

## LMC Meeting Management

### General Introduction

This area of the Portal is designed to enable the Partnership to formally record on-line the progress being made on the project. Partnerships are strongly advised to display the Portal area during each meeting.

A few concerns have been raised as to why the KB Admins do not have permissions to enter the progress being made. Careful consideration was given to this issue and the Technology Strategy Board and the KTP Programme Director require that the Associate takes ownership of the project team from day one and leads the requirement to record the progress that the team has made. However, permission remains to enable either of the Supervisors, in addition to the Associate, to record the progress made. At the end of the meeting it is for them to agree that the progress recorded accurately reflects what has been achieved. KB Admins who attend the meeting are still expected to advise the partnership of best practice. Claim forms are available online at each of the LMCs unless local requirement involve the supply of additional information.

It is recommended that the Associate records the progress being made at each LMC after first agreeing the text with the Knowledge Base Partner and the Associate.

The Associate's KB Supervisor is expected to attend LMCs. However, exceptionally, if the supervisor is very remote from the Associate's workplace at the company then it may be appropriate and more cost-effective for him/her to participate remotely, such as through videoconferencing.

Where the length of the Partnership is between 10 and 15 weeks, there will be the opportunity record progress using **two** LMC meeting records. For projects longer than 15 weeks the Partnership will record progress using **three** LMC meeting records. It is expected that IM shorter KTPs will be 13, 17, 22 or 26 weeks duration.

Once the Associate status is changed to 'Current' the LMC meeting dates are automatically created. The Partnership will be reminded by the use of a warning email if the meeting is overdue. The Partnership is permitted to adjust LMC meeting dates to take account of local requirements. See previous sections on how to do this.

The Industrial Mathematics (KTN) will provide one of its team of Technology Translators to support the Partnership, who will:

- Maintain contact with the Partners of the Industrial Mathematics shorter KTP project, monitor the project's progress and attend project meetings. This shall include, but not be limited to, participation in the LMC meetings (see below for frequency);
- Be available to act as a source of advice in case of any difficulty of either a technical or administrative nature that might arise during the project;
- Assist the Partners in exploring opportunities for further collaboration, and in particular those that are facilitated through the Industrial Mathematics KTN.

## Meeting Schedules

The meetings are:

- The initial meeting (LMC Kick Off Meeting) – must take place with 1 week of the Associate Start Date.
- Interim Meeting (LMC Interim Meeting) – Scheduled for midway through the project.
- Conclusion Meeting (LMC Final Meeting) – Scheduled to take place 4 weeks before the end of the project.
- For projects <15 weeks – No interim meeting takes place.

Failure to record progress throughout the project will result in claims not being paid. Where an Associate leaves before the formal end date the Partnership is still required to record progress at each LMC.

## What Happens Next

Following submission of the LMC meeting record the Partnership is able to print off a pdf version of the claim form which must be sent to the Funding Organisation. Where the LMC meeting is the final one, the Partnership has the opportunity to print of a pdf version of the Certificate of Final Expenditure (COE). The Funding Organisation will be alerted to review the progress that has been made and a decision will then be taken whether or not to approve the payment of the claim.

## Generate Claim Form/Generate Certificate of Expenditure

Following each LMC the Partnership should complete a claim form (hard copy) and send to the Funding Organisation. Following completion of the final LMC Record the Partnership should submit a final claim together with a Certificate of Final Expenditure.

**Comment [P1]:** We will need to find out if EPSRC will be paying claims directly, or whether they will require the TSB to hold the money

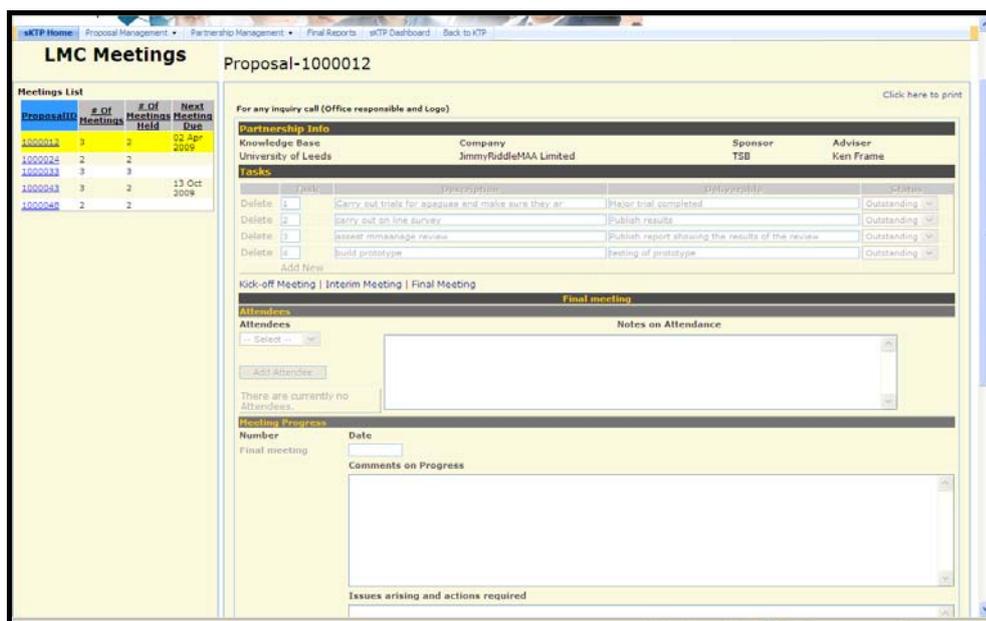
The screenshot displays a web application interface for managing meeting records. At the top, there are navigation links: 'Delete', 'Add New', 'Increase on the ordering system', 'Work with IT Team', and 'Outstanding list'. Below this, there are tabs for 'Kick-off Meeting', 'Interim Meeting', and 'Final Meeting', with 'Kick-off Meeting' currently selected. The main content area is divided into several sections:

- Attendees:** A section with a 'Notes on Attendance' field. It includes a 'Select' dropdown, an 'Add Attendee' button, and a list of attendees: 'Delete Alan Spink', 'Delete Malvyn Bragg', 'Delete Nicholas Howard', and 'Delete Sue Smith'.
- Meeting Progress:** A section with a 'Number' and 'Date' table. The table shows 'Kick-off meeting' with a date of '01/06/2008'. Below this is a 'Comments on Progress' field containing placeholder text.
- Issues arising and actions required:** A section with a text area containing placeholder text.
- Is the project on track to complete by the expected end date of - 07/03/2010:** A section with radio buttons for 'Yes' and 'No'.
- Person responsible for conducting the meeting:** A section with the name 'Adam Cross'.

At the bottom of the form, there is a red warning message: 'This Partnership has the following warnings listed for action: There are currently no Warnings'. Below this, there are buttons for 'Edit', 'Save', 'Submit', and 'Generate Claim'.

1. The Generate Claim button creates a pdf version of the claim form which must be sent to the Funding Organisation . A copy of the claim form will also be saved in the Proposal Section under the Attachments TAB.
2. A similar button is also available on the Final LMC Meeting Record

In the following example this Partnership has one further LMC record to complete. The final meeting allows the Partners to record which tasks (listed in the proposal submission) have been completed since the last LMC meeting and is permitted to also record any new additional tasks undertaken since the last meeting. In the event that an original task is no longer required then the Partnerships has the option of changing the Status to 'Cancelled' and a new task inserted to take its place. The status of each task should be reviewed and updated using the options in the right hand column. The Partnership can also view the records of previous meetings. Adding tasks does not extend the end date of the project.



1. LMC Meeting Record – The user needs to be in 'Edit' mode to complete this Section. Only one user is permitted to edit this Section at any one time
2. The Section cannot be submitted unless all key fields have been completed. The users will be alerted if the information is mandatory. If you add a new task please make sure you also set its status, otherwise you will receive an error message.
3. **Do not attempt to 'Submit'** the Section until the user is absolutely sure that you wish to change the status of the Associate. You will not be permitted to edit this Section further once the submit button has been pressed.
4. The Submit button sends an automated email to the Funding Organisation (in this case TSB) requesting that they review the progress made and consider paying the claim. The meeting list will be updated and will show the date of the next meeting.

## Unsatisfactory Progress

If the Funding Organisation considers that progress has been unsatisfactory it is able to reject payment of the claim. The reasons why payment is being withheld is communicated to the Partnership by automated email.

### Example Email

The {mail:ClaimType} claim for the above Partnership has been rejected by the Funding Organisation. Please revisit the sKTP Portal (LMC Record) in order to post a response. Your claim will not be considered for payment until this has been completed.

Reason for rejection:.....

This requires the Partnership to revisit the appropriate LMC Record and record a response.

The screenshot displays the 'LMC Meetings' interface for Proposal-1000012. On the left, a 'Meetings List' table shows details for various proposals. The main content area includes 'Partnership Info' (Knowledge Base, University of Leeds), 'Tasks' (Carry out trials for appswake, Carry out on line survey, Assess mmaange review, build prototype), and a section for 'Interim meeting - Claim Rejected'. This section contains a text input field with the placeholder text 'Response to Funding Organisation saying that they will not pay the interim claim. \r\n\r\n' and a 'Submit Info' button. Below this is an 'Attendees' section with a dropdown menu and a 'Notes on Attendance' field.

Proposals	# Of Meetings	# Of Meetings Held	Next Meeting Date
1000012	3	2	02 Apr 2009
1000024	2	2	
1000033	3	3	
1000043	3	2	13 Oct 2009
1000048	2	2	

1. Once the additional Information is provided the user clicks the 'Submit Info' button which commits the response to the Portal and also sends an automated email to the Funding Organisation in order for them to consider the response.
2. If the response is considered satisfactory the Funding Organisation is able to approve the payment of the corresponding claim.