**Horizon 2020 – 1st February 2016**

**Present**: Stephen Haywood, Branwen Hide, Steph Rankin, Chris Lowe, Linda Cornwall, Fergus Wilson, Sajan Easo

**Apologies**: Katie Ward

All PPD Bid material can be found at:

[**https://twiki.pp.rl.ac.uk/twiki/bin/view/Main/PpdBids**](https://twiki.pp.rl.ac.uk/twiki/bin/view/Main/PpdBids)

**Introduction**

*See Stephen’s slides.*

Stephen:

* Reminded people of **PPD procedures** for Bids.
* Indicated **current PPD Bids**. We did not go through this, due to the lack of attendees.
* Referred people to Branwen’s useful **training session** on 18 Jan 2016.

**H2020 News from Branwen**

*See Branwen’s slides.*

Branwen:

* Stressed the importance of completing **time-sheets** correctly – this is ESSENTIAL for anyone expecting to claim from the EU.
* Highlighted up-coming **training opportunities.**
* Went through issues associated with **costing** projects.

All H2020 managers should have received an email from Branwen about **time-sheets** – action is needed from both Travelers and Managers. Time-sheets are extracted from OTL in Oracle.

Since Jan 2015, new procedures mu8st be followed whereby both Travellers and Managers must sign time-sheets. Time recorded should be “true” and Travellers should be able to demonstrate evidence to support their bookings eg agendas of meetings, travel information (see below), Calendar bookings.

One should book actual hours. Nevertheless, be aware:

* If one books less than the expected hours, the project will bring in less income than expected and PPD will have to fund more than expected of that person’s time on other projects, causing the cost of PPD effort to increase above expectations.
* If one books more than the expected hours, the project can only bring in the expected income and the project will make a loss.

Branwen will run **drop-in sessions** for H2020 – information will be circulated.

For travel by **Taxis**, just follow normal STFC procedures.

Travellers must keeping **boarding-passes**.

All **documentary evidence** associated with travel should be sent to SBS when submitting claims.

**PPD Projects**

LHCb are considering a project on photo-detectors.

SJH 7/2/2016