

Minutes of the MUSE Management Board Meeting 18 January 2017

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

Agenda:

1. Approval of minutes of the joint MB/SB meeting (29 September 2016)
2. Approval of secondments for the period January-April 2017
3. 2017 milestones
4. Mid-term review
5. A.o.b.

Minutes of the joint Management Board, Scientific Board meeting held on September 18th 2016 have been approved.

The new planning for the secondments in the period January-April 2017 is discussed. The list is reported below.

Sec #	GA	From	To	Name	Position	WP	When	Comment
8		INFN	FNAL	S. Miscetti	ER	2	Apr 2017	Mar 2017
38		INFN	FNAL	F. Happacher	ER	3	Apr 2017	Feb 2017
39		INFN	FNAL	F. Happacher	ER	2	Jul 2017	Mar 2017
45		INFN	FNAL	R. Donghia	ESR	4	Apr 2017	Feb 2017
63		INFN	FNAL	INFN Pisa	ER	4	Mar 2017	Delayed
67		INFN	FNAL	F. Raffaelli	ER	2	Apr 2017	Delayed
72		INFN	FNAL	S. Di Falco	ER	2	Mar 2017	Feb 2017
77		INFN	FNAL	S. Donati	ER	5	Feb 2017	Mar 2017
82		INFN	FNAL	F. Spinella	ER	2	Feb 2017	Delayed
86		INFN	FNAL	E. Pedreschi	ER	2	Feb 2017	Delayed
90		INFN	FNAL	G. Pezzullo	ER	4	Jun 2016	Feb 2017
91		INFN	FNAL	G. Pezzullo	ER	2	Apr 2017	Delayed
99		INFN	FNAL	L. Morescalchi	ER	2	Apr 2017	Delayed
106		INFN	FNAL	G. Venanzoni	ER	3	Feb 2017	Delayed
110		INFN	FNAL	C. Ferrari	ER	3	Jan 2017	
122		INFN	FNAL	3 months, split	ER	3	May 2017	1 month to Piacentino
137		INFN	FNAL	D. Moricciani	ER	3	May 2016	To Gioiosa, Jan 2017
137		INFN	FNAL	D. Moricciani	ER	3	May 2016	To Gioiosa, Jan 2017

Sec #	GA	From	To	Name	Position	WP	When	Comment
141		INFN	FNAL	M. Iacovacci	ER	4	Aug 2016	To Lusiani, Mar 2017
142		INFN	FNAL	M. Iacovacci	ER	1	Mar 2017	Delayed
148		INFN	FNAL	S. Mastroianni	ER	1	Mar 2017	Delayed
155		INFN	FNAL	N. Raha	ER	4	Mar 2016	Jan 2017
157		INFN	FNAL	N. Raha	ER	4	Apr 2017	Delayed
258		INFN	FNAL	A. Driutti	ER	3	Mar 2017	Delayed
185		PRISMA	UCL	K. Tsourapas	ER	1	Sep 2016	To Liverpool, March 2017
193		PRISMA	LIV	P. Kouris	ER	1	Sep 2016	D. Xafi, Feb 2017
205		HZDR	FNAL	A. Ferrari	ER	4	Apr 2017	Delayed
209		HZDR	FNAL	S. Mueller	ER	4	Apr 2017	Delayed
215		HZDR	FNAL	Post-doc	ER	4	Apr 2017	Delayed
216		CAEN	FNAL	M. Locatelli	ER	1	Sep 2016	WP2, delayed
218		UCL	FNAL	M. Lancaster	ER	1	Apr 2017	Moved to Feb 2017
220		UCL	FNAL	M. Lancaster	ER	3	Jan 2017	Delayed
226		UCL	FNAL	R. Chislett	ER	3	Jan 2017	Moved to Feb 2017
242		LIV	FNAL	J. Price	ER	3	Jan 2017	
265		HZDR	ADV	???	ER	6	Mar 2017	Delayed
269		HZDR	ADV	???	ER	6	Mar 2017	Delayed

Variations of the secondments 185 and 216 have been submitted and approved by the Project Officer. In the first case, an engineer from PRISMA will go to Liverpool to work on front end electronics of the g-2 tracker. The CAEN secondment originally assigned to WP1 has been moved to WP2 to contribute to the design of the low and high voltage power supply of the Mu2e experiment.

The new list of secondments is approved by the MB.

The list of deliverables and milestones for 2017 is discussed. This year there is one single milestone, the integration of the tracker readout with the g-2 DAQ, whose deadline is end of May. There are three deliverables on the g-2 detectors: software, alignment and calibration tools for the tracker (WP3, June 2017) and two reports for WP1, g-2 detectors, on laser integration and on the installation of the tracker. Both have to be completed for the end of 2017. The only deliverable for Mu2e is the final design of the laser system, WP3, that have to be submitted by the end of June. The other two deliverables are the General Meeting (WP7, September 2017) and the outreach event dedicated to high-school teachers that will be held in Frascati in October (WP5). As a general comment, we do not expect problems in completing deliverables and milestones in due time.

The coordinator has been contacted by the MUSE Project Officer (PO) to set a date for the Mid-Term Review Meeting (MTM) in Frascati. An Expert Reviewer will participate to the meeting for the scientific evaluation of the project. The meeting will also check the fulfillment of all other aspects of the project, giving particular attention to training activities and networking aspects. The date proposed by the PO, that has other reviews scheduled in Italy, is May 11th. The MB agrees with this proposal. S. Giovannella remind the MB that the

participation of one representative for each organization is mandatory as well as the attendance of some seconded personnel.

A draft of the MTM agenda has been provided by the PO. The morning session is dedicated to the management, with a talk by the coordinator, and to the meeting of the PO with the seconded researchers. The afternoon session is dedicated to the scientific, training and dissemination achievements.

A discussion on the place/date of the 2017 MUSE General Meeting started. A possible solution is to attach it to the MTM. This will increase the attendance of both meetings. The MB approves this proposal. After some discussion, it is decided to have a three-day meeting on 10-12 May, with the second day devoted to the MTM. The first day will be devoted to a joint MB/SB meeting focused on the preparation of the MTM. On Friday, there will be the training session in the morning and a special session in the afternoon, dedicated to presentations from MUSE PhD and postdocs on selected topics. The outreach session could be organized in the morning of the first day of the meeting.

Since few weeks, it not possible to add travel periods to a SUBMITTED secondment in the Participant Portal (PP). In the past, we uploaded and submitted the first stay of the secondment, adding the following trips later on. This is not possible anymore. This means that we need to have all declarations revised by the Project Officer to add new travels to not completed secondments. The coordinator asked for revision, but for the moment no reply has been received. From now on, we should keep not completed secondments in the DRAFT status, submitting them just at the end of the secondment.

In general, the update of the secondment list in the PP is not satisfactory. At the moment, only two institutions, HZDR and PRISMA, filled the DB with all their travels. The list is partially completed for INFN and UCL, while all secondments from Liverpool are missing. 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 next Management Board meeting will be held during the MUSE General Meeting, in a joint session with the Scientific Board.