

Minutes of the MUSE joint Management Board and Scientific Board Meeting 29 September 2016

Attendees: R. Chislett (UCL), S. Donati (INFN-PI), A. Ferrari (HZDR), S. Giovannella (INFN-LNF), D. Glenzinski (FNAL), M. Iacovacci (INFN-NA), A. Iovene (CAEN), B. King (University of Liverpool), A. Lusiani (INFN-PI), M. Martini (INFN-LNF), S. Miscetti (INFN-LNF), F. Spinella (INFN-PI), G. Venanzoni (INFN-LNF)

Agenda:

1. Approval of minutes of the last MB meeting
2. Status and plans of secondments
3. Considerations on the first nine running months
4. Potential weak points of the project and of its organization
5. Approval of secondments for the period October 2016 – January 2017
6. A.o.b.

Minutes of the Management Board meeting held on August 5th 2016 have been approved.

The meeting has been devoted to discuss among MB and SB members the organizational aspects of the project, as the status of the various scientific activities has been presented in details throughout the open session of the General Meeting. Each institution presented status and plans of the secondments and comments on the first running months of the project.

S. Giovannella noticed that the preparation of the list of secondments for October is in delay. The MUSE secretariat did not receive any request, both from INFN sites and from all other institutes. She invited all persons in charge to quickly provide the required information, so that lists could be sent as soon as possible. First departures to Fermilab are expected to start in short time. M. Iacovacci pointed out that secondments from Naples to Fermilab has not started yet, but they are planning to send two researchers before the end of the year, most probably in November.

D. Glenzinski confirmed that Fermilab has not yet received the secondment list of October. Most of the MUSE secondments are hosted by Fermilab, but the internal organization of the planning of the secondment works quite well for the laboratory, that was able to handle nearly 60 travels in these first months of the project. He asked if from the point of view of the seconded personnel the procedure works. No major issues had been raised by the boards.

A. Ferrari reported the status of the secondments planned for HZDR. All secondments to Fermilab scheduled in the first months of 2016 are already started, but their total length (90 days) will not be covered. Most probably for the end of this year there will not be any other

travels from HZDR to Fermilab, so that the number of covered days will be 30 out of 90. There is also the start of a new secondment to Fermilab that was planned for December 2016. This was intended for a postdoc researcher joining the group, but no candidate has been found so far. This secondment will be delayed. The status of the secondments to Advansid is more complex. The two researchers involved in medical application are in parental leave. One of them will be back at work in October/November 2016, the other one probably next year. This implied a deep revision of the plans, both from HZDR to Advansid and vice versa. The Advansid secondment to HZDR has also been also delayed. The involved institutions are studying a re-modulation of the secondment plans, involving also two ESRs from HZDR. The idea is to send one or two HZDR ERs to Trento for a short trip to setup the activity, while most of the secondments will be covered by ESRs. S. Giovannella asked to prepare a detailed written plan to be submitted to the Project Officer for approval. A. Ferrari will meet in the next weeks with D. Bemmerer to prepare it, discussing also with Advansid.

A. Iovene informed the boards that M. Locatelli, the CAEN employee that will be seconded to Fermilab, will do his first travel in November.

The status of the Prisma secondment is the following: the three months to INFN have been completed before the summer. The other two secondments to UCL and Liverpool University, planned in September, have been delayed for the unavailability of the hosting institutions, that are very busy with the completion of the g-2 tracker stations. From the Prisma point of view, the following time slots are available: (i) hardware engineer to UCL, mid-November/mid-December; (ii) software engineer to Liverpool, January/February 2017. B. King said that the software skills of Prisma are very welcome. He will contact P. Soukoulis to arrange the secondment. For the UCL researchers, the period proposed from Prisma is not optimal, due to several teaching duties. The representatives of the two institutions will get in touch to find a good period for the secondments.

B. King reported the status of the secondments from Liverpool University. The first travels started in July, as planned. S. Giovannella asked the status of the secondments planned for September. Due to a light delay on the installation plans of Muon g-2, they will start between October and November. The communication will be sent to the MUSE secretariat as soon as the travel plans will be fixed. B. King informed the boards that he asked for an appointment with the Liverpool administration in charge of EU projects. He needs to discuss the insertion of the secondment in the EU Participant Portal, which does not contain yet any Liverpool information.

Status of UCL secondments: 23.3 weeks undertaken out of the 58.5 planned for 2016. All the ER/ESR secondments are already started. There is some delay for the ones from the technical staff. The one-month secondment planned for S. Kilani has not started yet because he is still waiting for a visa. His first travel will be scheduled as soon as the paperwork will be completed, most probably in the first months of 2017. The other TECH secondment (2 months in 2016, 10 months in total), initially assigned to E. Motuk, has been delayed because he is leaving UCL. A rescheduling of the secondment is under study. It will be presented to the Management Board for approval as soon as it will be defined.

The UCL secondments planned for 2017, 2 Experienced Researchers, six months each, divided on different Work Packages, are expected to be fulfilled.

All UCL travels have been uploaded on the EU portal. S. Giovannella said that for one of them there is a problem: the link with the “Fellow Id” is missing in the corresponding “Research Declaration” (number 26). Since the declaration has been submitted, it cannot be revised by us. It must be rejected by the Project Officer and then submitted again. Since there are other two INFN declarations needing a similar operation, the whole list will be sent by the coordinator to the Project Officer. Everyone submitting declarations in the Participant Portal must be very careful during their submission.

S. Giovannella reported the status of the INFN secondments. In this first 9 months of the project, 64 secondments were planned in the Grant Agreement, 36 for the Mu2e experiment and 28 for g-2. In total, 75% of the secondment already started (81% Mu2e, 68% g-2). Including the travels already planned up to the end of the year, this fraction will increase to 88% (86% Mu2e, 89% g-2). Most of the secondments have not been completed. Considering the actual days of secondments with respect to the total number of days, the fraction of secondment completed up to now is 54% (55% Mu2e, 51% g-2). This number will increase to 68% (73% Mu2e, 62% g-2) for the end of the year.

The new planning for MUSE secondments up to the end of 2016 (reported below) is discussed. The variations with respect to the Grant Agreement have been approved.

Sec # GA	From	To	Name	Position	WP	When	Comment
19	INFN	FNAL	E. Diociaiuti	ESR	2	May 2016	Moved to Dec 2016
117	INFN	FNAL	A. Fioretti	ER	3	May 2016	Moved to Nov 2016
141	INFN	FNAL	M. Iacovacci	ER	1	Mar 2016	Moved to Nov 2016
147	INFN	FNAL	S. Mastroianni	ER	1	Mar 2016	Moved to Nov 2016
233	LIV	FNAL	T. Bowcock	ER	1	Jul 2016	To, Price, Oct 2016
247	LIV	FNAL	S. Mapar	TECH	1	Jul 2016	Split: Mapar/Albahri/Leagas
250	LIV	FNAL	L. Harkness-Brennan	ER	2	Jul 2017	Moved to Oct 2016

The next Management Board meeting will be held in January 2017. A Doodle poll will be circulated in advance to fix the date.