



IPPOG 1st CB Meeting, 22 April 2017

Hans Peter Beck: IPPOG Co-chair, Bern University
Steve Goldfarb: IPPOG Co-chair, Melbourne

	Member	Representative	Proxy	Signature
1	Australia		Steve Goldfarb	
2	Belgium	Dirk Ryckbosch		
3	CERN		Barbora Bruant Gulejova	
4	Finland	Panja-Riina Luukka		
5	France	Nicolas Arnaud		
6	Germany		Uta Bilow	
7	Italy	Katja Peduto		
8	The Netherlands	Charles Timmermans		
9	Norway	Farid Ould-Saada		
10	Poland			
11	Portugal	Pedro Abreu		
12	Romania	Gabriel Stoicea		
13	Slovak Republic	Ivan Melo		
14	Sweden			
15	Switzerland			
16	USA	Marjorie Bardeen		



CB Matters

- Endorse incumbent IPPOG Chairs as the IPPOG Chairs
- Chairperson and Member Representative
- Addenda to the MoU on the
 - Participation of Scientific Laboratories
 - Participation of Scientific Collaborations
 - Participation of Countries
- IPPOG Budget 2017
- Application from Brazil to join IPPOG

	Organization	Country/Lab/Experiment	Date signed
1	NIKHEF	The Netherlands	22 September 2016
2	DESY for KET	Germany	23 September 2016
3	Physics Department of University of Oslo	Norway	21 October 2016
4	LIP	Portugal	1 November 2016
5	The Section for Elementary Particle and Astroparticle Physics of the Swedish Physical Society through the Swedish LHC Consortium	Sweden	1 November 2016
6	CHIPP	Switzerland	4 November 2016
7	Ministry of Education, Science, Research and Sport	Slovak Republic	15 November 2016
8	Institute of Atomic Physics	Romania	17 November 2016
9	Helsinki Institute of Physics	Finland	29 November 2016
10	FWO + F.R.S.-FNRS	Belgium	30 November 2016
11	CERN	CERN	19 December 2016
12	INFN	Italy	21 December 2016
13	CNRS/IN2P3	France	23 December 2016
14	The Henryk Niewodniczański Institute of Nuclear Physics Polish Academy of Sciences	Poland	29 December 2016
15	CoEPP	Australia	14 February 2017
16	The University of Notre Dame on behalf of Quarknet	USA	14 March 2017

IPPOG Candidate Members

IPPOG Members as of the pre-collaboration phase that have not yet signed the MoU automatically are now Candidate Members – **until 18 December 2018.**

Austria, Bulgaria, Czech Republic, Denmark, Greece, Ireland, Israel, Spain, South Africa, UK

ATLAS, ALICE, CMS, LHCb, TOTEM

DESY (as representing itself as a lab)

3.6 Current IPPOG participants shall join the IPPOG Collaboration as Members through the mechanism set out above in the course of a two-year period from the date of entry into force of this MoU. This period may be prolonged by a decision of the Collaboration Board where justified by exceptional circumstances. During this period, they shall have the status of “Candidate” with the same rights and obligations as Members, except as provided otherwise in this MoU.

3.8 Candidates shall have no voting rights and no annual membership fees shall be due.

IPPOG MoU



INTERNATIONAL PARTICLE PHYSICS OUTREACH
GROUP

MEMORANDUM OF UNDERSTANDING

Establishing

The International Particle Physics Outreach Group (IPPOG) Collaboration

PREAMBLE

IPPOG is a network of scientists, researchers, science educators, explainers and communication specialists active across the globe in outreach for particle physics;

IPPOG's mission is to maximise the impact of education and outreach efforts related to particle physics;

The European Strategy for Particle Physics, as adopted and updated regularly by the CERN Council, acknowledges the important role played by IPPOG in the promotion of particle physics;

The IPPOG stakeholders recognise the need to create a formal legal structure permitting IPPOG to increase the scope and quality of its work;

This Memorandum of Understanding (the "MoU") creates the IPPOG Collaboration and sets out its governance and the rights and obligations of participants.

ARTICLE 1 PURPOSE OF THIS MOU

- 1.1 This MoU creates the IPPOG Collaboration and sets out its governance and the rights and obligations of participants.
- 1.2 This MoU is not legally binding, but its signatories recognise that the long-term success of the IPPOG Collaboration depends on their adherence to the provisions of this MoU.

Will clarify in the **upcoming CB** meeting remaining points and questions raised.

Addenda to MoU clarify the expectations we have for Members

Countries

Scientific Collaborations

Laboratories

A provisional Budget has been distributed

Addenda and Budget will be discussed and put forward for a vote.

IPPOG MoU – 1st CB meeting

6.5 The first meeting of the Collaboration Board shall be convened by the incumbent IPPOG co-chairs.

6.6 The Collaboration Board shall, by a two-thirds majority of the votes cast, elect the Chairperson for a term of office of three years maximum, renewable once by three years maximum. Election shall normally be from among the Representatives, except where so decided by the Collaboration Board by two-thirds majority of the votes cast, from among the Candidate Representatives and the conveners of, or participants in, Working Groups and Activities, it being understood that the candidate(s) for this position shall have an existing affiliation with a Member or a Candidate Member. The Chairperson shall be elected by a two-thirds majority of the votes cast.

Playing strictly to these words, Steve and HP are the ‘incumbent IPPOG co-chairs’

The Chair(s) need to be elected in the CB meeting – which is on Saturday.

IPPOG MoU – 1st CB meeting

3.3 Members (the “Member(s)”) shall appoint a single representative (“Representative”) to serve on the Collaboration Board. Where a Representative is elected as the Chairperson, the Member concerned shall appoint a new Representative.

Playing strictly to these words, if HP and Steve shall be confirmed on Saturday, then HP can no longer represent Switzerland, and a new person representing Switzerland will need to be found.

3.5 Members shall cover the cost of travel, accommodation and other expenses incurred in relation to membership, and in general with their participation in the IPPOG Collaboration, and shall not receive financial support from the IPPOG Collaboration, except by a decision of the Collaboration Board where justified by exceptional circumstances.

6.3 Each Member, through its Representative, shall have one vote in the Collaboration Board. The Chairperson shall have no vote.

6.9 The cost of travel, accommodation and other expenses necessarily incurred by the Chairperson in the execution of his or her mandate shall be covered by the IPPOG Collaboration.

Addenda to the MoU

ARTICLE 15 AMENDMENT

15.1 This MoU may be amended by a decision of the Collaboration Board by a two-thirds majority of the votes cast.

Amendments specify further how IPPOG deals/handles specific issues, clarify how the MoU is to be interpreted.

Amendments can not be in contradiction with the MoU – if in doubt, the MoU wording prevails.

15.2 The amendment of Addenda shall be subject to agreement of its signatories.

Here, signatories are those directly concerned. E.g. between a Lab and IPPOG, specifying the agreed contributions, etc.

IPPOG Funding

- 8.1 The IPPOG Collaboration shall be funded by **annual membership fees**, other contributions, grants, subsidies, donations and sponsorship support, including in-kind contributions (collectively “Support”), which shall all be recorded in writing.
- 8.2 The annual membership fee shall be decided by the Collaboration Board.
- 8.5 Acceptance of proposed in-kind contributions and their value shall be decided by the Collaboration Board.
- 8.6 **In-kind contributions made by a Member shall not diminish its obligation to pay the annual membership fee except insofar as agreed by the Collaboration Board in accordance with criteria established by the Collaboration Board.**
- 9.1 The Collaboration Board shall each year, in principle at its session held during the second of the biannual meetings of the Forum, adopt the budget for the next year.

Member Categories

- 3.1 National and international governmental bodies, professional societies, laboratories and institutes, as well as scientific collaborations active in particle physics or related sciences are eligible to apply for membership. Where there is no national organisational structure or leading institute for particle physics research, relevant funding bodies are also eligible to apply for membership.
- 3.2 Membership shall be organised on a national basis such that the bodies mentioned above shall together propose one among them for membership in the IPPOG Collaboration. It is understood that international bodies, including laboratories and scientific collaborations having a significant international participation, are eligible to apply for membership in their own right.

This boils down that in IPPOG, we have **Countries, Experiments, and Laboratories.**

Support to IPPOG (membership fee, in-kind, etc.) needs to be specified in addenda specific to the member categories, and case by case.

Addenda to the MoU

Need to specify the Membership Fee, the support and expectations for all Member categories and all Members.

The criteria to settle these need to be agreed on and added in written in the form of addenda to the MoU.

IPPOG has expectations from Countries

Addendum_N_countries_draft

from Experiments

Addendum_SC_scientific_collaborations_draft

and from Laboratories

Addendum_SL_scientific_laboratories_draft

who are/will be Members in IPPOG.

Addendum_N_countries_draft

- 1 Participation of the chosen national body shall imply the commitment to **represent the entire particle physics community in the country** through deploying and maintaining efficient communication channels, enabling the **promotion of IPPOG activities to all IPPOG key audiences** at their institutions and sites, for enabling students, teachers and others interested to participate in IPPOG activities in as many places in the specific country as reasonably can be achieved.
- 2 The **annual membership fee** asked from a national member representing a country in IPPOG shall be one of three values (low, medium, high), as are agreed by the IPPOG Collaboration board, **considering the specific situation of the country.**

This breaks down to to 1k€, 3k€, and 5k€ depending on GDP and community size.

This is specified in [Addendum_NF_annual_membership_fees_countries](#)

Addendum_NF_annual_membership_fees_countries

Country	# of PP scientists at:			GDP	GDP based fee [k€]	CERN PP community size based fee [k€]	CERN + FNAL PP community size based fee [k€]	Minimum fee (GDP, CERN+FNAL PP community size) [k€]	IPPOG Membership status As of 29/03/2017
	CERN	FNAL	CERN + FNAL						
USA	1915	2386	4301	17,348,072	5	5	5	5	Member
Italy	1505	118	1623	2,141,161	5	5	5	5	Member
Germany	1307	79	1386	3,868,291	5	5	5	5	Member
United Kingdom	910	235	1145	2,988,893	5	5	5	5	Candidate member
France	933	44	977	2,829,192	5	5	5	5	Member
Switzerland	477	58	535	701,037	3	5	5	3	Member
Spain	334	46	380	1,381,342	5	5	5	5	Candidate member
Poland	264		264	544,959	3	3	3	3	Member
Czech republic	234	18	252	208,796	1	3	3	1	Candidate member
Netherlands	172		172	879,319	3	3	3	3	Member
Belgium	162		162	531,547	3	3	3	3	Member
Greece	144		144	235,574	3	3	3	3	Candidate member
Finland	116		116	272,217	3	3	3	3	Member
Sweden	107		107	571,090	3	3	3	3	Member
Portugal	106		106	230,117	1	3	3	1	Member
Romania	99		99	192,094	1	3	3	1	Member
Austria	94		94	436,888	3	3	3	3	Candidate member
Norway	91		91	500,519	3	3	3	3	Member
Slovakia	72		72	97,713	1	3	3	1	Member
Israel	71		71	305,673	3	3	3	3	Candidate member
Hungary	67		67	133,424	1	3	1	1	Candidate member

Addendum_NF_annual_membership_fees_countries

Country	# of PP scientists at:			GDP	GDP based fee [k€]	CERN PP community size based fee [k€]	CERN + FNAL PP community size based fee [k€]	Minimum fee (GDP, CERN+FNAL PP community size) [k€]	IPPOG Membership status As of 29/03/2017
	CERN	FNAL	CERN + FNAL						
Denmark	64		64	346,119	3	3	1	1	Candidate member
Australia	40	18	58	1,471,439	5	3	1	1	Member
Bulgaria	49		49	54,481	1	3	1	1	Candidate member
South Africa	47		47	349,819	3	3	1	1	Candidate member
Slovenia	20		20	49,491	1	1	1	1	Candidate member
Ireland	9		9	250,811	3	3	1	1	Candidate member
Total					81	91	81	71	

Addendum_SC_scientific_collaborations_draft

- 1 Participation of Scientific Collaboration in the IPPOG Collaboration shall imply a strong commitment to participate in IPPOG recognized activities through **providing access to data, expertise, tools and methods for outreach and educational purposes that are based on their physics program.**
- 2 **The membership fee asked from a Scientific Collaboration in IPPOG can be waived** upon a written agreement between this Scientific Collaboration and IPPOG in form of an Addendum to the IPPOG MoU subject to decision made by IPPOG Collaboration Board in mutual agreement with the concerned Scientific Collaboration, specifying the exact areas of commitment relevant for its participating in IPPOG.
- 3 In general matters the minimum requirements are the following:
 - 3.1 Recognition of outreach as an important element of research activity.
 - 3.2 Recognition and support of those members of their collaboration who devote a considerable fraction of their time to educational and outreach efforts.
 - 3.3 Strong commitment to provide access to experimental data for IPPOG recognized educational and outreach activities, which implies developing and maintaining tools, methods and documentation to exercise analysis and scientific reasoning based upon the Scientific Collaboration's actual and continuing physics program.

Addendum_SL_scientific_laboratories_draft

- 1 Participation of Scientific Laboratories in the IPPOG Collaboration shall imply a strong commitment to participate in IPPOG and its recognized activities through **substantial In-kind and monetary contributions enabling the sustainable success of IPPOG efforts**. These contributions shall be mutually negotiated on an individual basis per Scientific Laboratory and agreed by the IPPOG Collaboration Board and the signing Scientific Laboratory.
- 2 The exact areas of commitment relevant for participating in IPPOG shall be specified in form of an Addendum to the IPPOG MoU between this Scientific Laboratory and IPPOG, which shall be subject to a decision made by the IPPOG Collaboration Board in **mutual agreement with the concerned Scientific Laboratory**.
 - 2.1 They may include **contribution to the personnel** needed to execute IPPOG coordination, development and expansion of the IPPOG Collaboration (e.g. IPPOG Scientific Secretary, IPPOG Administrative Secretary);
 - 2.2 They may include **contribution to logistics** for the IPPOG meetings when on their site;
 - 2.3 They may include support to **IPPOG website development and maintenance**;
 - 2.4 They may include **contribution to the personnel needed to organize and execute the IPPOG recognized activities** relevant to the specific scientific program conducted by its hosted and recognized Scientific Laboratories.

Addenda Templates

Addendum_SL_X_Scientific_Laboratory_Terms_of_Participation_Template_draft
Is not for vote, it is there for giving guidance for the negotiations with Laboratories who are potentially joining IPPOG.

Comments to this document are very welcome !

The specific Addenda, specifying the agreed contributions from each single laboratory joining IPPOG will be subject to vote.

Addendum_SC-X_Scientific_Collaboration_Terms_of_Participation_Template_draft
Is not for vote, it is there for giving guidance for the negotiations with Experiments who are potentially joining IPPOG.

Comments to this document are very welcome !

The specific Addenda, specifying the agreed contributions from each single experiment joining IPPOG will be subject to vote.

Budget 2017



Budget – Expected Income

INCOME						
Category	Type	Detail	Detail	Contributor	Year 2017	2018 and beyond
Membership fees*				Netherlands	3000	3000
				Germany	5000	5000
				Norway	3000	3000
				Portugal	1000	1000
				Sweden	3000	3000
				Switzerland	3000	3000
				Slovak Republic	1000	1000
				Romania	1000	1000
				Finland	3000	3000
				CERN	5000	5000
				Belgium	3000	3000
				France	5000	5000
				Poland	3000	3000
				Italy	5000	5000
				USA	5000	5000
				Australia	1000	1000
				Spain	3000	3000
				Austria	3000	3000
				Israel	1000	1000
				Denmark	1000	1000
				South Africa	1000	1000
				Ireland	1000	1000
				Czech Republic	1000	1000
				Greece	1000	1000
				Hungary	1000	1000
				Bulgaria	1000	1000
				UK	5000	5000
				Slovenia	1000	1000
					50000	65000

Budget – In-kind support

Category	Type	Detail	Detail	Contributor	Year 2017	2018 and beyond
In-Kind	Personnel	Scientific Secretary		CERN	1/2 FTE	1/2 FTE
		Secretarial/Access support		CERN	0.05 FTE	0.05 FTE
		MC Coordinator 1		Quarknet	1/2 FTE	1/2 FTE
		MC Coordinator 2		CERN	1/2 FTE	1/2 FTE
		MC Technical		Quarknet	1/2 FTE	1/2 FTE
	Technical	MC Experimental data		ATLAS, CMS, ALICE, LHCb,		
		MC Interface, Tools	Ispy	CMS		
			Minerva	ATLAS/UK		
			Hypathia	ATLAS/Greece		
			Infrastructure based on ROOT	ALICE, LHCb		
			Open data virtual machine	CMS, ALICE, LHCb		
		MC measurements programme	W-path	ATLAS/Norway		
			Z-path	ATLAS/Germany		
			J/ Ψ -path	CMS		
			WZH-path	CMS		
			R _{AA}	ALICE		
			D ⁰ lifetime	LHCb		
		MC website		Germany		
		IPPOG website (Drupal support)		CERN		
	Operational	MC video		CERN, Fermilab		
		MC moderators		ALICE, LHCb, CERN, Fermilab		

Generic IPPOG preliminary budget

EXPENSES				
Category		Detail	Year 2017	2018 and beyond
Infrastructure	Website		20000	10000
Project support upon request	Cosmic Rays		2000	2000
	Other projects		5000	5000
IPPOG prize				2000
Communication	Print materials (IPPOG book, leaflets, flyers, posters, etc...)		4000	5000
	Online platform, digital materials (social media tools & content), IPPOG teaser		2000	10000
Discretionary	IPPOG meeting expenses upon request to most (local org. committee; twice a year = 2x2000),		5000	5000
	Office expenses		1000	1000
Conference support	Travel conference fees in exceptional		6000	6000
	Contingency		5000	5000

Accessions to IPPOG



Expressed interest – Brazil

Marcelo Gameiro Munhoz, Universidade de São Paulo, Brazil, member of the ALICE collaboration and member of the Education Committee of the Brazilian Physics Society contacted IPPOG for evaluating the possibilities for Brazil to join IPPOG.

After many discussions (face to face and e-mail), and exchange of MoU and draft addenda, Brazil has expressed their formal wish to join IPPOG formally.

IPPOG MoU

3.11 Accession to membership shall be decided by the Collaboration Board by a two-thirds majority of the votes cast on the basis of a written application to the Chairperson of the Collaboration Board (the “Chairperson”) and taking into account the principles governing eligibility to apply for membership set out above.



RENAFAE

Brazilian Application to IPPOG

*Brazilian National Network of High
Energy Physics*



Brazilian Application to IPPOG



- The Brazilian HEP community has great interest and a large involvement with particle physics outreach activities
 - For instance, Brazil has a large participation in the Masterclasses Hands On Particle Physics
- The Brazilian HEP community wishes to become part of IPPOG in order to greatly improve the dissemination of particle physics nationwide

Brazilian HEP community



- 16 institutions in 6 different Brazilian states (Brazil has 26 states in total)
- 120 faculties/researchers
- 70 graduate students
- 30 technical staff
- Participation in:
 - the four LHC large experiments and ALPHA experiment at CERN
 - Pierre Auger Observatory and Cherenkov Telescope Array
 - neutrino experiments (DUNE, Double Chooz, etc.)



Brazilian National Network of High Energy Physics

- RENAFAE (Rede Nacional de Física de Altas Energias, in Portuguese)
 - is a National Network officially created by the Brazilian Ministry of Science and Technology in 2008 in order to coordinate the national effort in High Energy Physics
 - is composed by ALL Brazilian physicists that work with High Energy Physics
- Therefore, RENAFAE is the ideal organization to represent Brazil in IPPOG



Brazilian National Network of High Energy Physics

- The Brazilian National Network of High Energy Physics (<http://mesonpi.cat.cbpf.br/renafae>) has four main objectives as part of its mission:
 - promote the scientific and technological advancement of the investigation of the properties of particles and their fundamental interaction
 - consolidate and expand research in high-energy physics, expanding scientific training and techniques needed to explore the resulting benefits of the associated developments and their technological implications
 - develop a program that mobilizes businesses in Brazil to work on the development of instrumentation of software for the area's international collaborations
 - The Scientific and Technical Committee of Renafae (CTC Renafae) will coordinate the activities of groups acting in high energy physics and in particular, activities associated with large international collaborations.

Further interests

- Turkey** – Bilge Demirkos is coordinating and running Masterclasses in Turkey, and is interested to make Turkey a Member in IPPOG.
- GSI/FAIR** – Yiota Foka is with us here in Lisbon, well known to IPPOG through the ALICE Masterclass program, and is interested to bring GSI/FAIR closer to IPPOG.
- Belle II** – Toru Iijima and Zdenek Dolezal have been joining the previous IPPOG meeting at CERN in November 2016. They are waiting for the final addenda to the MoU, explaining the modalities for Collaborations to join.
- DUNE** – Mark Thomson, Spokesperson of DUNE, invited the IPPOG CT to a brownbag lunch at CERN, when DUNE has its Collaboration meeting in January 2017. DUNE is highly interested in Outreach and IPPOG, but still in an early phase.