

# MUSE

**report and news**

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MUSE MB meeting  
5 August 2016

# Agenda

1. Approval of minutes of the previous MB meeting (15 Apr 2016)
2. Status of secondments
3. Rules to reschedule of secondments
4. Secondments for the period Aug-Ott 2016
5. A.o.b.

# Status of secondments: Jan-Jul 2016

Institution	Scheduled in GA (Jan–Jun 2016)	Started	Fraction
ADVANSID	1	0	0%
CAEN	–	–	–
HZDR	5	3	60%
INFN	59	40	68%
LIVERPOOL	29	19	66%
PRISMA	3	3	100%
UCL	13	6	46%

- ✓ Several LIV/UCL secondments will start before end-2016
- ✓ In total, 65% of the secondments already started
- ✓ Reasonable for the start of the project

# Status of secondments: Jan-Jul 2016

WP	Scheduled in GA (Jan–Jun 2016)	Started	Fraction
1	30	10	33%
2	19	18	95%
3	21	15	71%
4	30	24	80%
5	1	1	100%
6	8	2	25%
7	1	1	100%

- ✓ Delayed secondments for WP1 will start in the second half of 2016
- ✓ WP2 on track
- ✓ 70-80% of the secondments started for calibration/offline activities
- ✓ Several secondments to Advansid/Prisma (WP6) delayed

# Secondments: MUSE handbook

Before departures:

- sending organization will provide the information related to the secondment (NAME/FROM/TO/ARRIVAL/DEPARTURE/WP) to MUSE administration through the mailing list: [muse-secretariat@lists.infn.it](mailto:muse-secretariat@lists.infn.it)
- MUSE administration will send the complete list to the host institution(s)

During each travel of the secondment:

- seconded personnel must pick up the declaration issued from the host institution, reporting arrival and departure dates and WP number

At the end of each stay seconded personnel must:

- return the original copy of the declaration to their administration
- write a short report on the activity carried out
- send a copy of both documents to MUSE administration ([muse-secretariat@lists.infn.it](mailto:muse-secretariat@lists.infn.it) )

# Beneficiary obligations

The sending organization must insert for each travel of the secondment the corresponding 'Researcher Declaration' in the EC Participant Portal **within 20 days after the start of the first stay**

RD contains personal data of seconded personnel and information related to the secondment (hosting institution, WP, travel period)

Please, assign dedicated person from your institution for this

INFN cannot do it for you. It is not allowed in the EC-PP system

# Rules to reschedule secondments

It is clear that the secondment plan in GA could not be strictly followed. We already modified some of the secondments and we will need to do that all along the project. We have to define a common strategy for this

The backbone of the project are the tasks, with corresponding milestones and deliverables

Re-organization of the schedule should be done

1. modifying the starting date of a planned secondment
2. reallocating a given secondment to a different researcher, with the same profile and an equivalent professional experience

The goal is to stay on track as much as possible with the secondments planned for the different WPs along the project

A significant variation of the secondment plan imply an amendment to the GA

# Planning of secondments (Aug-Oct 2016)

Sec # GA	From	To	Name	Position	WP	When	Comment
52	INFN	FNAL	A. Mengucci	TECH	2	Sep 2016	Delayed, Oct 2016
49	INFN	FNAL	M. Ventura	TECH	2	Jul 2017	Oct 2016
62	INFN	FNAL	INFN Pisa	ER	2	Sep 2016	Delayed
141	INFN	FNAL	Iacovacci	ER	2	Mar 2016	Oct 2016
143	INFN	FNAL	Iacovacci	ER	2	Aug 2016	To Lusiani, Oct 2016
160	INFN	FNAL	G. Tassielli	ER	2	Jun 2016	Delayed
169	INFN	FNAL	F. Grancagnolo	ER	3	Aug 2016	Jul 2016
185	PRISMA	UCL	K.Tsourapas	ER	1	Sep 2016	Delayed
193	PRISMA	LIV	P. Kouris	ER	1	Sep 2016	Delayed
216	CAEN	FNAL	M. Locatelli	ER	1	Sep 2016	Delayed, Oct 2016

- Two secondments PRISMA → UK foreseen in September  
PRISMA would like to delay them (Nov-Dec 2016)
- Secondment CAEN → FNAL moved to October



# Reminders

- ✓ MUSE General Meeting: 26-28 September 2016

This is one of the obligations of RISE projects. Large attendance is needed

- ✓ Mailing list for all MUSE researchers: [muse-all@lists.infn.it](mailto:muse-all@lists.infn.it)

It will be used to distribute information on GM. Please, ask your collaborators to subscribe the list at: <https://lists.infn.it/sympa/info/muse-all>  
(or send me their e-mail addresses)

- ✓ Web page: <http://muse.Inf.infn.it>

Transparencies, useful documents, templates available in the private section  
(login: muse muon-campus)

- ✓ Report on MUSE activities for the period Jan-Jun 2016: draft ready
- ✓ Next meeting: during GM