

# Minutes of the MUSE Management Board Meeting

## 24 May 2018

Attendees: A. Ferrari (HZDR), S. Giovannella (chair, INFN-LNF), D. Glenzinski (FNAL), M. Iacovacci (INFN-NA), A. Iovene (CAEN), M. Lancaster (UCL)

Agenda:

1. Approval of minutes for MB meeting, 25 January 2018
2. Updated list of secondments for PR2
3. Status of 2018 Milestones and Deliverables
4. Status of secondments
5. MUSE General Meeting
6. PR1 Payment
7. A.o.b.

Minutes of the Management Board meeting held on January 31<sup>st</sup> 2018 have been approved.

The MUSE Project Officer requested an updated list of secondments for the second half of the project (PR2). The new list has to group travels of the same person from the same home institution to the same hosting organization regardless of:

- different Work Packages
- different category (ER, ESR...)

New list prepared and submitted to the PO is available at the following link:

<http://muse.lnf.infn.it/wp-content/uploads/2018/05/UpdatedGanttChartMUSE.xlsx>

The total number of person-months for each beneficiary is unchanged with respect to the original planning of the Grant Agreement, with some internal reshuffling for most of the beneficiaries.

The status of deliverables and milestones is reviewed. The two deliverables (D2.3 “Mu2e HPGe design” and D5.3 “Masterclasses”, due on March 31 and April 30, respectively) and the milestone MS4 (“Mu2e laser assembled”, WP3, June 30) was submitted/completed on time. Next due deliverable is D4.1, “Mu2e code”, which have to be completed before August 31. It has to include the code development for simulation and reconstruction of the Mu2e detectors involved in MUSE.

The summary of the secondments done in the period January 2016 – April 2018, reported below, is discussed.

Institution	Scheduled in GA (Months)	Fraction (days)	Last update
ADVANSID	1	--	
CAEN	2	40%	Up to date
HZDR	18	20%	Up to date
INFN	147	84%	~ Up to date
LIVERPOOL	44	64%	Feb 2018
PRISMA	10	60%	Up to date
UCL	29	67%	Up to date
<b>Total</b>	<b>251</b>	<b>74%</b>	

The list is up to date, except for the University of Liverpool, whose last reported secondments are from February 2018. Overall, the fraction of completion of the scheduled secondments is 74%, in line with last summary of December 2018. The CAEN secondment at Fermilab will be completed in June-July 2018. A PRISMA secondment to INFN Pisa is scheduled for mid-June 2018. Additional 1.6 months from HZDR to FNAL are expected in June-July 2018.

The 2018 General Meeting should be organized before the end of September. The proposed site is Fermilab, since Muon (g-2) is taking data and a lot of activities for QA tests are in progress for the Mu2e calorimeter components. In order to increase the attendance, the best period is the week before or after the Mu2e Collaboration meeting, October 17-20 2018. The g-2 shutdown is planned for the period July – end-September, so the data taking should be under way in these weeks. After some discussions, the dates selected for the MUSE GM are October 22-24, with a format similar to the 2017 meeting:

- ½ day for the joint MB/SB meeting
- ½ day of trainings
- 1.5 days for the review of MUSE activities (plenary + young forum)

The Coordinator gives an overview on the submission of the First Periodic Report (PR1). A suspension letter was received asking for:

1. an updated Gantt Chart of secondments for PR1 and PR2
2. the explanation for the non-completion of the planned secondments
3. merging of Researcher Declarations on EU PP for different WPs and positions

The revised version of PR1 was submitted on April 24. The overall earned contribution for

PR2 is € 706 500; it has been accepted by the European Commission. Such amount exceeds the interim payment of € 433 125, which is the maximum payment allowed for PR2. The remaining funds will be paid at the end of the project. The PR2 funds was paid on May 15. They arrived to INFN, and are ready to be distributed as soon as bank account details from all beneficiaries will be confirmed.

The next Management Board meeting will be held in October 2018, during the MUSE General Meeting.