

**Wednesday, 23 June 2021**

**ASFAP COMMUNITY ENGAGEMENT ADMIN GROUP 2<sup>ND</sup> MEETING**

**MEETING TIMETABLE:**

**15:30 - 15:40 - Introduction**

**15:40 - 15:50 - C.E Group Scope as stated by the ASFAP Guidelines Document**

- What does the ASFAP Guideline Document say about the WG Scope?

**15:50 - 16:50 – Discussion: The group Scope, structure & plan**

- Scope of the C.E Group:
  - ✓ Topics and possible subgroups: 12 topics & 7 subgroups
  - ✓ Inviting new people to the subgroups
- Structure:
  - ✓ Admin Group
  - ✓ Subgroup's topics & Representatives
  - ✓ Liaison officers to engage with other WGs
- Plan:
  - ✓ Finalise the subgroups topics
  - ✓ Start inviting people to subgroups
  - ✓ ....

**16:50 - 17:20 - Plan for the July Townhall on 12 – 15 July 2021**

- Each group representative will have 15 min to present the group activities
- The C.E Group is scheduled on Wednesday, 13 July 2021 (11:00 – 11:00 UTC). The agenda can be viewed here:

<https://indico.cern.ch/event/1039315/timetable/?view=standard>

- ✓ Assign a speaker who will talk on behalf of the C.E Group.
- ✓ The speaker will present the group structure, scope, and plan.

**17:20 - 17:30 - Conclusion**

**Co-convenor's duties** (from the ASFAP WG Guidelines Document)

1. Define your working group (WG) by subgroups, topics, description, and organizers
  - a. Appointment of sub-group conveners will be discussed with STC.
  - b. Appoint liaison officers when needed. To discuss topics that engage many groups (example: pp, astro-cosmo, accelerators etc)
2. Advertise your WG to your scientific community
3. Organize your WG in terms of contributions and schedule requests
4. Enable WGs to pursue related goals to their mutual benefit.
5. Facilitate development of related-topics complementary, possibly resolving mutual resources-dependencies.
6. Document the commitment from WGs, in resources and research principle, to pursuing work in a particular area.
7. Coordinate communication about the focus of the liaison.
8. Allow synchronization of schedules and calendars.

Ensure that general progress can be made in a manner consistent with the ASFAP Code of Conduct.