

Minutes of the MUSE Management Board Meeting 5 August 2016

Attendees: S. Donati (INFN-PI), S. Giovannella (chair, INFN-LNF), D. Glenzinski (FNAL), M. Iacovacci (INFN-NA), A. Iovene (CAEN), M. Lancaster (UCL), B. King (University of Liverpool)

Agenda:

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

Minutes of the Management Board meeting held on April 15th 2016 have been approved.

S. Giovannella presented a summary of the secondments planned in the first months of the project, January-July 2016. The fraction of secondment started for each beneficiary is reported in the following table.

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%

The overall fraction of secondments already started is 65%. This number is expected to increase in the next months, since several of the secondments scheduled in the period Jan-Jul 2016 have been delayed by few months and they will start before the end of 2016. The progressing of the secondments is reasonable, although the delay in the implementation of some of them has to be monitored.

The fraction of secondments already started has been reported also as a function of the different Work Packages.

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%

WP2 (“Mu2e detectors”) is almost on track. The small fraction of WP1 (“g-2 detectors”) is due to the g-2 installation secondments that have been delayed to the second half of the year. M. Iacovacci stated that all 2016 INFN-NA secondments for WP1 will start in Autumn. The small fraction of WP5, “Transfer of knowledge”, is caused by several secondments to Prisma and Advansid (from INFN and HZDR, respectively) that have been postponed. These secondments have to be rescheduled as soon as possible.

After this summary, a discussion on the strategy to be followed to reschedule secondments started. It was clear that the plan of the secondments listed in the MUSE Grant Agreement could not be strictly followed, due to the latest changes in the planning of the related activities. The re-organization of the schedule must ensure the progresses of the WP tasks, and the related completion of milestones and deliverables, by: (i) modifying the start of secondments and (ii) reallocating them to different researchers, with similar profile and equivalent professional experience. This will ensure the planning of the secondments for a given WP along the project.

In the latest months, some of the required administrative steps when planning a secondment were not followed. Therefore, the rules have been summarized again with a strong advise, to each institution, to follow them. D. Glenzinski agreed to receive two lists of secondments per month instead of a single one at the beginning of the month. Another missing administrative action is the filling of the MUSE DB in the EC Participant Portal. The details of each secondment must be loaded within 20 days from the start of the secondment. Each institution is in charge of uploading their own information.

The new planning for the secondments in the period August-October 2016 is discussed. The variations with respect to the approved list is reported below.

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

A. Iovene informed the MB members that the CAEN researcher will go to Fermilab in October. Both PRISMA and UCL/Liverpool representatives asked to postpone PRISMA secondments to the UK research institutes. This is mainly motivated by the fact that in the next months the installation of the Muon g-2 tracker system will keep busy many of the researchers in Fermilab. The secondment will be rescheduled as soon as the new planning of the activities in UCL and Liverpool laboratories will be ready. This will probably happen at the end of 2016.

The new list is approved by the MB.

The internal report of the MUSE activities, drafted by the Scientific Board, is available on the MUSE web site. It covers the first six months of the project: January-June 2016.

The next Management Board meeting will be held during the MUSE General Meeting, Pisa, 28-30 September 2016.