

## **Introduction**

As usual, the last Board meeting of the year is used to deal with the planning of the activities and the associated budget of the coming year.

## **Proposal**

The document contains four parts:

- **Activities 2019:** in an explanatory section, the planned activities are briefly described. They follow to a large extent the activities of the past years, which have proven to be highly successful in establishing CHIPP's high reputation at SERI, SNSF, SCNAT and other organisations and institutions. They aim at preserving the transparency of discussions, decisions and coordinating activities and plans. They will continue to be the basis of the efficient and smooth operation CHIPP has enjoyed over the last years, discharging the Chair, the EB and other Members from many administrative and organisational tasks.
- **Budget 2019:** the table 'Expenditures' translates the activities planned for 2019 into costs and expenditures. The table 'Income' contains the contributions from the CHIPP members (see below), the pledged CERN and SERI support to the EPPCN activities and the expected support from SCNAT which shall be confirmed in March 2019. The numbers in the rows 'Financial Plan 2020-2022' are indicative and are not subject to the present decision. The detailed breakdown of the work of the Administrator and the EPPCN member are included without changes compared to last year.
- **Contributions 2019:** the costs associated with the list of activities 2019 are mainly covered through the contributions of the CHIPP members. The attached list gives approximate values for these contributions. An up-to-date extract from the CHIPP database, binding for the 2019 contributions, will be made in early November. Although the budget foresees a deficit for 2019 the CHIPP EB suggests keeping for 2019 the same contributions as in previous years, i.e.
  - o an individual membership fee of 110 CHF/capita, and
  - o an institutional fee of 5'600 CHF/institute (except for Basel [2'000 CHF]).

**The Board** (in application of Article 27, litt. a, and litt. u) is requested

- **to approve** the CHIPP activities for 2019,
- **to approve** the CHIPP budget 2019 as resulting from the approved activities (above), and
- **to approve** the membership fee as well as the institutional fee as set out above.

Required majority: simple

## **CHIPP Activities 2019: Explanatory section 16 October 2018**

In 2019, CHIPP intends to play again an important role in the Swiss research landscape. The update of the CERN strategy is expected by late spring 2020 and that the preliminary discussions will take place in 2019. In order to prepare the Swiss contribution we have organized in 2018 two workshops that have been also the place to discuss the update of the CHIPP Roadmap. At the last SWICH Workshop in Fribourg the Board has taken the decision to wait the update of the CERN strategy before to publish the Swiss roadmap. The interests of the high- energy particle, astroparticle and neutrino physics communities will be discussed together with the SERI, the SNSF, the SCNAT and others. CHIPP will continue in 2019 his role in education of young students and researchers organizing the PhD schools and the Outreach activities.

The specific CHIPP activities for 2019 are:

The CHIPP PhD Winter School 2019 (organizational and financial support)  
The CHIPP Annual Plenary (organization, program and active participation)  
The PSI workshop (financial support)

The CHIPP outreach activities:

- The dialogue with the society through the SCNAT thematic portal on particle physics
- The CHIPP membership in IPPOG (outreach strategy and activities)
- Possibly other targeted outreach activities as the maintenance of the CHIPP Twitter account.

The EPPCN: European Particle Physics Communication Network (active Swiss participation)

The CHIPP Prize (advertisement, selection, and ceremony)  
The formal CHIPP Plenary (organization, program and active participation)  
The CHIPP Board and EB meetings (overseeing and running the association)

The CHIPP Membership in SCNAT (annual report, funding requests, active participation in MAP platform and delegation meetings)  
The follow-up of the joint FLARE requests on LHC M&O and Grid Computing (yearly adjustment)

The Round Table International (active participation)

The coordination of future particle physics activities in Switzerland (CHIPP Tables, etc.)  
The CHIPP input to SNSF and SERI regarding the Swiss representation in the CERN Council, in APPECC, and in NuPECC  
The CHIPP representation in ECFA and in ACCU (via direct election)  
The CHIPP observer status in CHAPs and in the Committee on Space Research (CSR).

Many of these activities benefit from the Swiss militia system (e.g. planning and organization of the CHIPP schools and workshops, the evaluation of the CHIPP Prize candidates, the planning of an outreach strategy and its implementation, the input to the FLARE LHC M&O request) or are even supported directly through external financial support (EPPCN, Winter School, Outreach) or by in-kind contributions from some institutes (printing of brochures [PSI]). Others depend on the manpower of the CHIPP Administrator (like the administrative support to the Chair; the Annual Report for SCNAT; the organization of the CHIPP EB, Board and Plenary meetings including the preparation of agenda, documents, presentations, minutes, and list of action items; the general organization of the plenary meeting; the management of the funds and supervision of the financial situation; the funding requests to SCNAT; and the maintenance of an up-to-date website, distribution of announcements, etc.), who's half-time employment is fully covered by CHIPP (salary, social charges, pension fund, and travel expenses). Since this year the accounting has been ensured by the SCNAT, and there is the on-going project to move the CHIPP database from the University of Zurich to the SCNAT portal with the help of the University of Zurich and of the SCNAT IT department.

Some of the activities require an accompanying funding or are practically limited to paying a contribution or a fee. The following budget table details the various incomes and expenses foreseen for 2019. For clarity, we also include the corresponding values from the accounts of 2017, for the approved budget of 2018 and the current status of the expenses of 2018.

The breakdown of the work of the administrator and of the EPPCN representative is shown in two accompanying tables. They sum up to 0.6 FTE.

CHIPP Association  
Activities and Budget 2019

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	Budget	Budget	Budget	Budget	Financial Plan		
	(status)	(approved)	(revision)				
EXPENDITURE	2017 rev.	2018	2018	2019	2020	2021	2022
<b>Total expenses</b>	<b>128'728</b>	<b>152'800</b>	<b>144'484</b>	<b>149'600</b>	<b>148'800</b>	<b>148'800</b>	<b>148'800</b>
Membership fees	6'450	6'800	6'784	6'800	6'800	6'800	6'800
Membership in SCNAT	3'150	3'500	3'206	3'500	3'500	3'500	3'500
Membership in IPPOG	3'300	3'300	3'578	3'300	3'300	3'300	3'300
Schools & Conferences	14'446	29'000	23'900	26'300	24'000	24'000	24'000
CHIPP PhD School (SCNAT+CHIPP)	14'446			14'300		12'000	12'000
PhD/PostDocs days							
Zuoz (SCNAT+CHIPP)		12'000	10'000		12'000		
SWICH (SCNAT+CHIPP)		17'000	13'900		12'000	12'000	12'000
PSI Workshop (SCNAT+CHIPP)				12'000			
reserve	0	0	0	0	0	0	0
Communication & Outreach	31'041	31'000	32'000	31'000	31'000	31'000	31'000
EPPCN (parts from SERI+CERN)	20'000	20'000	20'000	20'000	20'000	20'000	20'000
Dialogue (parts from SCNAT)	11'041	10'000	12'000	10'000	10'000	10'000	10'000
copies/mail/phone	0	1'000	0	1'000	1'000	1'000	1'000
CHIPP Prize	3'000	4'500	3'000	4'500	4'500	4'500	4'500
Prize money	3'000	3'000	3'000	3'000	3'000	3'000	3'000
travel expenses	0	1'500	0	1'500	1'500	1'500	1'500
CHIPP Meetings	338	2'000	800	2'000	2'000	2'000	2'000
CHIPP Board Meetings	147	700	300	700	700	700	700
CHIPP EB Meetings	176	300	300	300	300	300	300
CHIPP Plenary (invited speakers, Administrator, sceretariat)	15	1'000	200	1'000	1'000	1'000	1'000
Operations	73'375	78'000	78'000	79'000	79'000	79'000	79'000
salary, social charges, pension	72'200	77'000	77'000	78'000	78'000	78'000	78'000
travel and other expenses	1'175	1'000	1'000	1'000	1'000	1'000	1'000
Miscellaneous	78	1'500	0	0	1'500	1'500	1'500
<b>INCOME</b>							
<b>Total income</b>	<b>127'680</b>	<b>130'220</b>	<b>133'780</b>	<b>135'800</b>	<b>137'000</b>	<b>137'000</b>	<b>137'000</b>
contributions from CHIPP me	83'780	80'920	79'480	82'000	84'000	84'000	84'000
contribution from SCNAT	21'400	29'300	34'300	33'800	33'000	33'000	33'000
for CHIPP School	8'000			10'300			
for Zuoz		8'000	8'000		10'000	10'000	10'000
for Workshops (SWAPS / SWHEPPS)		11'000	11'000	10'000	10'000	10'000	10'000
for Outreach (MAP)	10'400	7'000	12'000	10'000	6'000	6'000	6'000
for Outreach (webportal, not MAP)	0	0	0	0	4'000	4'000	4'000
for IPPOG	3'000	3'300	3'300	3'500	3'000	3'000	3'000
contributions from CERN	5'000	5'000	5'000	5'000	5'000	5'000	5'000
for EPPCN	5'000	5'000	5'000	5'000	5'000	5'000	5'000
contributions from SERI	15'000	15'000	15'000	15'000	15'000	15'000	15'000
for EPPCN	15'000	15'000	15'000	15'000	15'000	15'000	15'000
other contribution	2'500	0	0	0	0	0	0
<b>BALANCE</b>							
<b>Balance</b>	<b>-1'048</b>	<b>-22'580</b>	<b>-10'704</b>	<b>-13'800</b>	<b>-11'800</b>	<b>-11'800</b>	<b>-11'800</b>
<b>Asset at start of the year</b>	<b>57'034</b>	<b>55'986</b>	<b>55'986</b>	<b>45'282</b>	<b>31'482</b>	<b>19'682</b>	<b>7'882</b>

**CHIPP Membership fee: calculation for 2019**

10.10.18

Membership base: CHIPP database 10.10.2018

**Final numbers will be based on membership status in early Nov. 2018****110 CHF/capita (excluding honorary members) PLUS 5600, and 2000 CHF respectively**

	Total members	Honorary Members <sup>1</sup>	Individual contribution	Total individual contributions	Institutional fee	Grand total
BS	7	0	110	770		
BS Theory	7	2	110	550	2'000	3'320
BE	41	2	110	4'290	5'600	13'960
BE Theory	38	1	110	4'070		
GE	59	3	110	6'160		
GE Theory	8	0	110	880	5'600	12'860
GE ISDC	3	1	110	220		
ZH	94	4	110	9'900	5'600	15'500
EPFL	39	1	110	4'180	5'600	10'440
EPFL Theory	6	0	110	660		
ETHZ	78	2	110	8'360	5'600	14'950
ETHZ Theory	12	3	110	990		
PSI	50	1	110	5'390	5'600	10'990
CERN <sup>2</sup>	29	0	0	0	0	0
FR <sup>3</sup>	1	0	0	0	0	0
<b>Total</b>	<b>472</b>	<b>20</b>		<b>46'420</b>	<b>35'600</b>	<b>82'020</b>

<sup>1</sup> Honorary members are not subject to the annual membership fee (CHIPP Bye-Laws, Article 1.2).  
The numbers in this column are subtracted from the number of total members for the fee calculation.

## Breakdown of Administrator's work

Tasks	hours	
<b>EB meetings</b>	<b>200</b>	<b>21%</b>
ion, agenda, documents	64	
meeting + active travel	64	
minutes, actions	72	
<b>Board meetings</b>	<b>150</b>	<b>16%</b>
nda, documents, slides	96	
meeting + active travel	18	
minutes, actions	36	
<b>Formal Plenary meeting</b>	<b>40</b>	<b>4%</b>
nda, documents, slides	24	
actual meeting	4	
minutes, actions	12	
<b>Annual Plenary event</b>	<b>84</b>	<b>9%</b>
, organisation (1/2yr)	20	
scientific programme	24	
Indico website	24	
actual meeting	16	
<b>Document preparation</b>	<b>72</b>	<b>8%</b>
annual report	24	
SCNAT funding requests	24	
FLARE M&O request	24	
<b>CHIPP Tables</b>	<b>48</b>	<b>5%</b>
uests and compilations	32	
enance and improvement	16	
<b>Finances</b>	<b>48</b>	<b>5%</b>
dit (with preparation)	16	
membership fees, etc.	16	
invoices, payments	16	
<b>Support to Chair</b>	<b>166</b>	<b>17%</b>
ning, e-mails, letters	100	
RTI meetings	16	
face-to-face meetings	16	
air/EB teleconferences	10	
g (electronic + paper)	24	
<b>CHIPP Website</b>	<b>52</b>	<b>5%</b>
ting documents, slides	12	
news, announcements	16	
lenary website (1/2yr)	8	
enance and improvement	8	
database corrections	8	

<b>Outreach activities list:</b>	<b>40</b>	<b>4%</b>
Articles on SCNAT website	16	
Report to CHIPP outreach	12	
Creation of "Dialogue" pages	12	
<b>Exceptional activities</b>	<b>50</b>	<b>5%</b>
e.g. RI inventory, ECFA mid-term, CE		

<b>TOTAL (950 h = 0.5 FTE)</b>	<b>950</b>	<b>100%</b>
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**Breakdown of EPPCN representative's**

<b>Tasks</b>	<b>hours</b>	<b>percent</b>
<b>Main EPPCN tasks</b>	<b>130</b>	<b>68%</b>
Meetings + talks + reports	56	
(translate, distribute)	48	
and communic. offices	10	
Report for CERN Council	8	
mini-site at cern.org	8	
<b>Additional EPPCN tasks</b>	<b>62</b>	<b>32%</b>
(translation, distribution)	8	
visits (coordination)	16	
Twitter account	30	
IR and related articles	8	

<b>TOTAL (190 h = 0.1 FTE)</b>	<b>192</b>	<b>100%</b>
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