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## FIXLAB Access Chart

Loïc Bertrand, Michel Menu, Zita Szikszai, Zsolt Kasztovszky

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# CHARISMA

**Cultural Heritage Advanced  
Research Infrastructures: Synergy  
for a Multidisciplinary Approach to  
conservation/restoration**

## FIXLAB ACCESS CHART

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0.4	12.10.2010	Final version	L. Bertrand

For more information on CHARISMA, its partners and contributors please see <http://www.charismaproject.eu/>

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## EXECUTIVE SUMMARY

The present document, entitled 'FIXLAB Access Chart', aims at defining the process by which the FIXLAB 'Access Providers' (*i.e.* the facilities providing access within the Transnational Access program of CHARISMA) ensure a compatible process to advertise, select proposals and ensure proper reporting of experiments carried out in the framework of FIXLAB.

The secondary aim of this document is to be simply declined in supports to clarify the access procedures to the CHARISMA FIXLAB facilities (websites, leaflet, etc.).

## RATIONALE

FIXLAB Transnational Access is provided to four facilities:

- the **AGLAE ion beam accelerator** at C2RMF (Paris, France), providing elemental analysis with an external beam for whole art objects;
- the **synchrotron SOLEIL / IPANEMA**, the platform for ancient material research and all beamlines at SOLEIL synchrotron for advanced X-ray, UV-visible and infrared spectroscopy and imaging;
- the **ATOMKI nuclear microprobe and macro-PIXE milliprobe** (Debrecen, Hungary) for high spatial resolution measurements of microsamples;
- the **Budapest Neutron Centre** (BNC, Hungary) with access to various neutron-based instruments to investigate elemental and structural composition.

FIXLAB Access is open within CHARISMA for single or joint access to these facilities, through applications subject to Peer Review selection. The access is free of charge for Users and travel and subsistence grants are available, provided that the EC eligibility rules are satisfied.

In return, among other duties, the Users are requested to provide a Project Summary Report (User Report) to be submitted to the concerned access facility and to fill-in the European Commission User Group Questionnaire available on-line at [http://cordis.europa.eu/fp7/capacities/questionnaire\\_en.html](http://cordis.europa.eu/fp7/capacities/questionnaire_en.html). Publications must acknowledge the support by the European Commission within the 7<sup>th</sup> FP.

## REFERENCE DOCUMENTS

CHARISMA – FP7 Grant Agreement – Annex III – Specific provisions for transnational access activities Version 2, 01/12/2009.



## 1. SECTION: PRACTICAL MODALITIES OF THE TRANSNATIONAL ACCESS (TNA) IMPLEMENTATION

This information is provided in order to clarify some aspects of the FIXLAB TNA support. For further information the reader is strongly advised to refer to the CHARISMA website <http://www.charismaproject.eu> and to the documents achievable through CORDIS (<http://cordis.europa.eu/fp7/capacities/>), dedicated to the Transnational Access services supported by the European Commission within the 7<sup>th</sup> Framework Programme.

Additional questions should be asked directly to the FIXLAB Welcome Desk (see Section 4).

### 1.1. General introduction

The FP7 CHARISMA project is a consortium of 21 partners (universities, museums, research centres and institutions) that are centres of excellence in Europe for scientific research devoted to the study and conservation of cultural heritage.

Among other activities (as networking and joint research), CHARISMA supports Users from any institution of European Union (EU) and Associate States (AS) for transnational access to Archives of analytical data (ARCHLAB), Mobile facilities for in situ non-invasive measurements on objects (MOLAB) and to platforms of European medium and large scale facilities (FIXLAB) for measurements on objects and samples.

FIXLAB transnational access is the particular subject of this document.

FIXLAB facilities are composed by two platforms, A and B, one located in the urban area of Paris, and another in Hungary, at Budapest and Debrecen.

Platform A (France):

- the **AGLAE ion beam accelerator** at C2RMF (Paris, France), providing elemental analysis with an external beam for whole art objects;
- the **synchrotron SOLEIL / IPANEMA**, the platform for ancient material research and all beamlines at SOLEIL synchrotron for advanced X-ray, UV-visible and infrared spectroscopy and imaging;

Platform B (Hungary):

- the **ATOMKI nuclear microprobe and macro-PIXE milliprobe** (Debrecen, Hungary) for high spatial resolution measurements of microsamples;
- the **Budapest Neutron Centre** (BNC, Hungary) with access to various neutron-based instruments to investigate elemental and structural composition, with the possibility of “on the campus” complementary analyses and fast orienting pilot studies by External milli-beam PIXE and Compact XRF Spectrometers for successive neutron measurements.

### 1.2. Projects general criteria

Users applying for transnational access must satisfy the following requirements (as reported in the Reference document FP7-Grant Agreement – Annex III):

***“... Access is free for users from EU member and Associated States as long as the results can be made public. Therefore the Users and User groups can apply for transnational access as they satisfy the following conditions:***



**(a) the User group leader and the majority of the group members work in an institution established in a member state of the European Union or Associated States.**

**(b) the User Group Leader and the majority of the group members work in a country other than the country where the legal entity operating the infrastructure is established.**

**(c) only user groups that are entitled to disseminate the foreground they have generated under the project are eligible to benefit from access free of charge to the infrastructure.”**



Eligibility criteria should be clearly indicated and advertised both to facility staff and to teams applying for access.

### 1.2.1. Access modes

FIXLAB within CHARISMA implements two access modes:

- **Single facility access** (short stay, typ. 3-6 days where a user works on only one facility within a Platform, i.e. or AGLAE or SOLEIL or ATOMKI-HAS or BNC-RISP, with possible **preparatory mission** (1 to 3 days) of the User Group Leader or a component of the user group (1 person) that can be scheduled several weeks before the experiment to work with the operators on sample preparation, sample selection and sample environment.
- **Joint facility access** (long stay, typ. 1-2 weeks) where a user asks for working on several FIXLAB facilities, in any combination. In this case the average duration of the stay is divided –due to the multi-access profile objective– in three periods:
  - i. a possible **preparatory mission** (typ. 1 to 3 days) of a user representative (1 person);
  - ii. the **real access to the machines** (typ. 10 days) devoted to the experimental part of the campaign;
  - iii. a final **release time** (typ. 2 days) for delivering a first batch of treated data just after the end of the experiment.

### 1.2.2. Duration of the stay

Visits for access to the machines will be reimbursed from one day before and up to one day after the dates allocated for the experiment in order to allow experiment preparation and/or sample disposal.

### 1.2.3. Preparatory missions and final release time

Preparatory missions will be carried out and final release time will be available only when strictly necessary, after specific agreement with the facility, and will be reimbursed based on the availability of the related facility budget. They are primarily intended for Joint facility access.

### 1.2.4. Remote access and fast track selection excluded

Remote access, i.e. for Users sending samples but not actually performing the experiment themselves, are excluded from CHARISMA support. Accesses through fast track selection are excluded.



### 1.3. Users' eligibility

As a general rule, two Users' Group members per experiment are supported for travel and subsistence expenses. However, the number could be different and for instance, higher.

#### 1.3.1. Countries

As reported in Section 1.2, Users are eligible if the User group leader and the majority of the group members work in an institution established in a member state of the European Union (EU) or Associated Countries (AC). For the list of the member and associated states, see the Appendix IV of this document.

Further condition is that the Users work in a country other than the country where the infrastructure is established (i.e. France for FIXLAB, Platform A and Hungary, for FIXLAB, Platform B)

#### 1.3.2. Students, post-docs

PhD students or post-docs are eligible, provided the conditions indicated in Section 1.2 or the Reference document (FP7 GA-Annex III) are respected. Applications of 'early-stage researcher' are encouraged.

#### 1.3.3. Extra-European researchers

Researchers having no position in Europe or belonging to an institution external to EU or AS, can be eligible members of a User Group, if they are inserted in a group where the leader and the majority of the members (more than 50%) work in an institution established in a state of the EU or AS.

#### 1.3.4. Specific case of users from CHARISMA member institutions

Users from CHARISMA member institutions are eligible provided the instrumental need is demonstrated and eligibility conditions indicated in the Reference document (FP7 GA-Annex III) are respected.

### 1.4. Reimbursement for travel and subsistence

For historical reasons, rules regarding the reimbursement of travel and subsistence expenditures to Users may vary among FIXLAB facilities. Please consult Appendix III and Appendix V of this document or the facility websites, for more information.

More homogenisation will be sought for within the duration of the CHARISMA project.

In the reimbursement, general preference is given to the most economical means of transportation and to reasonable accommodations and meals.

### 1.5. Users' duties

#### 1.5.1. User's report

Each User Group Leader is requested to ensure that a Project Summary Report (*User Report*) on his/her FIXLAB access' experiments is completed and transmitted to the facility after the end of the experiments. The User Report should be delivered with the request of reimbursement of the travel and subsistence expenses.

The User Report consists of a short document of 2-3 pages max, including 1-2 figures or photographs, where objectives and development of the experimental measurements are described. User Reports are published in the CHARISMA website.



### **1.5.2. EC User Group Questionnaire**

To enable the Commission to evaluate the Research Infrastructures Action, to monitor the individual grant agreements, and to improve the services provided to the scientific the on-line "User Group community, each Group Leader is requested to complete Questionnaire" available at: [http://cordis.europa.eu/fp7/capacities/questionnaire\\_en.html](http://cordis.europa.eu/fp7/capacities/questionnaire_en.html)

The questionnaire must be submitted once by each user group as soon as the experiments come to end. All replies will be treated in strictest confidence. The information given will only be used for monitoring and assessment purposes.

### **1.5.3. Publications**

Users are requested to publish the results of CHARISMA-FP7 supported projects.

In the publications related to the experiment, the following sentence must be included: "Financial support by the Transnational Access to Research Infrastructures activity in the 7th Framework Programme of the EU (CHARISMA Grant Agreement n. 228330) is gratefully acknowledged".

### **1.5.4. CHARISMA Users' Meeting**

Users are strongly encouraged to participate and attend the CHARISMA Transnational Access Users' Meetings, although corresponding travel and subsistence expenses are not refundable by CHARISMA. Dates and locations of the meetings will be timely communicated to all Users by the respective Access Providers.

### **1.5.5. Personal data protection**

On the Application Forms, and on the so-called "User Group Questionnaire" to be delivered to the EC, Users are requested to provide some personal data that will be recorded and used only for monitoring and assessment and to improve the services provided to the scientific community .

The personal data are collected by the Access Providers. They may be accessed exclusively by the CHARISMA coordinator and the European Commission for official use only and will remain confidential. They will not be shared with other organisations without user's knowledge, unless required by law. If the e-mail address is requested, this is solely for the purpose of conducting a mid-term review if necessary, and it will not be divulged to any third party, or used for marketing purposes.

In any case, the names of the Users' Group Leaders will be indicated in the public Users' Reports.

### **1.5.6. Transport and insurance regulations**

Necessary actions regarding the safe transportation of samples/objects back and forth to the facility, insurance of the samples/objects, etc. are under the responsibility of the users, and no associated costs can be refund within the project (see Appendix II).



## 2. SECTION: SUPPORT FROM THE WELCOME DESK

A Welcome Desk is available to assist Users in the presentations of proposals, offering technical information on experimental work, as well as on feasibility aspects and other concerns, avoiding misconceptions in the proposals and encouraging non-expert users to contact. The FIXLAB Welcome Desk is composed by one representative for each installation, whose names are reported in the following:

<b>AGLAE</b>	<a href="http://www.umr171-cnrs.fr/">http://www.umr171-cnrs.fr/</a>	Claire PACHECO	<a href="mailto:claire.pacheco@culture.gouv.fr">claire.pacheco@culture.gouv.fr</a>
<b>ATOMKI</b>	<a href="http://www.atomki.hu">http://www.atomki.hu</a>	Zita SZIKSZAI	<a href="mailto:charisma@atomki.hu">charisma@atomki.hu</a>
<b>BNC-RISP</b>	<a href="http://www.bnc.hu">http://www.bnc.hu</a>	Zsolt KASZTOVSZKY	<a href="mailto:kzsolt@iki.kfki.hu">kzsolt@iki.kfki.hu</a>
<b>SOLEIL / IPANEMA</b>	<a href="http://www.synchrotron-soleil.fr/ipanema">http://www.synchrotron-soleil.fr/ipanema</a>	Loïc BERTRAND	<a href="mailto:loic.bertrand@synchrotron-soleil.fr">loic.bertrand@synchrotron-soleil.fr</a>

### 2.1. Call advertisement

International advertisement for the calls will be done:

- on the CHARISMA website: [www.charismaproject.eu/](http://www.charismaproject.eu/);
- on each facility website;
- using flyers, posters, and other support documentation at conferences, meetings, workshops, etc.

### 2.2. Publicity, leaflet, flyers and support documentation

FIXLAB partners have a set of slides for advertisement at meetings and conferences. Posters and flyers can be also used.



Contact with the Welcome Desk is on a voluntary basis and is not compulsory at all.



### 3. SECTION: ORGANISATION OF THE PROPOSAL SELECTION PROCESS

#### 3.1. The FIXLAB Peer Review Panels

In the proposal selection process, the Peer Review Panels (PRPs):

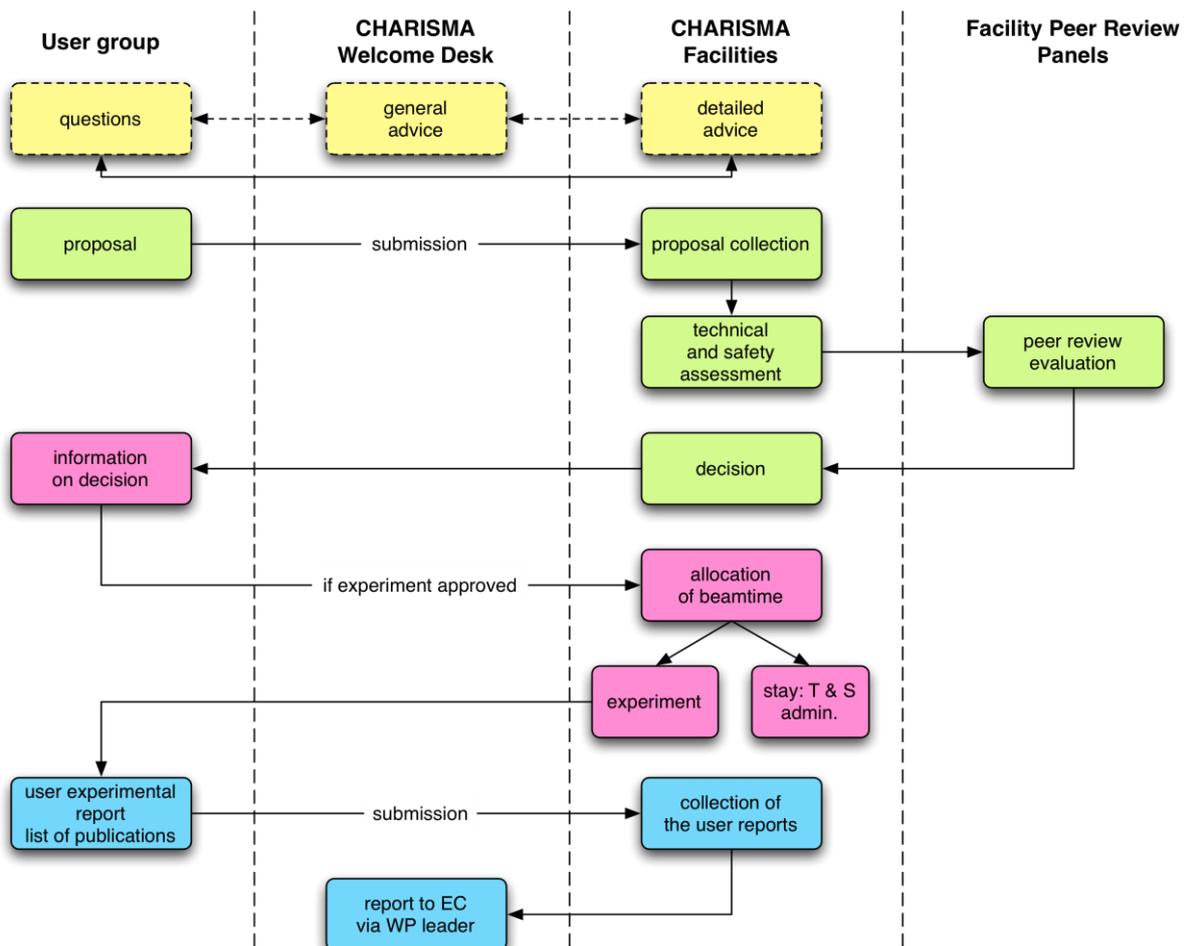
- assess all proposals received;
- recommend a short-list of the User Groups that should benefit under the Project basing its selection on scientific merit applying the principles of transparency, fairness and impartiality;
- evaluate the results obtained.

#### 3.2. Call time schedule

For detailed information, please refer to Appendix I 'Time Schedule'.

#### 3.3. Assessment of the proposals – Single facility proposals

For **Single facility access**, the selection process is carried out by the specific Peer Review Panel of each facility.





### 3.4. Assessment of the proposals – Joint facility proposals

**Joint facility access** involves several facilities from PLATFORMs A and/or B. It is expected that a far lower number of proposals will be evaluated under this modality. Applications can be submitted to the two facilities from the same platform or to facilities of both platforms (A and B).

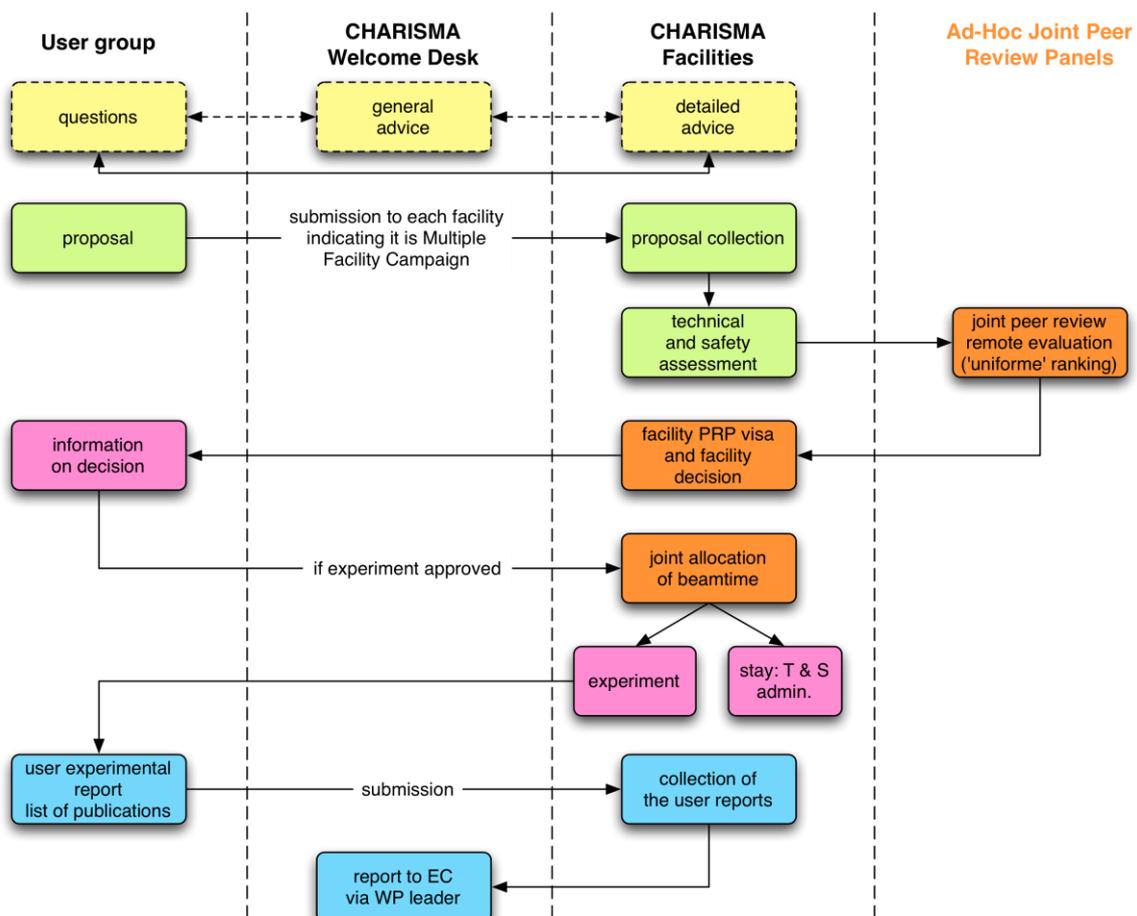
For access to more than one facility in France, please refer to :

Platform A - Dr. Michel Menu, Head of the Research Department CNRS-LC2RMF ([michel.menu@culture.gouv.fr](mailto:michel.menu@culture.gouv.fr))

For access to more than one facility in Hungary, please refer to :

Platform B - Dr. Zsolt Kasztovszky BNC-RISP ([kzsolt@iki.kfki.hu](mailto:kzsolt@iki.kfki.hu))

For access to facilities of both Platforms, please refer indifferently to one of the two reference persons above mentioned.



### 3.5. Proposal Steps

Due to the multi-facility aspect, assessment of proposals includes the following steps:

#### 3.5.1. Step 1 – Information

Information on this modality is provided both on the CHARISMA website and at each facility.

#### 3.5.2. Step 2 – Submission



Proposers submit their proposal to each facility (using the Application Forms located on the CHARISMA website for AGLAE, ATOMKI-HAS, and BNC-RISP or, for SOLEIL, on the SOLEIL website) indicating - if required - in the specific box that it is a “Joint facility proposal”.

### 3.5.3. Step 3 – Technical and safety assessment

Prior to the proposals’ evaluation, the FIXLAB Welcome Desk assesses if the requested instrument is appropriate and if the proposal is technically feasible. If the proposal is not feasible, even after a contact with the User Group leader to define possible ameliorations, the Welcome Desk will recommend that no access be granted.

At the same time, the safety requirements of each proposal are assessed based on each facility regulations. A complement of information may be asked to the User Group leader. If it is not possible, the proposal is declared not feasible.

Information on technical and safety assessment is provided to the PRP (Peer Review Panels) or to the JPRP (Joint Peer Review Panel).

### 3.5.4. Step 4 – Peer-Review Evaluation

Evaluation of proposals is carried out by specific Peer Review Panels formed by experts designated by each facility according to in-house panel selection procedures.

The selection is thus primarily based on the scientific quality; the originality of the scientific proposal, as well as the level of expertise to setup and conduct the proposed experiment and to analyse samples available in the User and host groups.

Priority will be given,

- to collaborative projects promoting new methodology, technology transfer and scientific advancement, - to Users/groups have not previously used the FIXLAB resources,
- to Users/groups working in countries where no such facilities exist,
- to researches having excellent scientific bases with focused goals.
- to proposals technically feasible for the available host facilities.

For Joint facility proposals a Joint Peer Review Panel (JPRP) is formed for each proposal. This JPRP is composed of 2 (two) worldwide experts in cultural heritage and analytical techniques per facility to which access is requested. These experts will be designated by each facility according to in-house panel selection procedures.

JPRPs assess the proposals remotely, assigning each proposal a grade and ranking them according to the criteria of:

- 1/ Scientific excellence;
- 2/ Originality;
- 3/ Presentation of the theme;
- 4/ Feasibility;

after having been evaluated or informed of their technical feasibility.

A grade from 1 to 9 (integers only) is given, 9 being the best grade according to:

- proposals which deserve to be accepted because of scientific merit or ambitious instrumental development;
- proposals which should be accepted if there is sufficient beamtime;



- proposals that should not be accepted due to poor scientific merit or low technical justification.

The final ranking gives the priority order.

JPRPs can also:

- adjust the amount of requested access if necessary;
- recommend the allocation of access to the most appropriate experimental equipment.

### 3.5.5. Step 5 – Final decision

After ranking of all joint facility proposals, a final visa is requested from each facility, based on facility individual Peer Review Panels' evaluation. This last step ensures full compatibility with the selection process in force at each individual facility.

### 3.5.6. Step 6 – Allocation of beamtime

The allocation of beam-time may require adaptation to offer access to the various CHARISMA instruments in the same period of time.



The process adopted for the assessment of proposals from Joint facility access ensures full compatibility with the process in force at the participating facilities.



# APPENDICES



## APPENDIX I. Typical yearly schedule

Call	Access modality	Single and joint proposals
Semester 1	1 <sup>st</sup> call announcement by CHARISMA and facilities	Dec. 1 <sup>st</sup>
	<b>Closure of the call for proposals</b>	<b>Feb. 15<sup>th</sup></b>
	End evaluation	Apr. 30 <sup>th</sup>
	End harmonisation and decision announcement	May 15 <sup>th</sup>
	<b>Allocation period</b>	<b>Semester 2: SOLEIL, AGLAE: mid-July to end December BNC-RISP, ATOMKI: September to end December</b>
Semester 2	1 <sup>st</sup> call announcement by CHARISMA and facilities	July 15 <sup>th</sup>
	<b>Closure of the call for proposals</b>	<b>Sept. 15<sup>th</sup></b>
	Report to WP leader	Oct. 15 <sup>th</sup>
	End evaluation	Nov. 30 <sup>th</sup>
	End harmonisation and decision announcement	Dec. 15 <sup>th</sup>
<b>Allocation period</b>	<b>Semester 1 following year: January to mid-July</b>	

NB: The first 12-month period had a distinct allocation time schedule.



## **APPENDIX II. Declaration for art objects**

When an Art Object of significant value is moved to one of the FIXLAB laboratories, the User Group Leader may be invited to fill-in the so-called Art Object Information Form (whose example, referred to the case of AGLAE is reported below).

At the communication of acceptance of the proposal, if the project requires a movement of precious art objects to a FIXLAB facility involved, the involved Provider will enclose the specific formularies.



C2RMF / CNRS - UMR 171, 14, quai François Mitterrand, 75001 Paris - FRANCE

**AGLAE TRANSNATIONAL ACCESS****INFORMATIONS RELATIVES à L'OEUVRE –/ART OBJECT INFORMATION****1) Titre du projet / Project Title**

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**2) Acronym (max 20 characters)** \_\_\_\_\_**3) Responsable du projet / Group Leader**

Family Name/ First Name \_\_\_\_\_

e-mail \_\_\_\_\_

**4) Identification de l'œuvre / Object identification**

- N° d'inventaire / Number :
- Domaine concerné (peinture, archéologie, sculpture...) / Type (painting, archaeology, ... :
- Titre / Title :
- Auteur - Ecole - Civilisation / Author-School :
- Date / Periode :
- Propriétaire (préciser les dépôts) / Owner :
- Matériaux / Material :
- Dimensions hors cadre ou socle (en cm) / Size :
- Poids en kg (pour les oeuvres lourdes) / Weight for heavy objects (in kg):

**5) Période de l'expérience / Experiment period** \_\_\_\_\_**6) Etat de l'oeuvre : object condition**

\_ L'oeuvre est-elle particulièrement fragile ? *Is the object particularly fragile?*  
 OUI / YES  NON / NO

\_ Le C2RMF est-il autorisé à décadrer (désocler) ? *Is the C2RMF authorized to remove the frame?*  
 OUI / YES  NON / NO

\_ Le C2RMF est-il autorisé à effectuer un prélèvement si nécessaire ? *Is the C2RMF authorized to sample?*  
 OUI / YES  NON / NO

\_ Un constat d'état sera-t-il réalisé avant le transport ? *Will a report of state be realized before the transport?*  
 OUI / YES  NON / NO



\_ Indiquer toute condition particulière de manipulation à respecter : / *Indicate any particular condition of manipulation to be respected:*

#### **5) TRANSPORT ET PLANNING / TRANSPORT AND SCHEDULE**

\_ Date souhaitée de l'arrivée de l'oeuvre / *Date of the arrival of the object:*

\_ Pour les objets provenant de l'étranger, nous vous conseillons d'utiliser un transporteur agréé et/ou un transitaire pour les formalités de douane / *For objects coming from foreign countries, we recommend to use an accredited carrier for customs formalities.*

- Société de transport / *Transport company:*
- Nom et qualité du convoyeur / *Name and quality of the conveyer:*
- Type d'emballage / *Type of packaging:*
- Précautions particulières de transport / *Particular precautions of transport:*

#### **6) ASSURANCES ET GARANTIES / INSURANCE AND GUARANTEE**

L'arrivée et le départ de l'oeuvre font l'objet d'une procédure formelle avec la RÉGIE des oeuvres du C2RMF. Pendant leur séjour dans les locaux du C2RMF, les oeuvres n'appartenant pas à l'État ne sont pas assurées par le C2RMF qui s'engage cependant à garantir les conditions de sécurité et de sûreté dans ses locaux. Nous vous recommandons vivement au propriétaire de l'oeuvre de souscrire un contrat d'assurance couvrant le transport et le séjour de l'oeuvre dans les locaux du C2RMF (assurance clou à clou).

*The arrival and the departure of the object are the object of a formal procedure with the RÉGIE des oeuvres du C2RMF. During their stay in the C2RMF, the valuable objects not belonging to the French State are not insured by the C2RMF which makes however a commitment to guarantee the conditions of security and safety. We recommend to the owner to take an insurance covering the transport and the storage of the work in the premises of the C2RMF (nail to nail insurance).*

#### **7) PROCÉDURE avec la RÉGIE / PROCEDURE with the RÉGIE**

Afin de convenir d'un rendez-vous pour l'arrivée de l'oeuvre, vous devez contacter environ un mois avant l'expérience la RÉGIE des oeuvres du C2RMF au 33 1 40 20 56 97. *In order to obtain an appointment for the arrival of the object, you have to contact the RÉGIE des oeuvres du C2RMF by phone about one month before the experiment : 33 1 40 20 56 97.*

#### **8) PROCÉDURE pour le remboursement des frais / PROCEDURE for expenses reimbursement**

(à finir)

Fait à , le :

Signature du demandeur :



## APPENDIX III. FIXLAB administrative information page

Regulations for the reimbursement of travel and subsistence can be slightly different for each FIXLAB facility, according to the internal rules of each institution.

The specific regulations for the reimbursement will be sent by each FIXLAB Access Provider together with the communication of acceptance of the proposal.

As example, the rules for the reimbursement of users' expenses by SOLEIL are reported in the following.

### Rules for reimbursement of expenses by SOLEIL

Scientists performing experiments on ancient materials at SOLEIL can receive financial support under the CHARISMA Transnational Access program (FP7-CHARISMA). Support will be released through reimbursement of the documented expenses of the Users following the rules below indicated.

1. All expenses (air and train fares or equivalent for use of personal car, airport shuttle, accommodation, meals, local car rental or local transportation) will be refunded after the trip by bank transfer, upon presentation of the corresponding original receipts, if not taken in charge directly by SOLEIL. PLEASE REMEMBER TO KEEP THE ORIGINALS OF ALL YOUR RECEIPTS AND INVOICES.
2. Subsistence: the refund cannot exceed 90 Euros per day per person, plus travel expenses. During the experiment, Users receiving a subsidy receive a 'pre-charged' badge depending on the duration of the stay, to have lunch and dinner at the canteen. So meals not taken at SOLEIL are not reimbursed.
3. Travel expenses: preference must be given to the most economical means of transportation. In any case the maximum refundable airfare is the roundtrip low cost or APEX ticket booked 15 days min. before the departure. A more expensive airfare would not be reimbursed. The maximum refundable train fare is the second-class roundtrip ticket plus special-train supplements. Exceptionally use of a private car could be reimbursed only in two cases: car-pooling or samples and ancillary equipment transportation. A request should be addressed to SOLEIL users office previously to the departure.
4. BEFORE the experiment the User Group leader (main proposer) must communicate to SOLEIL Users Office all the required information (names of participants whose expenses are to be refunded by SOLEIL and in addition, bank data of each participant) using the SUN-set.
5. AFTER the experiment, the refund requests must be submitted to the SOLEIL travel Office by the User Group leader (main proposer) for all members of the group. ☐The requests must be presented using the Travel and Subsistence expenses Reimbursement 'Form' (available on SUN-set). Please note that the reimbursement claims must be sent within two months after the experiment.
6. Each main proposer is requested by the EC to ensure that the Users Questionnaire is completed and returned to the EC within two weeks since the end of the experiment. Each User Group Leader is also asked to ensure that the User Report (experimental



report) is completed and transmitted via the SUN-set website to the SOLEIL Users Office as soon as possible. Please, take note that reimbursements will be processed **ONLY AFTER** receipt of the User Report.

7. In the publications related to the experiment users must acknowledge: "Financial support by the Transnational Access to Research Infrastructures activity in the 7th Framework Programme of the EU (CHARISMA Grant Agreement n. 228330) is gratefully acknowledged"



## APPENDIX IV. Eligible countries for TNA

The Users and User groups can apply for transnational access as they satisfy the following conditions:

- (a) the User group leader and the majority of the of the group members work in an institution established in a member state of the **European Union** or in an **Associated Country**.
- (b) the User Group Leader and the majority of the group members work in a country **other than** the country where the legal entity operating the infrastructure is established.

### EU MEMBER STATES - The EU-27

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

### FP7 ASSOCIATED COUNTRIES (VERSION Dec. 2010)

Albania, Bosnia & Herzegovina, Croatia, Faroe Islands\*, Former Yugoslav Republic of Macedonia, Liechtenstein, Iceland, Israel, Montenegro, Norway, Serbia, Switzerland and Turkey

\* The Science and Technology Agreement associating the Faroe Islands to FP7 (EU) was signed on 3 June, 2010. It is provisionally applicable from 1 January 2010.

### SOURCE

For adjourned Associated States, see Eligible countries - Associated Countries at [http://cordis.europa.eu/fp7/who\\_en.html#countries](http://cordis.europa.eu/fp7/who_en.html#countries).



## APPENDIX IV. Welcome Desk members

At the date of this document, this is the composition of the FIXLAB Welcome Desk.

<b>AGLAE</b>	<a href="http://www.umr171-cnrs.fr/">http://www.umr171-cnrs.fr/</a>	Claire PACHECO	<a href="mailto:claire.pacheco@culture.gouv.fr">claire.pacheco@culture.gouv.fr</a>
<b>ATOMKI</b>	<a href="http://www.atomki.hu">http://www.atomki.hu</a>	Zita SZIKSZAI	<a href="mailto:charisma@atomki.hu">charisma@atomki.hu</a>
<b>BNC-RISP</b>	<a href="http://www.bnc.hu">http://www.bnc.hu</a>	Zsolt KASZTOVSZKY	<a href="mailto:kzsolt@iki.kfki.hu">kzsolt@iki.kfki.hu</a>
<b>SOLEIL IPANEMA</b> /	<a href="http://www.synchrotron-soleil.fr/ipanema">http://www.synchrotron-soleil.fr/ipanema</a>	Loïc BERTRAND	<a href="mailto:loic.bertrand@synchrotron-soleil.fr">loic.bertrand@synchrotron-soleil.fr</a>