

# Minutes of the MUSE Management Board Meeting

## 11 January 2016

Attendees: S. Donati (INFN-PI), A. Ferrari (HZDR), S. Giovannella (chair, INFN-LNF), D. Glenzinski (FNAL), A. Iovene (CAEN), M. Lancaster (UCL), P. Soukoulis (PRISMA), G. Venanzoni (INFN-LNF)

Agenda:

1. MUSE general overview
2. appointment of WG conveners
3. approval of secondments for the period Jan-Apr 2016
4. rules to handle secondments
5. acknowledgments
6. date/place for the 2015 MUSE General Meeting
7. next MB meeting
8. a.o.b.

### 1. MUSE general overview

S. Giovannella gives a general overview of the MUSE project (see transparencies). Main points:

1. MUSE project timeline: 1-Jan-2016 → 31-Dec-2019
2. We will receive funds for planned, implemented and eligible secondments. Guidelines for eligibility (still to be discussed with the Project Officer, PO):
  - a) seconded personnel must have an employment contract with the home institution since at least 6 months FTE;
  - b) change of contracts does not suspend eligibility;
  - c) a substantial time interval between two contracts requires additional 6 months FTE.

In case of doubts, contact the coordinator that will ask to the PO.

A. Ferrari asks more details on the meaning of 'substantial interval of time'. This is not known at the moment, but will be asked to the PO.

3. Pre-financing is 65% of the total funding, of which 5% retained by the Research Executive Agency as guaranteed funds. Money arrived to INFN on December 29th 2015. We will distribute as soon as we will have bank information from all beneficiaries.

4. Our commitments signing the Grant Agreement:
- secondments
  - training of seconded personnel
  - dissemination, with open access papers (arXiv is enough) and acknowledgements to the MUSE project
  - outreach
  - MUSE General Meeting (one per year)
  - website
  - midterm review and annual reports to REA

5. Training of seconded personnel must be endorsed. We have planned training courses during MUSE General Meetings, but we have also to participate to some extra activities. We can take advantage from home institutes, Fermilab, webinars.

G. Venanzoni proposes to appoint a person in charge of collecting and advertising training courses. He also proposes to put this information on the website.

D. Glenzinski will inform the MB on training courses at Fermilab that could be interesting for MUSE people.

6. Project management is composed by the Management Board (MB) and the Scientific Board (SB). MB meets each three months and is in charge of the administrative aspects. The SB is composed by the conveners of the seven Work Packages and one MB member that will be the chair. SB is in charge of the coordination of the network activities.

7. MB general duties:
- d) administrative aspects
  - e) efficient running of the project
  - f) maximization of knowledge sharing
  - g) revision and authorization of secondments
  - h) organization of General Meetings

MB representatives have to follow the following activities connected with their home institution:

- a) secondments and submission of the related 'Research Reports'
- b) milestones, deliverables and outreach
- c) training and dissemination of seconded personnel
- d) Open access and acknowledgement for papers

A question raised on 'Research Reports'. It is not clear if, in case of secondments shorter than 30 days, they must be submitted for each stay or just at the end of the 30-day period. This will be asked to the PO.

## 2. Appointment of Work Package conveners

S. Donati proposes to have two conveners for each Work Package (WP) in the project. The first one is from the institution that is the 'Lead Beneficiary'. This is the approved list:

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

### 3. Approval of secondments for the period Jan–Apr 2016

In the list below, secondments in black are scheduled as in the Grant Agreement. In blue there are the proposed variations.

Sec # GA	From	To	Name	Position	WP	When	Comment
7	INFN	FNAL	S. Miscetti	ER	2	Feb 2016	OK
23	INFN	FNAL	I. Sarra	ER	4	Feb 2016	OK
24	INFN	FNAL	I. Sarra	ER	2	May 2016	Move up to Mar 2016
36	INFN	FNAL	F. Happacher	ER	2	Feb 2016	OK
11	INFN	FNAL	M. Martini	ER	2	May 2016	Move up to Feb 2016
76	INFN	FNAL	S. Donati	ER	5	Feb 2016	OK
81	INFN	FNAL	F. Spinella	ER	2	Feb 2016	OK
97	INFN	FNAL	L. Morescalchi	ESR	2	Feb 2016	OK
85	INFN	FNAL	E. Pedreschi	ER	2	Feb 2016	OK
89	INFN	FNAL	G. Pezzullo	ER	2	Feb 2016	Delay (Apr 2016)
71	INFN	FNAL	S. Di Falco	ER	4	May 2016	Move up to Feb 2016
66	INFN	FNAL	F. Raffaelli	ER	2	Jun 2016	Move up to Feb 2016
159	INFN	FNAL	G.Tassielli	ER	4	May 2016	Move up to Feb 2016
168	INFN	FNAL	F.Grancagnolo	ER	2	Jun 2016	Move up to Feb 2016
105	INFN	FNAL	G. Venanzoni	ER	3	Mar 2016	Delay
109	INFNF	FNAL	C. Ferrari	ER	3	Jun 2016	Move up tp Mar 2016
113	INFN	FNAL	C. Gabbanini	ER	3	Mar 2016	Delay
121	INFN	FNAL	G. Piacentino	ER	3	May 2016	Move up to Mar 2016
121	INFN	FNAL	A. Gioiosa	ER	3	May 2016	Move up to Mar 2016
141	INFN	FNAL	M. Iacovacci	ER	1	Mar 2016	Delay
147	INFN	FNAL	S. Mastroianni	ER	1	Mar 2016	Delay
155	INFN	FNAL	N. Raha	ER	4	Mar 2016	Delay
44	INFN	FNAL	R. Donghia	ESR	4	Apr 2016	Delay
264	HZDR	ADV	Post Doc 1	ER	6	Mar 2016	Delay
268	HZDR	ADV	Post Doc 2	ER	6	Mar 2016	Delay
204	HZDR	FNAL	A. Ferrari	ER	4	Apr 2016	Move up to Feb 2016
208	HZDR	FNAL	S. Mueller	ER	4	Apr 2016	Move up to Feb 2016

The list is approved by the MB. Variations will be send to the Project Officer for final approval.

### 4. Rules to handle secondments

S. Giovannella proposes rules to manage secondments.

1. Secondments will be notified to the host institutions in a centralized way:
  - a) beneficiaries will send to INFN (C. Conti and the coordinator) the list of the secondments planned for a whole month, 10 days before the beginning of that month
  - b) INFN will send the complete list to host institutions before the beginning of the month

2. 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
3. For each institution, a single person will be in charge for the upload of the "Research Reports" in the EU Participant Portal.

The rules are approved.

## **5. Acknowledgments**

Two possible phrasing for the acknowledgments:

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

The MB approves the first one. It will be officially asked to the Mu2e and Muon (g-2) Collaborations to include it in the papers with MUSE people involved. S. Giovannella and G. Venanzoni are in charge of this.

## **6. Date/place for the 2015 MUSE General Meeting**

The first MUSE General Meeting has to be held within September 2016, which is the deadline of the corresponding deliverable. The meeting could be also anticipated to May or June. A discussion on possible clashes with other important events started. The main ones are the CD3 of Mu2e, foreseen in May (but it could be shifted to June) and the annual meeting of INFN National Committee, 19-23 September. The date of the CD3 could be modified and several people involved in Mu2e will be deeply involved, therefore it is decided to have the meeting in September. Two proposals for the place of the meeting: Italy and Greece. Italy is the final choice. A list of possible dates will be circulated.

## **7. Next MB meeting**

Next MB meeting will be held in April 2016. A Doodle poll will be circulated few weeks in advance.

The meeting is closed at 6:00 P.M.