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# E-JADE

Europe-Japan Accelerator Development Exchange Programme  
Horizon 2020 / Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)

## DELIVERABLE REPORT

### KICK-OFF MEETING

#### DELIVERABLE: 23

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**Deliverable:**

Kick-off meeting

**Executive summary:**

*An E-JADE kick-off meeting was organised at CERN on Monday, 16 February 2015. All necessary organisational and scientific decisions were taken to successfully start the E-JADE project.*

*In particular, a few points concerning the consortium agreement were decided: First, the decision about a common pot is postponed and can be revisited by the General Assembly in the future. Second, management costs of 200€ per person-month of secondment are to be deducted by CERN.*

*In addition, a few open points have been identified that have to be clarified over the coming months.*

*Furthermore, at two more recent meetings, additional decisions have been taken which are also reported on in this document.*

## **1. INTRODUCTION**

The E-JADE project was started on 1 January 2015. The first deliverable was the organisation of a kick-off meeting for an in-depth discussion of both organisational / financial and scientific aspects of the project.

This kick-off meeting was organised at CERN on Monday, 16 February 2015; it was attended by all work package leaders and institute representatives – i.e. the General Assembly and the Executive Board were both complete and could take decisions.

## **2. THE KICK-OFF MEETING**

### **2.1. OUTLINE OF THE MEETING**

The agenda of the meeting can be found at the CERN E-JADE Indico web site <https://indico.cern.ch/category/6232/>. The meeting consisted of an introductory presentation on the E-JADE motivation, goals, and partners by the Scientific Coordinator, two presentations on RISE budget management and the E-JADE consortium agreement given by CERN administrative staff, and reports on all five work packages from the work package leaders.

Numerous discussions helped to clarify unclear points, specifically concerning the distribution of money and the reporting. In particular, the questions of dissemination / communication, training, and E-JADE events were discussed in great detail, and many ideas were collected which will be implemented autonomously by the partner institutions.

### **2.2. DECISIONS TAKEN AT THE MEETING**

The following main decisions were taken at the kick-off meeting:

- Until further decisions are taken, there is going to be no common pot. A positive decision about a common pot can be taken by the General Assembly in the future. Efforts towards the organisation of common workshops or other events are to be covered from the partner institutes as in-kind contributions.
- Management costs of 200€ per seconded person-month are to be deducted by CERN from the “Management and Overhead” position.
- The structure and contents of the E-JADE web pages were decided upon; it was decided to implement them at the DESY partner institution (see deliverable report on deliverable 24 “PubWWW”).
- Thomas Schörner-Sadenius was appointed Project Manager.

### **2.3. OPEN ITEMS FROM THE KICK-OFF MEETING**

A number of items and questions remained unresolved at the kick-off meeting:

- The reporting lines and formats were unclear. [*Note December 2015: By now, the reporting to the commission via the ECAS portal and an internal reporting mechanism (for monitoring the effectiveness of the E-JADE measures) have been understood and set up, respectively.*]
- The “what” and “how” of the reporting on the Japanese secondments to Europe need to be investigated.

- The consortium agreement needed to be signed by all institutes. [*Note December 2015: All signatures were obtained by 30 June 2015.*]
- Administrative contacts for all institutes had to be identified. [*Note December 2015: This has been achieved in summer 2015.*]
- The eligibility of Ph.D. students to E-JADE funds needed to be clarified for each partner institution individually.

### **3. FOLLOW-UP MEETINGS IN APRIL / SEPTEMBER 2015**

A follow-up E-JADE management meeting was held on 20 April 2015 at KEK, Japan, during which a few open points raised at the kick-off meeting were discussed (e.g. ideas for E-JADE workshops at the various partner institutes, and dissemination / communication ideas).

In addition, all work packages were reported on by the respective work package leaders.

Finally, at a recent meeting at CERN between scientific coordinator, project manager, and CERN administrative staff, numerous details on the implementation of the project were finalised, in particular a set of secondment guidelines and regulations.

### **4. CONCLUSIONS AND NEXT STEPS**

The kick-off meeting in February proved to be very effective for bringing the E-JADE project up to speed. The most important decisions concerning the organisation of the project were taken then, and since the meeting numerous further questions could be addressed and solved.

By now (December 2015) E-Jade is by up and running, and secondments are taking place across all work packages, albeit at a somewhat lower rate than initially foreseen. This is in part due to the delay on a decision for the ILC project.