

Minutes of the MUSE Management Board Meeting 20 July 2017

Attendees: S. Donati (INFN-PI), A. Ferrari (HZDR), S. Giovannella (chair, INFN-LNF), M. Lancaster (UCL)

Agenda:

1. Approval of minutes of the joint MB/SB meeting (10 May 2017)
2. Approval of secondments for the period August-October 2017
3. Status of milestones and deliverables
4. Outcome of MUSE Mid-Term Meeting
5. Financial Report
6. A.o.b.

Minutes of the joint Management Board, Scientific Board meeting held on May 10th 2017 have been approved.

The new planning of MUSE secondments for the period August-October 2017 is discussed. The list is reported below.

Sec #	GA	From	To	Name	Position	WP	When	Comment
20	INFN	FNAL	Marconi Univ.	ESR	2	May 2017	To E. Diociaiuti, Aug 2017	
53	INFN	FNAL	A. Mengucci	TECH	2	Sep 2017	Delayed	
56	INFN	FNAL	LNF technician	TECH	3	Sep 2017	Delayed	
59	INFN	FNAL	F. Cervelli	ER	2	Jul 2017	To D. Pasciuto	
92	INFN	FNAL	G. Pezzullo	ER	4	Jun 2017	Aug 2017	
114	INFN	FNAL	C. Gabbanini	ER	3	May 2017	To D. Hampai, Oct 2017	
118	INFN	FNAL	A. Fioretti	ER	3	May 2017	To S. Dabagov, Oct 2017	
126	INFN	FNAL	D. Cauz	ER	3	May 2017	Aug 2017	
130	INFN	FNAL	G. Cantatore	ER	3	May 2017	Oct 2017	
134	INFN	FNAL	M. Karuza	ER	3	May 2017	To Gioiosa, Aug 2017	
142	INFN	FNAL	M. Iacovacci	ER	1	Mar 2017	To O. Escalante, Aug 2017	
162	INFN	FNAL	G. Tassielli	ER	2	Aug 2017	Delayed	
171	INFN	FNAL	F. Grancagnolo	ER	2	Aug 2017	Delayed	
187	PRISMA	FNAL	K. Tsourapas	ER	1	Sep 2017	Delayed	
194	PRISMA	INFN	P. Kouris	ER	2	May 2017	To D. Delidou, Sep 2017	
195	PRISMA	FNAL	P. Kouris	ER	1	Sep 2017	Delayed	
235	LIV	FNAL	T. Bowcock	ER	2	Aug 2017		
239	LIV	FNAL	B. King	ER	4	Oct 2017		
243	LIV	FNAL	J. Price	ER	4	Aug 2017		

The new list of secondments is approved by the MB.

The status of deliverables and milestones due in the first half of 2017 is reviewed. The milestone on the integration of the tracker readout with the g-2 DAQ (WP1) due by end of May 2017, has been achieved in time: the DAQ system of Muon (g-2) has been integrated on April 10th and the experiment began DAQ operations on May 1st. The deliverable "Software, alignment and calibration tools for the tracker" (WP3, report, June 2017) has been submitted on July 4th. There is some delay in the other deliverable of Work Package 3, "Final design of the Mu2e Laser System", due by end of June. The design is almost complete, but the selection of some of the components have still to be finalized. The report is expected to be ready by mid-October. For the second half of 2017, there are two deliverables on WP1, "g-2 detectors", which have to be completed by the end of the year: a report on laser integration and a report on the installation of the tracker. The other two deliverables of 2017 are the General Meeting (WP7, September 2017), already submitted, and the outreach event dedicated to high-school teachers to be held in Frascati in October (WP5).

No official outcome of the Mid-Term Meeting with the REA Project Officer received. On May 21st, the Coordinator received an e-mail from the PO, congratulating with us for the excellent (on all sides) meeting and apologizing for a possible delay of the formal follow-up, due to the RISE 2017 evaluation process. No news since then.

A letter from REA has been received on Jun 19th, asking for a further review of the proper implementation of the MUSE action. The assigned external reviewer is V. Sanz, the same of the Mid-Term Meeting. Clarifications has been asked to the PO. The Coordinator was assured that the letter was generated by a wrong workflow created on the Participant Portal. Probably it was an incorrect submission of the MTM follow-up. Currently, the monitoring procedure has been labelled as CANCELLED in the PP.

We will have the first MUSE Financial Report at the end of 2017. All documents required in the Participant Portal have to be prepared well in advance. The list is not yet available. Local administration have to provide all relevant information to the coordinator, which is in charge of the submission. In particular, "Researchers' Declarations" containing all 2016-2017 secondments have to be updated and corrected: this information cannot be modified in case of errors or missing travels after the Financial Report. Most of the beneficiaries have "Researchers' Declarations" updated or almost updated, but some institutions did not update them since several months.

The next Management Board meeting will be held in October 2017. A Doodle poll will be circulated in advance.