

ECFA

European Committee for Future Accelerators

ECFA-ECR panel meeting
26th September 2022

End-of-year report

Introduction

- We previously discussed that the panel should write end-of-year reports
 - We did not have one last year, as we were still refining the panel structure/etc
 - We agreed to have one this year, as this will be the first large-scale panel member change
- When discussed in June, there was support for an extended report
 - A detailed description of what we have done, and why
 - To help the future panel, but of course then can decide to change whatever they wish
 - This type of information likely is only needed in the first such report, not in future years
 - Beyond that, we should also have “normal” updates: panel activities in 2022, etc
- A draft outline was created back in July; unfortunately we forgot to circulate it to the panel
 - You can find the draft [here](#); it will be summarised in the next slides
 - Given that it wasn't circulated, rapid progress is needed to conclude this year

Draft outline

- **Executive summary**
- **Panel structure**
 - ECR panel membership
 - Observers to plenary and restricted ECFA (PECFA and RECFA)
 - Organisation committee
 - Working groups
- **Working group updates**
 - One section per working group
- **Community interactions and feedback**
- **Future plans**
- **Conclusion/summary**

Organising the writing of the report

- The outline on the last slide is just what we thought of
 - Suggestions, feedback, changes, additions, etc are all welcome!
- Some sections have “obvious” responsibilities
 - The organisation committee should draft their section, PECFA/RECFA their section, etc
- Other sections would really benefit from the involvement of the larger panel
 - **Working group updates:** everyone from the WGs should participate in their sub-section
 - **Community interaction and feedback:** the more people, less likely we forget something
 - **Future plans:** what does the panel think should be done going forward?
- We would like to see many people get involved in formulating this report

Why contribute to the report?

- This report should have many interested readers:
 - Future panel members can be sent this report to learn about the panel and its activities
 - New members often ask for something to read to understand what is done
 - Such a document would be excellent to point them at
 - We can distribute this report to other ECR groups to understand what we can improve
 - We can put this report on the ECFA ECR panel website to inform everyone of what we do
- At a more personal level, this report should also help the contributors
 - We envision putting this on arXiv, CDS, and/or similar - something to cite
 - Similar to the [training in instrumentation report](#), contributors will be highlighted

The proposed path forward

- If we want the report to be public this year, we need to follow an aggressive schedule
- The below is our proposal, but as always, feedback is very welcome

Today	September 26	Discussion at ECR panel (this talk)
+2 weeks	October 9	Deadline to indicate interest in participating
+1 week	October 17 to 21	Meeting to coordinate report writing
+4 weeks	November 13	Deadline for contributors to finish their part
+1 week	November 20	Deadline for a first-pass global edit of the document
+1 week	November 28 to December 2	Editor coordination meeting, identifying remaining tasks
+1 week	December 4	Deadline for any last edits before panel endorsement
+1 week	December 11	Deadline for panel endorsement
+1 week	December 19	Public on arXiv (took ~1 week for instrumentation training report)

Conclusion

- This is our first proposal for the report outline and path forward
 - Your feedback is very welcome!
- This report should represent the panel structure + activities, not just the OC views
 - Please do participate in the writing process!
 - Even if you cannot write part of the report, please submit your suggestions/ideas!