

IFAST Open Steering Committee

15-16 November 2021
Meeting organised via Zoom

Indico link: <https://indico.cern.ch/event/1090254/>

1. Introduction by Project Coordinator

I.FAST started exactly 6 months ago.

We will hold a general project meeting (only) twice per year in November and May, to:

- Exchange information on the status of the project (administrative issues, communication, contacts with the EC);
- Check the progress in the different Tasks of the project (early discussion of problems and solutions, preparation of Deliverables and Milestones).

The November Meeting takes the form of an Open Steering Committee Meeting, with presentations from WP and Task Leaders. We are interested in: a) progress; b) potential problems; c) status of Deliverables and Milestones.

The May Meeting takes the form of an Annual Project Meeting: presentation by Task Leaders, highlight talks, inter-WP Thematic Workshops, parallel meetings of WP's and Committees.

The project Coordinator presents the different governance meetings and their role: Governing Board, Steering Committee, Open Steering Committee, Advisory meetings, Project Management meetings, Annual meetings...

The structure of the project: Work packages, Tasks, WP Coordinators and Tasks Leaders are presented in a table. Participants are requested to check their part and let know if something has to be modified.

At M6, the management and Governance are installed, the pre-financing is being distributed as the Consortium Agreement was signed. The Governing Board had its first meeting and Jose Manuel Perez was elected as Chair. The first contacts with the EC representative Antonio Ventura was very positive.

A list of Milestones and Deliverables to be provided during the first year is shown.

The members of the Industry Advisory Board and Scientific Advisory Boards are briefly presented.

2. Presentation of the Scientific Advisory Board

Each member of the SAC (M. Minty, A. Yamamoto, C. Welsch) presents himself/herself to the community.

3. IFAST Communication Plan

Antoine Le Gall presents the I.FAST communication activities regarding:

- Communication and social media strategy to raise awareness about the project, help understand the purpose of the project and engage the communities
- I.FAST website.
- Accelerating News
- Internal electronic bulletin (production)
- Accelerator Communication and Outreach workshops

Next:

- A social media campaign will be set up
- Leaflet/brochures will be prepared for the next Annual Meeting
- The website will be updated and pages per WP should be prepared

Reminder: I.FAST: the standard is with the DOT without dot for social media.

The Project Coordinator reminds to contact Antine for any topic related to External communication.

4. Internal Communication Plan

Yiota Foka reminds that the I.FAST Sharepoint site is now ready and access was given to I.FAST members. An approval procedure for Milestones and Deliverables has been implemented on Sharepoint.

The I. FAST publications including Milestones and Deliverables will be submitted to Zenodo and will be available from the I.FAST website. Publications guidelines can be consulted from the website.

A new EU platform is ready: Open research Europe

Any feedback from the participants is welcome regarding the different tools to improve them

5. Industrial Training associated with knowledge transfer

Tord Ekelof presents the Programme, the application process and selection process of the training. Communication will be done on the I. FAST webpage, via mail, in the Accelerating News and the I.FAST Bulletin.

The project Coordinator advises to send a mail to a list of companies and asks all the partners working with industries to forward it to their community.

Mauro Morandin suggests to send a message to KT forum at CERN via Giovanni Anelli and also get the ILOs involved, this has to be checked. Tord IFAST labs should collaborate now.

6. The I.FAST Challenge Based Innovation

Nicolas Delerue presents the I.FAST Challenge Based Innovation which will be held from 26 July to 4 August in ESI, Archamps (74) France. During 9 days teams of students will try to suggest innovative solutions based on accelerators technologies to address a challenge. On the 10th day they will present their work to a jury at CERN.

The selected topic for 2022 is “Accelerators for the environment” (which covers both the maritime environment and the terrestrial environment)

The call is available from the link <http://www.ifast-cbi.particle-accelerators.eu/>

The Project Coordinators asks people to spread the information within their community.

7. I.FAST Industry Advisory Board and WP status

Mauro Morandin presents the members of the Industry Advisory Board.

An Industry day could be organized the same week of Annual meeting in May 2022 at CERN.

Programme Committee will be ready soon: suggestions of names is welcome.

The status of the WP3 is presented.

8. Presentation of WP status

Status of different work packages and tasks are presented as following:

WP / Task	Speaker
WP4.1	M. Losasso
WP4.3	M. Tomut
WP5.1	N. Pastrone
WP5.2	F. Zimmermann
WP5.3	P. Forck
WP6.1	R. Assmann
WP6.2	L. Gizzi
WP6.3	C. Thaury
WP7.1	R. Bartolini
WP7.3	Y. Papaphilippou
WP7.4	D. Alesini
WP7.5	G. D’Auria
WP8.1	L. Rossi
WP8.6	T. Winkler
WP9.1	O. Malyshev
WP10.1	T. Torims
WP10.6	T. Shea
WP10.7	S. Gibson
WP11.1	M. Seidel
WP11.2	O. Brunner
WP11.3	D. Dancila
WP12.1	R. Edgecock
WP12.2	An. Chmielewski
WP12.3	D. Gavela Perez
WP13.1	S. Leray
WP13.3	D. Dancila



9. Conclusions

The Project Coordinators thanks all the participants. The beginning of the project is on a good way and announces that there will be a Steering Committee in January/February next year.

V. Brunner and M. Vretenar
27/01/2022