

**Board meeting**

Monday, March 11<sup>th</sup> 2002, at 13.00  
EIT Meeting room  
DataCity, Entrance B, 5<sup>th</sup> floor

**Minutes**

**Present:**

Ralph-Johan Back, Prof., Chairman  
Barbro Back, Prof.  
Sébastien Lafond, Ph.D. Student  
Jouni Isoaho, Prof.  
Juhani Karhumäki, Prof. (arrived to the meeting at 13.06, during item 1.)  
Henri Latvanen, M.Sc. Student  
Tapio Salakoski, Prof.  
Kaisa Sere, Prof., Vice-Director  
Reima Suomi, Prof., Vice-Chairman

Timo Järvi, Prof., Director, Presenting Officer

Administrative Officer Ulrika Gustafsson, Presenting Officer (financial affairs)  
Administrative Officer Thomas Sund, Presenting Officer (personnel, educational affairs),  
secretary of the meeting

**1. Validity of the meeting and presence of a quorum**

The notice of a board meeting has to be sent three weekdays before the meeting takes place. The meeting must be valid and the members present have to constitute a quorum. The meeting constitutes a quorum when the chairman and at least five members of the board are present.

The notice of this board meeting was sent on Wednesday, March 6<sup>th</sup> 2002.

Proposal: The validity of the meeting and presence of a quorum will be recorded.

Decision: According to proposal.

## 2. Additional items

The agenda of possible additional items will be handed out in the beginning of the meeting.

Proposal: Possible additional items will be presented.

Decision: Items 9.5 and 10.2 were added to the agenda.

## 3. TUCS representation in the Advisory Committee (Järvi)

Because of the changes in the TUCS directorship the representation in the Advisory Committee needs to be redefined. TUCS has nowadays also a coordinator who should take part in the meetings of the advisory committee.

Proposal: The representatives of TUCS in the Advisory Committee are the director, vice-director, chairman, vice-chairman and the coordinator.

Decision: According to proposal.

## 4. International Master's programme (Sund)

TUCS has previously handled the question of starting a International Master's programme in two earlier board meetings. The decisions made at these meetings can be found in appendix 1/03/02. At the board meeting that was held on January 28<sup>th</sup> 2001 the decision was made that the programme should be started. The board did not however make a decision about how big the intake should be to each participating university and department. Also, a decision regarding the practical arrangements of the intake was not made.

A meeting between the heads of the departments and administrative staff from the faculties of the University of Turku, Åbo Akademi University and TUCS has now been held. Based on the discussions in this meeting, certain guidelines concerning the above mentioned questions are now being suggested for the TUCS board. The first suggestion is that the quota would as a start be 35 students divided to the universities in the way that is presented in the table below.

Department	Quota
UTU: IT & Math.	15
ÅA: CS	10 (5* + 5 new)
ÅA: IS	10
<b>Total</b>	<b>35</b>

\*The quota for the current Masters Program in Software Engineering (MPSE).

The second suggestion concerns the application procedure and is as follows; the applications would be sent directly to TUCS where administrative personnel would

make a preliminary classification. After this, the applications would be sent to the appropriate faculty. The faculty will check the applicant in more detail (a control that the applicants bachelor degree meets the Finnish standards) after which the applications will be sent back to TUCS for statements and recommendations. When the faculty has received the recommendations from TUCS they can accept the student.

Appendix: 1/03/02

Proposal: The intake to the International Master's programme will be as follows; University of Turku (the department of information technology and the department for mathematics) 15 students and Åbo Akademi University (the department of computer science and the department of information systems) 20 students. The application procedure will be organized as stated above.

Decision: According to proposal.

## **5. TUCS advertising campaign (Gustafsson)**

In 2001, TUCS carried out a large advertising campaign to attract applicants to the training programs. The total costs of the campaign were 507 520 mk (85 360 €). TUCS paid about 172 000 mk (28 930 €), City of Turku 268 400 mk (45 140 €), and City of Salo 67 100 mk (11 290 €). This year TUCS has budgeted 35 000 € for the advertising campaign.

The advertising campaign is presented in appendix 2/03/02. To extend the advertising campaign, the possibilities to get sponsors should be investigated. To avoid confusion and to give an undivided picture of TUCS, it would be preferable that the departments wouldn't advertise in the same newspapers as TUCS, and that their adds would include the TUCS logo.

Appendix: 2/03/02

Proposal: TUCS carries out the advertising campaign for 2002 presented in appendix 2/03/02.

Decision: According to proposal. The director examines the possibilities to get sponsors for the funding of further advertisements. If the departments have own advertisements they should include the TUCS logo on these advertisements.

## **6. Postdoctoral applications (Järvi)**

TUCS has received six postdoctoral applications. The applications have been evaluated and the applicants are listed below.

A presentation by Administrative Officer Ulrika Gustafsson of the current financial situation regarding this matter can be found in appendix 3a/03/02. The postdoctoral applications have been sent to the members of the board and this appendix has been marked as 3b/03/02.

- Joao Miguel Fernandes (wishes to start in September 2002)
- Bi Jiandong
- Gao Jiaqing
- Constantin Popescu
- Yibing Wang
- Shiping Zhu

Appendices: 3a/03/02 (electronic) and 3b/03/02 (paper)

Proposal: Joao Miguel Fernandes (contact person at TUCS Professor Johan Lilius), and Gao JiaQing (Professor Christer Carlsson) are accepted as postdoctoral researchers to TUCS for a period of one year. The starting dates of the postdocs will be decided jointly by the Director, the proposed contact persons and the applicants themselves. Joao Miguel Fernandes will receive the TUCS postdoc salary (A22 with the possibility of increments) and Gao JiaQing will receive the TUCS postdoc grant (1 430 € / month). The applications of Bi Jiandong, Constantin Popescu, Yibing Wang and Shiping Zhu are not granted. All the applicants will be informed of the decisions by letter.

Decision: According to proposal. Deviating from the proposal, Joao Miguel Fernandes will be accepted for 6 months.

## **7. Rules concerning the postdoctoral positions (Järvi)**

At the moment there is not any kind of rules concerning when the accepted postdoc have to start at TUCS. This has unfortunately resulted in the fact that some of the positions are being “reserved” by persons who have been accepted over a year ago. In order to make sure that TUCS gets the maximum benefit of the funding from the Ministry of Education it is now suggested that an accepted postdoc must start at TUCS within 6 months of the acceptance date. With a separate decision from the contact person and the director the accepted postdoc can get 3 months more time in order to get ready to start at TUCS. This way the total time from acceptance would be 9 months.

Proposal: Each accepted postdoc must start at TUCS within 6 months from the acceptance day. With a separate permission from the director and the appointed contact person the postdoc can get 3 months more time. If the postdoc does not start in time, he must apply to TUCS again.

Decision: According to proposal. The postdoctoral applications will be sent by email to the leaders of the TUCS laboratories in regular intervals. In these notifications information concerning who the applicant has contacted is included, together with information about the financial situation regarding the hiring of postdoctoral researchers.

## **8. Closing of TUCS accounts 2001 (Gustafsson)**

TUCS accounts for the year 2001 show a surplus of 3.440.892,65 marks. The amount of 725.419,98 marks of the surplus is reserved for the salaries for the Ph.D. students (appropriated by the Ministry of Education), 354.696,77 marks for the Academy of Finland postdoctoral salaries, 683.792,64 marks for TUCS laboratories, 26.816,90 marks for the Summer School, and 238.000 marks for Travel and Courses (appropriated by the Academy of Finland). From the total surplus of 3,4 million marks about 2 million marks is reserved for the expenses above. The rest, 1,4 million can be spent without any special restrictions.

TUCS also has an account at TY that shows a surplus of 821.369,47 marks. The amount of 218.400 marks is reserved for a computer class built at TY in the summer of year 2000. The rest, 602.969,47 marks, can be used without any restrictions.

Year 2001 TUCS had budgeted 1.800.000 marks for the laboratories. The actual expenses for the laboratories were 845.551 marks. The amount of 745.000 marks was budgeted for the Ph.D. students' grants while the actual expenses were 679.000 marks. 612.000 marks were budgeted for postdoctoral grants, but the expenses were only 302.000 marks. Further TUCS budgeted 4.622.124 marks for the Ph.D. students' salaries and later 220.000 marks for the salary increment. The actual expenses were 3.912.239 marks and 184.350 marks respectively. The amount of 1.047.390 marks was budgeted for the postdoctoral salaries, but the actual expenses were 898.957 marks. For staff salaries, TUCS increased the budgeted sum from 1.474.000 to 1.503.500 marks. The actual expenses were 1.516.059 marks.

TUCS budgeted 600.000 marks for furnishing, but the expenses were only 5.665,90 marks. 110.000 marks were budgeted for administration overheads and 200.000 marks were budgeted for overhead expenses related to the Ph.D. students. The total overhead expenses were 206.686 marks. 80.000 marks were budgeted for publications but the expenses were only 26.822 marks.

The amount of 100.000 marks was budgeted for TUCS short courses and conferences. The actual expenses were 47.031,72 marks. 470.000 marks were budgeted for conference trips and the actual expenses were 498.168 marks (students 312.976 marks, post doctoral researchers 71.343 marks, and others 113.849 marks). The amount of 250.000 marks was budgeted for equipment. The expenses were 236.836 marks. The advertising expenses were 232.105 marks while the budgeted sum was 200.000 marks.

The surplus from year 2001 is a little bit higher than budgeted. This helps TUCS to finance the deficit that otherwise would have occurred in year 2002, and hopefully also part of the deficit that will occur in 2003.

Appendix: 4/03/02 (paper)

Proposal: The board will approve the closing of TUCS accounts for the year 2001.

Decision: According to proposal. To the next board meeting, TUCS director Timo Järvi will prepare a proposal regarding the principles for allocating TUCS laboratory money.

## **9. The timetable for the next board meetings (Sund)**

It would be easier for many board members to participate in the meetings if the dates for the meetings would be fixed well in advance. The administrative group of TUCS, which function is to prepare items for the board meetings, has already decided their coming meetings.

Proposal: The next board meetings will be held on April 8<sup>th</sup>, May 6<sup>th</sup>, June 3<sup>rd</sup> and June 28<sup>th</sup> 2002. The meetings will start at 13.00 and they will be held in Neuvotteluhuone 3, DataCity 2<sup>nd</sup> floor.

Decision: According to proposal.

## **9.5 TUCS guarantee – Conference on Integrated Formal Methods (IFM 2002) (Gustafsson)**

The Department of Computer Science at Åbo Akademi University will, in cooperation with TUCS, organize an international conference in Integrated Formal Methods (IFM 2002). IFM 2002 will take place in Turku between 15<sup>th</sup> and 17<sup>th</sup> of May 2002. IFM 2002 is the third in a series of international conferences on Integrated Formal Methods. The expenses for the conference are estimated to 18,328€. The organization committee is formed of professor Kaisa Sere from Åbo Akademi, and

Ph.D. student Luigia Petre from TUCS. The Department of Computer Science is applying for a TUCS guarantee of 8,400€. (More information about the conference can be found in the appendix)

Proposal: IFM 2002 is given the TUCS guarantee. The sum of the guarantee is 8400€.

Decision: According to proposal.

## **10. Discussion items**

10.1 Principles for supervising Ph.D. students (Järvi)

10.2 Social security for Ph.D. students who get a grant (Sund)

## **11. Announcements**

11.1 Minutes of the TUCS board meeting of January 28<sup>th</sup> 2002

Appendix: 5/03/02

11.2 Announcements by the Director

Appendix: 6/03/02

The next board meeting will be held on Monday, April 8<sup>th</sup>, 2002. The meeting will start at 13.00 and it will be held in Neuvotteluhuone 3, DataCity 2<sup>nd</sup> floor.

Turku, March 12<sup>th</sup>, 2002

Ralph-Johan Back  
Chairman of the board

Timo Järvi  
Director

Ulrika Gustafsson  
Administrative Officer

Thomas Sund  
Administrative Officer