



Draft minutes

1st KM3NeT-phase1 IB meeting

29 January 2013, 9-12h, CPPM

Present:

IN2P3/CPPM: V. Bertin, *Univ. Erlangen/ECAP*: R. Lahmann, *HOU*: S. Tzamarias, *Tech. Education Institute Pireaus*: K. Zachariadou, *Univ. Aegean*: Ioannis Gkialas, *INFN/Univ. Bologna*: A. Margiotta, *INFN/Univ. Genova*: M. Taiuti, *INFN/LNS*: P. Sapienza, *INFN/LNF*: A. Martini, *INFN/Univ. La Sapienza*: A. Capone, *Univ. Salerno/INFN Napoli Gruppo Collegato di Salerno*: C. Bozza, *Nikhef/UvA*: E. de Wolf (chair), *Nikhef/UU*: P. Kooijman, *Nikhef/UL*: D. Samtleben, *ISS*: V. Popa, *Univ. Valencia/IFIC*: J.J. Hernandez-Rey, *UPV*: M. Ardid-Ramirez

Remotely present:

NCSR-D/INP: P. Rapidis (telcon; no proxy), *Univ. Athens*: E. Anassontzis (telcon; no proxy), *INFN/Univ. Pisa*: M. Morganti (videocon; for proxy see below), *INFN/Univ. Napoli*: P. Migliozi (telcon; for proxy see below),

Proxies:

Univ. Cyprus: E. de Wolf, *IN2P3/APC*: V. Van Elewyck, *GRPHE*: V. Van Elewyck, *IN2P3/IPHC*: V. Van Elewyck, *IN2P3/LPC*: V. Bertin, *INSU-MIO*: V. Bertin, *Remeis Observatory*: R. Lahmann, *Kepler Centre for APP*: R. Lahmann, *Univ. Würzburg*: R. Lahmann, *Aristotle Univ. Thessaloniki*: A. Liolos, *DIAS*: E. de Wolf, *INFN/Univ. Bari*: I. Sogra, *INFN/Univ. Catania*: E. Leonora, *INFN/Univ. Napoli*: C. Bozza, *INFN/Univ. Pisa*: A. Capone, *Nikhef/FOM*: M. de Jong, *KVI/RUG*: D. Samtleben, *NIOZ*: E. de Wolf, *Univ. Sheffield*: E. de Wolf

Absent: INGV: P. Favali

Email of IB: km3net-phase1-ib@fim.uni-erlangen.de

Attendance and Proxies

INSU-DT will not join the KM3NeT-phase1 Collaboration; this institute will join the future EMSO Collaboration. Univ. of the Aegean (Ioannis Gkialas) appeared to be already a member of the Collaboration and its representative present in the meeting.

Present in the meeting were 21 Institute representatives, of which 4 remotely. The number of proxies issued was 19, including 2 from the representatives following the meeting remotely. One institute representative was not present in the meeting and did not issue a proxy. As a result a total of 36 votes could be casted in this meeting.

In total 39 Institutes were eligible for voting.

Introduction to the meeting

E. de Wolf gave an overview of meetings and the work required during 2012 in the transition from KM3NeT-PP to KM3NeT-phase1. Currently, the Collaboration has 39 Institutes. In total 182 members have registered their email addresses in the KM3NeT Portal in Erlangen. During the meeting it was recognized that MSU in Moskou should be invited to join the Collaboration (**ACTION: M. Taiuti**). Immediately after the meeting it became clear that the University of Patras (IB-representative A. Birbas) will join the Collaboration.

The importance of the ESFRI review and the GNO-1 Lol were highlighted (see below).

Election of IB-chair

The election rules for the election of the IB-chair were presented.

M. Taiuti was elected as IB-chair for a term of 2 year. He is replaced by M. Anghinolfi as representative of INFN/Univ. Genova. Votes cast: 36. Votes for M. Taiuti: 28. Votes for P. Kooijman: 5. Blank: 3.

M. Anghinolfi will replave M. Taiuti as representative in the IB, once M. Taiuti will take office as IB-chair.

Election of the Project Management Team

The election rules for the election of the Project Management Team were presented.

The Project Management Team was elected for a term of 2 year; Spokesperson: M. de Jong (Nikhef/FOM), Deputy Spokesperson: P. Coyle (CPPM/IN2P3), Technical Project Manager: M. Circella (Univ. Bari/INFN), Physics and Software Manager: U. Katz (ECAP/Univ. Erlangen).

Votes cast: 35. Votes YES: 28, Votes NO: 0, Votes BLANK:7

The IB appreciates the availability of the three appointed Installation Site Managers: P. Lamare IN2P3/CPPM (KM3NeT-Fr), M. Anghinolfi INFN/Univ. Genova (KM3NeT-It) and G. Stavropoulos NCSR-D (KM3NeT-Gr).

MT-members that are also representatives of their institute in the IB are requested to find a replacement as IB-representatives. (**ACTION: M. Taiuti, M. de Jong, M. Circella**) M. Anghinolfi requests an exception, since there is no replacement for him at INFN/Genova as M. Taiuti has been elected as IB-chair. *The exception is granted by the IB.*

Draft MoU-v8.1

Version 8.1 of the draft MoU is identical to MoU-v8 except that Annex 2 (Institutes) and Annex 3 (Members of the Collaboration) are now filled. Note, that these Annexes will have to be updated again with the latest information.

The draft MoU has been distributed in December 2012 to most IB-representatives and in January 2013 to those representatives that joined KM3NeT-phase1 later. The draft MoU has been discussed in the meeting of the KFA on 4 December 2012. The Organization Breakdown Structure in the draft MoU shows the three main components: Oversight, Governance and Executive Management. During its meeting in December, the KFA has setup a short list for members of the STAC.

The bodies and senior positions in Governance are the responsibility of the IB, i.e. in the near future the positions of GNO-, Multidiscipline- and EU-Liaison Officers must be filled. Urgent in this phase of the project is the assignment of the QA/QC Manager. Less urgent, but still soon required is the installation of a Publication Committee. **(ACTION M. Taiuti)**

The IB endorsed the assignment of P. Sapienza as chairperson of the Conference and Outreach Committee (COC). The IB appreciated her availability. Urgent is the organization of the contributions of KM3NeT to the ICRC and the Moriond workshop **(ACTION P. Sapienza)**. The IB must urgently find candidates for members of the COC **(ACTION M. Taiuti and P. Sapienza)**. The former KM3NeT PCG used an Excel database which probably is a good starting point **(ACTION P. Sapienza, U. Katz)**.

In this IB-meeting the time period scheduled for a discussion of the draft MoU could not be sufficiently large for a discussion of all articles and the annexes. Instead the IB endorsed first those articles that concerned the decision-taking process in the IB and the installation of the Project Management Team.

- *The IB endorsed Article 7.1* which describes the responsibilities of the IB and the election of the IB-Chairperson.
- *The IB endorsed Article 7.2 and 7.4* the paths to decisions in the IB including the voting rules.
- Article 7.3 which describes the decision path for exceptional circumstances needs further consideration and is left to the next IB-meeting **(ACTION M. Taiuti)**.
- *The IB endorsed Articles 7.5-7.10* which describe the composition and responsibilities of the Project Management Team and the responsibility of the IB to elect a team of a Spokesperson, Deputy Spokesperson, Technical Project Manager and a Physics and Software Manager, which will be extended with three Installation Site Managers appointed by the respective funding agencies.

The detailed description of the responsibilities of the IB in Annex 4 were left to be discussed in a future IB-meeting **(ACTION M. Taiuti)**.

In order to further proceed with the preparation of the KM3NeT-ERIC the IB needs to endorse urgently Art. 14 (Intellectual Property) and Art. 15 (User access to the KM3NeT Research Infrastructure) **(ACTION M. Taiuti)**.

Senior positions in the Executive Management

The IB endorsed the initial composition of the Project Steering Committee (SC) with the following members:

Qualification (R&D): S. Henry (IN2P3/CPPM)
Optical system: S. Mos (FOM/Nikhef)
Mechanics: E. Berbee (FOM/Nikhef)
Calibration/Tests: G. Riccobene (INFN/LNS)
DAQ/Readout: T. Chiarusi (INFN/Bologna)
Software/Computing: K. Graf (Erlangen/ECAP)
Power system: no candidate found yet.

The composition of the SC is expected to evolve with the progress of the project. Currently, emphasis is on the issues mentioned above. After engineering is concluded, the emphasis will be on

DOM production, DU production, CU production, ESS instrumentation and infrastructure control and operation.

The IB endorsed the installation of the following subtask coordinators:

Neutrino astronomy: R. Coniglione (INFN/LNS)
Neutrino mass hierarchy: A. Kouchner (IN2P3/APC)
Software/Computing: K. Graf (Erlangen/ECAP)
Simulations: A. Tsirigotis (HOU)

ESFRI Questionnaire/Interview

In December 2012, a questionnaire of the ESFRI about the progress of the KM3NeT Consortium toward the implementation phase has been filled and submitted. On February 14th, a delegation of KM3NeT will be interviewed by an expert review panel. Emphasis will be on HR, project management, costing etc.

The IB gives the mandate to the IB-chairperson and the spokesperson to decide upon the composition of the delegation. Currently, E. de Wolf is the contact with the EU. She will inform the EU about the composition of the delegation. **ACTION M. Taiuti, M. de Jong, E. de Wolf.**

GNO LoI

A Letter of Intent was received with the proposal to implement the first stage of the Global Neutrino Observatory as a forum for exchange and consultation the Antares, Baikal, IceCube and KM3NeT Collaboration and provide a framework for coordination and cooperative actions and self-organization and explore the possibilities for closer cooperation with GNO-II. To achieve this, it is proposed to form a GNO-board and write a MoU for GNO-II.

The IB endorsed the proposal. **ACTION M. Taiuti and M. de Jong** will inform the authors of the LoI and will decide who will be the KM3NeT-representative in the GNO-board.

Date next IB-meeting

In order to give the IB the opportunity to further discuss/decide upon urgent issue that needs attention before the ESFRI-Interview, it is decided to have a remote (telcon) IB-meeting on Wednesday morning, 6 February 2013. **ACTION M. Taiuti** to establish the time and telcon information.

A.O.B.

The spokesperson proposes to organize the next KM3NeT Collaboration meeting in conjunction with the ANTARES and MANTS meetings in Würzburg in October. This must be discussed with the ANTARES Collaboration. **ACTION: M. de Jong** to establish the date of the meeting after consultation and in agreement with the ANTARES Collaboration.

20130203 / E. de Wolf

Action list

M. Taiuti

- Invite MSU to join the KM3NeT-phase1 collaboration

- Urgent: setup a Conference and Outreach Committee (COC) (together with P. Sapienza)
- Setup search for
 - o candidates for the position of the various liaison officers
 - o a candidate of the position of QA/QC manager
 - o candidates for the Publication Committee (PC)
- Organise discussion and endorsement of the draft MoU:
 - o Art. 7.3, 14, 15 (urgent for ESFRI interview)
 - o Priority for endorsement: Article 7, Annex 4
- Define composition of KM3NeT delegation for ESFRI interview (together with M. de Jong and E. de Wolf)
- Inform the authors of the GNO-1 Lol about the decision of KM3NeT (together with M. de Jong)
- Organize the next IB-meeting on Wednesday 6 February 2013

M. de Jong

- Find replacement for the representative of FOM/Nikhef in the IB.
- Establish the date of the next Collaboration meeting in accordance with the ANTARES collaboration.

M. Circella

- Find replacement for the representative of INFN/Univ. Bari in the IB. (After the meeting it became clear that in Bari there is no replacement possible; M. Circella will request the IB in the next meeting for an exception).

P. Sapienza

- Initiate the selection of contributions to Moriond and ICRC (urgent)
- Takeover the Excel database from the former KM3NeT PCG (U. Katz)

E. de Wolf

- Inform the collaboration about the results of the elections
- Inform ESFRI about the composition of the KM3NeT delegation for the interview