

## **Administrative meeting IAP network P7/33 COOL - Minutes**

*Ghent, Tuesday November 5, 2013*

Present: Axel Cleeremans, Zoltan Dienes, Alain Content, Marcel Brass, Bruno Rossion, Philippe Peigneux, Patrick Haggard, Jan De Houwer, Régine Kolinsky, Tom Beckers (minutes), Véronique Feys (Belspo).

Axel Cleeremans opens the meeting at 13:00.

### **1. Website**

The website is live now, and looking good! Axel gets complimented for the very nice and functional website, everyone is really happy with it. The content needs to be fleshed out a little still, but all is basically in place.

All the PIs receive their login details at the meeting. Passwords need to be changed as soon as possible. All COOL members can modify their own info, add news items (PI meetings, WP meetings, external meetings of interest, papers, ...).

The website is also to be used as a repository for papers, presentations, ... so that we have an archive. Please upload everything as pdf. Documents can be set to be protected so that they cannot be downloaded. Axel can create additional accounts for new people. Everybody please check your information and change passwords in the next few days!!

Connected to this, everyone is reminded that all the papers that result from IAP support should be publicly available, at least as preprints.

The belspo representative suggests being careful with putting presentations in the public domain.

### **2. Annual report**

The annual report is due by the end of December. Everybody needs to send information about personnel (directly paid and indirectly related), by updating the excel sheet from the original contract. This information is to be sent directly to Angélique Bernacki at ULB. Also needed is a narrative scientific update, to be submitted by each WP leader, to Axel. The report is for use by belspo but also for use by the network itself, to see what progress is being made in the various WPs, e.g., for junior members.

Please also send information about networking activities that have taken place to Axel.

**Deadline:** all information is to be sent to Axel / Angélique by December 1<sup>st</sup>!

### **3. International partners**

Zoltan has hired a PhD student, as has Patrick. Patrick has had some difficulty getting the money transferred from ULB to UCLondon. Belspo also has not received the contract between ULB and UCLondon yet. Zoltan does not know whether payments between ULB and Sussex have happened. Apart from that, all is going fine. Patrick explicitly mentions that his student is very pleased to be part of the COOL network.

### **4. Advisory committee**

Axel will check the composition of the advisory committee.

### **5. Next Meeting**

The next annual meeting will be held in Leuven in November 2014. Apart from that, WP leaders will organise separate, often informal topical meetings on a rolling basis. Those should also be registered on the website, to keep track of networking activities. The exact format of next year's meeting will be discussed over dinner. The belspo representative mentions that it is important that the meetings are geared towards the junior members, who should have the opportunity to participate actively.

### **6. Varia**

The belspo representative reminds us to always inform belspo about the annual meetings. As for personnel, she reminds us that anyone paid on IAP funds needs to have at least 1-year contracts (of which less than one year can be on IAP funds)! The name of the local IAP promotor needs to be on the contract (also for postdocs)!

Belspo international office will soon send an e-mail concerning a call for returning postdocs grants and non-EU postdoc grants, with a deadline in February. Only IAP promoters can apply.

The meeting was closed at 13:37.