

Summary Record

The Board meeting held at CERN in Szeged at ELI ALPS, on December 1st 2023.

List of participants

	Name	Institution	Pre- sent	Proxy	Right of vote
1	TELCS Andras	Wigner	Yes		No
2	BAIN, Elizabeth	STFC (UK)	Yes		Yes
3	BARONE, Michele	Demokritos (Greece)	Yes		Yes
4	BAUER, Martina	GSI (Germany)	Yes		Yes
5	SMITH Holly	STFC (UK)	Yes		No
6	BERECZKEI David	ELI ALPS	Yes		Yes
7	ANELLI Giovanni	CERN (Switzerland)	Yes		Yes
9	LANZA, Agostino	INFN (Italy)	Yes		Yes
11	VENTURI Valentina	HEPTech	Yes		No
12	Sorin MARTOIU	IFIN-HH	No		Yes
13	DOBREV Bojil	Sofia University	Yes		Yes
14	HALA Ales	ELI ERIC	Yes		no
15	LEVAI Peter	Wigner	Yes		Yes
16	JADLOVSKA Slavka	Tuke	Yes		Yes
17	Jose Carlo Rasteiro	LIP	No		Yes
17	Maria Mavri	Aegean University	No		Yes
				Total rights of vote	12/17

Link to the event: [Indico](#)

The meeting was called to order at 09.40 a.m. (CET) with the following agenda:

1. **Quorum and proxies**
2. **Approval of the Agenda**
3. **Approval of the last Board Meeting minutes**
4. **Report Finances & Expenses**
5. **Future Finance**
6. **Communication activities**
7. **HEPTrepreneurs series**
8. **AIME 2023**
9. **Boar Papers**
10. **Discussion topic:**
11. **Round the table**
12. **Location of June Board Meeting**
13. **AOB**

SUMMARY

1. Quorum and proxies

The following members were absent:

- Jose Carlo Rasteiro (LIP, Portugal)
- Maria Mavri / Ioannis Gkialas (University of Aegean, Greece)
- Sorin Martoiu (IFIN-HH)

E. B. declared that the quorum of two thirds of the members had thus been reached.

The new number of members institution is 12. ESS just declared on the same day not to be in HEPTech any longer.

2. Approval of the agenda

The agenda was approved.

3. Approval of the last Board Meeting minutes

The June 2023 Board Meeting minutes were approved.

4. Report Finances & Expenses

The Chair shows the 2023 situation.

Order Description	First Entry Date	Charged to Budget Code (CHF)	Annual Commitment (CHF)
HEPTech Membership Fee 2023 ELI	16.10.2023	1461.45	1461.45
Carry over budget line from 22	01.01.2023	-45872.32	-45872.32
Sponsorship European Cryogenics Days	28.04.2023	1983.8	1983.8
Sponsorship NEUSTAR BIGINN TT/KT even	01.05.2023		976.7
Payment of entertainment expenses R1	20.06.2023	110	110
Comm officer services April-June 2023	05.10.2023	3781.97	3781.97
Comm officer services Jan-March 2023	12.10.2023	3783.04	3783.04
Comm officer services July-Sep 2023	05.10.2023	3484.44	3484.44
Comm officer services Sept-Dec 22	24.01.2023	3551.4	3551.4
VENTURI/VALENTINA MS	03.11.2023		326.2
HEPTech Membership 2023	24.05.2023	-2916.3	-2916.3
HEPTech Membership Fee 2023	24.05.2023	-2916.3	-2916.3
HEPTech Membership Fee 2023	24.05.2023	-1458.15	-1458.15
HEPTech collaboration 2023	24.05.2023	-1458.15	-1458.15
HEPTech Membership Fee 2023	24.05.2023	-1458.15	-1458.15
HEPTech Membership Fee 2023	24.05.2023	-1458.15	-1458.15
HEPTech collaboration 2023	12.06.2023	-1458.6	-1458.6
HEPTech collaboration 2023	12.06.2023	-2917.2	-2917.2
HEPTech Membership Fee 2023	16.10.2023	-1427.25	-1427.25
VENTURI (123868) Official travel expenses	21.02.2023	480.8	480.8
VENTURI (123868) Official travel expenses	25.07.2023	457.4	457.4
CERN contribution to HEPTech f	30.05.2023	-2925	-2925
HEPTech Membership Fee 2023	31.10.2023	1458.15	1458.15
HEPTech Membership Fee 2023 ERIC	31.10.2023	-1461.45	-1461.45
		-47174.57	

Budget Code Breakdown:			
Annual Commitment (CHF)	Balance (Including Pipeline) (CHF)	Balance (Excluding Pipeline) (CHF)	Percentage Budget Used (Including Pipeline)
-42117.65	42117.65	42117.65	

Finances June 2023

Budget and estimated spends for 2023

Date	Outgoings CHF	Income CHF	Detail	Total CHF
01.01.24		42,118	Carried over end of 2023	42,118
Jan to December 2023	-7,500		Communication Officer (CO) services	34,618
Jan to December 2024	-5000		CO travel expenses	29,618
Dec-23	-2,000		ELI ERIC Hu visit	27,618
Dec-23	-1,600		AIME WIGNER 22	26,018
Dec-23	-2,000		AIME WIGNER 23	24,018
Apr-24		19500	Membership 24-25	43,518
Estimated remaining budget after commitments				43,518

Memberships 2023

Membership 2023-24	Date	Income CHF	In Kind contribution
CERN	Apr-23	3,000	
UNIVERSITY OF THE AEGEAN	Apr-23	1,500	
Istituto Nazionale di Fisica Nucleare - INFN	Apr-23	3,000	
Extreme Light Infrastructure ELI-ERIC	Apr-23	1,500	
Wigner Research Center for Physics Hungarian Research Network	Apr-23	1,500	
UNIVERSITY OF SOFIA - Scientific Research Center with TTO	Apr-23	1,500	
GSI Helmholtzzentrum für Schwerionenforschung	Apr-23	1,500	1,538
EUROPEAN SPALLATION SOURCE – ESS ERIC	Apr-23	3,000	
Science Technology Facilities Council - STFC		3,000	
LIP			1,537
National Centre for Scientific Research "Demokritos"			1,537
Total		19500	3074

5. Events

The AIME 2023 event is presented by Peter Levai.

The last edition as well as the previous one were successful. This year there were 100 participants for the 2 days event. Sponsor of the Event were: HEPTech, Wigner and HUNREN.

- The 5 special speakers were:
 - Giovanni Anelli CERN
 - Han Dol CERN
 - Toroczkai Notre Dame Uni USA
 - Palus Check Acad, Inst. Comp. Sci.
 - Peter Dombi Wigner of Krausz's Nobel price
 - Zoltan Zimboras Quantum computing Wigner

Wigner would like to keep the tradition of organizing these kinds of events for the future.

Elizabeth asked if industrial partners were attracted, and Peter said that a few of them participated.

She also asked if the event was a hybrid one but Peter answers that it was a physical event where collaboration and networking were the key.

6. Communication activities

Valentina describes the communication activities. No big news: newsletter from Demokritos, emails and LinkedIn page are routine works and a modification to the website has been implemented: the page Value proposition is now online. She suggested again to members to join the LinkedIn Page and reminded that Elizabeth is really in posting and sharing stories.

7. HEPTrepreneurs series

Martina presented the HEPTrepreneurs activity with 3 episodes and 1 training school. The events were organized by GSI and supported by the communications officer while the Training School was entirely organized by GSI and Anchored-In. GSI is happy to organize such events and one of the Board Paper is about the continuation of this contribution in exchange of a discount on the fee. Elizabeth underlines the importance of this organization for the young community that has built up during these last 3 years.

8. Board papers

HEPTech/BP/2023-12/01

HEPTech Terms of Reference (V20) by Elizabeth Bain

The modification to the ToR following the last decisions at the board meeting are discussed:

The HEPTech Terms of Reference (v20) has been revised to include “The annual rotating chair with a fixed Rota” as agreed at the June board meeting. The changes are primarily to, Section 4 Governance, which has been completely redrafted. Some of section 5 HEPTech Board has been moved into Section 4 where required. Primarily these changes have been made to realign some of the responsibilities from the board to the chair and visa versa. Other changes are to nomenclatures to reduce the number of titles e.g the title Lead Institution had been deleted for clarity.

Following the changes to the method of choosing a chair from one of proposal to fixed rotating chair the Section 4. Governance and Section 5. HEPTech Board had to be updated to accommodate the change. Please see attached Terms of reference for review.

The document was submitted to the members, comments on it followed.

Giovanni Anelli suggests that at point 3.2

“The events should be organised by at least one Member together with HEPTech as a network in partnership. “

is changed with:

“The events should be organised by at least two Members together with HEPTech as a network in partnership”.

Giovanni suggested to define what a “leading institution is” and will send a revised ToR with other typos corrected.

The board paper is approved.

#HEPTech/BP/2023-12/02

HEPTech Revised Rota for the Chair by Elizabeth Bain

Suggested schedule for the next Chairs for HEPTech:

Member Institute	KEY	Year of Shadow Chair from June	Year of Chair
SCIENCE AND TECHNOLOGY FACILITIES COUNCIL (STFC)	STFC		2021-23
Wigner Research Center for Physics Hungarian Research Network	WIG	2023	2024
UNIVERSITY OF SOFIA - Scientific Research Center with TTO	SOF	2024	2025
Horia Hulubei National Institute for R&D in Physics and Nuclear Engineering	IFIN-HH	2025	2026
Istituto Nazionale di Fisica Nucleare - INFN	INFN	2026	2027
Extreme Light Infrastructure ERIC (CZ & HU)	ELI-ERIC	2027	2028
National Centre for Scientific Research "Demokritos"	NCSR	2028	2029
UNIVERSITY OF THE AEGEAN	AEG	2029	2030
GSI Helmholtzzentrum für Schwerionenforschung	GSI	2030	2031
CERN	CERN	2031	2032
LIP Inico	LIP	2032	2033

The board paper is approved.

#HEPTech/BP/2023-12/02

HEPTrepreneurs by Martina Bauer

GSI asks to continue organizing HEPTrepreneurs in exchange of the reduced fee. Martina suggests giving inputs to make these events accessible to other institutions than GSI, STFC and CERN.
The board paper is approved.

9. Tech Transfer highlights (3-5 min per organization)

The various organizations speak a bit about their achievements.

10. AOB

A working group will be organized.
The Chair thanks members for their attendance and CERN for their hospitality.

Closing the meeting at 11:45 CET.