

# 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

<b>Today</b>	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!