**EU Research PROJECTS IN PROGRESS**

**Practice and Expertise NETWORK**

**Review of meeting 13th December 2012**

**Round robin updates**

Each attendee gave an overview of their role and the status of any projects.

Of particular note; Laura Downey (LD) reported that a number of their Form Cs had been rejected by the EC as the forms had changed but not the guidelines and that this appears to be widespread across a number of EU projects.

It was confirmed that funding of £250 had been secured to provide for refreshments for the network group meetings over the next year.

**Training updates**

***Martin Price (MP):***

After surveying those who attended the last meeting regarding the SingleImage Finance training, 9 people had agreed that their departments would be able to contribute £500 – 550 fee, however 12 people would be required before the LDC would be able to underwrite.

A discussion followed as to whether the current course would be suitable or if the network itself would be more useful to provide hands on knowledge and whether we could work with the LDC to develop our own FP7 course.

***Yvonne Burrell (YB):***

YB introduced the new RSS EU team.

YB then gave a presentation on the SingleImage Finance training course she recently attended, see presentation separately attached. YB noted that the course was more of a beginner course and therefore some of the content was irrelevant. YB now has a contact at SingleImage so please route any queries through YB.

Questions were raised regarding overspends and YB confirmed that these should be reported.

There then followed a discussion around securing central funding to keep Project Managers beyond the end date of projects to retain the knowledge base within Warwick.

*Action:* YB and MP agreed to form a working group to put together a paper. LD and DK also volunteered to be involved. An update to be given to the network at the next meeting.

YB advised that some of the Project Manager’s time may be able to be budgeted in after the end of the project for preparing reports.

A brief discussion around timesheets, and the fact that daily timesheets are recommended, highlighted the need for a separate session on this issue. It was agreed that a working group should be set up at the next meeting to look at this and noted that IT services could provide support for us to develop an online timesheet system in-house.

*Action:* Set up a working group at next meeting.

**Development of Website**

Brainstorming session for content on what the website should include came up with the following ideas:

* Sign up section
* Update newsletter service
* Forum space (Q & A)
* FAQ section
* Testimonials for project admin teams
* RSS links
* Top tips section
* Members’ contact details section with project website links
* ‘Don’t forget’ section for things to cost into grant applications
* Possibly an interactive map to ‘find an expert’?

*Action:* Laura Downey, Faye Padfield (FP) and Eleanor Davis (ED) to form a working group to take this forward. Update at the next meeting.

**Open House**

It was agreed that the name for the network should be remain as EU Research Projects in Progress (PIPs) with the strap line of “Practice and Expertise Network”.

LD brought a request to the group which had originated from WBS. An academic was looking to put in an FP7 bid in the next funding round and wanted some advice on costing for Project Management. After a quick discussion of the project, it was agreed that expertise within the network would be able to offer valuable guidance.

*Action*: MP agreed to meet with the person requesting assistance to offer advice and guidance.

YB brought along a copy of the job description for a new role of “Compliance Officer” within RSS for the group to consider. The description was read out to the group and a discussion of the role followed as to how it would work in practice and the benefits of such a role.

*Action:* LD and Denise Hewlett (DH) agreed to look at the role for grading purposes and the rest of the group were asked to feedback and comments on the role profile to YB ASAP.

LD advised that she had attended the LDC Warwick network day on 12th December and had given a 15 minute update on the network. It was agreed that for a future network day it would useful to have a dedicated FP7 breakout session.

LD advised that she will be meeting with Ken Sloan, Registrar in March, to give him an update on the development and progress of the network.

*Action:* Consider inputs to report back to KS at the next meeting.

**Next session**

It was agreed that the next session would take place in February 2013 and that a slightly longer meeting would be better e.g. 9.30 – 12.30.

*Action:* DK to issue a doodle poll for dates. ED, India Foster (IF), LD and MP agreed to organise the next meeting.