

## Agenda of the EB meeting 2018-01 on 2 February 2018

**Time/place of the meeting:** Friday, 2 February 2018, 10:15, SCNAT (room Jungfrau), Laupenstrasse 7, Bern

**Present:** Günther Dissertori (GD), Tatsuya Nakada (TN, Chair), Adrian Signer (AS), Michele Weber (MW) and Angela Benelli (AB, Administrator)

### 1. Agenda

The agenda is approved.

### 2. Apologies

None

### A. Administrative items

3. **Minutes** of the last meeting (2017-06) are approved with thanks to AB. (→ [document](#))

### 4. List of Actions

TN goes through the list of actions:

Action 2017-02 – 12 School payment by SNSF for PhD students. The EB agrees that it is a question to keep open. If a representative from SNSF will come to the Board meeting in February we could raise the question to him, otherwise TN will contact the SNSF to have an update.

Action 2017-03 – 14 CTA funding issue. The discussions are still going on, if Xavier Reymond (SERI) will come to the Board meeting in February there will be the occasion to discuss the status of the agreement.

Action 2017-05 – 6 CHIPP database. TN suggests that we discuss at the Board a more efficient way to update the database. TN proposes that AB contacts the database's administrators from the different institutes every trimester to get the names of the new members.

Action 2017-06 – 6 Annual Report. AB reports that several feedbacks are still missing. GD points out that the list of International commitments of the CHIPP members needs to be as complete as possible. It is important to show that the Swiss community is involved in many important International committees.

Action 2017-06 – 12 CHIPP Computing Group. The EB did not receive any name from the neutrino community for the CHIPP computing group.

MW → enquire and find a candidate.
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### 5. Next EB/Board meetings

- Board 2018-01: Thursday, 15 February 2018, 13:00
- EB 2018-02: Wednesday, 7 March 2018, 10:15
- EB 2018-03: Friday, 4 May 2018, 10:15
- EB 2018-04: Friday, 22 June 2018 at 10:15

### B. Items for discussion

### 6. Annual Accounts 2017

AB reports about the Audit Meeting, it took place at the Zurich Airport the 31<sup>st</sup> January 2018. Aurelio Bay, Ben Kilminster, Monika Rollin and Angela were presents. The Auditors agreed that the accounting was well done and they signed the Independent Control paper. Tatsuya Nakada came to the airport to thank Monika Rollin for her very precious and careful work during so many years.

This year CHIPP had the asset reduced of 1684 CHF, that is very small compared to the expected one of

13500CHF when the budget 2017 was approved. For the next years we should try to be more realistic with the different costs but for the budget of 2018 we cannot really change the attitude of caution we have always had since there are the two SWICH workshops that are a big uncertainty in term of cost and income.

AB → present at the Board the reasons of this asset reduction, explain the difference between the approved budget of the year 2017 and what was actually spent.

AB → present the eventual changes in the Budget 2018.

TN report about the request of the University of Basel to review their Institutional fees. After the retirement of Prof. Thielemann the group was reduced by half, they have now only 12 active members.

The University doesn't provide any funding for the membership to associations and they have to use the operational money to cover it. TN wonders if it would be possible for the SNF to contribute to the Basel membership in CHIPP, it seems very unlikely but it should be checked.

The Basel group would like to have the Institute fees reduced to 1000CHF or they propose to revise the CHIPP membership fees removing the institutional fees and pay only for individual memberships. The problem with it is that the database is not really up to date and that the institutional fees provides a secure block of entries that reduces the fluctuations due to the changing number of active members. This problem will appear again for other institutes, like for the EPFL that will reduce in a couple of years the number of professors from 3 to 2; there will be a problem for a year in allocating the money from the Institute during the installation period of a new professor. MW stresses the importance to help the Particle Physics department of the Basel University.

In CHIPP there are three "sizes" of institutes: Small: Basel; Medium: EPFL, PSI; Large: Zurich, ETHZ, Bern, Geneva. For big groups the individual's fees count more, for small groups the institute fee is more important. Maybe we should propose that different sizes of institutes have different fees.

TN proposes that we start discussing the issue at the Board in February.

## **7. Functions and Tasks within CHIPP**

Adrian Signer and Michele Weber will finish their EB mandate in Dec 2018, Adrian has already served two terms and he would like to step down, Michele would like to continue. We should ask the Board for nominations. It would be good to have a theoretician, maybe Stefan Antusch who could also like to take the responsibility of the CHIPP school. For next year Florencia Canelli (University Zurich) and himself could organise the Winter School together and then he could take over this duty.

There are several delegates and representatives that finish their mandates in 2018:

- ACCU: M. Dittmar (Dec 2018) – he would like to have an early retirement
- CHIPP Auditor: B. Kilminster (June 2018) – extension possible
- ECFA plenary: L. Rivkin and O. Steinkamp (Dec 2018) not possible for them to be extended since they already served two terms, A. Knecht can be extended for another term.
- Restricted ECFA: L. Rivkin (Dec 2018) it's not possible to extend him
- APPEC scientific delegate: T. Montaruli (Dec 2018) possible extension
- EPPCN representative: A. Benelli (Dec 2018) possible extension

AB→ Ask the delegates and representatives if they would accept to be renewed and ask for nominations for the other positions.

At the time of the minutes writing we already had the answers from Kilminster, Knecht, Montaruli and Benelli, they accept to renew their mandate.

AB→ ask A. Blondel and U. Straumann if they wish to be consider as CHIPP Honorary Members.

## **8. Administrator's contract in 2018**

TN and AB signed the new administrator contract in January. AB is now employed by CHIPP via the SCNAT administration. The accounting was transferred to the SCNAT at the cost of 1800 CHF per year (800 CHF for the administrator's salary and 1000CHF for the accounting duties). TN adds that Monika Rollin informed him that other institutes would ask now to be paid 10% of the total administrated asset and it would not be possible to have this service free of charge how the University of Zurich kindly did for so many years.

AB → add in the Budget 2018 the administrative cost of SCNAT.

## **9. ECT\* memberships**

TN recall the EB that at the end of December 2017, Marc Türlér informed us that the SNSF formally accepted the funding of ECT\* with 10'000 EUR per year for the next 4 years without a formal request. The SNSF division on International Co-operation shall now contact the direction of ECT\* and solve the practicalities for a direct payment from SNSF to ECT\* for 2018 to 2021. Any renewal beyond this date shall then be reapproved.

## **10. Strategic workshop(s) of 2018**

MW reports that the general program agenda is more or less fixed. The program committee had a meeting but unfortunately only two members were presents; the conveners of the sessions should find the speakers in a week time. For the moment we have two invited speakers: E. Eckhard from CERN and J. Grillenberger from PSI to have the local prospective. It should be interesting to have an international prospective, maybe TN could present the other country's roadmaps and future large projects in the session on "Large Infrastructure".

The Workshop is divided in Session of 75 minutes each followed by 45 minutes of discussion.

AB recalls the EB that we could have access to the conference room also in the evening.

There is one session "Computing" to deal with strategy for the future where C. Grab could have the CHIPP Computing Group meeting.

The registration should be send to everybody in CHIPP and the deadline needs to be fixed to the 14<sup>th</sup> March. After many considerations, the payment with the Credit Card has been dropped, it would cost 2-3 % for each transaction. There are several options for the payment: IBAN, cash and postal bulletin and we leave also the option to the institute to pay for their people.

AB → add the information of accommodations for guest that would like to come with family.

AB → calculate the price without the accommodation.

AB → insert the speaker's names as soon as we have them in the Workshop Indico page.

## **11. Agenda of Board 2018-01**

The Board 2018-01 agenda has been updated.

## **C. Items for information**

### **12. FLARE Tables**

TN reports that the Board should be aware that will receive the FLARE Tables soon. AB will send to each PIs its table. The tables should be filled by the middle of July to allow a first discussion at the board meeting in August. Afterwards, if there are some areas where it's needed some coordination we might invite at the EB meeting some PIs to discuss. In addition, we will have a meeting with all the PIs in early October before the submission.

TN recall to AB that the Flare Table is responsibility of the CHIPP administrator. The PIs fill them and the administrator compile them for the discussion.

AB → prepare the Flare Table to send to the PIs.

### **13. CHIPP Prize schedule**

AS reports on the enquires he made to find a suitable and willing to accept candidate to replace M. Bourquin (University of Geneva) in the CHIPP Prize committee, for the moment he did not had any positive answers. The candidate should be preferably pillar 2 or 3. AS reminds the EB that Aurelio Bay will retire soon and thus it would be necessary to find somebody from the EB that would participate in the committee. A. Blondel is a good candidate.

We need to announce the prize 5 months before the prize is awarded. Usually at the Board meeting in February or immediately afterward sending an email to every CHIPP member. The deadline should be at end of April, the winner is proposed before the last EB meeting at the end of June beginning of July to be announced at the Plenary meeting in August.

AS → present at the Board the new member of the CHIPP prize committee.

AB → prepare the Prize announcement and e-mail.

AB → book the room at the SCNAT for the 22 June.

#### 14. Other news

TN recall the EB of the need to start to discuss for the next round of the SERI roadmap planning the research infrastructures after 2015. MW adds that Dell'Ambrogio will retire this year from SERI.

#### 15. Status of recent & future meetings

**Thursday, 15 February 2018**

13:15 [Board meeting 2018-01, SCNAT Bern](#)

**Tuesday, 3 April 2018 - Friday, 6 April 2018**

[Strategic Workshop I](#)

**Sunday, 12 August 2018 - Saturday, 18 August 2018**

[Zuoz Summer School](#)

**Tuesday, 28 August 2018**

[CHIPP Plenary meeting, EPFL](#)

**Wednesday, 29 August 2018 - Friday, 31 August 2018**

[SPS/CHIPP Annual meeting 2018, EPFL](#)

**Thursday, 13 September 2018 - Friday, 14 September 2018**

[Strategic Workshop II](#)

The Chair closes the meeting at 12h30.

Minutes written by Angela Benelli

Approved by the EB