**H2020-RISE-FabSurfWar Kick-off Meeting minutes**

F308, School of Engineering, University of Warwick, Coventry CV4 7AL

22nd May 2015

**Apologies:** Sergei Fatikow (UOld), Jin Tong (JLU), Erkki Lavänen (TUT), Ahmad Johari Mohamad (UMP)

**Attendance**: Xianping Liu (UoW), Kyle Jiang (UoB), Wilhelm Pfleging (KIT), Johannes Pröll (KIT), Tuukka Pöyry (TUT), Andy Marsh (UoW), Xinyao Zhu (UoW), Hui Niu (UoW), Zhiyong Guo (visitor of Tianjin University)

**Remote attendance**: Yanling Tian (TJU), Zuobin Wang (CUST), Albert Sill (UOld)

**Minutes**

1.0 Start of meeting, agenda and welcome

2.0 Presentation of consortium member institutions

Warwick, Xianping Liu

Birmingham, Kyle Jiang

UOld (Albert Sill presented via skype)

CUST (PPT hardcopy provided and Zuobin Wang introduced himself via skype)

KIT, Wilhelm Pfleging

TUT, Tuukka Pöyry

TJU (Yanling introduced himself via skype, Zhiyong Guo presented PPT)

* ALL PPT presentations will be circulated and made available on the project webpage (to be set up soon). The shared project officer has been recruited and will start the work soon.
* It is worth to note that, we need to follow the guideline set by EU on all our future journal /conference paper publications. Here is the quoted instruction:

**Information on EU funding — Obligation and right to use the EU emblem**

Unless the Agency requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) must:

(a) display the European Union emblem and

(b) include the following statement:

“This project has received funding from the European Union’s Horizon 2020 research and

innovation programme under the Marie Skłodowska-Curie grant agreement No 644971”

 or 

3.0 Presentation by Warwick European Commission Compliance Officer, Julius Ursu

Clarify certain issues regarding secondments, movability rules

The rate of the secondment payment is 2,100 Euros per person-month, or roughly 75 Euros per person-day. To maximise the coverage of expenses of each visit, it is recommended that the length of each visit is not less than 30 days. All European beneficiary institutions need to keep boarding cards and flight bookings, for every secondment visit.

For H2020 RISE programme, the visits from our Chinese partners to European institutions will not be funded by the project. At the moment, both Prof Zuobin Wang (CUST) and Prof Yanling Tian (TJU) have informed us that they have secured some funding to support the project.

4.0 Consortium WPs discussions

There wasn’t much time on this matter and will be focused in the next meeting for review and progress report.

* Task leaders are responsible for Deliverables that are associated with the tasks. All other consortium institutions should also make contributions to the reports.
* Joint publications among beneficiary and partner institutions are strongly encouraged.
* All consortium institutions are expected active in organising seminars and workshops within the institutions, and to look for opportunities to organise special sessions in conferences.

5.0 Project management set up

The management team will consist of all PI of the consortium.

6.0 Future funding application

There were considerate discussions on future funding application. Based upon the existing consortium, we could look at the possibility to apply for H2020-MCA- ITN programme. There are three schemes; **European Training Networks**(ETN), **European Industrial Doctorates** (EID) and **European Joint Doctorates**(EJD). The ETN is more appropriate for us. There will be further discussions on the matter in the near future.

7.0 Next meeting

The next project annual meeting will be held in Changchun University of Science and Technology, Changchun, in conjunction with the international conference of 3M-Nano2015, which is held on 5-9 Oct. 2015. We will have a special session (FabSurWar) within the conference. Please submit your papers to the conference call; the deadline is now extended to 1 July 2015.