

Minutes of the MUSE Management Board Meeting 25 January 2018

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

Agenda:

1. Approval of minutes of the previous MB meeting (31 October 2017)
2. Approval of secondments for the period February-April 2018
3. Status of milestones and deliverables
4. Status of secondments
5. Financial Report
6. MTM recommendations
7. A.o.b.

Minutes of the Management Board meeting held on October 31st 2017 have been approved.

The new planning of MUSE secondments for the period February-April 2018 is discussed. The list is reported below.

Sec #	GA	From	To	Name	Position	WP	When	Comment
9		INFN	FNAL	S. Miscetti	ER	2	Apr 2018	Feb 2018
40		INFN	FNAL	F. Happacher	ER	2	Feb 2018	Delayed
51		INFN	FNAL	M. Ventura	TECH	2	Jul 2019	Feb 2018
54		INFN	FNAL	A. Mengucci	TECH	2	Sep 2018	Feb 2018
62		INFN	FNAL	ER Pisa	ER	4	Sep 2016	To Giusti
63		INFN	FNAL	ER Pisa	ER	4	Mar 2016	To Ciolini
73		INFN	FNAL	S. Di Falco	ER	4	Apr 2018	Feb 2018
78		INFN	FNAL	S. Donati	ER	2	Feb 2018	Delayed
83		INFN	FNAL	F. Spinella	ER	2	Feb 2018	Delayed
87		INFN	FNAL	E. Pedreschi	ER	2	Feb 2018	Delayed
64		INFN	FNAL	ER Pisa	ER	4	Mar 2018	Delayed
68		INFN	FNAL	F. Raffaelli	ER	2	Mar 2018	Delayed
93		INFN	FNAL	G. Pezzullo	ER	2	Apr 2018	Delayed
101		INFN	FNAL	L. Morescalchi	ER	2	Apr 2018	Delayed
107		INFN	FNAL	G. Venanzoni	ER	3	Feb 2018	Delayed
131		INFN	FNAL	G. Cantatore	ER	3	May 2018	Feb 2018
135		INFN	FNAL	M. Karuza	ER	3	May 2018	Mar 2018
145		INFN	FNAL	M. Iacovacci	ER	4	Mar 2018	Delayed

Sec #	GA	From	To	Name	Position	WP	When	Comment
206		HZDR	FNAL	A. Ferrari	ER	4	Apr 2018	Delayed
210		HZDR	FNAL	S. Mueller	ER	4	Apr 2018	Delayed
214		HZDR	FNAL	Post-Doc	ER	4	Apr 2018	Delayed
237		LIV	FNAL	T. Bowcock	ER	2	Apr 2018	Delayed
266		HZDR	ADV	Researcher	ER	6	Mar 2018	Delayed
270		HZDR	ADV	Researcher	ER	6	Mar 2018	Delayed

The new list of secondments is approved by the MB.

The status of deliverables and milestones is reviewed. In 2018, two milestones and eight deliverables have to be completed. The milestones are: MS4 (30 June 2018), “Mu2e laser assembled”, and MS5 (31 December 2018), “Muon g-2 calibration commissioned”. Scientific deliverables are mostly connected to Mu2e activities:

1. D2.3: “Mu2e HPGe design” (31 March 2018)
2. D4.1: “Mu2e Code” (31 August 2018)
3. D6.1: “Irradiation tests” (31 November 2018)
4. D2.2: “Production DB” (31 December 2018)

There is also the report on SiPM characterization (D6.2, 31 December 2018) as result of the work done for medical applications at HZDR. This year, the deliverable for the outreach are the “Masterclasses” at Liverpool and UCL (D5.3, 30 April 2018). As for the previous years, “MUSE General Meeting” (D7.6) and “Progress Report” (D7.2) are due at the end of September and December, respectively.

The summary of secondments for the first two years of the project, reported below, was discussed.

Institution	Scheduled in GA (Months)	Started Months	Fraction	Fraction (days)
ADVANSID	1	0	0%	--
CAEN	2	2	100%	40%
HZDR	12	6	50%	28%
INFN	124	118	95%	82%
LIVERPOOL	43	39	91%	63%
PRISMA	10	6	60%	60%
UCL	29	18	62%	59%
Total	221	188	85%	70%

Overall, 85% of the secondments scheduled started, with a fraction of completion of 70%. The 40% of CAEN is caused by a single 2-month secondment scheduled for the whole duration of the project. A. Iovene confirmed that in 2018 M. Locatelli will be seconded at

Fermilab for 2-3 weeks. For HZDR, there is still the problem of secondments towards AdvanSiD. A. Ferrari reported that two 2-day trips (D. Bemmerer, B. Lutz) was done in May 2017, but probably they will not reach the 30 days needed to complete the secondments. On the other hand, it is important that the activity started. Secondments from HZDR to Fermilab have also some delays. The plan is to ask for a postdoc to the director in order to increase the HZDR presence at Fermilab. S. Giovannella reported the news she had from PRISMA. One of the ER MUSE seconded staff, K. Tsourapas, left the company. Therefore, the scheduled secondment to INFN Pisa had to be delayed. It will be rescheduled as soon as the company will find a replacement.

The Coordinator gives an overview on the submission of the First Periodic Report (PR1). The deadline is March 2nd. The report is composed by a Technical Part (TP), with the description of the activities connected to the project, and a Financial Part (FP). The TP has several sections to be completed. Tables on Deliverables, Publications, Patents, SME impact, Gender and Researchers have been completed. A Summary for Publication for non-expert is also required. It will be completed in the next weeks. Input from beneficiaries is needed for the Dissemination and Communication section, where total funding, activities for different categories (conference, press, exhibitions, training, publications for non-experts...) and estimated number of persons reached have to be reported. The preparation of the Technical Report, with the description of the activities performed in PR1, is progressing not as fast as needed. Contributions from some of the WPs is still missing. MB representatives are encouraged to contact WG conveners of their institute to speed up the work. The actions needed for the Financial Part are:

1. Check/update of the list of secondments
2. Check of the Financial Statement with the calculation of the reimbursement that will be received
3. Signature of the Financial Statement by the Financial Officer of each institution
4. Submission to EU by the Coordinator, together with the Technical Part and the Periodic Report

An e-mail was already sent to all administrations with instructions. Deadline for point 3. is 2-Feb-2018.

Recommendation from the Mid-Term Review were received at the end of 2017. In general, there are positive comments on the running of the project. Two main recommendations are reported:

1. Develop a strategy to exploit as much as possible the physics impact of the project: be ready to emphasize and communicate properly potential discoveries ahead on a_m, EDM to inspire the general public, especially junior people
2. Exploit the collaboration with ELBE facility to create a European network of irradiation experts. This will transcend MUSE, having an impact beyond the objectives of the network

M. Lancaster prepared a draft version of the reply focused on Muon (g-2). The final reply will be circulated within the MB in the next weeks. It has to be included in the Technical Report for PR1.

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