

# Minutes of the MUSE Management Board Meeting

## 15 April 2016

Attendees: S. Donati (INFN-PI), S. Giovannella (chair, INFN-LNF), M. Iacovacci (INFN-NA), A. Iovene (CAEN), B. King (Liverpool representative), G. Venanzoni (INFN-LNF)

Agenda:

1. Approval of minutes of the MB kick-off meeting (11 Jan 2016)
2. News from “RISE coordinators’ day”
3. Approval of secondments for the period May-June 2016
4. MUSE web page
5. General Meeting
6. A.o.b.

### **1. Approval of minutes (11 January 2016)**

Minutes of the Management Board kick-off meeting have been approved.

### **2. News from “RISE Coordinators’ Day”**

The “RISE Coordinators’ Day” of the H2020-MSCA-RISE-2015 call took place in Brussels on March 18th 2016. S. Giovannella took part to this event as MUSE coordinator.

In the first part of the meeting, general requirements of RISE projects, best practices for a correct and successful implementation, financial aspects, reporting and monitoring has been presented. Presentations can be downloaded at the following link:

[http://ec.europa.eu/rea/secure/rise\\_2015\\_coordinators\\_day\\_en.htm](http://ec.europa.eu/rea/secure/rise_2015_coordinators_day_en.htm)

Each MB representative is invited to have a look.

After the presentations, a meeting with Project Officers and coordinators of MAT and PHY scientific panels took place. Here, the discussion focused on practical issues.

Rules that have to be applied for secondments are discussed:

- Who can be seconded: Early-Stage Researcher (ESR), Experienced Researcher (ER) and Technicians (TECH). No undergraduate students.
- Seconded personnel must have a contract or a fellowship, be considered staff under national law and internal practices, be linked/actively engaged in R&I activities within sending organisation in the last 6 months (6 months must be FTE and continuous).

Change of contracts do not brake eligibility. Especially for young researchers, rules could be flexible, but each single case must be agreed with the Project Officer.

- A secondment is eligible for receiving funds only if one month has been completed. Shorter secondments will not be paid. For secondments lasting more than a consecutive month, one month corresponds to a calendar month (i.e. 20 Jan →19 Feb); for shorter periods, the count is done on a 30 day basis.
- The 'Staff member unit cost' (2,000 Euros) must be fully used to cover travel/subsistence costs. If a secondment is longer than one month by Y days, the fraction  $2,000 \times Y / 30$  must be added to travel/subsistence costs.
- Secondments can be split in several stays.
- Secondments to Fermilab end the day of departure from USA.
- Seconded personnel must work 100% on the project. Vacations, parental leave, etc. are not allowed. In case of needs, the secondment can be split.
- Beneficiary are obliged to pay the salary during the secondment, ensure that rights and obligations remain unchanged, reintegration after the secondment.
- 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.
- Each seconded researcher will receive an 'Evaluation questionnaire' at the end of the secondment and a 'Follow-up questionnaire' two years after secondment.

### **3. Approval of secondments for the period May–July 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
1		INFN	FNAL	S. Giovannella	ER	7	Jul 2016	OK
15		INFN	FNAL	Marconi Univ.	ER	2	May 2016	Aug 2016, S. Miscetti
19		INFN	FNAL	Marconi Univ.	ESR	2	May 2016	Delayed
32		INFN	FNAL	M. Cordelli	ER	3	Jun 2016	Jul 2016, S. Giovannella
37		INFN	FNAL	F. Happacher	ER	3	Jun 2016	Delayed
44		INFN	FNAL	R. Donghia	ESR	4	Apr 2016	Jul 2016
48		INFN	FNAL	G. Corradi	TECH	2	Jul 2016	Jun 2016
58		INFN	FNAL	F. Cervelli	ER	2	Jul 2016	OK
90		INFN	FNAL	G. Pezzullo	ER	4	Jun 2016	Delayed
98		INFN	FNAL	L. Morescalchi	ESR	4	Jun 2016	1 month delayed
98		INFN	FNAL	L. Morescalchi	ESR	4	Jun 2016	1 month assigned to R. Donghia
105		INFN	FNAL	G. Venanzoni	ER	3	Mar 2016	Jun 2016
117		INFN	FNAL	A. Fioretti	ESR	5	May 2016	Delayed
125		INFN	FNAL	D. Cauz	ER	3	May 2016	Delayed
129		INFN	FNAL	G. Cantatore	ER	3	May 2016	Jul 2016, F. Bedeschi
133		INFN	FNAL	M. Karuza	ER	3	May 2016	Delayed
137		INFN	FNAL	D. Moricciani	ER	3	May 2016	Delayed
139		INFN	FNAL	G. Di Sciascio	ER	3	May 2016	Jul 2016, A. Basti
151		INFN	FNAL	A. Anastasi	ER	4	May 2016	1 month assigned to A. Driutti
155		INFN	FNAL	N. Raha	ER	4	Jun 2016	Delayed
257		INFN	FNAL	A. Driutti	ER	3	Jun 2016	May 2016
259		INFN	PRISMA	S. Donati	ER	6	Jun 2016	Delayed
260		INFN	PRISMA	F. Spinella	ER	6	Jun 2016	Delayed
261		INFN	PRISMA	M. Martini	ER	6	Jul 2016	OK
262		INFN	PRISMA	I. Sarra	ER	6	Jul 2016	Aug 2016
184		PRISMA	INFN	K. Tsourapas	ER	2	Jun 2016	OK
192		PRISMA	INFN	P. Kouris	ER	2	May 2016	OK
199		PRISMA	INFN	A. Soukoulia	ER	6	May 2016	OK
224		UCL	FNAL	T. Stuttard	ESR	4	Jul 2016	OK
225		UCL	FNAL	R. Chislett	ER	1	Jul 2016	Aug 2016
228		UCL	FNAL	S. Kilani	TECH	1	Jul 2016	Delayed
229		UCL	FNAL	E. Motuk	TECH	1	Jul 2016	Delayed
233		LIV	FNAL	T. Bowcock	ER	1	Jul 2016	Delayed (Oct 2016)
238		LIV	FNAL	B. King	ER	3	Jan 2017	Jul 2016
241		LIV	FNAL	J. Price	ER	1	Jul 2016	Jun 2016
244		LIV	FNAL	W. Turner	ESR	4	Jul 2016	OK
245		LIV	FNAL	S. Charity	ESR	4	Jul 2016	OK
246		LIV	FNAL	J. Carrol	TECH	1	Jul 2016	Delayed (Nov 2016)
247		LIV	FNAL	S. Mapar	TECH	1	Jul 2016	Delayed (Nov 2016)
248		LIV	FNAL	K. Thomson	TECH	1	Jul 2016	OK
249		LIV	FNAL	D. Sim	TECH	1	Jul 2016	Delayed (Sep 2016)
263		ADV	HZDR	-	ER	6	Jun 2016	Delayed

The list is approved by the MB.

#### 4. MUSE web page

A draft of the MUSE web page is available at: <http://muse.lnf.infn.it>

The skeleton of the public section is ready. The private section, password protected, is still under construction. Each MB representative must provide the information related to his/her institution to be uploaded: talks, papers, outreach activities. Also a collection of good quality photographs of Mu2e and Muon g-2 activities connected to the MUSE project is needed.

The final version of the MUSE web site will be ready in few weeks. The deadline of the corresponding milestone is set to end of May 2016.

## 5. General meeting

The 2016 MUSE General Meeting will take place in Pisa, in 2-3 days of the week 26-30 September. S. Giovannella proposes to appoint as “Scientific Program Committee” the MUSE Scientific Board. The proposal is approved.

Several activities are foreseen during the GM:

- Open session for MUSE participants
- MB meeting
- SB meeting
- Half-day training session for MUSE participants
- One-day workshop for University students

The last two items are tasks (and milestones) of the Training and Outreach Work Packages, respectively.

## 6. A.o.b.

A new mailing list has been created for all MUSE researchers: [muse-all@lists.infn.it](mailto:muse-all@lists.infn.it)  
SB/MB members are already in. All other MUSE collaborators should subscribe the list at: <https://lists.infn.it/sympa/info/muse-all>

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