

EU RESEARCH PROJECTS IN PROGRESS

PRACTICE AND EXPERTISE NETWORK

REVIEW OF MEETING 12TH FEBRUARY 2013

1) Round Robin

Each attendee introduced themselves and gave an update of their project status. The Meeting welcomed guests from the ETATMBA project from Malawi who were visiting Anne-Marie Brennan.

2) Timesheet discussion

The group was split into 4 subgroups and given the task of discussing common problems with the current timesheets process and asked to come up with 3 potential solutions to the problems.

A collated summary of common problems and solutions include:

Key problems

- Incompatibility of academic work patterns with timesheet requirements and time recorded
- Reconciling real hours to budgeted hours
- Admin time required to complete – especially for academics with multiple EU projects
- Current Timesheet culture – lack of understanding delayed completion, current system not user friendly
- Issues regarding Authorisation
- Delay in submission and errors

Potential Solutions

- Formal document clarifying concisely the requirement and process for timesheet completion
- Personalised IT method of recording timesheets that is well understood by individuals completing them . An IT solution, that profiles the individual not the project
- Confirmation of who can sign staff timesheets and accepted delegation of authority
- Training and briefing on timesheet requirements

An in depth discussion was then had about Warwick's take on the EU Timesheet requirements to try and establish the process parameters to allow us to initiate work on an IT based solution eg. whether timesheets must feature daily hour logs, delegate authority etc.

However it was decided that a working group representative of all faculties should be establish to define the parameters and process, feedback to the group and then imitate potential IT solutions. Nikki Lindsell, Business Analyst from I/T services agreed to support the network in this endeavour.

Volunteer Working group consists of:

Lindsell, Nikki Nikki.Lindsell@warwick.ac.uk
Klaassen, Katie <K.Klaassen@warwick.ac.uk>;
Gardner, Nicola (Nicola.Gardner@warwick.ac.uk);
Burrell, Yvonne <Y.L.Burrell@warwick.ac.uk>;
Price, Martin (M.R.Price@warwick.ac.uk);
Ranger, Deborah <D.A.Ranger@warwick.ac.uk>;
Brennan, Anne-marie <A-M.Brennan@warwick.ac.uk>;
Foster, India' <India.Foster@warwick.ac.uk>;
Davis, Eleanor <Eleanor.e.davis@warwick.ac.uk>

3) Introduction to new IDA RSS IT system under development

Carole and Tom introduced themselves and gave a brief outline of the current work on developing the new RSS all in one IT system. It is believed that it may be possible to integrate an online timesheet system into this interface. This would be part of the Post aware phase. Development of this phase is due to start in the summer of 2013. However the network would need to first agree their requirements. A requirement spec would be needed by May.

The network agreed to first establish the requirements and then reconvene with Tom and Carole, if suitable, to see if the system could accommodate the Timesheet requirements.

4) Website Update

The Website Working Group updated the network of the changes to the PiPs website. It has been updated to represent the group collectively. New sections include:

About Us – Mission Statement, Contact Us, Project list and Cultural Tips – *It was agreed that people are happy with the level of personal contact detail on these pages.*

Bid Support (on-going development of this section)

Resources – secure area (on-going development)

Join Us – interested parties are now asked to join the network to ensure an up to date membership list

Events – secure area listing events and minutes from the meeting. This section is secure to ensure confidentiality.

5) Admin

A new PiPs email has been set up : PIPS@warwick.ac.uk which is used on all marketing. It was suggested that a secretary be nominated to check the email account and forward relevant email. Faye had volunteered previously and as there were no other volunteers the organisers will check to see if she is still willing.

6) Planning for next meeting

Nominated organisers: India Foster, Anne-Marie Brennan, Anna Boneham.

The meeting will more than likely focus on *Document Retention* requirements for audits etc.

The Timesheet working group will look to feedback at the meeting after next.