

WP6 Management

MEDEA

G. Sansone

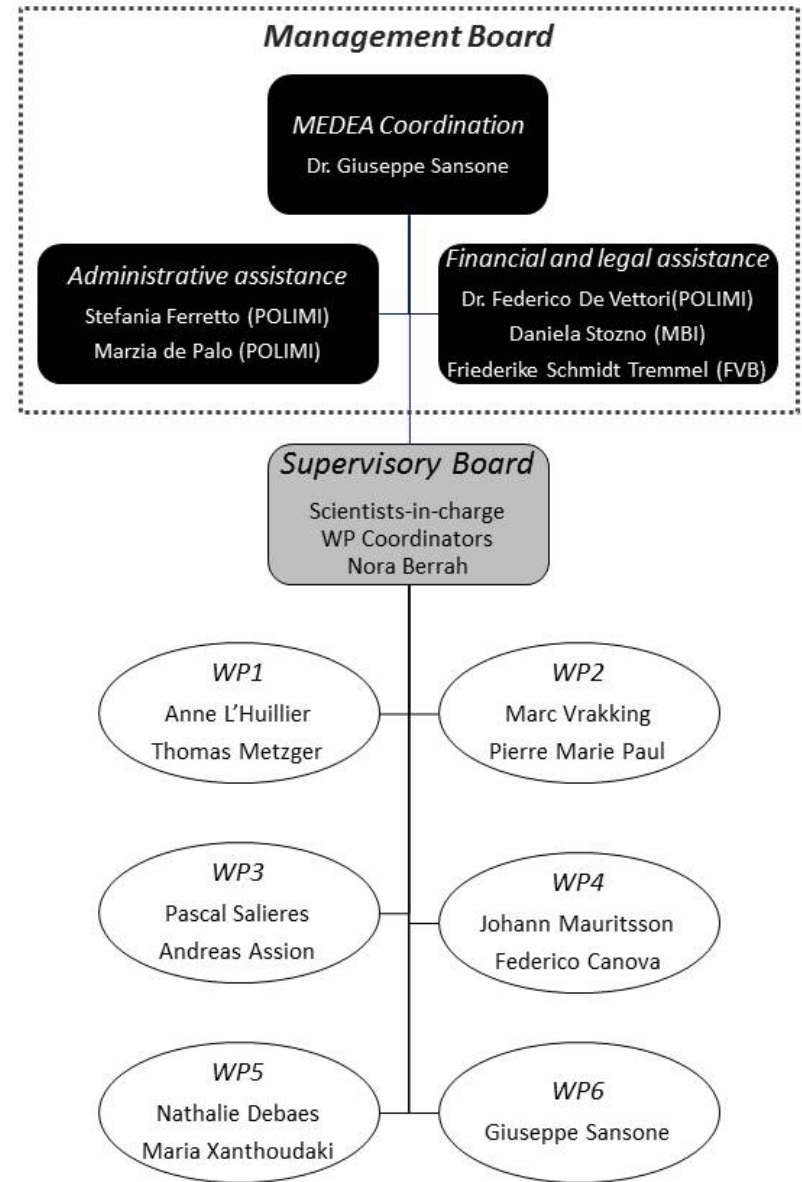
19th--20th January 2015

Max Born Institute

Berlin, Germany

Network structure

- 1) Coordinator
- 2) Administrative assistance
- 3) Financial and legal assistance
- 4) Supervisory Board
- 5) WP- Coordinators



MEDEA Structure

Network structure

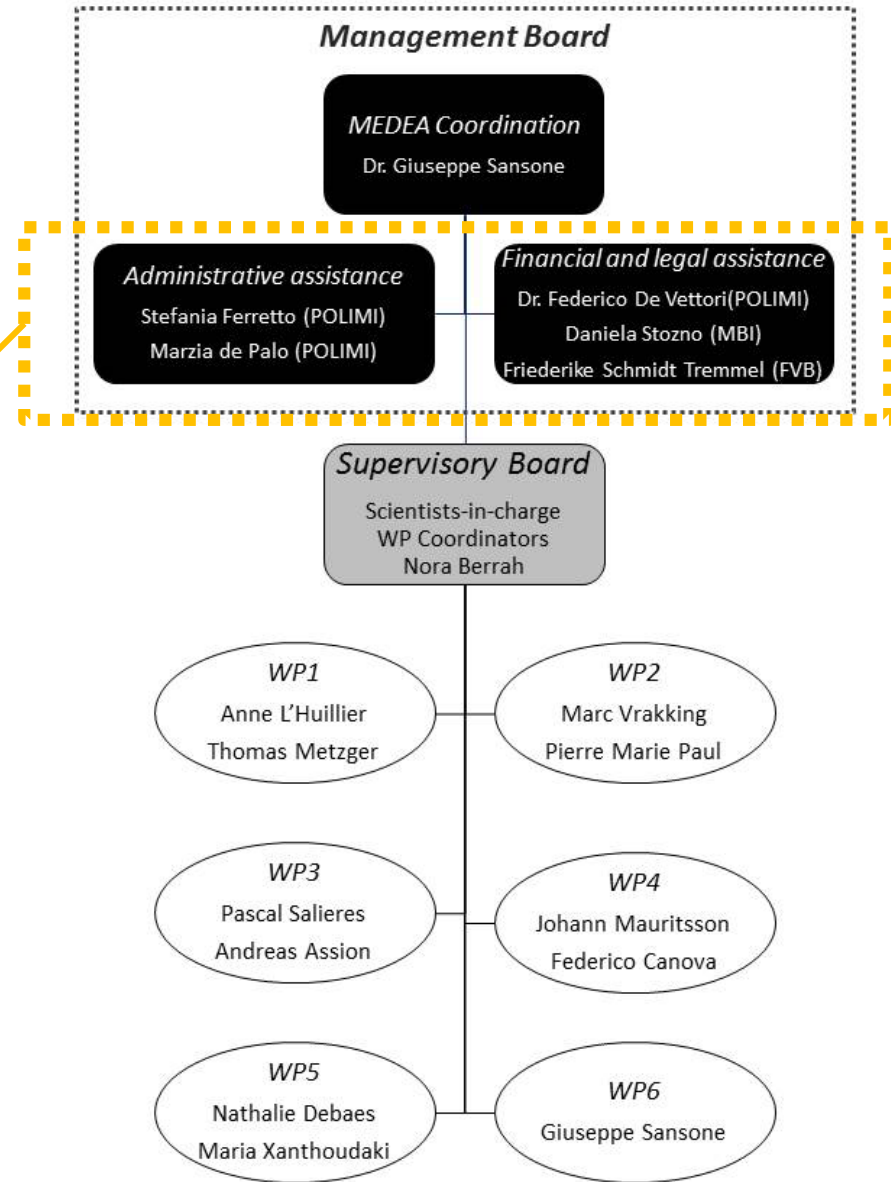
1) Coordinator

2) Administrative assistance

3) Financial and legal assistance

4) Supervisory Board

5) WP- Coordinators



Project manager and implementation team

MEDEA Structure

Supervisory Board: composition

Composition defined in the Grant Agreement (GA) and confirmed in the Consortium Agreement (CA):

- 1) Scientists in charge (beneficiaries and partner organizations) **(22)**
- 2) Workpackages Coordinators **(11)**
- 3) Prof. Nora Berrah **(1)**
- 4) Representative of the ESRs **(1)**

Supervisory Board: role

According to the GA:

The role of the SB is :

- ✓ to define those criteria that will ensure the excellent quality of the research training program and to monitor its progress.
- ✓ to select the invited speakers and sub-topics of the summer school on ultra-intense laser sources
- ✓ to define the program of the schools on communication and outreach skills and in innovation management
- ✓ to decide the list of video tutorials to be prepared and the program of scientific and transferable skills webinars that will be held in videoconference.
- ✓ to agree on common guidelines regarding the individual training of the fellows (e.g., the number of compulsory TSMs..)

Supervisory Board: vote

Rules defined in the CA:

1) Vote per participant

- Scientists in charge:
 - Each Beneficiary (1 vote)
 - Each Partner organization (0.5 vote)
- Workpackages Coordinators (0.5 x WP co-coordinator)
- Prof. Nora Berrah (1 vote)
- Representative of the ESRs (1 vote)

Total: 23

2) Decision making (change in the previous version of the CA)

- Majority of the votes taking part (or officialy delegated) to the Supervisory Board Meeting

Project manager and implementation

Project Manager: Federico De Vettori

Web-presence	Administration	Reporting	Communication with the partners
<i>Maurizio Contran</i>	<i>Marzia de Palo</i>	<i>Patrizia Guida</i>	<i>Stefania Mosca</i>
Setup web-page	Travel reimbursement for partner organizations	Collection of financial information about the partners	Email alerts to the partners for JJC's
Update web-page Upload pubblicazioni	Travel reimbursement for invited speakers	Collection of information about reporting status of recruitment	Email alerts to the partners and advertisement of webinars
Upload videoclip		Collection of information about reporting status of the outreach activities	Collection of videoclip from the partners
Upload Toolkit information		Collection of Toolkit information from the partners	Preparation of the Toolkit
Update information on the network activities			Collection of information for the LinkedIn group
Setup of LinkedIn group			Organization of the 2nd network even in Milan (Gennaio/Febbraio 2016) in collaboration with MUST (under the supervision of Federico De Vettori)
Maintenance and update LinkedIn group			Organization of network meetings
Starting videoconference for JJC's			
Starting videoconference for webinars			

Financial Strategy

Consortium Agreement (SB meeting tomorrow)

Recruitment strategy

According to the GA:

- ✓ Advertisement of ESRs positions on:
 - 1) host institution webpages and on international recruitment sites
 - 2) the Euraxess jobs website
 - 3) the network webpage and the LinkedIn group.

- ✓ Continuous monitoring of the recruitment deliverables by the coordinator (every three months)

- ✓ Selection committee formed by the *three supervisors* for each individual project.

Recruitment strategy

According to the GA:

- ✓ recruitment according to best practices (“European Charter for Researchers” and the “Code of Conduct for the Recruitment of Researchers” Gender equity; *two talks during this meeting*)
- ✓ Possibility for enrolling in a PhD program for ESRs employed in the private sectors (additional funds)

Tasks and activities for recruitment

Topic	Content	Groups involved	Deadline
1) Advertisement ESRs positions	Advertisement on host institution webpages and on international recruitment sites	All beneficiaries	The sooner the better !!
2) 1st Supervisors	Contact with 2nd and 3rd supervisors	All 1st supervisors	The sooner the better !!
3) Selection committees	Statistics of applications (gender equity)	All beneficiaries	Until completion of the recruitment
3) Selection committees	Template for evaluation of candidates	POLIMI-management	End-February
4) Advertisement ESRs positions	Advertisement on international recruitment sites Euraxess jobs website, network webpage LinkedIn group.	POLIMI-management	End-February

Career development plan

The purpose of the career development plan (CDP) is to organize and structure the training of each ESR

The CDP will contain:

- ✓ the research project title,
- ✓ the list of the network-wide and individual training sessions (at the host institution and at secondment locations),
- ✓ the list of Research Training Modules and Transferable Skills Modules
- ✓ the outreach activities
- ✓ a specific research goal for each year
- ✓ targets for research-related skills (such as writing articles and presentations), management skills, education skills (supervision of students and teaching opportunities), communication skills, and language skills.

The CDP will be drafted by the fellow and her/his (three) supervisors.

Tasks and activities for CDP

Topic	Content	Groups involved	Deadline
1) Template of CDP	Preparation of a template for CDP	WP4 Coordinators+ POLIMI management	28 February 2015
2) 1st Supervisors	Contact with 2nd and 3rd supervisors	All beneficiaries	The sooner the better !!

Risk management

Industrial developments:

High-repetition rate /High peak intensity lasers

- ✓ OPA/OPCPA technology (VENT and TRUMPF)
- ✓ Titane-sapphire based technology (AMPL and FEMTO)

Data acquisition and gas injection systems

- ✓ Digital vs analog detection systems (CAEN)
- ✓ High-repetition rate vs continuous atomic/molecular beams (PHOTEK)

Scientific developments:

Complementary characteristics of similar processes

- ✓ characterization of ultrafast dynamics in small molecules by coincidence measurements (MPIK and POLIMI)
- ✓ Non-linear XUV spectroscopy in different systems (MBI and FORTH)

Availability of beamtime at FELs

Good track record

- ✓ POLIMI and FREIB (2 and 3 beamtimes) at FERMI
- ✓ MPIK about 10-15% of the total amount of beamtime for user experiments at FLASH

Rescheduling of experiments at high-intensity HHG laboratories

- ✓ FORTH and MBI

Thank you for your attention!