

Accepted by the coordinating group, January 2005

NetFAM rules of decision-making and financial arrangements

Workshops and summer schools and extended visits are arranged according to the yearly plan and budget, accepted by NordForsk and updated by the coordinator together with the coordinating group.

Network meetings and meeting of coordinating group are arranged whenever sufficiently many members are present in a NetFAM or other international meeting. Otherwise, communication is arranged via e-mail, post or telephone.

Extended visits

- Suggestions for the extended visits with estimated costs are to be sent to the coordinator ([hannu.savijarvi, helsinki.fi](mailto:hannu.savijarvi@helsinki.fi), a copy to FMI [laura.rontu, fmi.fi](mailto:laura.rontu@fmi.fi)) during January, to be included into the yearly plan. Later suggestions can be taken into account if there will be money left.
- NetFAM covers travel and accomodation expenses plus pays a per diem of maximum NOK (30 euros) per day during the visits.
- Whenever possible, the home or receiving institute takes care of the payments and sends a bill to NetFAM/FMI for reimbursement. It is equally possible to reimburse expenses directly to the visitor's bank account.
- An expense report available at the NetFAM web page should be used in cases NetFAM needs to reimburse expenses directly to the visitor.
- All expense documents are to be sent to NetFAM/FMI (hanna.manninen, fmi.fi, a copy to [laura.rontu, fmi.fi](mailto:laura.rontu@fmi.fi), post address P.O.Box 503, 00101 Helsinki), within two weeks after the travel.

The newest version of these rules is availabe at the NetFAM web page <http://hirlam.fmi.fi/NetFAM>

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