

**Kick-off meeting  
Bologna 03/10/2022**

# EURO-LABS management, PO and more

Paolo Giacomelli  
INFN Bologna



*This project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement No 101057511.*

- Start of the project: **September 1st, 2022**
- End of the Project: **August 31st, 2026**
- Reporting periods to the EU
  - **M12** (08/2023), **M30** (02/2025), **M48** (08/2026) of the project
    - We have to submit the periodic reports within 2 months of the above dates
    - Could be asked to add more reports by the Project Officer (Oana Radu)
  - At every reporting period we will have to present a Scientific report as well as a Financial report
- Our formal obligations to the EU are: the project reports, the Deliverables and Milestones

- Coordinating Institute: INFN
  - Project Coordinator and Project office manager: **Paolo Giacomelli** (INFN Bo)
  - Financial manager: **Tiziano Ferro** (INFN LNF)
- Scientific Coordinator: **Navin Alahari** (GANIL)
  - Three Deputies: **Maria Colonna** (INFN), **Ilias Efthymiopoulos** (CERN) and **Marko Mikuz** (JSI)

Project coordinator



**PAOLO GIACOMELLI**  
INFN Bologna

Scientific coordinator



**A. NAVIN**  
GANIL

Deputy Scientific coordinator



**M. COLONNA**  
INFN-LNS (Catania)

Deputy Scientific coordinator



**I. EFTHYMIPOULOS**  
CERN

Deputy Scientific coordinator



**M. MIKUZ**  
Univ. Ljubljana

- Project Office manager: Paolo Giacomelli (INFN)
  - **Project management** (website, meetings organisation, documentation, dissemination, etc.)
  - **Financial administration** (funds allocation and distribution, financial reporting, etc.)
- PO people
  - **Barbara Pezzotta** (INFN Bo), **Roberto Giacomelli** (INFN Bo)
  - **Tiziano Ferro** (LNF), **Sara Silvi** (LNF), **Chiara Mondaini** (LNF) + **1 FTE**
  - **Cloe Levointurier-Vajda** (CERN), **Sabrina el Yacoubi** (CERN), **Pablo Federico Lopez** (CERN)

## Financial Manager



**Tiziano Ferro**  
INFN (LNF)

## Project Management Office



**Barbara Pezzotta**  
INFN (Bologna)



**S. el Yacoubi**  
CERN



**C. Levointurier-Vajda**  
CERN



**P. Federico Lopez**  
CERN

- Website: <https://web.infn.it/EURO-LABS/>
- Kick-off meeting
  - Venue
    - Coffee breaks
    - Lunches
    - Social dinner
      - Restaurant Buca Manzoni, via Manzoni 6/g
  - Indico page: <https://agenda.infn.it/event/32088/>
- Oversees the management and financial administration of the project
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- [euro-labs@lists.infn.it](mailto:euro-labs@lists.infn.it) Used as generic contact on the website
- [euro-labs-management@lists.infn.it](mailto:euro-labs-management@lists.infn.it) Management team members
- [euro-labs-sc@lists.infn.it](mailto:euro-labs-sc@lists.infn.it) Steering committee team members
- [euro-labs-po@lists.infn.it](mailto:euro-labs-po@lists.infn.it) Project Office members
- [euro-labs-partners@lists.infn.it](mailto:euro-labs-partners@lists.infn.it) Contact persons of EURO-LABS partners
- [euro-labs-facility-coordinator@lists.infn.it](mailto:euro-labs-facility-coordinator@lists.infn.it) Facility Coordinators
- [euro-labs-task-leaders@lists.infn.it](mailto:euro-labs-task-leaders@lists.infn.it) Task Leaders
- [euro-labs-gb@lists.infn.it](mailto:euro-labs-gb@lists.infn.it) Governing Board representatives

**Please send any request for adding missing people to Barbara**

- We have more than 30 Research Infrastructures (RIs) available through EURO-LABS
  - Large range of possibilities with many different types of beams and/or other services
- The various RIs are distributed between WP2, WP3 and WP4
  - Initially the RIs in the WPs have been distributed according to these scientific areas:
    - **WP2: Nuclear Physics**
    - **WP3 Accelerators for HEP**
    - **WP4: Detectors for HEP**
- With EURO-LABS we hope that these distinctions in potential interested user groups will gradually diminish
  - Any user group of a given WP service should consider using and accessing RIs provided by another WP if these suit their needs

These instructions can also be found here: <https://web.infn.it/EURO-LABS/how-to-apply-for-transnational-access/>

## **Step 1 – Initial contact**

Contact the facility coordinator for the facility you are interested in with brief details of your proposal. This step will ensure that your experiment is doable and that you are eligible for TA support before you go through the formal application procedure.

## **Step 2 – Experiment proposal Submission (if applicable)**

Please follow the instruction in the Call of Proposals for given facility

## **Step 3 – Proposal evaluation and beam time allocation (if applicable)**

The experiment proposal will be evaluated by the facility advisory/supervisory committee. You will be informed about the recommendations and about the beam time scheduling of your experiment, if accepted

## **Step 4 – Application for the TA support**

Fill in the application form ([Word](#), [PDF](#)) for transnational access. Please contact the facility coordinator with any questions you have about this step. Once completed send your application form to the given facility.

## **Step 5 – Selection Procedure**

The selection of user groups and experiments is primarily the responsibility of the facility coordinator, acting with approval of the User Selection Panel. Selection criteria are specified here: [link](#). You will be informed whether and to which extent your request was approved.

## **Step 6 – Access and reimbursement**

Reimbursement is handled by each facility, in line with facility rules. Users should complete a confirmation of transnational access form, as well as a facility-specific reimbursement form and return them to the facility coordinator. Details of reimbursement can be found on the information page for each facility.

## **Step 7 – Publications**

Publications are required to acknowledge the EURO-LABS project: *This project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement No 101057511 (EURO-LABS).*



- Each facility should setup its USP
  - EURO-LABS will validate the selection
- Important criteria
  - 50% or more of the USP should be made of people **external** to the Laboratory that hosts the facility
- The USP will carefully check the eligibility criteria
  - User groups should make sure they comply with the eligibility criteria before applying for TA

- It is the "Constitution" of our Consortium
- It has to signed by both the Beneficiaries and the Partners
- It has been sent in August
  - We still have some Institutes that have not signed it
    - Should be done quickly

- It is the highest body of EURO-LABS
  - Among our duties it has to endorse the management team and discuss and validate its most important decisions
  - Composed of 1 representative per Beneficiary or Partner (INFN as coordinating institute exceptionally has two)
    - Partners, since they do not receive money from the project, do not vote on most financial issues
    - Management team members participate to the GB meetings ex-officio
- We are still missing some Institute representatives to the GB!

- AIDAinnova (2021-2025)
  - PI: Paolo Giacomelli (INFN)
- I.FAST (2021-2025)
  - PI: Maurizio Vretenar (CERN)
- We have very good links with both projects

