

DUNE Institutional Board

Bob Wilson

DUNE Collaboration Meeting

May 17, 2017

DUNE Institutional Board Meeting

chaired by Robert Wilson (Colorado State University)

Wednesday, 17 May 2017 from 07:30 to 09:00 (US/Central)

<https://indico.fnal.gov/conferenceDisplay.py?confId=14416>

- 07:30 - 07:35 **Call to Order 5'**
Speaker: Prof. Robert Wilson (Colorado State University)
- 07:35 - 07:40 **Approval of Minutes: 24 January 2017 5'**
Material: [Slides](#) 
- 07:40 - 07:54 **Consideration of applications from new institutions**
- 07:40 **University of Arizona 5'**
Speaker: Prof. Ina Sarcevic (University of Arizona)
Material: [Slides](#) 
- 07:46 **University Sergio Arboleda 5'**
Speaker: Prof. Luz Gomez Fajardo (University Sergio Arboleda)
Material: [Slides](#) 
- 07:51 **Discussion and Vote on Applications 3' ()**
- 07:54 - 08:02 **Consideration of applications from senior personnel at existing institutions**
- 07:54 **Fermilab - David Christian 2'**
Speakers: Dr. Regina Rameika (Fermilab), Dr. Alberto Marchionni (Fermilab)
Material: [Slides](#) 
- 07:56 **Fermilab - Keith Gollwitzer 2'**
Speakers: Dr. Alberto Marchionni (Fermilab), Dr. Regina Rameika (Fermilab)
Material: [Slides](#) 
- 07:58 **Iowa State University - Frank Krennrich 2'**
Speaker: Prof. Mayly Sanchez (Iowa State University)
Material: [Slides](#) 
- 08:00 **Discussion and Vote on Applications 2'**
- 08:02 - 08:22 **Actions since last IB meeting 20' ()**
- Executive Committee election and appointments; Co-Spokesperson election (see attachment)
- Collaboration meeting dates. Jan.+ May 2018 set; Sept 2018 tbd -> Rio, Manchester, FNAL, Other? (see attach
- Approval of Management Plan by the EC (docDB 2145, see link below)
Speaker: Prof. Robert Wilson (Colorado State University)
Material: [Slides](#)  [document](#) 
- 08:22 - 08:42 **Governance Document Review 20' ()**
- Rationale
- ad hoc Governance Document Review Committee
- Issues for discussion
Speaker: Prof. Robert Wilson (Colorado State University)
Material: [document](#) 
- 08:42 - 08:50 **Spokespersons Q&A 8' ()**
Speakers: Ed Blucher (University of Chicago), Prof. Mark Thomson (University of Cambridge)
- 08:50 - 08:55 **Any Other Business 5' ()**

Approval of Minutes – 24 January 2017

IB actions since last collaboration meeting

- Executive Committee election and co-spokespersons appointments



Mary Bishai, BNL, USA



Chang Kee Jung, SBU, USA



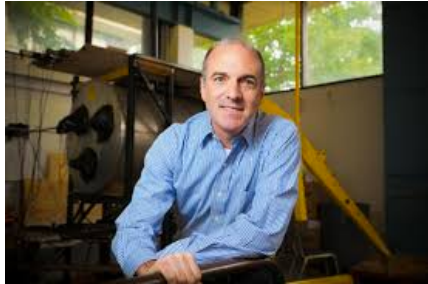
Dario Autiero, INPL, France



Marta Losada, UAN, Colombia

Co-Spokesperson Election

- Co-Spokesperson election – Ed Blucher



- First co-spokesperson election under DUNE Governance
 - process began earlier than planned due to unexpected vacancy
- Detailed report from Co-Spokesperson Search Committee
- Sergio Bertolucci (INFN-Bologna), Yannis Karyotakis (LAPP), Kam-Biu Luk (UC-Berkeley/LBNL), Marvin Marshak (Minnesota), Alfons Weber (Oxford/RAL), **Sam Zeller (FNAL) (Chair)**
- Questions for Sam?

Future collaboration meetings

- Aug 15 – 18 (Tues-Fri), 2017 at FNAL
- Jan 29 – Thursday Feb. 1 (Mon-Thurs), 2018 at CERN
- *Set - week of May 14, 2018 at Fermilab*
tbd: Which days of the week?
 - Tuesday – Friday?
 - Wednesday – Saturday?
- tbd: Sept 2018: Week of 10th, 17th, 24th -- any major conflicts?
 - Rio de Janeiro, Brazil
 - Manchester, UK
 - FNAL
 - Other?
- Will open a poll in the next few days
- Continue to set dates ~12 months ahead?

Approval of DUNE Management Plan by the EC

- Governance document = Broad principles → Institutional Board
- MP = Detailed Implementation/Operations Plan → Executive Comm.
- Partners with LBNF Management Plan
- Some inconsistencies and overlap with Governance
 - will be addressed by the Governance Review Committee (later)
- Questions for the co-spokespersons?
- **IB endorsement**

Collaboration Governance Document Review

Introduced intention at January 2017 IB meeting

Motivation: The Collaboration Governance Document (CGD) was created shortly after the collaboration formed two years ago. It has served us well but now is a good time to perform a review to determine if fine-tuning is needed and to correct a few known inconsistencies with other documents.

Action: Establish *ad hoc* Collaboration Governance Document Review Committee

Guidance: Maintain CGD as a high level document that defines overall collaboration structure and governance principles. Maintain flexibility to respond to (inevitable) unexpected events but provide sufficient guidance to minimize ambiguity. Relegate details to attachments. Ensure consistency across all collaboration documents and coherency with LBNF management documents.

Collaboration Governance Document Review

Membership:

- ***Lisa Whitehead Koerner (U. Houston, DUNE IB Vice Chair) - chair***
- Dominique Duchesneau (LAPP)
- Carlos Escobar (UNICAMP/FNAL)
- Christopher Mauger (U. Penn.)
- Michel Sorel (IFIC)
- Jason Stock (SDSMT) - Young DUNE representative

Timeline:

- May 11 – Meet with IB chair to discuss the charge and known issues.
- May 15-18 (collaboration meeting) – discussions with members of the original (ELBNF) governance drafting committee (A. Weber, Y. Karyotakis, C.K. Jung, B. Choudhary, B. Fleming); Executive Committee and Institutional Board members.
- July 7 - draft of written report to IB chair.
- July 14 – the Preliminary Report posted in docDB
- August 15 – Discussion of Preliminary Report at the IB meeting.
- October 15 – Final report and proposal for revisions/amendments to the Governance document.

Collaboration Governance Document Review

Example topics

- Consistency with the Management Plan
 - e.g. - Add reference to MP in CGD
 - Collaboration Resource Board not identified/defined
 - Co-Spokesperson election: “seek input from” vs. “needs to be approved by” the host lab director
 - Working Groups list and conveners -> MP
- Collaboration membership clarification
 - e.g. membership is through association with an institution
- Elections – e.g. procedures, timing
- Handling unexpected transitions – e.g. both IB chair and co-spokesperson in the past year
- Coherency of Boards/Committees constitution, terms, ratification
 - e.g. Speakers Committee – Chair+Deputy Chair, one-year *renewable*
 - Authorship and Publication Board – Chair+Deputy Chair, two-year, *ratified by IB*
- Naming conventions, naming consistency, typos, grammar, etc.
 - e.g. our name Institutional Board -> Institution Board? [adjective vs. noun]
 - Speakers Board (GD) -> Speakers Committee (Speakers Board Guidelines doc)
- Attachments – docDB reference/link to separate documents; add reference to MP; remove WG reference; add other new

Q&A with Co-Spokespersons

AOB

The meeting is adjourned – thank you.