

MINUTES

The following representatives have been invited to the EB:

Mauro Dell'Orso – UNIPi, Project Coordinator, Chair	present in Pisa
Kostas Kordas – AUTH, WP 7 Coordinator, Member	connected by skype from AUTH
Dimitrios Sampsonidis – AUTH, WP 8 Coordinator, Member	connected by skype from AUTH
Paola Garosi – CAEN, WP 2 Coordinator, Member	connected by skype from CAEN
Francesco Crescioli – CNRS, WP 6 Coordinator, Member	connected by skype from LPNHE
Andreas Sakellariou – PRIELE, WP 1 Coordinator, Member	connected by skype from Prisma (Athens)
Marco Piendibene – UNIPi, WP 5 Coordinator, Member	present in Pisa
Chiara Roda – UNIPi, WP 4 Coordinator, Member	present in Pisa
Betty Magnin - CERN WP3 Coordinator, Member	connected by skype from CERN

Other Participants:

C. Gentsos (on skype), C.L. Sotiropoulou (in Pisa) – AUTH

A. Iovene (in Pisa) – CAEN

S. Citraro, S. Donati, P. Luciano (in Pisa) – UNIPi

The slides of the scheduled presentations are available at the site

<https://agenda.infn.it/conferenceDisplay.py?confId=9655>

This is the agenda:

Thursday, 28 May 2015

Management issues 30' Speaker: Paola Giannetti (PI) 14:30 - 15:00

(1) new recruitment at CERN - shortlist approval - Interview planning

(2) secondment at PRISMA for PHD students paid by AUTH?

(3) next secondments at CERN, CAEN & PRISMA

(4) trainings

(5) Deliverables and Milestones review

Periodic Report - funding 30' Speaker: Mauro Dell'Orso (PI) 15:00 - 15:30

Presentation by Paola Giannetti.

(1) new recruitment at CERN - shortlist - Interview planning

Application closed on March 23

GA has approved the short list for the CERN recruitment (applications were distributed well in advance to all the GA members): 3 persons entered the short list: Virginia Greco, Francesco Comandè, Bartłomiej Kolodziejczyk.

Guido Volpi was declared not eligible because he already had a 14 months contract of recruitment in Pisa, in the same network.

The GA decided the selection committee to do the interviews:

- Chiara Roda (gender officer), by default entered the committee;

Betty Magnin as CERN representative - Mauro Dell'Orso as Project international coordinator were naturally added to the committee.

It was also decided that interviews should be open to other GA members & interested parts, since the CERN position is for FTK commissioning and integration, so all the Institutions are involved and strongly interested to participate for an optimal choice:

- (1) It was decided that A. Annovi (FTK Project Leader) and P. Giannetti (FTK Technical Coordinator) would receive the 3 candidates early in the morning, would bring them around in the laboratories, would present the project and the work to be done, so that the candidates are totally aware of the job duties/opportunities and they know a little bit the collaboration;
- (2) other Scientific coordinators in IAPP (Kostas for AUTH, Crescioli for CNRS) should join the committee. The interviews will be done via skype to allow a larger participation. Candidates (especially the one in Australia) can connect by skype or telephone.

Finally GA and EB have to approve the selection

(2) secondment at PRISMA for PHD students paid by AUTH?

To solve the IVA problem in PRIELE contracts we have asked to the PO and we have been authorized to issue contracts in AUTH for PHD students (free lancers) that have to spend time at PRIELE.

Money for those recruitment (category 1 + 2) has to be assigned to AUTH. Category 3, overhead and management has to stay in Prisma.

Management funds: Pisa is doing a very heavy work for the Network. We understand now why usually management costs go mainly to the coordinator's institution.

Pisa will need a larger fraction than 10% of its funds for management funds to face problems

(3) next secondments at CERN, CAEN & PRISMA

CERN: *Mermikli Jun-July Kalaitzidis July-Aug ; Recruitment in September Iovene (CAEN) cannot go any more since her wife is waiting a Baby, he cannot go neither next year. He is replaced by P. Kalaitzidis (Prisma), for both 2015 and 2016 secondments.*

Prisma: *Marco July & Nov Christos Aug-Oct*

AUTH: *Sakellariou Nov-Dic Mermikli Nov-Dic*

CAEN: *Christos July, Crescioli July-Sept, Calderini August-Sept*

List of 2015 Milestones

Milestone no.	name	WP	Delivery date	Comments
		Leader		
M.4.2.	Trigger_performance_ok	UniPisa	M26	Predicted trigger performances OK
M.4.3.	SLP1 architecture review	UniPisa	M30	Approval of SLP1 architecture in Atlas
	Obsolete; SLP1 for muon trigger not approved in 2013 → SLP1 dedicated to phase II online tracking.			
M.1.3.	1° production ok at Priele	PRIELE	M32	1° production SLP2 validated at PRIELE
	Delayed by AM06 chip delays, AM06 expected for October (not part of our project); 1° production SLP2 expected at February 2016.			
M.1.4.	SLP1 prototype ok at Priele	PRIELE	M36	SLP1 prototype validated expect OK
M.5.1.	HW still-image processor ok	UniPisa	M34	HW still-image processor runs flawlessly expect OK
M.3.2.	1° production ok at Cern	CERN	M36	1° production runs flawlessly in Atlas
	Delayed by AM06 chip delays, AM06 expected for October (not part of our project) commissioning delayed to April-May 2016.			
M.6.1.	CAEN PS Atlas review	CNRS	M32	CAEN power supply Atlas review expect OK

List of late 2014 - 2015 Deliverables

Del. no. -	Deliverable Title	-	Nature - Dissemination level -	Delivery date
D.3.1.	FTK demonstrator commissioned	R	Pub	M22 Done
	Pub submitted to DEBS but rejected – after submitted to TNS. NOT FULL demonstrator, but prototypes based on AM05 chips (because of missing AM06 chips) integrated in the system.			
D.6.2.	FTK Demonstrator detailed simulation	R	RE	M24 Done
D.4.4.	Trigger Table for demonstrator with perf.....	PUB	PU	M25 Done
	Atlas public note: https://cds.cern.ch/record/1755840/files/ATL-DAQ-INT-214-005.pdf			
D.5.1.	Infrastructure at CAEN for Image Processing	R	RE	M26 Done
D.4.5.	SLP1 architecture simulation	Pub	PU	M28 IEEE next
D.5.2	Software and Firmware ready for training and image proc.	R	RE	M12 next

D1.2. 1 st FTK production assembled at PRIELE	R	RE	M32
Delayed by AM06 chip delays, AM06 expected for October (not part of our project); 1° production SLP2 expected at February 2016.			
D.3.2. FTK first production commissioned	R	Pub	M34 IEEE TNS
NOT first production, but prototypes based on AM05 chips (because of missing AM06 chips) integrated in the system. – completes D3.1 deliverable.			
D5.3. Performance of natural still image processing	Pub	PU	M34 submit
abstract to VIC			

Status of Deliverables:

Everything is evolving well, except production and commissioning of production delayed by AM06 delays. The work is advanced for all the other items, we expect no problem to produce the expected deliverables. Web Site has to be updated.

- Paola Giannetti presents also the outreach milestones and deliverables:

List of Milestones

M.7.1.-M.7.3. Open Days results verification	AUTH	M8, M20,M32	OK successful
M.7.4. –M.7.6. WorkS. days results verification	AUTH	M6, M18,M30	OK successful
M.7.7. –M.7.9. Summer schools results	AUTH	M7, M19,M31	in AUTH this year

List of Deliverables

D.7.1. IAPP project open days	R	PU	M7, M19, M31, M43 Pisa
-------------------------------	---	----	------------------------

Very complete plan: Pisa (Open day-Research Night), AUTH and Paris (fete del Science) will participate this year - **Deliverable to be done**

D.7.2. Workshop days	R	PU	M5, M17,M29, M41
----------------------	---	----	------------------

We ask Betty Magnin to organize an occasion at CERN so that FTK can disseminate its imaging technology to the community working on Medical Imaging

D.7.3. Summer school weeks	R	PU	M6, M18,M30, M4
----------------------------	---	----	-----------------

Organized in AUTH this year **Deliverable to be done**

D.7.4 D.8.3 World wide web site for dissemination	R	PU	M6, M18, M30, M48
---	---	----	-------------------

Deliverable to be done

D.8.1. FTK Workshops	R	RE	M1, M13, M30, M46
----------------------	---	----	-------------------

Very successful in Paris (March 2015) deliverable **DONE**

D.8.2. Trainings (next is CERN)	R	RE	M1, M5, M9,M19, M29, M47
---------------------------------	---	----	--------------------------

Very successful in Paris (March 2015) deliverable **DONE**

A summary of what has been done up to now is reported and the rest has been planned.

The **Open IAPP day** has been organized in Pisa in the occasion of the “Department congressino”; FTK communicates to students with posters, the lab has been made available for visits, explaining to young Italian students on particle physics, our research and our technology.

A second section during the year will be organized for the night of the research in Pisa (September).

- The **FTK workshop** has been organized in Paris during week 10-14 March 2015. The Workshop goal was to update all the participants about the FTK project and discuss the status and future plans. Seminars and visits to the CNRS lab have been provided covering all the FTK project aspects.

The assembly establishes that the correlated reports (**Deliverables**) are in charge of **the WP leaders**. In case of Outreach activity, the Institution organizing the event should contribute strongly. The **Outreach Milestones**, analysing the results of the performed outreach will be reached at the end of the year when all Outreach will be complete and we can discuss the results.

(4) Trainings

- The **training** has been organized in Paris (CNRS partner) during the week 10-14 March 2015. The training goal was dissemination about the AM chip work done at CNRS Paris, the CNRS facilities, Silicon detector developments done at CNRS Paris, for the whole FTK network.
- Other trainings (soft) have been/will be organized in Pisa
 - a. Intellectual Property [https://www.iprhelpdesk.eu/webinars IP Management in H2020 - with a special focus on MSCA](https://www.iprhelpdesk.eu/webinars_IP_Management_in_H2020_-_with_a_special_focus_on_MSCA)
 - b. ETHICS - MEDICAL IMAGING - **DONE** - meetings with P. Cerello, A. Retico and G. Buonincontri – see agenda:
 - c. SCIENTIFIC ENGLISH - **DONE** February-June
 - d. GENDER ISSUES Next Marter Class March 2016 –dissemination of electronics in research for young women
 - e. MATHEMATICA tool for image analysis - **DONE** by Mauro Dell'ORSO
 - f. CAD ALTUM - **DONE** by Andreas Sakellariou.
 - g. Photonics – **DONE** - meeting with Marco Romagnoli, Sant'Anna – see agenda

II Presentation by Paola Giannetti, replacing Mauro Dell'Orso.

Periodic Report – funding

We discussed the main issues faced during the discussion of the Periodic Report that should enable us to get next step of money.

Main FORM C issues raised by the PO and the financial reviewer:

- Precise checks on family charge flag badly assigned to researchers or badly declared in Form C
- Underpayment complains – we were correct, it was mobility for intra-national secondments
- Errors in the declaration of conformities: ER◻MER, family flag....
- Management costs description problems: time sheets (CNRS), more details (CERN), cuts to AUTH (a lot of info to get payment x Chara, Nikolaidis, to save car expenses.....)
- Overheads above 10% ◻ cuts
-

General Issues

- Explaining how researchers like Gentsos and Sotiropoulou could collect many different experitises from 3-4 reasearchers
- Rules like recruitment + secondment < 24 months ◻ impact on Sotiropoulou contract
- Imaging: Ethic rules and training on that – collaborations enlargement of the network
- Discussion on the Gantt Chart & recruitment philosophy
-

Calculation of funding to be distributed to the collaboration follows

The assembly establishes that we are almost sure that we will get only the money to touch the 85% of the whole financial budget. What has been approved will get a reduction to not exceed 85%

- Money will be distributed to cover up to 85%