

## Minutes of the MUSE Management Board Meeting 31 October 2017

Attendees: S. Donati (INFN-PI), A. Ferrari (HZDR), S. Giovannella (chair, INFN-LNF), A. Iovene (CAEN), B. King (Liverpool), M. Lancaster (UCL), P. Soukoulia (Prisma)

Agenda:

1. Approval of minutes of the previous MB meeting (20 July 2017)
2. Approval of secondments for the period November 2017, January 2018
3. Status of milestones and deliverables
4. Status of secondments
5. Financial Report
6. Reorganization of the Medical Physics Department at HZDR
7. A.o.b.

Minutes of the joint Management Board meeting held on July 20<sup>th</sup> 2017 have been approved.

The new planning of MUSE secondments for the period November 2017 - January 2018 is discussed. The list is reported below.

Sec #	GA	From	To	Name	Position	WP	When	Comment
12	INFN	FNAL	M. Martini	ER	2	May 2017	Nov 2017	
27	INFN	FNAL	I. Sarra	ER	2	Jan 2018	Nov 2017	
50	INFN	FNAL	M. Ventura	TECH	2	Jul 2018	Nov 2017	
53	INFN	FNAL	A. Mengucci	TECH	2	Set 2017	Nov 2017	
56	INFN	FNAL	B. Ponzio	TECH	3	Set 2017	Nov 2017	
140	INFN	FNAL	G. Di Sciascio	ER	3	May 2018	Nov 2017	
163	INFN	FNAL	G. Tassielli	ER	2	Jan 2018	Delayed	
180	INFN	FNAL	Technician	TECH	2	Jan 2018	To Ceravolo, Nov 2017	
181	INFN	FNAL	Technician	TECH	2	May 2018	To Pileggi, Nov 2017	
186	PRISMA	INFN	K. Tsourapas	ER	2	Jun 2017	Nov 2017	
257	INFN	FNAL	A. Driutti	ER	3	Mar 2017	1 month to Piacentino 1month to Santi	

The new list of secondments is approved by the MB.

P. Soukoulia illustrated the plan for PRISMA secondments in 2018. A software engineer, a hardware designer and a quality assurance expert will spend one month at INFN, both in Frascati and Pisa sites. There will be another engineer planned to join HZDR researchers for quality assurance tests of crystals and photo-sensors. PRISMA secondments to Fermilab will start end 2018 - begin 2019. The plan is to send a software engineer, a hardware designer and a quality assurance expert, each of them for a two-month period.

The status of deliverables and milestones is reviewed. In the first half of 2017, we had a delay on deliverable D3.3, related to the design of the Mu2e laser system. The selection of some of the components was still to be finalized in June, so that we had to postpone the completion of the design and, therefore, the submission of the deliverable. The work was completed in September, and the document was submitted on October 13<sup>th</sup>. The INFN Frascati outreach event dedicated to high-school teachers took place in October and the corresponding deliverable was uploaded in time. There are still two deliverables to be submitted before the end of the year, both belonging to WP1, "g-2 detectors": a report on laser integration and a report on the installation of the tracker. No delays are expected for both of them. Milestones due in year 2017 were all concentrated in the first half of the year, and all of them have been completed.

The fraction of secondments started with respect to the planned ones is good. The evaluation is not updated, since last update from Liverpool was done at the beginning of the year. In spite of this, the fraction is 72%. There are some criticalities in Work Package 6 connected to the reorganization of the HZDR Medical Physics Department, that will be discussed later on.

The Coordinator gives an overview of the First Periodic Report (PR1). We will have to submit the Financial Report at the end beginning of 2018, but the deadline is not yet known and the list of the requested documents is not yet available. Local administrations have to update and check the financial information and to digitally sign it. The overall submission of the PR1, containing both the financial and the scientific report, will be done by the coordinator. Once the financial information for PR1 is signed, it will not be possible to include new secondments for the period 2016-2017. This means that if some travels are not uploaded on PP or if there are errors, it will be possible to do it later on only with an amendment at the end of the project. Most of the beneficiaries have "Researchers' Declarations" updated, but there are special cases to be fixed as soon as possible. B. King is available to come to Frascati to complete the uploading of the secondments from Liverpool.

We will not receive as second payment the whole residual amount of money, i.e. 45% of the overall budget. Each institution will receive just the money equivalent to the secondment performed in the first two years of the project. S. Donati asks clarifications about the secondments shorter than 30 days, in particular if they will be paid. This is not yet clear at the moment. Probably they will pay just the secondments longer than one month.

A. Ferrari reported on the reorganization of the Medical Physics Department (MPD) at HZDR. The department was closed one month ago and the people working there have been redistributed in other departments. In particular, F. Fiedler, which was the responsible of the MUSE activities in this field, is currently employed in the HZDR administrative office. The other MPD physicist involved in MUSE, B. Lutz, joined the same department where the other MUSE researchers are currently working. Although he will be involved also in other projects, he is planning to continue his studies on medical applications for silicon photo-multipliers. This will allow to complete the corresponding MUSE task and to produce the deliverable as planned. On the other hand, it is expected that this reorganization will significantly reduce the number of secondments from HZDR to Advansid. S. Giovannella

suggests to write a report on this to inform the Project Officer.

The next Management Board meeting will be held in April 2018. A Doodle poll will be circulated in advance.