

DRAFT minutes of the NUFAC16 4th Scientific Program Committee meeting, 24 March 2016

Present: Alain Blondel, Alex Bogacz, Alan Bross, Son Cao, Jacques Dumarchez, Ben Freemire, Maury Goodman, Takashi Kobayashi, Jorge Morfin, Helio da Motta Filho, Francesca di Lodovico, Marco Martini, Tsuyoshi Nakaya, Jingyu Tang, Jim Strait, Francesco Terranova, Craig Group, Angela Papa, Walter Bonivento, Marcos Dracos (and anyone I forgot) **Excused:** Mark Hartz, Paul Soler, P. Hüber

Agenda of the meeting is here <https://indico.cern.ch/event/514113/> Previous meetings and links to nufact15 and nufact 16 web pages can be found here: <https://indico.cern.ch/event/505466/>
<https://indico.cern.ch/event/495698/>, <https://indico.cern.ch/event/486739/>

1. Minutes of previous meeting were approved.

Actions were reviewed:

- Maury to circulate 'within PMNS questions' to SPC **DONE**
- Alain to send proposed title and remit for round table discussion **DONE**
- SPC members to criticise remit and make proposals for members of the first day round table discussion **DONE**
- Jacques to include WG5 on web page, **DONE**
- Jacques prepare invitation letter specifying the deadline for abstract submission. **DONE**
- SPC members to send list of people to whom should be sent the invitation letter by 14 March **DONE (more from Europe needed)**
- Jacques/Alain/Jorge and Kobayashi to make draft agenda and circulate by 14 March **DONE**
- SPC to please prepare list the questions they would like to see addressed in the meeting (and who could present them) **DONE**
- Jorge&Jacques to check that the hotel is on the 'approved' list. (Stands)
- members of the SPC should read carefully and critically the web site and send comments to Jacques (site will remain as is and modified if comments arise). (Stands)
- Jacques to prepare draft of the poster (stands)

2. Review of timetable.

1. Agreed to set coffee time to 10:15-10:45 and start lunch at 12:15 – 13:30; assign 20+5 to plenary talks. Modified a few talks.
2. Alain to update timetable and send around.
3. Invite Art McDonald to a "public" presentation on the first day.

3. Round table panellists

Decided:

- to limit number of panellists to 5/6
 - to include a young physicist (Son Cao was nominated)
 - following names were approved
 - Theory: A. de Gouvea (1) or Gian Giudice (2)
 - Experiment: (M. Thomson + M. Shiozawa + S. Cao)(1)
 - Accelerator: J.-P. Delahaye (1) Koseki (2) Oide (3)
 - Politics: J. Womersley (1) Yifang Wang (2)
- Action chairs to invite the #1s in the list.

4. WG3 and WG5 reports.

1. See slides from the indico page of the meeting. There are a number of suggestions for plenary session presentations, that should be included in the agenda. **Action on the chairs.**
2. The organization of the joint sessions should be made immediately after the passing of the deadline for the oral presentation abstracts.

5. Next meeting and homework

Next meeting is fixed Friday 8 April, 14:00 UTC

(i.e. 15:00 in London, 16:00 at CERN, 9:00 at Fermilab, 23:00 at KEK)

Actions:

- Jorge&Jacques to check that the hotel is on the 'approved' list. (Stands)
- members of the SPC should read carefully and critically the web site and send comments to Jacques (site will remain as is and modified if comments arise). (Stands)
- Jacques to prepare draft of the poster (stands)
- Chairs to update timetable and send around.
- Chairs to Invite Art McDonald to a "public" presentation on the first day.
- Chairs to Invite the #1 panellists.