

ICFA Neutrino Panel meeting #18

29May16; 10:00 Tokyo time

Present: D. Duchesneau, M. Shiozawa, T. Kobayashi, J. Cao, H. Tanaka, S.B. Kim, K. Long

Notes

1. Introduction and adoption of agenda

- Topics for the meeting include: how to finalise the roadmap, i.e. how to engage with peer group and stakeholders and how to deliver the census of the accelerator-based neutrino community.

2. Notes on recent meetings and actions arising:

- No outstanding actions are noted.
- Notes on previous meeting were accepted.

3. Updates to roadmap discussion document and discussion of next steps

We **agreed** the following actions to announce the report to the community:

- Email to community, perhaps using the Neutrino 2016 attendance list, explaining that the roadmap discussion document will be announced at Neutrino. The email will:
 - Outline the background (community consultation, preparation of roadmap, the goals we have defined for it, the consultation process);
 - Explain that each experiment has been contacted to ensure the factual accuracy of the content for each experiment. Now moving to peer-group and stakeholder consultation; and
 - Draw attention to the recommendations and decision points.
- **Action KL:** Draft email to community explaining that the roadmap will be announced at Neutrino 2016.

We **agreed** that the final document should have a “timeliness” plot that demonstrates that the decision point at ~2020 is indeed timely. Needs to be highly simplified version of the last iteration of the timetable spreadsheet.

- **Action KL:** Attempt to prepare a draft timeliness plot to be discussed at the Panel meeting at Neutrino 2016.

4. Neutrino physics community census:

- Discussion of questionnaire:
 - The questionnaire prepared in collaboration with ApPEC in 2015 was discussed. It was noted that the introductory text needed to be updated in a number of areas. Broadly the text (with updates) and the experiments, which follow the organisation of experiments in the roadmap

- discussion document, was satisfactory. Principal discussion was around the defining of “FRA”.
- Present definition of the “Fractional Research Activities” (FRA) essentially counts “people”; i.e. the normalisation is that each active researcher (time spent on research >20% of working time) has a total weight of 1. The advantages of recording also the fraction of time spent on research was discussed.
 - **Agreed:**
 - That the questionnaire would be extended to include a request for the total FTE fraction of each active researcher unless this caused issues in one of the regions (e.g. Europe). **KL** will check with ApPEC/ECFA to understand why the FTE fraction was not recorded in the past.
 - Should the recording of the FTE fraction prove to be an issue, then the question would be dropped; key goal is to gather consistent, complete census data.
 - **KL** will re-edit questionnaire and circulate for comment.
 - Discussion of how to initiate and deliver census (including timetable)
 - We agreed the following timetable:
 - Finalise spreadsheet at Neutrino 2016, i.e. by 09Jul16;
 - Circulate to subset of stakeholders for comment/correction at ICHEP (i.e. update to be complete 10Aug16);
 - Launch data collection mid September 2016;
 - Receive responses from stakeholders first week in November 2016;
 - Circulate results of survey to stakeholders, first week December 2016;
 - Finalise survey section for roadmap document by 31Dec16

5. Peer-group and stakeholder consultation

We **agreed** to begin the stakeholder consultation and that the countries in the various regions would need to be consulted using mechanisms appropriate to the country or region. We recognized that this would be likely to require iteration and would take some time. We identified the following preliminary list of contacts to be made:

- Americas:
 - FNAL: S. Geer/S. Zeller
 - Canada and North America (including Mexico): HT
 - South America: R. Gomes
- Asia:
 - We noted that the principal countries were each represented by at least one member of the Panel and that therefore the appropriate contacts can be made by the relevant Panel member.
- Europe:

- It seemed most effective to seek to perform the European stakeholder consultation via ECFA. KL will make contact with the ECFA chair (H. Abramowicz).
- If ECFA agrees, then the ECFA country representatives would take the Roadmap discussion document to their countries and solicit feedback. There may be some need to contact countries independently should ECFA decline to support the consultation or should there be countries not affiliated with ECFA.
- Africa
 - We noted that Madagascar had a DUNE-member institute and that Johannesburg had a particle-physics activity. We agreed to seek to understand how these African countries could be included in the consultation.

6. Timetable to finalise roadmap and census

- We **agreed** that the deadline for comments would be:
 - Mid October (we identified the 15Oct16 as the working assumption for the comment deadline).
- **KL** agreed to draft a letter that could be used, with appropriate modifications, to consult the stakeholders.

7. DONMs

We agreed to meet as follows:

- Neutrino 2016; lunchtime 08Jul16 (Friday). **KL** to organize room etc.
- ICHEP 2016; date, time and venue to be specified. **KL** to liaise with ICHEP2016 organisers.

8. AoB

We discussed how we would close-out the report with the community. We had proposed a town meeting at which to present the final document. We **agreed** that this would be a good idea and considered that to organize it in conjunction with NNN (03—05 November 2016) might be a reasonable approach. We also considered making a seminar tour in each region, as appropriate, carried out by members of the Panel.

Summary of actions:

- **KL:** Draft email to community explaining that the roadmap will be announced at Neutrino 2016.
- **KL:** Attempt to prepare a draft timeliness plot to be discussed at the Panel meeting at Neutrino 2016.
- **KL:** Check with ApPEC/ECFA to understand why the FTE fraction was not recorded in the past.
- Should the recording of the FTE fraction prove to be an issue, then the question would be dropped; key goal is to gather consistent, complete census data.

- **KL** will re-edit questionnaire and circulate for comment.
- **KL** draft a letter that could be used, with appropriate modifications, to consult the stakeholders.
- **KL** organize in-person meetings at Neutrino 2016 and ICHEP 2016.

Reminder of our goals:

1. Engage with establishment: FA reps and Directors;
2. Develop road-map for InuP;
3. Develop proposal for RD programme;
4. Explore opportunities for international collaboration necessary to realise NF
5. Establish clear set of goals for the precision with which ν_μ and ν_e cross section measurements must be made;
6. Initiative to promote best practice in s/w & codes;