

# SUPERVISORY BOARD MEETING

## MINUTES

**Date:** 19<sup>th</sup> July 2019

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**The meeting took place in Antwerp (Belgium), during the 1<sup>st</sup> Paracat Training School.**

**The meeting was organized** by Prof. S. Van Doorslaer

**The meeting was attended** by the following representatives of beneficiaries and partner institutions.

1. Mario Chiesa, (UNIVERSITA DEGLI STUDI DI TORINO, coordinator)
2. Sabine Van Doorslaer (UNIVERSITEIT ANTWERPEN)
3. Ines Garcia-Rubio (UNIVERSIDAD DE ZARAGOZA)
4. George Mitrikas (INN-DEMOKRITOS)

The meeting was extended to all 10 ESRs students. The other members of the SB, who could not attend the meeting have been previously consulted and agreed on the agenda.

The meeting started at 4:00 pm

The **main purpose** of the meeting was to illustrate to the ESRs the details of the ITN project, the Grant and Consortium agreements and to discuss and review with them their Personal Career Developments Plans (PCDP).

The Coordinator (M. Chiesa) presented a **detailed overview** of the programme highlighting both the scientific and practical aspects of the project. In particular, in order to give full access to the audience about the rules of an ITN-MSCA, he focused on some key points, namely:

- ESRs' duties and responsibilities
- Non-research activities to be carried out by ESRs (training etc.)
- Career guidance and supervision
- Responsible research, outreach and open access

After that, the ITN financial rules of the Paracat action were recalled by Prof. Chiesa, who explained the difference between the cost categories and replying to the questions of the participants.

In addition, reporting duties were presented as well as the records to be kept for audit .

Prof. Chiesa presented then the list of members of governing bodies – as defined and established during the kick-off meeting and explained the tasks and the structure of the Supervisory board (SB). To this regard, he asked the ESRs to select two representatives – to be chosen with a 12-month rotation. Leonora PODVORICA - ESR4 (IT) - and David FIOCO - ESR9 (UK)- were selected for the first year of the project.



The **recruitment status** of each student was evaluated. During this evaluation emerged that the student Fardokht Rezayi is entitled for the family allowance. Since this was not stated in the Researcher declaration, the Coordinator will contact the Project Officer in order to correct the Researcher declaration in the participant portal.

The **individual PCDPs** were discussed. Since not all members of the SB could be present, it is agreed that the PCDPs will be sent via e-mail to all members of the SB for final approval. During the discussion of the individual plans some changes to some of the secondment periods were proposed, in order to better fit with the actual students' skills or to meet the requirements of some laboratories.

In particular, in light of the students' background in EPR spectroscopy, the SB agrees that all secondments to Bruker should be postponed after spring 2020 so that the students will have strengthen their EPR skills and will maximize the benefit from the secondments.

Also, the secondment period of ESR2 is postponed to October-December 2019 to avoid overlap at FAU.

The Coordinator will re-schedule the **secondments** accordingly and send a formal notification to the Project Officer.

The meeting ended at 6:30 pm

