



16th IPPOG Collaboration Board Meeting, held at CIEMAT, Madrid (Spain) and online on April 24th, 2024

<https://indico.cern.ch/e/ippog-cb-2024-spring>

Collaboration Board Meeting Organisation

The 16th IPPOG Collaboration Board took place at CIEMAT (Auditorium). Members unable to join in person connected by Zoom. The meeting was chaired by Pedro Abreu and Claire Adam.

The meeting started at 2:00 pm (Madrid time).

Establishment of quorum

Composition of IPPOG at start of meeting:

- 34 countries
- 7 international collaborations
- 1 International laboratory
- (1 Associate Member - National Laboratories (GSI))

A quorum requires representation from 2/3 of the 42 members (at least 28) at the beginning of the meeting. There were 12 members present, 12 online, 5 proxy present establishing a quorum (tot. 29 participants).

Representatives and proxies present for this meeting.

	Country / Lab / Expt.	Representative / Proxy
1	ALICE	Despina Hatzifotiadou
2	SPAIN	Jesús Puerta Pelayo
3	FRANCE	Nicolas Arnaud
4	CMS	Freya Blekman
5	ITALY	Catia Peduto
6	CERN	Sascha Schmeling / Proxy
7	PORTUGAL	Ricardo Goncalo
8	AUSTRALIA	Jackie Bondell

9	ROMANIA	Paul Gravila
10	BRAZIL	Marcelo Gameiro Munhoz
11	HUNGARY	Dezso Horvath
12	BULGARIA	Roumyana Mileva Hadjiiska
13	GERMANY	Christian Klein-Bösing
14	GREECE	Christine Kourkoumelis
15	SLOVENIA	Anja Horvat
16	SLOVAKIA	Ivan Melo
17	CZECH REPUBLIC	Vojtech Pleskot
18	USA	Spencer Pasero
19	BELLE II	Rok Pestotnik
20	LHCb	Bolek Pietrzyk
21	HUNGARY	Dezso Horvath
22	GEORGIA	Alexander Sharmazanashvili
23	SWEDEN	Christian Ohm
24	The NETHERLANDS	Clara Nellist
25	DESY	Thomas Naumann
26	NORWAY	Farid Ould-Saada
27	POLAND	Krzysztof Wieslaw Wozniak
28	HAWC	Yiota Foka / Proxy
29	PIERRE AUGER OBSERVATORY	Raul Sarmento
30	ATLAS	Steven Goldfarb

Other Core Team members present in the meeting.

Scientific Secretary	Fabiola Cacciatore
Financial Support	Hanife Olgunsoy

Approval of the agenda: no comments or oppositions. Approved unanimously.

Approval of the collaboration board minutes: no comments or oppositions to 15th Collaboration Board meeting minutes (30 November 2023). Approved unanimously.

Author list discussion

Claire Adam has presented and proposed a way to manage the author lists. In the document that was prepared and sent to CB members, 3 decisions were listed:

Two votes:

1. Implement, once per year, an indico registration process to update the IPPOG author list that will be used the following year for conference talks and proceedings.

29 votes yes, no against and no abstained.

2. For any other type of publication prepared on behalf of the collaboration, drafts circulation will be organized, and the possibility to opt out of the author list will be offered. In that case, a specific list will be prepared.

29 votes yes, no against and no abstained.

For the 3rd point, Claire proposed “Discussion and, if the CB is ready, vote”:

3. For working groups' internal and public notes, a specific author list will be prepared. It may include contributors who are not part of the IPPOG forum. A sentence will explicitly specify that "this work was carried out within the IPPOG working group NNN," and, if needed, mention partners.

Discussion :

- Freya Blekman has asked if it's possible to be automatically removed from the lists if someone does not work with IPPOG for a while. Claire clarified that forum members are nominated by the representatives, who can update their list once per year, in time for the fall meeting. However, the tradition in IPPOG is to keep past contributors in the forum, for their expertise and to ensure continuity.
- Yiota Foka and Claire shared the urgency for the WG Application for Society which is ready to release ~10 documents edited during a series of hackathons. This work will be presented in ICHEP 2024 (see WG report in plenary session).
- Krzysztof Wozniak proposed to reformulate the question in two votes:
 - Possibility of adding external individuals to the working group author lists.
 - Are WG public notes signed on behalf of the IPPOG collaboration?
- Christian Ohm notes that if WG public notes are released on behalf of the collaboration the vote number 2 applies, there will be a draft circulation and mechanism for individuals to opt out.
- Roumyana Mileva Hadjiiska requested clarification on whether there is a list of working group members. Both “Application for Society” and “Explaining pp” WG presented a list.

- Several voices pleaded for flexibility and to encourage working groups in their efforts. Claire and Yiota Foka will explore a temporary solution for the “Application for Society” documents. It will be presented and discussed in a longer and dedicated session in the fall 2024 meeting.

This topic will be revisited in the next CB meeting and the two questions proposed will be used.

No more comments and oppositions.

SPC members replacement:

There has been a request to replace Jonas Stranberg with Ivan Melo.

29 votes yes, no against and no abstained.

There were no questions.

Code of conduct discussion

Pedro Abreu initiated the discussion on the code of conduct, thanking those who have read the documents from CERN and the Pierre Auger Observatory, and he mentioned that there won't be any voting. He also kindly requested to send any suggestions and comments via email.

Freya Blekman commented, suggesting that too many details might not always be helpful and could lead to unpleasant or unnecessary discussions. She proposed that the code should be concise and not overloaded with details.

There were no more comments.

Discussion on finances statement for 2023 (vote required)

Comments:

Christian Ohm asked more details about "end-of-year balances." Pedro explained that in past years, IPPOG hasn't been able to spend all the money, although CERN prefers to have the balance at 0 at the end of the year. The pandemic period due to COVID-19 did not help this situation. Consequently, when IPPOG could not spend the entire budget, the CT did travel more to reach places where they've realized there are good opportunities to promote IPPOG, have discussions and engage people.

Clara Nellist inquired about "phone charges." Pedro clarified that in 2023, there was a delay in transferring the money spent by a former member of the core team, resulting in charges for months not related to IPPOG itself.

There were no more comments.

Vote: Do you accept the financial statement for 2023?

29 votes yes, no against and no abstained. The document has been accepted unanimously.

Estimate for budget for 2025 and discussion (no vote required)

Pedro proposed a change in the Scientific Secretary payment method: Fabiola Cacciatore is currently employed as a “freelance” contractor by the University of Notre Dame, with an additional fee of 26%. The same could be achieved if she was a CERN contractor, without any overhead cost. This would run for 2025, before a reevaluation of the SC mandate and position.

Comments:

Steven Goldfarb read a part of the Memorandum of Understanding (MoU) specifying that the scientific secretary must be employed by a member. Pedro Abreu clarified that it will still be the case, CERN being an IPPOG member.

Vote: Do you accept the estimate budget for 2025?

29 votes yes, no against and no abstained. The document has been accepted unanimously.

IPPOG's next meeting (2024 autumn & 2025 spring)

Autumn meeting 2024 will be held at CERN, in the week of 25-29 Nov (with apologies to our US colleagues for the overlap with Thanksgiving).

Do you agree to have the spring meeting 2025 at Fermilab in the United States?
25 votes yes, no against and 3 abstained

Procedures for next Chairs elections

During the autumn meeting at CERN, the committee for the search and election of the new chairs will be established. In spring 2025, there will be a vote for the new Chairs. Pedro Abreu is at the end of his second mandate and cannot be a candidate. Claire Adam can still apply for a second mandate.

AOB

No other businesses suggested. The meeting was closed at 3.45 pm.