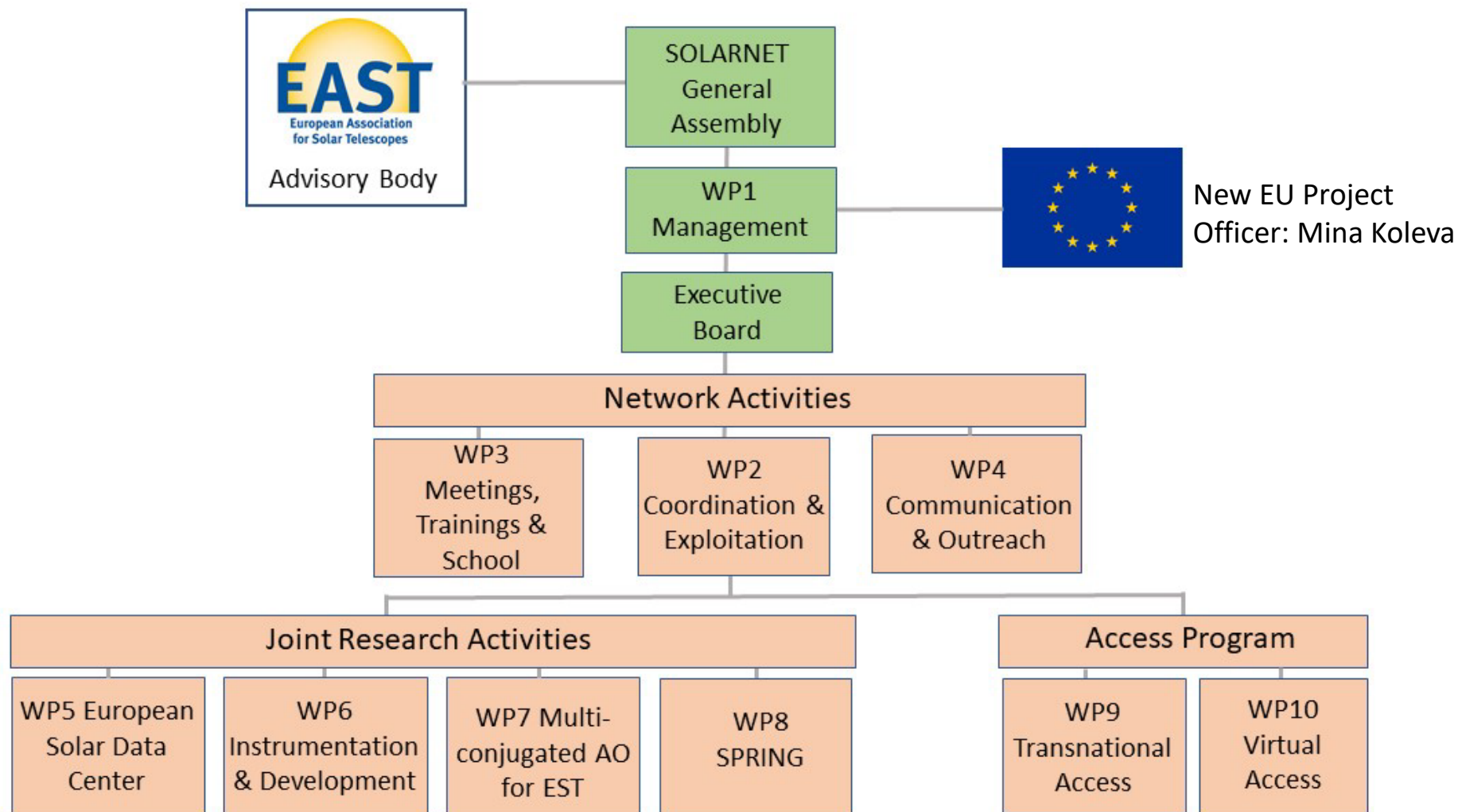
✓ Mobility Programme : 2 calls

Announcement	Apr 29 th 2019	Oct 14 th 2019
Period	Sep 2019-Feb 2020	Mar 2020 - Aug 2020
Recipients	6	6

Workshops & Schools

- ✓ SPRING Workshop (Freiburg, 29-30th Apr 2019, WP8)
- ✓ 1st year training for observers – A week above clouds – 15 participants (TF, Aug 5-9th 2019)
- ✓ Summer School – Solar spectropolarimetry- Lugano, USI/IRSOL – 25 attendees (Sept 9-14th 2019)
- ✓ Call announced for UCL/MSSL School (Mar 23-27th 2020), NU (Mar 31st-Apr 1st 2020)
- **10 deliverables – submitted (within Deadlines) & 3 Milestones - fulfilled**

Management Structure



The Project Management Office (WP1)

Management Team:

- Markus Roth (Project Scientist), Rolf Schlichenmaier (Coordinator), Bettina Schäfer (Financial signatory), Tirtha Som (Project Manager)
- Contact: Leibniz-Institute for Solar Physics (KIS), Freiburg, Germany
- Email: solarnet-office@Leibniz-kis.de ; Ph: +49-761-3198-224 (TS)

Function:

- Administrative & technical support necessary for the effective coordination of the project
- Financial management – Budget review
- Travel organization - related to Mobility program, TAS
- Make recommendations to the GA & Executive Board
- Appropriate allocation & management of the resources
- Collect information from the beneficiaries & preparation of necessary periodic reports

Executive Board

Composition:

- All WP Leaders, Project Coordinator, Project Manager & Project Scientist (Chair: M. Roth)

Meetings:

- At least quarterly (mainly video conference)
- 3 meetings in 2019 – 5th April, 30th July, & 17th October

• Function:

- ✓ Discuss project progress & ensure proper execution of the WPs and sub-WPs
- ✓ Implement the strategic decisions of the General Assembly.
- Presentations & Minutes of Executive Board Meeting – will be Archived
- Any concerns – inform Project Office/ WP Leader – will be discussed in EX Board Meeting

Acknowledgement of EU Funding

- Beneficiaries, TAS, mobility fellowship holders - have the obligation to **explicitly acknowledge** received EU funding in:
 - ✓ publications,
 - ✓ presentations,
 - ✓ talks,
 - ✓ etc. in relation to Solarnet Project

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 824135”

or

“This [research leading to the results obtained] [infrastructure][equipment] is part of the project SOLARNET that has received funding from”

- The [EU emblem](#) and reference to EU funding - displayed - easily visible for public and with sufficient prominence.
- PhD Students – benefitted from SOLARNET Workshops/ schools/ mobility Prog – ask them to acknowledge

Deliverables & Milestones

- 109 Deliverables & 23 Milestones

Reporting Periods

- **RP1: Month 1-18 (Jan 2019 -June 2020)**
- RP2: Month 18-36 (July 2020 – Dec 2021)
- RP3: Month 38-48 (Jan 2022 – Dec 2022)

Technical documents requested:

- **Deliverable due June 2020 - Submit by May 31st 2020 + summary**
- **Technical periodic report (RP1) -completed by June 30th 2020.**

Financial documents to be produced:

- Financial Reports (Form C) done mainly online (participant portal)
- Template – provided by Project Office; We contact early Feb
- **1st week of July financial reports required at PO**

PERIODIC REPORT (Tech + Financial) SHOULD BE COMPLETED BY JULY 31st 2020.

Why? – Summer vacation in Aug

- Week above Clouds in August 2020 – organized by KIS

Year	2019	2020	2021	2022
No. of Deliverables	10 (all submitted)	34	25	40
% of the project	9%	31.3%	23%	36.7%

Mammoth task ahead!

RP1	2019	Jan-June 2020
No of Del.	10	21
Status	All submitted within deadline	15 deliverables due June 2020!

Recommendations:

- Instruments, Personnel hiring- well ahead
- Inform your Financial officer

D2	D1.2	Minutes of 1st Board Meeting	KIS	R	PU	Jan-2020
D55	D6.1	Image slicer design	IAC	R	PU	Jan-2020
D56	D6.2	Report on the ability to manufacture thin glass slices	WO	R	PU	Feb-2020
D57	D6.3	Report on the ability to manufacture thin metallic slices	NINS	R	PU	Feb-2020
D61	D6.7	Field splitter design and microlense array specifications	MPG	R	PU	Feb-2020
D76	D7.5	Simulation Results	UDUR	R	PU	Mar-2020
D7	D2.1	1st Report on the activities of the EAST TAC and promotion of the Access programmes	SU	R	PU	May-2020
D17	D2.11	Report on networking activities for instrumentation 1	IAC	R	PU	May-2020
D20	D2.14	Report on networking activities for turbulence control 1	KIS	R	PU	May-2020
D23	D2.17	Report on the inventory of existing software and expressed needs for solar physics data tools	USFD	R	PU	May-2020
D24	D2.18	Update on metadata recommendations for observational data	UiO	R	PU	May-2020
D26	D2.20	First report on metadata recommendations for simulation data	UiO	R	PU	May-2020
D31	D3.3	First report on mobility programme (includes: reports issued by participating scientist)	UNICT	R	PU	May-2020
D38	D4.2	Provide initial resources for training and outreach for consortium members	NU	DEC	PU	May-2020
D41	D4.5	Dissemination, Communication and Exploitation Plan	NU	R	CO	May-2020
D54	D5.12	Release of Basic Computational Tools and high-level analysis tools	USFD	OTHER	PU	May-2020
D67	D6.13	NBI Trade-off analysis	UNITOV	R	PU	May-2020
D73	D7.2	Laboratory Integration and DM Test Report	IAC	R	PU	May-2020
D101	D9.1	1st Periodic report on the Trans-National Access programme	SU	R	PU	May-2020
D104	D10.1	Statistics of access provided 1	UiO	R	PU	May-2020
D107	D10.4	Assessment on virtual access 1	UiO	R	PU	May-2020

No	Milestones	Inst.	Activity description	Deadline	Status
M10	Validation of the ability to manufacture thin metallic slices	IAC	Report on ability to manufacture thin metallic slices. (cf. WP 6.1)	Jan -2020	due
M17	Acceptance of 4 DMs	KIS	DMs tested in lab (cf. WP 7.1)	Apr-2020	due
M4	Workshops on 'Turbulence and Seeing' and 'Instrumentation'	SU	Workshops took place (cf. WP 2.2)	May-2020	due
M5	First science meeting	UNICT (UniTOV)	First science meeting taking place (cf. WP 3.1)	May-2020	Oct 2020, Venice*
M6	First week above the clouds	KIS	First training week above the clouds took place (cf. WP 3.3)	May-2020	fulfilled
M7	First school on spectro-polarimetry	UNICT (USI/IRSOL)	First school on spectro-polarimetry took place (cf. WP 3.4)	May-2020	fulfilled
M22	Post-focus instrument requirements defined	KIS	Optical setup tested on working proto-type instruments. (cf. WP 8.2)	May-2020	due

* Already discussed in Executive Board Meeting – to get the largest no of participants

Finances overview

- Total eligible amount € 9 995 736.49 (includes Access costs)
- Pre-financing amount €5 331 059.46
- EU 'Guarantee Fund' 5% = € 499 786.82 (from total eligible cost)
- Received 48,3334% = € 4 831 272.64
- Agreed to keep 3.33% at PO = € 333 191.22
(to adapt to different needs)
- 45% of total eligible amount as pre-financing distributed to beneficiaries
- Pay Aperio (€72 000) & SMN (€49 600) upto 85% of eligible cost (in Feb 2020) –
They will receive the remaining 15% after the completion of the project (after Dec 2022)
- Remaining 'Security amount' at Project Office = € 211 591.22

Pre-financing Overview

SOLARNET II Bu			
Partner	Maximum grant amount	Prefinancing 48,3334% = 4.831.272,64 €	Restbudget
		45% Prefinancing payment per partner	
KIS	2.335.212,63 €	1.050.845,68 €	1.284.366,95 €
IAC	608.437,50 €	273.796,88 €	334.640,63 €
UIO	344.750,00 €	155.137,50 €	189.612,50 €
SU	769.248,70 €	346.161,92 €	423.086,79 €
CNRS	294.210,00 €	132.394,50 €	161.815,50 €
INAF	379.250,00 €	170.662,50 €	208.587,50 €
UNITOV	242.735,00 €	109.230,75 €	133.504,25 €
UNICT	195.750,00 €	88.087,50 €	107.662,50 €
CSIC	109.916,00 €	49.462,20 €	60.453,80 €
MPG	737.512,07 €	331.880,43 €	405.631,64 €
AIP	174.000,00 €	78.300,00 €	95.700,00 €
NU	94.750,00 €	42.637,50 €	52.112,50 €
USFD	173.575,00 €	78.108,75 €	95.466,25 €
UCL	122.886,00 €	55.298,70 €	67.587,30 €
QUB	129.910,00 €	58.459,50 €	71.450,50 €
ASU	90.375,00 €	40.668,75 €	49.706,25 €
ORB	474.270,84 €	213.421,88 €	260.848,96 €

SOLARNET II Bu			
Partner	Maximum grant amount	Prefinancing 48,3334% = 4.831.272,64 €	Restbudget
		45% Prefinancing payment per partner	
HVAR	62.236,25 €	28.006,31 €	34.229,94 €
AISAS	86.375,00 €	38.868,75 €	47.506,25 €
USI	420.149,00 €	189.067,05 €	231.081,95 €
IRSOL	340.750,00 €	153.337,50 €	187.412,50 €
UNI Graz	195.000,00 €	87.750,00 €	107.250,00 €
Skoltech	131.000,00 €	58.950,00 €	72.050,00 €
Aperio	180.000,00 €	81.000,00 €	99.000,00 €
ALPAO	108.000,00 €	48.600,00 €	59.400,00 €
SMN	124.000,00 €	55.800,00 €	68.200,00 €
WO	305.000,00 €	137.250,00 €	167.750,00 €
NINS	4.000,00 €	1.800,00 €	2.200,00 €
AURA	4.000,00 €	1.800,00 €	2.200,00 €
Fraunhofer	27.000,00 €	12.150,00 €	14.850,00 €
ADS	53.125,00 €	23.906,25 €	29.218,75 €
BDM E&M	127.000,00 €	57.150,00 €	69.850,00 €
UNIOVI	180.000,00 €	81.000,00 €	99.000,00 €
UDUR	136.250,00 €	61.312,50 €	74.937,50 €
HES-SO	111.250,00 €	50.062,50 €	61.187,50 €
AMOS	123.812,50 €	55.715,63 €	68.096,88 €
Total consortium	9.995.736,49 €	4.498.081,42 €	5.497.655,07 €
Auszahlung Prefinancing je Partner 45%			
Rest Sicherheitseinbehalt von KIS (3,3334%)= Agr			333.191,22 €
Agreed to keep 3,3334% at the Project Office			

TAS Program – Travel Overview

- Eligible cost
 - ✓ Corresponding to 2 persons per campaign
 - ✓ Travel (Flights, Trains, Local public transport) + accommodation + transportation to observatory (rental car/ taxi) + per Diem (26€/day)
 - ✓ Booking flights early – very important! (8 weeks before)

Cost vs Performance			
Total Budget allocated:	€108 000	Min. quantity of access (days) to be provided(GREGOR+SST+VTT+THEMIS):	383
Finances spent in 2019:	€ 25 819 (23.9%)	Access days provided in 2019 (8 campaigns):	84 (21.9%)
Finances Left:	€ 82 181 (76.1%)	Access days yet to be provided:	299 (78.1%)

Mobility Programme – Finances Overview

Eligible cost

- Travel - One round trip (flights, trains)
- Subsistence allowances (€250 / week)

Cost vs Performance

Total Budget allocated:	€120 000	Total no of researchers to be sponsored:	45
Finances spent in 1 st call (Sept 2019 – Feb 2020):	€ 13 731 (11.4 %)	Researchers sponsored in 1 st call	6 (13.3%)
Finances Left:	€ 106 269 (88.5%)	Researchers to be sponsored:	39 (86.7%)

A week above the Clouds – Finances & Travel

- Training for Solar Observers, El Teide, OB Tenerife - 4 events (2019-2022)
 - ✓ Travel of lecturers - organized from PO
 - ✓ Travel support to students
 - ✓ Accommodation, etc for participants taken care
- Good feedback from all 15 participants received – Newsletter (WP4 – R. Morton)

Cost vs Performance

Total Budget allocated:	€ 60 000	Total no of students (expected):	60
Finances spent in 1 st event (Aug 5-9, 2019):	€ 16 382 (27.3 %)	Students trained under the 1 st call:	15 (25 %)
Finances Left:	€ 43 618 (72.2 %)	Students to be sponsored/ trained:	45 (75%)

Project Website, Visibility, Achieving

- solarnet-project.eu
- Inform about peer-reviewed articles, conference proceedings, posters, talks
(Required also for Periodic Report, June 2020)
- Pitch your research as (Visibility):
 - ✓ nuggets
 - ✓ research highlights
 - ✓ popular articles, videos
 - ✓ press & media

Archive Science Media <http://science-media.org/> (Open access)

Conferences organization ahead of time.

- ✓ Invitation letters for visa applications needs to be send at least 2 months in advance
- ✓ Mention what allowances will be provided in letters ↔ Budget portions allocations necessary.
- ✓ Solarnet Project Office will assist if required (templates available).
- ✓ Set up the website (Inform at least 4 weeks ahead) – PO advertises in SolarNews, etc

Brexit

- Following its departure on 31 Jan, [the UK will enter a transition period until 31 December 2020.](#)
- **If the UK leaves with a deal**, it is foreseen that the UK would keep paying its EU budget quota to the Multiannual Financial Framework (MFF) until the end of the current budgetary period (ending in 31 December 2020). This would allow the UK to continue to participate in Horizon 2020 (including the bids) until the end of the FP, and for the lifetime of individual projects.

Expect full funding of SOLARNET till Dec 2022.

- **In a no deal scenario**, in principal, the UK would no-longer be eligible for EU funding but would continue to participate as a 'non-associated third country.

Thank you
Looking forward to Collaboration

Questions

A week above the Clouds – Finances & Travel

- Training for Solar Observers, El Teide, OB Tenerife - 4 events (2019-2022) with 60 students
- Total Budget allocated € 60,000.00 (~ 15K/ event)
- 2019 (Aug 5-9) – 15 participants & 7 Lecturers
- Finances spent

Direct costs = 16,382.63

- ✓ Travel support to lecturers = € 4,317.85 (*Travel organized from PO*)
- ✓ Travel support to organizers = € 1,831.75 (*Travel organized from PO*)
- ✓ Travel support to students = € 3,426.49 (*Support €300/ student or as reqd, no overlap of funds*)
- ✓ Excursion (travel) = € 777.45 (*Taken care*)
- ✓ Accommodation for participants = € 3,000.00 (*Taken care*)
- ✓ Consumables = € 2,929.09 (*Taken Care*)

Indirect Cost/ Overhead = € 45 (Bank charges transfer to Moscow, Student travel support)

- Good feedback from all 15 participants received – Newsletter generated (WP4 – R. Morton)

Any other business

- WP Leaders, sub-WP leaders – please send your presentations in power point format to solarnet-office@leibniz-kis.de today!
D1.2 due 31 Jan 2020
- Agree on date and venue of the 2nd SOLARNET General Assembly –
Host needed
By 3rd week of January 2021
Coordinate with PRE-EST ?

Timesheets

Record (Reliable) Timesheets

- For people working on multiple EU projects – fill out one time sheet mentioning the projects & WPs.
- Be able to quantify the time spent on project-related task/ WPs (In-kind contributions, project based remuneration, etc)
- Holidays, sick-leave, dates of travelling, etc should be mentioned in the time sheet (Travel-cost should be justifiable).
- Signature, date, countersigned

- Keep detailed record of everything. Eliminate systematic errors. Cost-breakdown per reporting period needs to be provided