

Minutes from the 2. Steering Committee (SC) Meeting



Place: Held via WebEx

Time: 31.05.2016, 3-6pm (CET)

Participants: Assmann Ralph, Chance Antoine, Chiadroni Enrica, Couprie Marie-Emmanuelle, Dattoli Giuseppe, Dorda Ulrich, Ferrario Massimo, Foerster Tom, Gizzi Leonida, Hidding Bernhard, Jaroszinsky Dino, Lifschitz Agustin, Marchetti Barbara, Martinez de la Ossa Alberto, Mathieu Francois, Mosnier Alban, Mostacci Andrea, Mundt Ruth, Najmudin Zulf, Nguyen Federico, Pattahil Rajeev, Specka Arnd, Torres Ricardo, Vieira Jorge, Walczak Roman, Walker Andreas, Xia Guoxing, Zhen-Ming Sheng

Summary:

In the 2. Steering Committee (SC) meeting the work package (WP) leaders reported their progress, the date of the Yearly Meeting on 27.-28.10.2016 in Paris was announced, and the agenda of the Design and Science Event in Pisa (29.6.-1.7.2016) was discussed.

1) Welcome and WP work progress reports

Ralph Assmann welcomed everybody and the agenda was approved. He reported (slides available online <https://indico.cern.ch/event/537058/timetable/#20160531>) on work progress of WP1 including five accomplished milestones (MS), and action items from the 1. SC meeting in February. He congratulated the Liverpool team on past EuPRAXIA outreach at IPAC, and the poster and brochure. He reminded everybody that milestones and deliverables need to be sent to DESY before the deadline so that changes can be made.

WP reports followed with the following WP leaders reporting:

- Ralph Assmann (WP1)
- Albon Mosnier and Jorge Vieira (WP2)
- Zulf Najmudin (WP3)
- Leo Gizzi (WP4)
- Enrica Chiadroni (WP5)
- Marie-Emmanuelle Couprie and Giuseppe Dattoli (WP6)
- Arnd Specka (WP7)
- Ricardo Torres (WP8)
- Massimo Ferrario (WP9)
- Ulrich Dorda (WP10)
- Agustin Lifschitz (WP11)
- Rajeev Pattahil (WP12)
- Dino Jaroszinsky (WP13)
- Bernhard Hidding and Alberto Martinez de la Ossa (WP14)

2) Pisa Meeting Planning

Ralph Assmann gave an update on the preparation done by the EuPRAXIA MST members and the local Pisa team. He thanked Pisa for their great work so far and reported that 102 people had already registered for the workshop.

A discussion about the proposed agenda followed. It was agreed that senior people will give the *Interface* talks. These interface talks are intended to start defining the questions WPs will address. Broad discussions and the directions of WPs will be defined in WP sessions.

3) Yearly Meeting 2016 (27.-28.10.2016 in Paris)

The yearly meeting will be held in Paris on 27.-28.10.2016. As there will be no video capability availability, every institution needs to be represented on site with at least one representative.

The on-site availability is crucial for the Collaboration Board (CB). Proposals for agenda discussions and text documents for the meeting should be circulated well in advance of the meeting as other members need to have a chance to read and comment on it.

The following action items on general issues where agreed:

- Each WP leader should create a WP members list using the intranet list provided online: <https://vocal-external.liv.ac.uk/sites/eupraxia/Lists/Partner%20Contacts/Project%20Directory.aspx> (WP leaders).
- Compile a summary sheet on the essential requirements of the contract agreement that everybody must comply with (Tom Foerster).
- Organize Doodle for the next SC meeting in week 35 or 36 of 2016. Final decision can be taken in Pisa (Ruth Mundt).
- Send E-mail reminder for comments on 1. SC minutes until 7.6.2016 (Ruth Mundt).
- Send out instructions on EuPRAXIA publication procedure and rules (Tom Foerster).

The following action items for the Pisa meeting have been agreed:

- Send suggestion for Interface talk speakers to Ralph Assmann (all).
- Send potential comments on the proposed WP combination at Pisa to Ralph Assmann (all).
- Finalize agenda (Andreas Walker).

The following action items for the Yearly Meeting in Paris have been agreed:

- Send an EuPRAXIA Yearly Meeting "Save the Date" E-mail to members and associated partners (Ruth Mundt).
- There will be no video conference link available. Please think about this and send your suggestion for chairman/woman of the Collaboration Board (CB), but also for the Scientific Advisory Committee (SAC) members to Ruth Mundt (all).
- Define a list of members for the collaboration board (CB), one representative per institute (all).
- Any proposal, budget change, or late milestone item for the agenda of the Yearly Meeting need to be circulated to other members well in advance of the meeting (all).