Minutes from the 3. Steering Committee (SC) Meeting

Place: Held via WebEx
Time: 08.09.2016, 3-6pm (CET)

Participants: Assmann Ralph, Chance Antoine, Cros Brigitte, Dorda Ulrich, Foerster Tom, Gizzi Leonida, Hidding Bernhard, Malka Victor, Marchetti Barbara, Mathieu Francois, Mosnier Alban, Mostacci Andrea, Mundt Ruth, Najmudin Zulf, Osterhoff Jens, Sheng Zheng-Ming, Specka Arnd, Torres Ricardo, Vieira Jorge, Walczak Roman, Walker Andreas, Xia Guoxing.

Summary:
Within the 3. Steering Committee (SC) meeting the parameter table was discussed (2), the Yearly Meeting was prepared (3) and the work package (WP) leaders reported their progress (4).

1) Welcome and administrative business

Ralph Assmann welcomed everybody and the 3. SC meeting agenda and 2. SC meeting minutes were approved. Work progress from WP1 was reported, including accomplished milestones (MS) and action items from previous meetings. Slides of this talk as well as all other presentations from this meeting can be found here: https://indico.cern.ch/event/555407/timetable/#20160908.

2) Parameter list discussion

Andreas Walker introduced the parameter list (Deliverable 1.2). A discussion followed and the following suggestions were made:

- Add a descriptive text to each diagram.
- Indicate which WP works on which part of the document/table/diagram.
- The brightness of the X-ray sources should be added as parameters.
- Rather than 3 sets of tables for 1, 3, 5 GeV, it was decided to move towards more specific cases: each case has its own set of tables and includes only one experimental approach (e.g. LWFA via external injection & acceleration to 1 GeV (Case 1a),…).
- HEP tables have to be added. Work in Pisa defined some HEP parameters. A workshop to refine these is planned for 11.-13.10.2016 in Paris.
- HEP applications could include: e- beams not yet suited for FEL applications could be used for HEP (detector) tests. Other examples include γγ-colliders and single electron events.
- The transport beamline delivering electron beams to applications (FEL and HEP) needs to fulfil many requirements (highly efficient for FEL, possibly loose charge for HEP). Hence it might be difficult to switch the electron beam between many applications with one delivery beamline. Several dedicated beamlines for each application might be beneficial.
- WP5 work load is enormous. Once the tables are defined, we should revisit the work distribution of the task for WP5.

3) Yearly Meeting (YM) preparations (held in Paris from 27.-28.10.2016.)

3.1 Collaboration Board (CB)

As there will be no video capability availability, every institution needs to be represented on site with at least one representative. Proposals for agenda discussions and text documents for the meeting should be circulated in advance of the meeting as other members need to have a chance to read and comment on it.

3.2 Scientific Advisory Committee (SAC)

The SAC will have 3-6 members and today it was agreed to appoint one representative each from both Thales and Amplitude to the SAC. Other suggestions included: a representative from RadiaBeam (B. Hidding will suggest a person) and Livermoore Laboratory.

3.3 New associated partners (AP)

Several laboratories want to join EuPRAXIA as associated partners: Moscow University, Russia; KIT, Germany; FZJ, Germany; Fermilab, US; Nizhny Novgorov, Russia. Please get in contact with eupraxia-admin@desy.de 2 weeks before the Yearly Meeting if you have reservation towards any of the proposed associated partners.

3.4 MS reporting, templates, deadline

Four deliverables and six milestones are due 31.10.2016. Ruth Mundt will email prepared templates for these documents next week. Please send your first draft of the document to eupraxia-admin@desy.de by 1.10.2016.

4) Work progress of working packages

WP reports followed with the following WP leaders reporting. These slides are available online https://indico.cern.ch/event/555407/timetable/#20160908 :

- Ralph Assmann (WP1)
- Alban Mosnier and Jorge Vieira (WP2)
- Brigitte Cros (WP3)
- Leo Gizzi (WP4)
- Antoine Chance (WP5)
- Slides available online. (WP6)
- Arnd Specka and Roman Walczak (WP7)
- Ricardo Torres (WP8)
- Jens Osterhoff (WP9)
- Ulrich Dorda (WP10)
- Victor Malka (WP11)
- Andrea Mostacci (WP12)
- Zheng-Ming Sheng (WP13)
- Bernhard Hidding (WP14)

The following action items on general issues where agreed:

- Please check the manpower excel file if new persons joined. Changes can be emailed to eupraxia-admin@desy.de. File accessible under "Shared Documents/Manpower List" on the VOCAL webpage https://vocal-external.liv.ac.uk/sites/eupraxia/default.aspx (all).
- Send out prepared templates for deliverable and milestone reports (R. Mundt).
- Incorporate suggested changes to parameter tables (A. Walker).

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

- Please send your suggestions for SAC members to eupraxia-admin@desy.de (all).
- Parallel WP meeting are possible on Wednesday 26.10.2016, 1-6pm, before the Yearly Meeting starts on 27.01.2016. Rooms will be organized by and provided at École Polytechnique. Rooms should be requested now via email to pieyre@llr.in2p3.fr (all).
- Decide on and invite Highlight talk speakers. It was suggested to incorporate a HEP speaker in addition to speakers from CILEX, EuroCirCol, ELI, ICAN (R. Assmann).
- A reminder to register for the meeting will be sent out (T. Foerster).
- A way to register interest in the CILEX tour should be found and communicated, so the number of people can be known to local organizers (R. Mundt).

The following action item for the 4. SC meeting has been agreed:

- Create doodle for 4. SC meeting in December 2016 (R. Mundt).