



EUROPEAN PLASMA RESEARCH ACCELERATOR WITH EXCELLENCE IN APPLICATIONS

3rd Steering Committee

Ralph Assmann



Session #	Time	Duration	Title
	14:30		WebEx connection will be available
1	15:00		Welcome and administrative business
1a	15:00	10	Approval of agenda
1b	15:10	10	Action items from last SC Meeting and news
1c	15:20	40	Parameter list discussion
2	16:00		Yearly Meeting Preparation
2a	16:00	10	Collaboration Board (CB)
2b	16:10	10	Scientific Advisory Committee (SAC)
2c	16:20	10	New associated partners
2d	16:30	10	MS reporting, template, deadlines
3	16:40		Work progress of working packages Results, problems, upcoming milestones and deliverables, questions. Please send your slides to eupraxia-admin@desy.de until 18:00 on 7. Sept. 2016.
	16:40	5	WP 1
	16:45	5	WP 2
	16:50	5	WP 3
	16:55	5	WP 4
	17:00	5	WP 5
	17:05	5	WP 6
	17:10	5	WP 7
	17:15	5	WP 8
	17:20	5	WP 9
	17:25	5	WP 10
	17:30	5	WP 11
	17:35	5	WP 12
	17:40	5	WP 13
	17:45	5	WP 14
4	17:50	10	AOB
Adjourn	18:00		

← Approval of Minutes SC#2

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 were 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).

- **Pisa workshop:**
 - Went very well. Many thanks to Leo for hosting us
 - Good PR as outcome of workshop: thanks to Liverpool
- **Contact with EU officer Bernhard Fabianek.**
 - He will only be there in person for reviews.
 - Request for PR photos → Carsten et al?
 - I will have a phone call with him on next Tuesday
- **Other news:**
 - Italy: INFN Frascati advancing on EUSPARC! A possible host site for EuPRAXIA?
 - Germany: Positive feedback from Helmholtz president whom we informed about EuPRAXIA – some funding decisions to come...

1. The solution for **data sharing** used by EuPRAXIA should be consistent with standard requirements by journals, so they can be used for referencing in papers.
→ *done* **DONE**
2. Participants will discuss the **procedure for EuPRAXIA publications and document databases** and ensure that the procedure follows Horizon2020 guidelines.
→ *done* **DONE**
3. The DESY EU office will propose a **statement to be placed in papers to acknowledge EuPRAXIA.**
→ *done* **DONE**
4. Giuseppe Dattoli said that **mathematical tools** should also be available to members via the data sharing device and he will send information about this via email. This will be made available to all partners.
→ *done* **DONE**
5. The **governing board and members for the Scientific Advisory Committee (SAC)** will be discussed in the SC meeting in Summer.
→ *scheduled for today*

6. WP leaders and co-leaders should be able to **email via the EuPRAXIA-participant@desy.de list** in the future.
→ *done* **DONE**
7. In addition to the EuPRAXIA participant email list, a **space should be provided where not only WP leaders and co-leaders but also postdocs can discuss** issues and add comments. Is that possible via the intranet?
→ *Yes.* **DONE**
8. It was agreed to ask both the **laser lab newsletters and CERN's newsletter** to receive a permanent slot in their existing newsletter.
→ *discussed and good solution found: no permanent slot but regular reports according to progress. Sponsor of Accelerating News.* **DONE**
9. The **list of EuPRAXIA scientists** will be distributed.
→ *done via intranet* **DONE**
10. We will place **job opportunities within EuPRAXIA** on the intranet. Everybody interested has to email openings and provide job descriptions to Sandy Welsch (alexandra.welsch@cockcroft.ac.uk).
→ *done* **DONE**

11. There should be a next **SC meeting in May**, before the Pisa event.
→ *done today* **DONE**
12. At the **beginning of each working group meeting during the Pisa event** there should be short introduction from the WP leaders. After this WG presentations or discussions can take place.
→ *discussion of Pisa program later today* **DONE**
13. The **EuPRAXIA yearly meeting in 2016** should be held on 27. – 28. October 2016 in Paris, adjacent to a LAN3T meeting already held in Paris on 24. - 26. October 2016.
→ *being organized by Arnd* **DONE**
14. The **yearly meeting in 2017** will most likely be held in Elba and arranged together with the EAAC 2017.
→ it was decided to have the yearly meeting in 2017 in a separate meeting Oct/Nov 2017

- **Collaboration board:**
 - Most representatives have been named
 - **Missing: ENEA, CNR, CNRS**
- **Scientific Advisory Committee:**
 - Note yet fixed
 - Candidate names: Frederick Bordry or Eckard Elsen or Paul Collier or Edda Gschwendtner, CERN, Kaoru Yokoya, KEK, Angeles Faus-Golfe, University Valencia und LAL (Maud Baylac), Thomas Cowan, HZDR, Caterina Biscari, ALBA, Spain, Massimo Altarelli, EU-XFEL, Roy Aleksan, CEA, THALES?, Amplitude?

- **Expressions of interest:**
 - Moscow University, Russia
 - KIT, Germany
 - FZJ, Germany
 - Fermilab, US
- Documents complete for **associate membership – vote at CB:**
 - Jerusalem University, Israel
- Unclear status:
 - SLAC: in August documents were stuck at DOE (how long should we wait for them?)

- Upcoming deliverables:
 - **4 deliverables on 31.10.2016:** **DESY, CNR, SOLEIL, CNRS**
 - 1 deliverable on 31.1.2017: ULIV
 - 2 deliverables on 30.4.2017: CEA, CNRS
 - 4 deliverables on 31.10.2017: 2xCNR, 2xSOLEIL
- Upcoming milestones:
 - **6 milestones on 31.10.2016:** **CEA, CNR, 2xINFN, CNRS, ULIV**
 - 5 milestones on 30.4.2017: 2xCEA, 2xCNRS, CNR
 - 1 milestone on 30.6.2017: SOLEIL
- Templates for both will be sent out next week.
- Deadlines above are submission deadlines into EC database.
We need the reports earlier for approval circuit!
- Proposal: **1st draft to DESY 1 month before the deadline!** Ruth Mundt will follow up and help if needed...

- **Contact email lists:**

- Please check the EXCEL file on the manpower in VOCAL if new persons join or persons leave
- Send any change request to Ruth Mundt