



IPPOG Budget proposal for 2025

For approval in the 17th CB Meeting

27 November 2024

Introduction

This document presents the monetary budget to support activities of the International Particle Physics Outreach Group (IPPOG) in 2025. It consists of goods, services, and human resources, so the overall expenses can be calculated.

It is important to note that this document only summarizes **core expenses**, used in support of the much larger world-wide IPPOG programme. A significantly larger portion is provided each year by the collaboration members, in the form of monetary and human resources supporting particle physics education and outreach at home and around the globe. The goal of the items included here is to coordinate, support and expand these efforts in an efficient and effective manner.

A first section will thus present the 2025 work plan and corresponding needs, followed by a Revenue 2025 table that explicitly accounts for the human resources related to IPPOG core coordination efforts as defined in corresponding Addenda to the MoU. Expenditures will then be described.

Carryover from 2024 will be taken into consideration in the 2025 budget, in compliance with Art.8.1. of the MoU: *Any positive balance at year-end shall be carried over into the next budget year. Resources for the budget come from monetary contributions made by the Collaboration Members and other contributions, such as grants, subsidies, donations and sponsorship support.*

In appendixes I-V, we present the following tables to allow a better analysis of the present budget proposal:

Appendix I – Expected Member Contributions in 2025,

Appendix II – Expenses in 2024,

Appendix III – Balance sheet,

Appendix IV – Expenses in 2023,

Appendix V – Expenses in 2022.

Work plan for 2025

In 2025, the IPPOG Coordination Team will be composed of:

- Two chairs, contributing each at the level of 0.2 FTE
- A Scientific Secretary, whose total work time (0.5 FTE) will be shared between the organisation of IPPOG meetings, creation of the yearly report, support for forum members and chairs, and the role of Communication Officer.
- A Finance Officer (0.2 FTE)
- One of the chairs will act as interim Web Officer (0.2 FTE). This task includes the supervision of fellows and students recruited to support Collaboration activities.
- The Head of the IPPOG Speakers and Publication Committee (0.1 FTE)

Beyond coordination tasks, three priorities have been identified for 2025:

- The migration of the CERN web infrastructure from Drupal to Wordpress will trigger a new iteration of the Collaboration web site. This will not be a simple technical migration, but a somewhat major redesign that will incorporate the feedback received on the current ippog.org. Support from the CERN web team is expected via a Fellow (0.2 FTE), but the design will of course be in the hands of IPPOG.
- After Masterclasses in 2023 and Working Groups in 2024, the support to IPPOG Activities will concentrate, in 2025, on Global Cosmics projects. This will be the work topic of an admin student specifically recruited for 5 months.
- Contributions to the European Strategy Update, via written documents but also direct participation to working group and the co-organisation of wider discussions with partners will have a high priority, as any occasions to disseminate IPPOG's values and methods.

Reviving IPPOG activities and working groups:

International Masterclasses are coordinated by two coordinators (1 FTE total) and a steering group. The Global Cosmics portal is coordinated by one or two coordinators (0.2 FTE total) and a steering group. In 2025, two lines of action are considered for the others:

- Resource Database coordination: the possibility to transform this into an organised activity, lead by two coordinators and a steering group, will be investigated. The corresponding manpower is 0.2 FTE.
- A slight reorganisation of the Collaboration meetings will be proposed to allow a better integration of Working Groups discussion time, and a credit of 0.1 FTE may be offered to the chairs of the currently active working groups.

Budget 2025

Revenue 2025

The table below presents expected revenues for IPPOG in 2025. This includes annual fees collected from IPPOG national members, annual monetary and personnel contributions provided by IPPOG members/associate members.

Table 1: Expected Revenues in 2025

Source	Description	Income([*]) (k€)	Income (kCHF)
Contributing Members	Monetary Contribution	105	99
Portugal (LIP)	Chair (0.2 FTE)	In-Kind	In-Kind
France (LAPP)	Chair (0.2 FTE)	In-Kind	In-Kind
CERN	Finances Officer (0.2 FTE)	In-Kind	In-Kind
France (LAPP)	Web Officer (0.2 FTE)	In-Kind	In-Kind
CERN	Support Fellow (0.2 FTE)	In-Kind	In-Kind
CERN	Masterclass Coordination (0.5 FTE)	In-Kind	In-Kind
USA (U Notre Dame)	Masterclass Coordination (0.5 FTE)	In-Kind	In-Kind
Japan	Global Cosmics Coordination (0.1 FTE)	In-Kind	In-Kind
INFN	Global Cosmics Coordination (TBC)	In-Kind	In-Kind
France (LAPP)	Resource Database Coordination (0.2 FTE)	In-Kind	In-Kind
INFN	Speakers & Publication Committee (0.1 FTE)	In-Kind	In-Kind
Total		105	99

* Exchange rate of €/CHF = 0.94 (as of 17th October 2024) assumed for the values in CHF. It will depend on the day when each fee/contribution is transferred.

Description of Revenues for 2025

Annual national membership contributions expected to be collected in 2025 total 105k€, translating into expected 99 kCHF.

In 2025, CERN will provide 50% FTE toward International Masterclass coordination (Uta Bilow) and 20% FTE for Finance Support (Hanife Olgunsoy), while the United States (University of Notre Dame) will provide an estimated 50% FTE towards International Masterclass coordination (Kenneth Cecire). The prior Global Cosmics coordinators have stepped down in 2024: this activity will be reorganised under the leadership of Kazuo Tanaka (Japan), with help from the Coordination Team.

The table reflects also the contributions from the institutes home to the Chairs, at the level of 20% FTE, namely LAPP (Annecy, France) for Claire Adam and LIP (Portugal) for Pedro Abreu. In 2025 Claire will continue to act as interim Web Officer, supervise the students and restructure the RDB activity, for an additional total of 0.5 FTE.

These percentages are averages over the year.

Expenditures 2025

The table below presents planned expenditures for IPPOG in 2025. These values will be submitted by the Coordination Team for approval by the Collaboration Board.

Table 2: Expenditures in 2025

Category	Subcategory	Cost (k€)	Cost (*) (kCHF)
Core Team	Total	66	62
	Scientific Secretary and Communication Officer (12 months)	48	45
	Travel	11	10
	Web site infrastructure	6	6
	Office Expenses	1	1
Activity Support	Total	33	31
	Admin Student (5 months)	20	19
	Projects Support (Masterclass, Global Cosmics and RDB activities)	3	3
	IPPOG at Events and Conferences	9	8
	Public Outreach at Festivals	1	1
Communication	Total	3	3
	Printing and Translation	1	1
	Merchandise and flyers	1	1
	Other Projects	1	1
General Support	Total	2	2
	IPPOG Meeting Expenses	2	2
Contingency		1	1
	Total	105	99

* Exchange rate of €/CHF = 0.94 (as of 17th October 2024) for the values in €. It will depend on the day when each item is paid.

** This value takes into account the rounding errors from the countervalues in € of the several items.

Description of Expenditures for 2025

- **Currency:**

The base currency of the IPPOG account is in CHF. The budget lines described below are in €, as the projected revenues are estimated from the member contributions invoiced in €.

But when presenting the finance statements and balance of the account, what counts is the value in CHF, and at this moment, whenever needed, a rate of 1€ = 0.94 CHF was used to estimate the corresponding values.

- **Core Team personnel**

The Scientific Secretary & Communication Officer (Fabiola Cacciatore) is responsible for overseeing the following tasks outlined in the IPPOG MoU: meeting organisation, writing of minutes and reports, compilation and publication of the annual report. She also acts as Communication Officer for web news, the newsletter and social media (0.5 FTE total)

The Finance Officer (Hanife Olgunsoy) is a Finance Staff provided by CERN, working in coordination with the chairs (0.20 FTE).

A Fellow (0.20 FTE) is provided every year by CERN to support the Core Team with specific competences such as CDS, video, wordpress, etc.

- **Other Core Team expenditures**

Team members travel to IPPOG meetings and other IPPOG missions, for example, to countries considering membership. We budget 10 kCHF.

Web site support: 2025 will be the closing year of the contract with the company which implemented the current Drupal web site. We propose maintaining a line item of 6 kCHF until the migration to word-press is completed.

- **Activities and Working Groups support**

Masterclass Coordination is handled in-kind by funding from CERN and the United States (University of Notre Dame). The Global Cosmics coordinator is from Japan, in-kind contribution from INFN is to be confirmed.

To answer support requests by the Activities coordinators, we advocate the hiring of a master student through the CERN admin student programme: in 2022, it boosted IPPOG's news and social media. In 2023, another student implemented the description of the Masterclasses in ippog.org. 2024 was dedicated to the "Tapas" setup to support working groups. The student selected in 2025 will concentrate on the Global Cosmics portal. The cost is typically around 3.7 kCHF/month, and we propose to budget 5 months in 2025.

Additional expenses planned for Masterclasses are included in a "support" line that covers also the needs of other Activities and Working Groups.

Public Outreach and IPPOG at Events targets public events attached to major HEP conferences. The goal is to couple this with the growing number of outreach presentations in major conferences, both to increase IPPOG visibility within the HEP community and to reach new audiences. This item includes also the presence of CT members at Conferences and other events, on behalf of IPPOG.

Public Outreach at Festivals targets cultural events, such as art and music festivals with the primary goal of reaching new audiences not typically seeking to learn about science.

- **Communication**

Online material for the web site and social media is prepared by the Core Team. This budget is reserved to cover any expenses arising for printing and translation, or from merchandise design and production. Support for “Other Projects” is there to cover requests during the year that do not fall under the above categories, but which support core IPPOG values.

- **General Support**

This line covers support for IPPOG Meeting items exceptionally not covered by the hosting institutions.

- **Contingency**

We set aside 1 kCHF for contingency, as that is our estimated uncertainty.

Human Resources in 2025

In-Kind Contributions

The following human resources are paid for in-kind:

- **Chairs:**

The institutes supporting financially the chairs have agreed to let each of them contribute at the level of 0.2 FTE

- **Administration:**

CERN has agreed to provide support in 2025 at a level of 0.2 FTE for Finances (Hanife Olgunsoy) and 0.2 FTE of a Fellow. This support is included in the CERN MoU Addendum.

- **Masterclass Coordination:**

CERN has agreed to provide support in 2025 at the level of 0.50 FTE for one of our Masterclass coordinators (Uta Bilow). The coordinator is hired through a contract with Dresden Technical University. This position is included in the CERN MoU Addendum. The United States is expected to provide support for another Masterclass coordinator (Kenneth Cecire), estimated at 0.50 FTE. There is no addendum covering this support, but there are many years of precedent, based on the IPPOG partnership with QuarkNet.

- **Global Cosmics Coordination:**

The activity is being reorganised after the departure of the previous coordinators. In-Kind contributions will be rediscussed over 2025.

- **Web and Resources Database Coordination:**

The RDB activity will be reorganised in 2025, with a strong correlation to the web site changes. CNRS/LAPP has agreed to contribute with 0.4 FTE (Claire Adam)

Included in the Expected Monetary Budget

Included in the accounting for 2025 are the following human resources:

- **Scientific Secretary and Communication Officer**

See Personnel description above. The initial two years long contract of Fabiola Cacciatore with the U. Notre Dame will expire in December 2024. A one year long extension was setup through CERN, with the exact same job description and financial arrangements, including provisions for health insurance and retirement compensation. With this change, the estimated cost is 48 k€.

- **Administrative Student**

An administrative student hired through CERN costs about 3.8 k€ per month. We propose to budget 5 months in 2025.

Table 3: Expected Human Resources in 2025

Personnel	Tasks	IPPOG Cost (k€)	IPPOG Cost (kCHF)
Scientific Secretary and Communications Officer	Meeting reports, annual report, web site and resource database development and maintenance, communication plan, content creation, flyers, brochures, etc. (0.5 FTE)	48	45
Admin Student(s)	Activity & Working Groups support (5 months).	20	19
In-kind contributions as listed in table 1	Coordination Team, Coordination of Activities (2.5 FTE)	0	0
Total		68	64

Exchange rate €/CHF = 0.94

Appendix I – Expected Member Contributions in 2025

This table is to be used to make estimates of expected values in the 2025 budget.

The average rate €/CHF was 0.94.

Member	Contribution (k€)	Contribution (kCHF)
Australia	1	1
Austria	3	2.8
Belgium	3	2.8
Brazil	3	2.8
Bulgaria	1	1
CERN	5	4.7
Cyprus	1	1
Czech Republic	3	2.8
Denmark	3	2.8
Finland	3	2.8
France	5	4.7
Georgia	3	2.8
Germany	5	4.7
Greece	3	2.8
GSI	3	2.8
Hungary	3	2.8
India	3	2.8
Ireland	1	1
Israel	3	2.8
Italy	5	4.7
Latvia	1	1
Mexico	3	2.8
Montenegro	3	2.8
Netherlands	3	2.8
Norway	3	2.8
Poland	3	2.8
Portugal	2	1.9
Romania	1	1
Slovakia	1	1
Slovenia	1	1

South Africa	3	2.8
Spain	5	4.7
Sweden	3	2.8
Switzerland	3	2.8
UK	5	4.7
USA	5	4.7
Total	105	99

The values in CHF will vary with time and fixed when the correspondent contribution in € is received.

Appendix II – Expenses in 2024

Final accounting for 2024 will be presented during the Spring 2025 IPPOG Meeting. This table is to be used to make estimates of expected expenses in the 2025 budget. Expenses to come, **labelled with an asterisk**, are not yet fully reflected in the IPPOG “team account” used to build this table: when needed, a conservative estimate is used. CERN accounts being in CHF, an estimated value in € is given for the IPPOG account, using the exchange rate €/CHF of 0.94.

Item	Budgeted (€)	Expenses (€)	Expenses (CHF)
Personnel	84 000	79 051	74 308
Scientific Secretary & Comms officer *	61 000	59 253	55 698
Administrative Student (4+1 months)	23 000	19 798	18 610
Infrastructure	6000	6143	5774
Web Design & Development	6000	6143	5774
Activity Support	9000	5771	5425
Masterclasses *	2000	5267	4951
Global Cosmics	1000	0	0
Exhibits	1000	0	0
Public Outreach & IPPOG at Events	1000	0	0
Public Outreach at Festivals	1000	504	474
Other Projects	3000	0	0
Marketing / Communication	2000	2295	2158
Printing and Translation *	1000	1000	940
Marketing development/production	1000	1295	1217
General	14 000	10308	9690
Travel & Fees *	10 000	9388	8825
Meeting Expenses *	2000	638	600
Office Expenses *	2000	282	265
Contingency (+rounding error)	4000	0	0
Total	119 000	103 567	97 353

Contingency

We set aside 4 k€ for contingency, as that is our estimated uncertainty.

Appendix III – Balance Sheet

Notes:

1. This is a rough estimate of the balance of the IPPOG account expected at the end of 2025. There are many variables that could cause this to change, including new membership, ability of existing members to pay, identification of new funding sources, real expenses, exchange rates, etc.
2. From 2021 onwards, we settled the account in CHF, as this is the basis of our account at CERN. This means that the values in € are indicative only.
3. Receipts are invoiced to the contributing members in €, but the amount is credited in CHF, varying with the rate at the day of payment, and this the value that counts for our finances and balance.
4. The balance value at the end of 2021/beginning of 2022 does include advanced member contributions of 3 120 CHF for GSI (2022) and 6 442 CHF for Sweden (2022 and 2023) which are included in the deferred revenues.

Item	Change (k€)	Balance (k€)	Change (kCHF)	Balance (kCHF)
Balance 1 Jan 2017		0		
Receipts for 2017	54	54		
Expenditures for 2017	-4	50		
Receipts for 2018	53	103		
Expenditures for 2018	-52	51		
Receipts for 2019	79	130		
Expenditures for 2019	-91	39		
Receipts for 2020	79	118		
Expenditures for 2020	-63	55		
Receipts for 2021	92	147		
Expenditures for 2021	-94	53		55
Receipts for 2022	96	149	99	154
Expenditures for 2022	-108	41	-114	40
Receipts for 2023	104	146	102	142
Expenditures for 2023	-122	24	-121	21
Receipts for 2024	105	129	99	120
<i>Projected Expenditures 2024</i>	-104	25	-98	22
<i>Projected Receipts for 2025</i>	105	130	99	121
<i>Projected Expenditures 2025</i>	-105	25	-99	22
Projected Balance 31.Dec.25		25		22

Appendix IV – Expenses in 2023

Detailed expenditures for 2023 are presented in the following table:

Item	Budget (€)	Expenses (€)	Expense s (CHF)
Personnel / Scientific Secretary & Head of Communications (SSHC) (11 months)	55 000	60 243	55 785
Personnel / Admin.Comms.Student (9 months)	33 000	15 870	14 696
Personnel / Strategic Development Lead (overlap)	10 000	10 800	10 000
Infrastructure / Web Design & Development	10 000	6 000	5 903
Activity Support / Masterclasses	2 000	514	476
<i>Roll-up LHC Banner+Reception Moderators</i>		399	370
<i>Kahoot Licence</i>		115	106
Activity Support / Global Cosmics	1 000	0	0
Activity Support / Exhibits	1 000	0	0
Activity Support / Outreach at Conferences	2 000	0	0
Activity Support / Outreach at Festivals	1 000	1 000	960
<i>Big Bang Stage Ostrava Music Festival</i>		500	482
<i>Science and Music Festival Sofia</i>		500	478
Activity Support / Other Projects	3 000	2 000	1 949
<i>BCVSPIN School on Particle Physics and Cosmology in Kathmandu/Nepal</i>		2 000	1 949
Communication / Printing and Translation	2 000	2 121	1 988
<i>Annual Reports (contents)</i>		1 076	997
<i>Annual Reports (folders)</i>		1 045	991
General / Travel & Fees	16 000	26 124	24 191
<i>Other Missions for CT</i>		12 246	11 340
<i>IPPOG at Conferences (CT)</i>		13 878	12 851
General / Meetings Expenses	2 000	4 868	4 508
General / Office Expenses	2 000	1 030	954
<i>Phone Charges</i>		688	637
<i>Mobile phone for SSHC</i>		342	317
General / Contingency +rounding correction	4 000	490	0

Total	144 000	131 112	121 409
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Appendix V – Expenses in 2022

Detailed expenditures for 2022 are presented in the following table:

Item	Budget (€)	Expense s (€)	Expense s (CHF)
Personnel / Scientific Secretary & Comms. Lead	60 000	0	0
Personnel / Strategic Development & Comms	12 000	32 497	32 000
Personnel / Admin.Comms.Student (11 mon.)	36 000	39 981	39 369
Infrastructure / Web Design & Development	10 000	2 650	2 609
Activity Support / Masterclasses	2 000	3 293	3 243
<i>Travel to Masterclasses in Nepal</i>		3 199	3 150
<i>Kahoot Licence</i>		94	93
Activity Support / Global Cosmics	1 000	0	0
Activity Support / Exhibits	1 000	0	0
Activity Support / Outreach at Conferences	1 000	0	0
Activity Support / Outreach at Festivals	2 000	1 200	1 182
<i>Big Bang Stage at Ostrava (Travel)</i>		703	693
<i>Support to Ostrava Festival ("Science2Go")</i>		497	489
Activity Support / Other Projects	1 000	5 251	5 170
<i>2nd Physics Camp in Pakistan</i>		1 006	990
<i>Particle Physics Baby books</i>		2 729	2 687
<i>Training</i>		1 516	1 493
Communication / Printing and Translation	3 000	2 880	2 836
<i>IPPOG 25th Anniversary Gadgets</i>		2198	2164
<i>IPPOG 25th Anniversary Stickers</i>		682	672
General / Travel & Fees	8 000	15 659	15 419
<i>Other Missions for CT</i>		3 228	3 179
<i>IPPOG at Conferences (CT)</i>		12 430	12 240
General / Meetings Expenses	1 000	10 126	9 971
<i>Travels to IPPOG Meetings (CT)</i>		5 671	5 584
<i>Other expenses for IPPOG Meetings</i>		1 074	1 058

<i>25th Anniversary Symposium (part of)</i>		3 381	3 329
General / Office Expenses	1 000	2 411	2 374
<i>Phone Charges</i>		495	487
<i>Computer and headset</i>		1 916	1 887
General / Contingency +rounding correction	4 000	-1	-1
Total	143 000	115 946	114 172