

Tasks and seize of APPEC Work force - DRAFT 20 November 2020

1. General criteria

- * The minimum amount of FTEs to ensure the sustainable APPEC has been estimated as at least 4 FTEs
- * The workload should be distributed to not too many persons as this increases the need of coordination
- * A secretary to support the APPEC General Secretary and the APPEC Workforce is essential
- * All tasks can be distributed in other packages than the building blocks below, but it has to be ensured that some need more experience and political sensitivity than others.

2. Indicated commitments APPEC members

	Interests APPEC partners						
	DESY	KIT	NWO/Nikhef	INFN	CNRS	CEA	STFC
Indicated contribution to Workforce	1.2 fte	0.4 fte?	0.3 tfe	1 fte	1 fte	.25 fte	p.m.
Comments	This can include the GS	Need for bilateral discussion	Need for internal approval (outreach temporal)	Need for internal discussion	To be hired by APC (In2P3 not allowed)	Interested	In-kind contributions for outreach/ events

3. Matching future workforce with tasks

	DESY	KIT	NWO/Nikhef	INFN	CNRS	CEA	STFC
1) APPEC Chair (to be elected by GA)							
2) 0.5 FTE ≤ General Secretary, leads the APPEC Workforce (to be elected by GA)							
The General Secretary would ensure at least 50% of time for coordination of APPEC activities. Part of this workpower can be contributed as contact person to the EU, as he/she is experienced & independent.							
3) In total 0.5 FTE ≤ Contact person to the EU.	0.2		0.2	pm	0.35	p.m.	
a) regularly get in contact with the EU commission;							
b) networking and lobby for the interests of ApP and APPEC. Considering the experience needed by this person, this role could be covered by the General Secretary with part of his/ her working time.							
4) 0.5 FTE ≤ Officer for international contacts.				pm	0.3		
This person is the contact to the national funding bodies:							
a) review proposals submitted to the attention of APPEC,							
b) support singular APPEC partners in applications to international calls,							
c) individuate program useful for specific ApP communities,							
d) advise them during proposal preparation							
e) sustain collaborations with ECFA and NuPECC (e.g. Diversity Charter),							
5) 0.5 FTE ≤ Officer for industry contacts.				pm			
This person is the contact to the national funding and industry							
a) organize Technology Fora,							
b) be the contact to industry,							
c) survey spin-offs and patents.							

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6) 0.75 FTE ≤ Officer for Network and Strategic Actions:	0.5		0.1		0.35		
a) contact person to national committees for Astroparticle Physics,							
b) organizer of large strategic meetings (e.g. Town meeting)							
c) adviser in roadmap preparation and implementation,							
d) secretary of SAC helping on mandate, strategic and roadmap documents.							
	DESY	KIT	NWO/Nikhef	INFN	CNRS	CEA	STFC
7) 0.5 FTE ≤ Officer responsible for outreach, including:		0.4	0.1	pm		?	?
a) web presentation,							
b) newsletters, interviews, etc.,							
c) web pages of meetings,							
d) networking with outreach officers and groups from neighboring sectors.							
e) education.							
	DESY	KIT	NWO/Nikhef	INFN	CNRS	CEA	STFC
8) 0.5 FTE ≤ Secretary to support:	0.5			pm		0.25	
a) the APPEC central office (if implemented),							
b) the General Assembly and SAC,							
c) in workshop/meetings organisation,						x	
d) in editing of roadmaps,							
e) in legal and financial issues of APPEC as legal entity (if needed).							
	DESY	KIT	NWO/Nikhef	INFN	CNRS	CEA	STFC
Other							