

<b>1. INTRODUCTION</b>	<b>3</b>
1.1. Concepts of A European Network of Excellence	3
1.2. Aims of Procedural Policies	3
<b>2. NETWORK OBJECTIVES</b>	<b>3</b>
2.1. The Technological Road Map	4
<b>3. MEMBERSHIP APPLICATIONS</b>	<b>4</b>
3.1. Membership	4
3.2. Non-EU Membership	5
3.3. Task Group Membership	5
<b>4. MONET MANAGEMENT</b>	<b>5</b>
4.1. Terms of Reference	5
4.1.1. Steering Committee	5
4.1.2. The Co-ordinating Node	6
4.2. Grievances and Complaints	7
<b>5. FINANCIAL MANAGEMENT</b>	<b>7</b>
5.1. Overall Network Finance	7
5.2. Task Group Budgets	7
5.3. Financial Claims	7
5.3.1. General Guidelines	7
<b>6. NETWORKING ASPECTS</b>	<b>8</b>
6.1. Communications	8
6.1.1. Communications Channels	8
6.1.2. Response Times	8
6.1.3. Internet	9
6.1.4. Teleconferencing	9
6.1.5. Newsletter	9
6.2. Steering Committee Meetings	9
6.3. Reporting Procedures	10
<b>7. EXPLOITATION &amp; DISSEMINATION ACTIVITIES</b>	<b>10</b>
7.1. Publicity	10
7.2. Conference and Workshop Presentation	11

<b>7.3. Other Members Activities</b>	<b>11</b>
7.3.1. Information Dissemination	11
7.3.2. Technological Transfer	11
<b>7.4. Intellectual Property Rights</b>	<b>11</b>
<b>8. CONTRACTUAL OBLIGATIONS</b>	<b>11</b>
<b>9. ANNEX 1 – EXPENSES CLAIM FORM</b>	<b>12</b>
<b>10. ANNEX 2 - MEMBERSHIP APPLICATION FORM</b>	<b>13</b>

## 1. Introduction

### 1.1. Concepts of A European Network of Excellence

1) A Network of Excellence is designed to bring together industry, users, universities and research centres with a common Research and Technological Development (RTD) objective. Networks of Excellence can be particularly beneficial for groups and institutions in outlying regions through the channels they provide for training, technology transfer and access to expertise and resources.

2) Networks of Excellence aim to group RTD teams from industry, universities and research centres with common long term technological goals, co-ordinating their research as well as their training and technology transfer policies. The Task Groups that constitute the "nodes" of this Network of Excellence possess collectively a critical mass of expertise in all disciplines needed to contribute to the attainment of the common goals. A Network of Excellence shall be open to all organisations working towards the same goals wherever they may be situated in Europe.

3) A Network of Excellence defines a vision of the future in the technological area it addresses and should establish a "technological roadmap" for the Research and Development that will lead to the fulfilment of the vision. Such a strategy-plan should provide a framework in which the projects of the different Task Groups of the Network could fit. Also the connection between the Members of the Network means that access to any Member, facilitates access to the resources of the whole Network - know-how, special skills or material resources. Thus, European industry wherever it may be located, can have access to an entire Network by accessing any one of its Members or by accessing the online information resource provided by the Network. Within the strategy-plan the Network adopts concrete activities to achieve their objectives such as creating and maintaining a dynamic Research and Development strategy based on user needs and market trends, acting as clearing houses for research results and also promoting personnel exchanges between industrial and academic nodes so as to ensure continued training and technology transfer.

Adapted from definitions given by CEC at:

<http://www.cordis.lu/esprit/src/nets.htm>

### 1.2. Aims of Procedural Policies

1) The Policies and Procedures handbook is designed to act as a quick reference to Members who wish to clarify certain aspects of the operation of MONET. The information given often reflects the views of the European Commission. Other policies are a result of management decisions made purely within MONET itself and some are developed from recommendations made in the report "Evaluation of the Concept of Networks of Excellence - Final Report" available from the European Commission.

2) If you have any comments please contact the MONET Administration at:

**MONET Project Office  
Department of Computer Science  
University of Wales, Aberystwyth  
Aberystwyth  
Ceredigion  
SY23 3DB  
United Kingdom.**

**E-Mail: [monet-admin@aber.ac.uk](mailto:monet-admin@aber.ac.uk)**

## 2. Network Objectives

1) The MONET Network has the following main objectives in the technological area of Model Based Systems and Qualitative Reasoning (MBS & QR):

1. To demonstrate that (and how) the application of MBS & QR methods can enhance the capacity of European industry to innovate and compete effectively.

2. To transfer MBS & QR methods into industry and public sectors on a targeted basis.
3. To demonstrate that the success in applying MBS & QR technologies in one sector is transferable to others.

2) The Network will be controlled by the Co-ordinating Node, based in the Department of Computer Science at the University of Wales, Aberystwyth. The structure of the Network includes four dedicated research Task Groups, these are as follows;

1. Automotive Task Group.
2. Bio-Medical Task Group.
3. Education and Training Task Group.
4. Fault Detection and Diagnosis (or 'BRIDGE') Task Group.

## 2.1. The Technological Road Map

1) One of the recommendations of the European Commission evaluation of the Networks of Excellence was the introduction of a *Technological Roadmap*. Each Task Group will prepare their own section of the Technological Roadmap and these sections will be compiled by the Co-ordinating Node. The Technological Roadmap can then be used as a means to identify the goals and direction of the technological community, as well as being used as a method of self assessment and a gauge to the progress of the Network.

2) The Technological Roadmap shall include:

- a) An analysis of business trends on a global scale with an outlook on the future scope and impact of the technology.
- b) A review of the current status of the technology, with a survey of the present research and development fields. Successes and failures should be treated with equal emphasis giving indications of the overall benefits and exploitable outcomes.
- c) Recommendations for research, possible target areas and technological challenges.
- d) A demonstration of where and how the Network of Excellence will play an important or decisive role in the future development of the technology.
- e) An action plan with physical milestones which illustrates the Network's methods for progression and achievement and demonstrates the integrity of the forecast.

3) The Technological Roadmap could forecast the development of the technology for up to ten years.

4) A copy of the current Technological Roadmap is available on the MONET Website.

## 3. Membership Applications

Members are required to be legal institutions as the European Commission and consequently MONET does not recognise individuals as Members of a Network of Excellence..

### 3.1. Membership

1) All research or industrial organisations with activity in MBS & QR are eligible to join the Network by submitting the following for approval by the Co-ordinating Node:

- a) A Membership Application form (Annex 2).
- b) An Institutional CV.

2) Members will gain access to MONET resources, events and information and be kept informed of relevant advancements.

3) The success of MONET relies heavily on the commitment and participation of its Members. Members will be encouraged to contribute to the Network and be active in the advancement and the achievement of the goals of MONET by providing suitable information to support MONET in its obligations to the European Commission and fellow Members of the Network. Members will achieve this

by deciding to become active in one of the Networks Task Groups (see section 3.3 Task Group Membership).

4) A Member is requested to publicise the Network and make efforts to contact and establish new links with industrial, research and academic establishments.

### **3.2. Non-EU Membership**

1) MONET allows and encourages the forging of links with high calibre national & international organisations worldwide.

2) All non-EU Member institutions wishing to join MONET can apply through the normal methods. Each case will be considered on its own merits.

3) Non-EU Member Institutions will have access to the full range of MONET informational resources and may be members of a MONET Task Group, however they are not eligible to apply for any funding from MONET.

### **3.3. Task Group Membership**

1) If a Member wishes to, they may join a MONET Task Group. A simple online application will be made to the Co-ordinating Node.

2) If a Member wishes to join a Task Group and claim expenses associated with attending Task Group Meetings, they must become a contracted member of MONET. For a copy of the contract and all relevant information please contact the MONET Administration.

3) The Task Groups will not be closed to applicants. Any Member who wishes to become active will be encouraged to do so. Once a Member joins a Task Group they may claim expenses associated with attending Task Group Meetings. See Section 5.3 on permitted expenses.

## **4. MONET Management**

### **4.1. Terms of Reference**

#### 4.1.1. Steering Committee

1) The Committee will perform a strategic planning function and undertake the task of setting the frame of reference of the Network, in particular it will:

- a) Define the common long term goals, including the development of the Technological Roadmap.
- b) Define the strategy for the achievement of the goals, including the production of the Action Plan.
- c) Monitor the milestones in the Management and Action plans and all other goals set for / by Co-ordinating Node and Task Groups.

2) The Committee will not play any major role in the affairs of the Task Groups but will oversee their operations and procedures, monitor progress and ratify any major decisions.

#### 4.1.1.1. Membership

1) The Steering Committee will be composed of at least:

- All MONET Director's (A representative of which will Chair the Meetings).
- The Leader of each Task Group.
- Two further persons with Industrial expertise in the field of MBS & QR.

2) The Network Co-ordinator and Network Administrator will also be non-voting members.

#### 4.1.1.2. Meetings

1) The Steering Committee will meet face-to-face at least twice a year and use e-mail and other means to keep in contact between meetings.

#### 4.1.1.3. Feedback

1) The Steering Committee will encourage feedback from the Network, especially regarding strategy and planning. It may revise its policies based on information received via the Co-ordinating Node if it would better the aims of the Network.

#### 4.1.2. The Co-ordinating Node

##### 4.1.2.1. Management and Administration

1) The Co-ordinating Node will be responsible for the running of the Network. The Co-ordinating Node will supply the Network Directors (part-time), a Network Co-ordinator (full-time) and a Network Administrator (full-time). One of the Directors or the Co-ordinator will Chair the Steering Committee meetings.

2) The Co-ordinating Node will be responsible for specifying duties and for the management of the two full-time Network staff.

3) To ensure the democratic running of the Network the Co-ordinating Node has control over the running of the Network but it can be influenced in all directions by the Task Groups.

4) A powerful network server at the Co-ordinating Node is available to support the information services. The Co-ordinating Node is responsible for the delivery of information storage and supply services to the Network via electronic communications. In particular for the implementation, maintenance, backup, access control and security of the on-line services.

5) The Co-ordinating Node is further responsible for the distribution of data, materials and software via electronic or postal means as required.

6) The Co-ordinating Node will monitor all expenditure. If it appears that financial resources are becoming limited, temporary budgets may then be imposed and reviewed at regular intervals.

7) The Co-ordinating Node will be responsible for managing the budget of the Network and will monitor the expenditure of all funds. The Co-ordinating Node has the power to transfer monies between notional budget categories in order to maximize the effectiveness and benefits of the funding.

##### 4.1.2.2. Directorship

1) The Directors should be considered as trustees of the contract between the Network and the Commission.

2) Directors must be Members of the Co-ordinating Node to allow adequate financial and administrative jurisdiction and in most circumstances a Director will be delegated as the Steering Committee Chairperson.

##### 4.1.2.3. Network Co-ordinator

1) The Network Co-ordinator is the Co-ordinating Node representative on all Task Groups and a non-voting member of all Task Groups. This policy is adopted to ensure the Co-ordinating Node is fully aware of and has control over the direction of the project.

2) The Network Co-ordinator will be responsible to the Directors and will co-ordinate the operation of the Network and will be supported by the Network Administrator. It is intended that the Network Co-ordinator will be mobile throughout Europe. For the Co-ordinator, this mobility can thereby ensure good contact with Members' work and concerns and investigate potential new Members and opportunities with regard to MBS & QR. The Co-ordinator can also ensure good contact with the Task Groups, to encourage and assist them wherever possible and encourage input to the Network from Members who are not in Task Groups.

3) The Co-ordinator will be responsible for:

- a) Promoting the Network, overseeing design.
- b) Production and distribution of all Network communications and publicity.
- c) Liaising with the Task Groups and Steering Committee.
- d) Overseeing Network events and initiatives in both academic and industrial contexts.
- e) Monitoring the budget.
- f) Preparation of review and proposal documents.
- g) Scheduling and monitoring of Network plans.
- h) Representing the Network within the Network of Excellence structure.

#### 4.1.2.4. Network Administrator

- 1) The Network Administrator will provide administrative support to the Network, primarily at the Co-ordinating Node but also to the Steering Committee and Task Groups as required.
- 2) The main duties span secretarial and office administration including:
  - a) Maintenance of all Membership records and communications.
  - b) Organising and recording of Co-ordinating Node, Steering Committee meetings and where necessary, Task Group meetings.
  - c) Distribution of information and publicity.
  - d) Updating of the Network website and associated databases.
  - e) Any administrative support to Network Members' initiatives as agreed.

## 4.2. Grievances and Complaints

- 1) If any member has a grievance, complaint or problem in relation to Membership, adopted policies and procedures or any MONET related service they should first inform the Network Co-ordinator at the MONET Administration address. If the problem cannot be satisfactorily resolved at this level, the complaint will be referred to the Steering Committee for a hearing at its next meeting.
- 2) Complaints will be treated in confidence and reasonable action will be taken to resolve any problems raised.

## 5. Financial Management

### 5.1. Overall Network Finance

- 1) The responsibility of the overall Network financial arrangements, together with the submission of suitable annual cost reports to the Commission, lies with the Co-ordinating Node under the general supervision of the Network Directors.

### 5.2. Task Group Budgets

- 1) Task Group Leaders have overall control of their own budget (within the remit of the Description of Work), but it is envisaged that the Co-ordinating Node will carry out the organisation of the activities.
- 2) The Co-ordinating Node has overall responsibility for the budget; therefore Task Group Leaders must inform the Co-ordinating Node of any expenses they plan before they are incurred.

### 5.3. Financial Claims

#### 5.3.1. General Guidelines

- 1) All travelling expenses must be agreed prior to claim.
- 2) The Co-ordinating Node request that all expenses be submitted within 3 months of the date the expense was incurred.
- 3) Expenses will be paid on the basis of ACTUAL costs subject to the constraints laid out below.
- 4) All claims must be supported by documentary evidence appropriate for the type of claim. For example, expenses must be supported by receipts.

5) Travel expenses will be paid at the following rates:

- a) Flights: Economy class.
- b) Rail: Second class or equivalent.
- c) Car: Variable rates per kilometre. Please contact the Co-ordinating Node.

6) Subsistence costs should not be unnecessarily high or extravagant. What constitutes a high or extravagant cost will be decided upon by the MONET Co-ordinating Node and a potential claimant must consult the Co-ordinating Node before claiming or incurring the cost.

7) Claims for finance should be made on the standard form as given in Annex 1.

## **6. Networking Aspects**

### **6.1. Communications**

1) The nature of the setup and co-ordination of a European Network of Excellence requires that communication levels must be of the highest quality and be as fast, reliable and efficient as possible.

2) Communication channels are especially important for the management structure. Physical meetings are expensive and time consuming for members who are separated throughout Europe. It is therefore imperative that Task Group members are easily and cost effectively contactable.

3) All Members of MONET are to supply the following:

- a) Telephone / Fax Numbers.
- b) Full surface mail address.
- c) Electronic mail address.

4) Occasionally the addresses of Members may be published in the Newsletter, website and other related documents unless otherwise directed by the Member. The addresses will be logged and stored at the Co-ordinating Node to be used as the official MONET mailing list. The list is confidential and will not be circulated or sold.

#### **6.1.1. Communications Channels**

1) The MONET Administration and in particular the Network Co-ordinator should be at the centre of all communications. As a member of all Task Groups the Network Co-ordinator must receive a copy of all important or relevant correspondence. This will assist with reporting procedures as well as co-ordinating duties within the Network.

2) Due to the financial limitations the general day to day communications between Steering Committee and Task Group members should be conducted as cost effectively manner available, such as with the use of e-mail, telephone, fax etc.

#### **6.1.2. Response Times**

1) Network Members and especially Steering Committee and Task Group members should be aware of the necessity to act promptly on any MONET correspondence that requires a response. In some situations response deadlines will be given with the communication.

2) At most, correspondence should take no more than ten working days to respond to. In unavoidable situations such as absence from the address, provisions should be made to acknowledge receipt of the correspondence with an estimated time for response.

3) If action is required and no response is received within the allotted time, the response will be deemed to be positive on expiry of the deadline.

### 6.1.3. Internet

1) The Internet provides an efficient and, for some institutions, a free method to communicate and publicise material. MONET provides a World Wide Web service to its members for the explicit use of MBS & QR technology. This includes "a chat room" for on-line discussions. The full web service can be found at:

<http://monet.aber.ac.uk>

2) The website is as secure as possible and Members will be issued with a suitable password to enable entry to the Member only areas which comprise contact addresses, project descriptions, results of MONET sponsored surveys, Members reports and repositories of information, etc.

3)

### Important Notices

**The Web server is policed as effectively as possible at the Co-ordinating Node. If, however, any Member is aware of any breaches in security or confidentiality or of any unlawful act, including malicious mail, the spreading of computer viruses and/or infringements of Intellectual Property Rights, they must inform the MONET Administration IMMEDIATELY.**

**The information provided at the URL <http://monet.aber.ac.uk> (and other pages by MONET) is under its own responsibility and not that of the University of Wales, Aberystwyth. Similarly, any opinions expressed are its own and are in no way to be taken as those of UWA. MONET or UWA will not be held responsible for any damage incurred or information lost as a direct result of blatant misuse or malicious breaches of security at the MONET website.**

### Unauthorised Access is Prohibited and Liable to Prosecution.

4) For more information concerning the use of the MONET web site please contact the MONET Administration.

### 6.1.4. Teleconferencing

1) Teleconferencing can provide a very cost effective way of holding meetings. MONET encourages the use of this technology in appropriate circumstances.

2) MONET is unable to provide financial support for the procurement of hardware for teleconferences. However service charges will be seriously considered in place of allowable meetings travel and subsistence costs subject to prior approval.

### 6.1.5. Newsletter

1) MONET publishes a regular newsletter to enable Members to informally discuss and publicise events, projects, managerial aspects and other issues of interest to MONET and the MBS & QR community.

## 6.2. Steering Committee Meetings

1) The quorum of any Steering Committee meeting shall be the Chair (or deputy) and 50% of the remainder of the Board. Non-voting Members do not count towards the quorum.

2) The calling of an extra-ordinary Steering Committee meeting can be from any Member at any time. The Chair, after discussions with the Committee, will have the final decision as to its requirement and timeliness.

3) The caller of the meeting is responsible for formulating and distributing an appropriate agenda at least two weeks before the meeting date.

- 4) The venue of any meeting will be at the discretion of the Chair following discussion with the Committee.
- 5) Comprehensive minutes must be taken at any meeting and copies circulated.
- 6) The Steering Committee should convene at least twice a year to discuss and review MONET issues.

### **6.3. Reporting Procedures**

- 1) The Network has a binding contract with the European Commission as well as commitment to deliver an improving service to its Members. To satisfy both criteria it is necessary to produce internal and external progress reports for accountability to the European Commission.
- 2) The Co-ordinating Node is responsible for delivering the periodic progress reports to the European Commission. The information for the reports is to be gathered from Members, Task Groups and other MONET Activities. It will then be collated and published as a consolidated report, which should cover the following areas:
  - a) Scientific & Technical Performance:
    - A summary of the objectives of the Task Groups over the last reporting period. Including an overview of the progress made with descriptions of the main results.
    - Comparisons of actual activities with those planned at the beginning of the project both in terms of content and time schedules. Any discussions should be accompanied with recommendations on how to correct any discrepancies.
    - Descriptions of the Task Groups intended activities over the next reporting period.
  - b) Exploitation and dissemination:
    - List of contacts made with potential users and new Members of MONET.
    - Describe any comments given by these contacts which could influence future action plans both for the individual Task Group and MONET as a whole.
    - List any publication / conference / workshop activities which have been attended by or as a result of MONET membership.
  - c) Managerial Aspects:
    - Any comments or information on MONET co-ordination activities such as communications between Task Groups, meetings, conference attendance, possible co-operation with other projects and / or national or European programmes.
  - d) Technological Roadmap:
    - The developments and / or amendments of the technological roadmap as defined in Section 2.1.

## **7. Exploitation & Dissemination Activities**

### **7.1. Publicity**

- 1) The success of MONET will be reflected in the increase in Membership as the Network evolves. Obtaining a captive audience with which to publicise the benefits of MONET is not always achievable. MONET can therefore provide OFFICIAL publicity material for circulation. Members will be supplied with and require no permission to distribute any official MONET Publications, as supplied by the Co-ordinating Node (e.g. Newsletters).
- 2) Other useful methods for increasing the circulation of knowledge concerning the technology and the existence of MONET is by advertising via journals, periodicals, newspaper articles, magazines articles etc. However, should any member wish to author such articles for such media, express permission must be sought from the Co-ordinating Node. Any article in question will require to be reviewed and the target media vetted for suitability.

## **7.2. Conference and Workshop Presentation**

1) Presentations are generally carried out at workshops, conferences, seminars or by invitation to interested parties, i.e. industrial or academic institutions. Members do not require permission to participate in these functions as it is seen as the remit of Members to publicise the benefits of MONET.

2) MONET Members are, however, required to register their intention to carry out such activities with the MONET Administration as soon as an official date has been arranged. A brief follow up summary should be submitted following the presentation highlighting any successful contacts. This will supply valuable feedback to the MONET management and assist in review procedures.

## **7.3. Other Members Activities**

### 7.3.1. Information Dissemination

1) Members are actively encouraged to organise workshops, conferences and forums within which to demonstrate the effectiveness of the technology via the dissemination of research papers and industrial application results.

2) For suitably organised and timely events funding is available as described in Section 5.

### 7.3.2. Technological Transfer

1) Members in the position to offer collaborative projects, industrial placements, Ph.D. studentships, Post-Doctoral Fellowships, contractual projects, sponsorship etc. are encouraged to use the Network for advertising and establishing contacts.

## **7.4. Intellectual Property Rights**

1) MONET acknowledges the necessity to disseminate information within the community. The information will, in the main, be submitted to MONET from its members.

2) Any information submitted is with the understanding that such information could become public domain unless otherwise agreed. If Copyright, Designright or Patents already exist on any of the information, software or other items submitted then MONET must be supplied with all the necessary information at the time of submission.

3) The (European Commission) Network of Excellence contract protects any existing IPP and ensures it stays with the Member.

4) The Copyright of all official MONET publicity material remains with MONET and the European Commission until otherwise notified.

## **8. Contractual Obligations**

1) When a party joins as a Member of MONET it should be with the understanding of the contractual obligations that have to be met to satisfy the requirements of the financially governing body as well as fellow Members.

## 9. ANNEX 1 – Expenses Claim Form

A copy of this form is available online at <http://monet.aber.ac.uk>

Name:	
Organisation:	
Event / Location:	
Dates:	

Note. Expense Types are:

- Accommodation.
- Travel – (specify) Flight / Train / Car hire / Other.
- Food / Meals.

Expense type:		Amount:	
Details:			
Expense type:		Amount:	
Details:			
Expense Type:		Amount:	
Details:			
Expense Type:		Amount:	
Details:			
		Total:	

### Bank details:

Tick if MONET already has your Bank Details:	<input type="checkbox"/>
Bank Name:	
Bank Account Name:	
Bank Account Number:	
International Bank Code:	
Bank Sorting Code: (UK)	
Signature:	
Date:	

**10. Annex 2 - Membership Application Form**

A copy of this form is available online at <http://monet.aber.ac.uk>

Organisation Legal Name			
Departmental Name			
Organisation Full Address			
Main Contact Name		Telephone Number	
Email Address		Fax Number	
Scientific Contact Name		Telephone Number	
Email Address		Fax Number	
Additional Contacts		Telephone Number	
Email Address		Fax Number	
Do you wish to be an active Task Group Member?		Yes / No	
If Yes, which Task Group(s)?		Automotive	Yes / No
		Biomedical	Yes / No
		Education and Training	Yes / No
		Bridge (FD&D)	Yes / No
Please Attach your Institutional C.V.			

Send completed form to [Monet-admin@aber.ac.uk](mailto:Monet-admin@aber.ac.uk)