Thursday 16 October
(13.00 – 18.00 hours)

- 13.00 – 13.30 Project overview and common issues (CERN)
- 13.30 – 14.00 Introduction PEOPLE ITN and contractual issues (PNO)
- 14.00 – 14.30 EC monitoring and reporting rules (PNO)
- 14.30 – 15.00 Budget overview and cash-flow (PNO)

Coffee break

- 15.30 – 16.00 Practical requirements from CERN as a coordinator for reporting (CERN)
- 16.00 – 16.45 EC Rules on recruitment and Detailed CDP (PNO + CERN + experiences other partners)
- 16.45 – 18.00 Common Training programme
  - Overall training programme (CERN)
  - Hands-on Radiobiological training (GSI)
  - Leadership PDP training (Surrey)
  - Radiobiology workshop and the role of visiting scientists (KI)
  - Detectors and Accelerators applied to Medicine (IFIC)

Social dinner
Friday 17 October  
(9.00 – 16.00 hours)

- 9.00 – 9.30 Issues and questions arising from day before
- 9.30 – 10.30 Common Training Programme (continued)
- 10.30 – 13.00 Presentations of WP’s, planning, association partner for secondments, deliverables and timing (all WP Leaders: 15 minutes per Speaker)

Coffee break in between

- 14.00 – 15.00 Management Structure and Meetings (CERN)
- 15.00 – 15.30 Communication process and tools including Sharepoint Demonstration (PNO + CERN Technical Coordinator)

- 15.30 – 16.00 Conclusions and Actions
Issues and questions from the day before ...

• To be checked with the European Commission
  – Is it possible to provide the researcher with the “Grant Agreement” in a digital format, as opposed to a printed document?
  – Can subsistence costs for long secondments (e.g. 10 months lodging costs) be declared under the contract, and under which category?
  – For the definition of “period of experience” regarding ESR’s and ER’s, what moment determines the end of that period: application to the vacancy, selection, contract offer, contract signature .. ?
  – How do we interpret a Full Time Equivalent research period for a Medical Doctor, as he would normally combine treatment of patients with research?
  – Is it possible, instead of a 3 year contract, to sign a 2 years contract and renew the period with another 1 year contract with the same researcher (problem with the mobility requirement)?

• To be decided:
  – Organisation of a “Administrative Kick Off meeting combined with a training and help desk service on Marie Curie ITN Cost Categories