

Information to Sim-Serv Working Group Organisers

Dear Chairman/Secretary,

First of all we would like to thank you for your working group proposal, which has now been accepted by Sim-Serv Core Team.

SIM-SERV has the possibility to support the working groups by refunding the travelling costs incurred when participating in working group meetings. The travelling costs will be refunded subject to prior written acceptance from Sim-Serv. Sim-Serv will not fund any labour, equipment costs or consumables.

The organisations developing or supplying simulation software or services or doing research should be Sim-Serv members before the first meeting in order to get travelling expenses refund. If your organisation is not yet Sim-Serv member, please contact undersigned for further details of seeking membership. Manufacturers and organisations that can be seen as users of simulation services do not need formal membership agreement in order to get costs refunded. They are encouraged to join Sim-Serv as user members later during the operation of the group.

The budget for your working group will be in the range of 10000-15000 Euros. The financing will be decided on meeting-by-meeting basis but you need to keep above range in mind when you plan the meeting schedule and the number of participants. All meeting participants must submit Sim-Serv a travelling expenses estimate prior attending the meeting. Sim-Serv will confirm the estimated costs by a written acceptance letter. The costs of the working group members representing Sim-Serv Primary Contractors (i.e. VTT, SDZ and CUL) are covered from other funds of the project.

Next steps

1. Within next few working days submit to Sim-Serv a written public abstract of your working group. This will be posted on the Sim-Serv web site to advertise the group and to seek additional member applications.
2. Start planning the work of the group and the arrangements for the first meeting. Sim-Serv encourages you to arrange the first meeting as soon as you and your group are ready. All members need not be present for each meeting. A smaller group can have a preparation meeting before a whole group meeting for example. VTT's web conferencing equipment is at your disposal. The undersigned is happy to help you on this matter.
3. Inform the members of your group and attach also the letter "Information to Sim-Serv Working Group Members" with appendices that are included in this letter.

Before a working group meeting submit to Sim-Serv

- Agenda for the meeting and informal written work plan or goal setting
- Travelling expenses estimate for chairman and secretary separately (Appendix 1)

In return Sim-Serv will fax you a written acceptance letter.

After a meeting submit to Sim-Serv

- Written meeting report including plan for next steps
- Travelling expenses invoice (Appendix 2) and copies of receipts.

All reports and results of the working group will be treated confidential and published only to Sim-Serv and the EU Commission. The working group participants and Sim-Serv jointly decide what will be disseminated to public. However the goal is to disseminate to appropriate extent the knowledge gathered in the group. Sim-Serv expects the first results to be available within three months from the first meeting. Sim-Serv encourages the group to continue work after the funded period and hopes that the work will prove to be mutually beneficial.

When the working group has reached an intermediate/final results

- Submit Sim-Serv a report of the progress and description of the results and/or next steps.

Submit all documents to:

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Finland
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E-mail Karri.Honkoila@vtt.fi

In case of further questions please contact the undersigned, Tel. +358 9 456 6769.

Yours sincerely,

Karri Honkoila

APPENDICES:

1. Information to Sim-Serv Working Group Members
2. Travelling Expenses Estimate Form
3. Travelling Expenses Invoice Form