Notes: Seventh monthly telecon – 7 May 2015

Attendees:

Richard Harrison (Project Coordinator; WP1 Lead)	[STFC]
Jackie Davies (Scientific & Technical Manager; WP2 Lead)	[STFC]
Jane Porter	[STFC]
Jonathan Eastwood	[IMPERIAL]
Christian Moestl	[UNIGRAZ]
Emilia Kilpua	[UH]
Alexis Rouillard	[UPS]
Luciano Rodriguez	[ROB]

Apologies from Chris Perry [STFC]

Agenda:

1. Final details for the Goettingen meetings
2. Annual Report
3. Presentations for the project meeting at Goettingen (including basic statement on finance)
4. Check on deliverables (some are due at 12 months)
5. Staff updates
6. Any issues from the WP leads (we will get the formal updates in two weeks)
7. Check on the list of actions.
8. AOB

Notes:

1. Final details for the Goettingen meetings (Volker not online)

1.1 Richard assumes the everyone on the SC has now registered.
1.2 **Project Meeting** (on the Monday/Tuesday of the Goettingen week) – Jackie has circulated the proposed agenda. Comments are invited. **NB** Jonathan Eastwood is unable to attend the Project Meeting but Mario will present WP7, Jonathan will produce the presentation.
1.3 Reviewer will be attendance for the Project Meeting only (not staying for the Open Meeting) therefore an overview (verbal) of each WP is required plus progress to date and time for questions.
1.4 Need to give Reviewer time to speak at the end. Jackie to include in agenda (Action 51).

1.5 Richard pointed out that the Annual Report does not include finance but we do need to produce a brief finance summary. Jane to produce template to be circulated to each institute asking for their finance information for the first year (by institute, not WP).

1.6 The Annual Open Workshop agenda is now on website.

1.7 Posters that have not been registered can still be taken, there are seven (Jackie to check with Volker (Action 52)) available spaces.

1.8 All to be aware that Volker is asking for contributions (conference 'contribution'). This has been cleared with Sabri.

2. **Annual Report**

The draft has been submitted to Sabri. When Jackie has checked the draft she will circulate to the SC. Problems are to be reported to Jackie as we can update at a later date.

3. **Presentations for the project meeting at Goettingen – see above.**

4. **Deliverables update (some are due at 12 months)**
    The six monthly report delivery is outstanding.
    The Annual report has been delivered.
    Other Deliverables due:
    Deliverable 2.1 Feasibility Report (ROB) – in progress.
    Deliverable 3.1 on Volker, with Jackie, is in hand.
    Deliverable 5.1 Alexis, on track.

5. **Staff updates:**
    Jason's role: Jackie has emailed the Steering Committee re Jason becoming the Technical Manager for the Project. All responses received have been positive, no response yet received from Peter Gallagher.

    Jonathan Eastwood reported that Bratislav Kruper (PDRA) has been hired for WP7 and starts at the beginning of July. Bratislav should be a great addition to the Project but unfortunately is not available for the Goettingen meeting.

6. **No issues reported from WP Leads.**

7. **Action list was updated.**

8. **AOB**
    Jonathan Eastwood asked if spare funds can be used to visit other institutes. Richard will check with Sabri (Action 53).

The new action list is below.

ACTIONS (7th May 2015): *[*Numbers are carried through from previous action lists]*

No.	Action	Actionee	Date for completion/comment
51	Time for the Reviewer to speak at the Project Meeting is to be added to the agenda.	Jackie Davies	11th May 2015
52	Check with Volker that unregistered posters can be brought and displayed at the meeting.	Jackie Davies	11th May 2015
53	Check with Sabri that spare travel funds can be used to visit other institutes.	Richard Harrison	31st May 2015

ACTIONS (2nd April 2015): *[*Numbers are carried through from previous action lists]*

No.	Action	Actionee	Date for completion/comment
50	6 month report.	Richard and others	17th April 2015

ACTIONS (6th March 2015): *[*Numbers are carried through from previous action lists]*

No.	Action	Actionee	Date for completion/comment
43	Jonathan and Mario will consult the whole team to determine what is required for interfacing the main catalogue.	Jonathan Eastwood & Mario Bisi.	1st April 2015 2nd April - ongoing

ACTIONS (12th February 2015): *[*Numbers are carried through from previous action lists]*

No.	Action	Actionee	Date for completion/comment
38	How do we feed through updates to catalogues? To be discussed at monthly	ALL/RAL	ongoing

ACTIONS (6th November 2014): [*Numbers are carried through from previous action lists]

No.	Action	Actionee	Date for completion/comment
34	Speakers at the ROB Meeting to provide talks to Richard and Jackie for inclusion on the WIKI.	Chris Perry to chase WP leads.	5th March 2015 2nd April - ongoing
36	Draft a suggested set of guidelines/rules for association, including temporal/spatial windows for projected and back projected data (on Sun and at 1AU). Submit to SC.	Peter Gallagher with Christian Möestl & Volker Bothmer.	20th May (Goettingen Meeting). 2nd April - ongoing
37	Draft definitive statement or standardization, format, naming, coordinate systems, metadata, version control, QA etc for the project. Submit to the SC for endorsement.	Chris Perry	Remains open until Chris is happy. 2nd April - ongoing