



Board Papers and Budget report 2022 – Board Meeting December 2022

<http://www.heptech.eu/>



HEPTech Members 2022



Switzerland



Slovakia



DEMOKRITOS
NATIONAL CENTER FOR SCIENTIFIC RESEARCH

Greece



Hungary



Czech Republic



Sweden



Germany



Greece



Romania



Italy



Portugal



Bulgaria



Hungary



Science and
Technology
Facilities Council

United Kingdom

2021: 14 HEP Tech members
from 14 european countries



Agenda

09:30 - 09:35	Quorum and Proxies
09:35 - 09:40	Approval of Agenda
09:40 - 09:45	Approval of the last Board Meeting minutes
09:45 - 10:00	Information: Events and Meetings BSBF HEPTrepreneurs event series (report & feedback) Communication activities
10:00 - 10:15	Working Group –Future of HEPTEch Update
10:15 - 10:30	Report: Finances & Expenses
10:35 - 11:00	Board papers
11:00 - 11:30	Discussion Topics
11:30 - 11:50	Outlook for 2023 BILBAO
11:50 – 12:00	AOB



Actions from June Board Meeting

6.1	Revisit and circulate several different options for Mission statement.	STFC LB
6.1b	Circulate a list of potential institutions to approach to join the network also be circulated for comment.	STFC EB
6.2	Check Terms of Reference for Communications officer rules amend and circulate if required.	STFC EB
6.3	Wigner Check detail of AIME for CERN collaboration and resubmit AIME board paper with amendments.	WIGNER PL
9	Gauge interest for joint AIME with EEN	GSI MB



Finances December 2023

Date	Outgoings	Income	Detail	Total
2021		CHF 30,706.00	Carried Over End of 2021	
Nov-21	-CHF 930		Malmo Expenses	
Apr-22	-CHF 646		Cern Expenses	
Jun-22	-CHF 1,210		Prague Expenses	
Oct-22	-CHF 2,345		Granada Expenses	
	CHF 101		General Expenses	
Oct-22	-CHF 1,400		Heptrepreneurs Speakers	
Apr-22		CHF 22,987	Membership Fees	
Year 2022	-CHF 15,070		Communications Officer	
	-CHF 128		Communications Materials	
Dec-22	-CHF 21,626	CHF 53,693		CHF 32,067

In kind contributions: STFC, Demokritos, ELI - IFIN-HH, LIP in a respective value over: 7,686 CHF



Board papers

1. Mission Statement
2. In-Kind contribution of GSI
3. Financial support of AIME AI & Digital Innovations



Review Mission Statement Options

HEPTech's mission is to support large-scale (high-energy) physics facilities to translate innovations into industry/community to generate economic, environmental, and social benefits. HEPTech leverages the strengths of its institutional members to identify and exploit possible synergies within the network by voluntarily supporting each member in their technology and knowledge transfer activities.



GSI Contribution in Kind

GSI would like take on responsibility for the HEPTrepreneurs event series as the main organiser and host.

The HEPTREpreneurs event series focusses on High Energy Physics Entrepreneurship and covers various themes.

The inspirational and interactive talks, round tables and keynotes are made for all those interested in entrepreneurship, but also for young people who want to know more about alternative careers to research and for technology transfer officers looking for people to inspire.

Reducing HEPTech fees from 3,000 EUR to 1,500 EUR.



AI & Digital Innovations

Joint AIME GSI/STFC/CERN

A two-day event jointly organized by CERN (CH), GSI (DE), STFC (UK) and Enterprise European Network (EEN).

Featuring

- technical talks,
- networking and 'business to science' (B2S) matchmaking opportunities,
- industrial exhibition in the fields of research, methods, instrumental models and schemes, human impact and applications in industry.

Bound together with the latest :

- commercial aspects, patenting and licensing AI and data,
- EU AI and data regulation,
- opensource software licensing models and
- different business models, environmental considerations, industrial needs and digital HEPTrepreneurs.



EVENTS AND MEETINGS

Granada BSBF 2022 October 4th-7th



Exposition



Exposition



Workshops



Attendance



Networking dinner



HEPTech catchups



HEPTrepreneurs event series

Average participation: 25 people, mainly from GSI, CERN, STFC, INFN. General satisfaction among members.

175 people participated during the 10 episodes.

General feeling: most HEPTech members don't use the opportunity given.

HEPTrepreneurs Episode 8

Type: *Panel Discussion*

Title: Learning from successful HEPTrepreneurs

Speakers: Dr. Christina Vallgren, [TERAPET SA](#) + Dr. Sebastian Quednau, [NanoWired GmbH](#)

HEPTrepreneurs Episode 9

Type: Interactive Talk

Title: Pitching your business idea

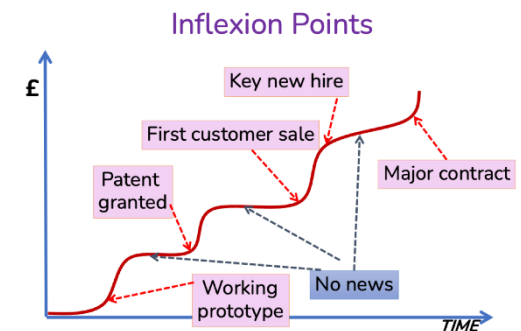
Speaker: [Ian Tracey](#), [Anchored-In](#)

HEPTrepreneurs Episode 10

Type: Interactive talk

Title: *How to write a business plan*

Speaker: [Ian Tracey](#)



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Communication activities

Internal communication

Around 38 emails invitations/information were sent to the official mailing list.

External communication

LinkedIn: from 300 to 400 followers, please follow us!

HEPTrepreneurs emails/FB posts /LinkedIn



Communication activities

Website cleaning

HOME	Same as news and events		
▶ NEWS AND EVENTS	Showing the latest news and events in a chronological order starting from the latest		
ABOUT US			
▶ MISSION	Working on the definition		
▶ ORGANISATION	ok		
▶ COORDINATION	ok		
▶ MEMBER INSTITUTIONS	ok		
▶ PARTNERS	ok		
▶ CONTACT US	being updated		
ACTIVITIES			
▶ AIMS	I will now add content		
▶ BEST PRACTICE WORKSHOPS	ok		
▶ HEPTREPRENEURS	Adding a picture and being updated		
NEWS			
▶ NEWSLETTER	empty		
▶ PRESS RELEASES	ok		
▶ FROM THE MEMBERS	Not continued since 2019		
▶ YEARBOOK ARCHIVE	obsolete		
MEMBERS AREA	empty		

HOME			
ABOUT US			
▶ MISSION			
▶ COORDINATION			
▶ MEMBER INSTITUTIONS			
▶ PARTNERS			
▶ CONTACT US			
ACTIVITIES			
▶ AIMS			
▶ BEST PRACTICE WORKSHOPS			
▶ HEPTREPRENEURS			
▶ NEWSLETTER			
▶ PRESS ARCHIVE			

At the bottom of each page there is a link to «Story», maybe we can add the story here

Along with the three names we can add the schematics in the page previously called ORGANIZATION

Adding content wrapping up all activities

Name changed

Proposed new website



Communication activities

Manual for communication officer

Communication officer indico user manual and deadlines

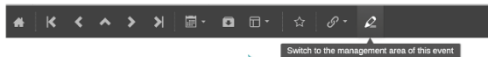
Board meeting and Best Practice preparation

1. How to create the indico page

Starting from a previous meeting is always easier in order to keep the same layout. Login into an event like this:

<https://indico.cern.ch/event/1123120/>

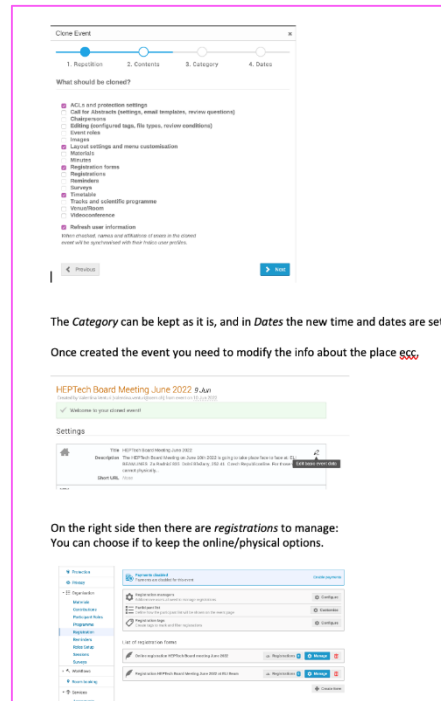
Enter the management area:



Clone the event:



You will click on "clone once" in the *Repetition* phase, then in *Content* you can choose the following settings to keep, protection, layout, registration form, timetable (it is most of the time very similar) and refresh user info:



The *Category* can be kept as it is, and in *Dates* the new time and dates are set.

Once created the event you need to modify the info about the place

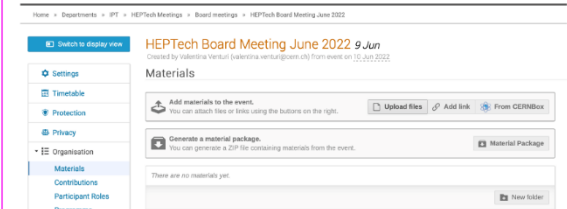


On the right side then there are *registrations* to manage: You can choose if to keep the online/physical options.



2. Minutes and board papers

Upload the previous meeting minutes and the board papers on the page clicking on *materials*, and *upload files*:



Deadlines for information

- December: announcement of dates for next Board meetings June and December. The Board meetings are normally an occasion to do a Best Practice on the day before. It's convenient to keep the Best Practice in the afternoon and the board meeting on next morning to let people fly in and out. A social event is organized in between like a dinner. Send an outlook invite.
- Within 1 month after the Board Meeting, send the minutes for checks to all members.
- 2 months before the next Board Meeting, remind the members about the submission of any Board Paper and give a deadline 2 weeks before the next Board Meeting. Remind them as well to register to the event to have an idea of the numbers
- 3 weeks before the meeting: remind Board Members about the deadline for the BP and to give a proxy if they cannot attend the meeting



Discussion Topics

- Nominations for Chair
- Location of June Meeting
- Future Finance
- Best Practices workshops



Outlook 2023

- Working Group “Future of HEP Tech”
- Best Practices workshops
- BILBAO
- Members send proposals for AIME.

AOB