

MUSE MB


kick-off meeting

S. Giovannella

INFN Frascati

MUSE MB kick-off meeting
11 January 2016

General overview

- ✓ H2020 EU Research and Innovation program
 - Excellent Science
 - Marie Skłodowska Curie Actions
 - RISE (Research and Innovation Staff Exchange) 2015
- ✓ RISE research projects implemented with ‘secondments’ of research and industry personnel, aiming to knowledge sharing and long-term collaborations
- ✓ Funds depend ONLY on the number of secondments planned to carry on the project
- ✓ MUSE – about 70 people from:
 - 4 EU research institutes (HZDR, INFN, UCL, University of Liverpool)
 - 3 EU industries (AdvanSid, CAEN, PRISMA)
 - 1 US hosting institution (FNAL)to contribute to the activities connected with the Muon Campus experiments
- ✓ Timeline: **1-1-2016**  **31-12-2019**

MSCA:

- provide skills and international experience for successful careers
- attractive working conditions
- opportunity to move between academic and others

RISE: EU & non-EU, academic & non-academic sectors (in particular SMEs)

RISE Financing

EU Research Executive Agency (REA) gives 4500 Euro for each **planned**, **implemented** and **eligible** secondment (30 days long) divided as follows:

Marie Skłodowska-Curie Action	Staff member unit cost [per person-month of secondment] [EUR]	Institutional unit cost [per person-month of secondment]	
		Research, training and networking costs [EUR]	Management and indirect costs [EUR]
RISE	2,000	1,800	700

This amount **MUST** be used to pay expenses related to the secondment. It corresponds to ~ 70 Euro / day

Meetings, training, dissemination...

If needed, it might be used to integrate 'Staff member unit cost'

Management and indirect costs cover all general costs connected with the organisation and implementation of the secondments (administrative and financial management, logistics, ethics, human resources, legal advice, documentation, etc.).

Eligible secondments

Eligible staff seconded under RISE are:

- Early-stage researchers (ESR);
- Experienced researchers (ER);
- Administrative (ADM)⁴, managerial (MNG) and technical staff (TECH) supporting the research and innovation activities of the project.

Guidelines (still to be confirmed by the REA Project Officer, PO):

- Seconded personnel must have an employment contract with the home institution since at least 6 months (FTE). **No retired people.**
- Contract variation does not suspend eligibility
- A substantial time interval between two contracts requires additional 6 months FTE for eligibility

Please, contact me in case of any doubt... better to find an agreement with the PO rather than secondments not paid

MUSE Financing

Table A3.2 – Summary of secondments per participant (Beneficiaries + Partner Organisations)

Participant Number	Organisation Short Name	Country	Academic	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution/€
						Staff member costs	Research, training and networking costs	Management and indirect costs	Total	
1	INFN	IT	yes	189	245	490000,00	441000,00	171500,00	1102500,00	1102500,00
2	HZDR	DE	yes	20	24	48000,00	43200,00	16800,00	108000,00	108000,00
3	UNIVERSITY COLLEGE LONDON	UK	yes	16	40	80000,00	72000,00	28000,00	180000,00	180000,00
4	THE UNIVERSITY OF LIVERPOOL	UK	yes	24	51	102000,00	91800,00	35700,00	229500,00	229500,00
5	Prisma Electronics ABEE	EL	no	20	22	44000,00	39600,00	15400,00	99000,00	99000,00
6	CAEN	IT	no	1	2	4000,00	3600,00	1400,00	9000,00	9000,00
7	Advansid	IT	no	1	1	2000,00	1800,00	700,00	4500,00	4500,00
8	FRA	US	no	0	0	0,00	0,00	0,00	0,00	0,00
Total				271	385	770000,00	693000,00	269500,00	1732500,00	1732500,00

Total of 385 person-month secondments. This limit cannot be exceeded

Pre-financing payment: 65% of the total budget

(out of which 5% retained by REA as guarantee fund)

Arrived to INFN on December 29th

Requirements

Signing the Grant Agreement (GA), we committed ourself to:

- ✓ **SECONDMENTS** Detailed table for the whole 4-years period in the GA
Variations must be agreed with PO
- ✓ **TRAINING** Specific training sessions during GM + see next slide
- ✓ **DISSEMINATION** Results presented to the scientific community
All MUSE related papers open access (arXiv is enough)
Acknowledgements to MUSE *must* be included
- ✓ **OUTREACH** Activities already planned in the GA
- ✓ **MUSE MEETINGS** One per year
- ✓ **WEB SITE** INFN committment, with public and private pages
- ✓ **MIDTERM REVIEW** (Feb 2017?), **ANNUAL REPORTS TO EU**

Training

Training is a fundamental aspect of H2020: one of the main goals is the improvement of individual skills for research and industry personnel

Secondment are considered as training of personnel. Take this into account when research declarations is drafted

We have planned training courses on activities connected with MUSE during our General Meetings.

This is not enough: we have to participate also to some extra training activities. This will be a relevant criteria for the evaluation of the project at the 'Midterm Review' (i.e. the project financing), foreseen in Feb 2017

We should take advantage as much as possible from other sources:

- ❖ Training courses from home institute
- ❖ Training courses @ FNAL (software tools, management...)
- ❖ Webinars
- ❖ Synergies with other EU projects?

Project management

MUSE activities organized in seven Work Packages (WP):

WP1	WP2	WP3	WP4	WP5	WP6	WP7
g-2 detectors	Mu2e detectors	Calibration	Software tools	Dissemination & outreach	Transfer of knowledge	Management

Two boards for the running of the project, to be implemented by January 2016 (**Milestone 1**)

- ✓ **MANAGEMENT BOARD** (meets each 3 months + when needed)
 - Administrative aspects of the project
 - One member for each main department + the coordinator (chair)
- ✓ **SCIENTIFIC BOARD** (meets each 2 months + when needed)
 - Coordination of the network activities
 - WP coordinators + one MB member (chair)

MB duties (from GA)

- ❖ MB meetings every three months. Extra meeting if requested by SB
- ❖ First MB meeting: appointment of WP conveners
- ❖ Responsible of administrative activities
- ❖ Provides the means to operate the project efficiently
- ❖ It is responsible, in close contact with the SB for:
 - Revision and authorization of secondments
 - Organization of General Meetings
 - Monitoring of the progresses towards the completion of deliverables
- ❖ Guarantee maximization of the knowledge sharing among the involved institutions

MB duties (in practice)

In general, we have to follow activities connect with home institution:

- ✓ Secondments and submission of the related “Research Reports” on EU portal (each travel or each 30-days secondment?)
- ✓ Milestones, deliverables, outreach
- ✓ Training, dissemination of seconded researchers
- ✓ Papers: acknowledgements to MUSE and open access

What we have to do today:

1. Appoint WP conveners
2. Approve secondments for the first four months
3. Define a common strategy to handle secondments and “Research Report”
4. Define acknowledgements
5. Define date/place for the 2015 MUSE General Meeting
6. Set a date for next MB meeting

WP: proposal for conveners

Two conveners for each Work Package

WP #	WP Name	Institutions	Conveners
1	g-2 detectors	UCL	M. Lancaster
		LIV	T. Bowcock
2	Mu2e detectors	INFN	S. Miscetti
		INFN	M. Martini
3	Calibration	INFN	C. Ferrari
		INFN	D. Cauz
4	Software tools	INFN	G. Tassielli
		UCL	R. Chislett
5	Dissemination & outreach	INFN	A. Lusiani
		FNAL	D. Glenzinski
6	Transfer of knowledge	HZDR	F. Fiedler
		INFN	F. Spinella
7	Management	INFN	S. Giovannella
		INFN	S. Donati

Planned secondments (Jan–Apr 2016)

From	To	Name	Position	When	Comment
INFN	FNAL	S. Miscetti	ER	Feb 2016	OK
INFN	FNAL	I. Sarra	ER	Feb 2016	OK
INFN	FNAL	F. Happacher	ER	Feb 2016	OK
INFN	FNAL	M. Martini	ER	May 2016	Move up to Feb 2016
INFN	FNAL	S. Donati	ER	Feb 2016	OK
INFN	FNAL	F. Spinella	ER	Feb 2016	OK
INFN	FNAL	L. Morescalchi	ESR	Feb 2016	OK
INFN	FNAL	E. Pedreschi	ER	Feb 2016	OK
INFN	FNAL	G. Pezzullo	ER	Feb 2016	Delay, PhD thesis not completed
INFN	FNAL	S. Di Falco	ER	May 2016	Move up to Feb 2016
INFN	FNAL	F. Raffaelli	ER	Jun 2016	Move up to Feb 2016
INFN	FNAL	G. Tassielli	ER	May 2016	Move up to Feb 2016
INFN	FNAL	F. Grancagnolo	ER	Jun 2016	Move up to Feb 2016
INFN	FNAL	G. Venanzoni	ER	Mar 2016	OK
INFN	FNAL	C. Gabbanini	ER	Mar 2016	OK
INFN	FNAL	M. Iacovacci	ER	Mar 2016	OK
INFN	FNAL	S. Mastroianni	ER	Mar 2016	OK
INFN	FNAL	N. Raha	ER	Mar 2016	OK
INFN	FNAL	R. Donghia	ESR	Apr 2016	OK
HZDR	ADV	Post Doc 1	ER	Mar 2016	Delay
HZDR	ADV	Post Doc 2	ER	Mar 2016	Delay
HZDR	FNAL	A. Ferrari	ER	Apr 2016	Move up to Feb 2016
HZDR	FNAL	S. Mueller	ER	Apr 2016	Move up to Feb 2016

Rules for managing secondments

We have to setup clear and simple rules to avoid audit problems and too much bureaucracy

- ❖ **The secondment will be notified to the host institutions in a centralized way:**
 - **beneficiaries will send to INFN (C. Conti and myself) the list of the secondments planned for a whole month 10 days before the beginning of that month**
 - **INFN will send the complete list to host institutions before the beginning of the month**

- ❖ **Each time a secondment is performed, the host institution will release a signed form to the researcher with arrival and departure dates, that must be returned to the sending institute**

- ❖ **“Research Reports” must be upload in the EU Portal by the sending institution within 20 days after the completion of the secondment. A single person for each institution will be in charge for this.**

- ❖ **A contribution of at least € 2000 is mandatory for each 30-days secondment. Secondments can be split in several trips/stays. A possible way to accomplish this is to use a daily allowance charged on MUSE funds**

- ❖ **Keep records of secondment expenses (travel tickets, accommodation...)**

Acknowledgements

Proposed phrasing:

This work was supported by the EU Horizon 2020 Research and Innovation Programme under the Marie Skłodowska-Curie Grant Agreement No. 690835.

or

This work has received funding from the EU Horizon 2020 Research and Innovation Programme under the Marie Skłodowska-Curie Grant Agreement No. 690835.

Any other suggestion?

Official request to Mu2e and Muon (g-2) Collaborations to include it in the acknowledgements of papers with MUSE people involved

Next meetings

❖ First MUSE General Meeting

- Candidates for hosting it?
- When? GM deliverable due to September 2016
We can also move it up (May, June?)

❖ Next MB meeting: April 2016