



Minutes of the TC2N Third Steering Committee

Caen – April 5th 2012

Participants:

Carine ALI: ali@cyceron.fr
Emilie CARON: emilie.caron@inserm.fr
Hélène CASTEL: helene.castel@univ-rouen.fr
Philippe CHAN: philippe.chan@univ-rouen.fr
Leslie CHEVALIER: leslie.chevalier@univ-rouen.fr
Serguei FETISSOV: serguei.fetissov@univ-rouen.fr
Maarten FRENS: m.frens@erasmusmc.nl
Darek GORECKI: darek.gorecki@port.ac.uk
Pietro GHEZZI: p.ghezzi@bsms.ac.uk
Jean-Claude LE MEVEL: jean-claude.lemevel@univ-brest.fr
Alexis LEBON: alexis.lebon@univ-rouen.fr
Isabelle LIHRMANN: isabelle.lihrmann-bisson@univ-rouen.fr
Damien SCHAPMAN: damien.schapman@univ-rouen.fr
Omar TOUZANI: touzani@cyceron.fr
David VAUDRY: david.vaudry@univ-rouen.fr
Denis VIVIEN: vivien@cyceron.fr
Olivier WURTZ: olivier.wurtz@univ-rouen.fr

Apologies received from:

Myriam BERNAUDIN: bernaudin@cyceron.fr
Ivor EBENEZER: ivor.ebenezer@port.ac.uk
Peter HOEKSTRA: p.hoekstra@accare.nl
Charles TYLER: c.r.tyler@exeter.ac.uk

- **Introduction (3:30 pm – 4:00 pm)**

Following a brief review of the aims of the project by David Vaudry, Eric MacKenzie presented an overview of the Neuroscience research community in Caen.

- **Administrative & Financial aspects (4:00 pm – 6:30 pm)**

The following administrative and financial aspects of the activities have been discussed:

- **The partnership agreement update**

An update of the partnership agreement (PA) has been presented. The signature collection for the PA began on October 24th 2011 and finished on December 19th 2011.

- **The FLC recruitment update**

According to the data available, only 5 partners have recruited their First Level Controller. The other partners have to recruit their own FLC as soon as possible to be ready for the next expenditure claim.

- **The first and the second payment claims update**

We are currently below our expected expenditures for the reporting period. In fact, including the first and second ERDF claims, we claimed only 10.1 % of the budget so far, instead of 24.07 % that we were supposed to.

In order to compensate this accumulated spending delay, we should declare around € 1 000 000 of expenditures for the next claim.

All Partners have been reminded that they should send to the Coordinator the financially verified documents of claims **before September 1st, 2012**. All the documents received after this date will be included in the next ERDF claim. It has also been reminded that each partner must provide its auditor an activity report that will be used to check the appropriateness of expenditures with activities conducted.

Following requests from some partners, a budget modification with a 3 month no extra cost extension of the project duration will be requested from the Interreg.

- **16th Annual Meeting of the LARC-Neuroscience network**

The 16th Annual Meeting of the LARC-Neuroscience network will be organized on November 9th, 2012, in Portsmouth, UK by Darek Gorecki, Frank Schubert and their colleagues.

Darek Gorecki presented the program of the meeting and made us aware of some difficulties concerning the financial aspects involving combined funding from the TC2N and LARC.

Alexis Lebon is developing an online registration and an abstracts submission system to help the management of this congress. This system will be online by the end of May.

- **Activities over the last 6 months and projections for the next 6 months**

Several activities conducted over the last 6 months have been presented. Some of the activities planned for the next 6 months have also been introduced. It has been reminded that each activity should be reported on the TC2N website.

- **Research projects and people exchange**

The research projects are now fully operational and some planned personnel exchanges occurred. The process should be increased and colleagues should communicate personnel exchanges their activities on the TC2N website as this is an important aspect of the project.

- **Recruitments**

Nine new staff members have already been recruited across the Network. For each recruitment conducted in the context of the TC2N Interreg project, members should send the lead partner a short description to be included in the News section on the website and/or the LARC-Neuroscience newsletter. For those who have not done it yet, it is still time to do it.

- **Communication plans for the TC2N project**

Interreg requested a description of our communication plan (with logos and pictures) at the beginning of February 2012. Interreg reminded us several times of the importance of the communication activities on the project. Every team must contribute to this aspect. The easiest way to do it is to post news on the TC2N website as often as possible.

A USB key with the TC2N logo has already been ordered by INSERM. Other publicity items will be developed soon.

Bilingual Neuroscience Letter has started to be published since the beginning of the year, and a Twitter page has recently been created: <https://twitter.com/#!/TC2N>. Members are welcome to contribute to this account.

- **Development of the TC2N and LARC-Neuroscience websites**

David Vaudry and Alexis Lebon presented the TC2N and the LARC-Neuroscience websites. It is important that every team uploads its deliverables onto the TC2N website. Members who do not have an account and/or do not appear on the TC2N participants' list should contact Leslie Chevalier or Alexis Lebon. An English version of the LARC-Neuroscience website is being prepared and the contribution of the British partners in developing the text will be requested.

- **4th Steering Committee (and the following)**

The **fourth Steering Committee** will take place in Portsmouth, November 8th 2012, before the 16th Annual Meeting of the LARC-Neuroscience network.

The 5th Steering Committee could take place in spring 2013 in Exeter. This has been discussed with Charles Tyler recently.

David Vaudry indicated that he and Serguei Fetissov would like to organise the 17th LARC-Neuroscience meeting in Rouen and proposed that the 6th Steering Committee takes place in Rouen in October 2013, just before this meeting.

Peter Vandenaabeele proposed previously that the 7th Steering Committee could take place in Gent (as well as the final conference).

- **6:30 pm**

At the end of the Steering Committee meeting, a visit of the Cyceron Center has been organised.