

DUNE Institutional Board

Bob Wilson

DUNE Collaboration Meeting

May 22, 2019

DUNE Institutional Board Meeting


chaired by Robert Wilson (Colorado State University)

Wednesday, 22 May 2019 from **07:30** to **08:45** (US/Central)
at **Fermilab (One West (WH1W))**

Wednesday, 22 May 2019

07:30 - 07:31 Call to Order 1'

07:31 - 07:34 Approval of Minutes: 29 January 2019 3' ()

Material: [document](#) 

07:34 - 07:37 Approval of IB Vice-Chair 3'

Following Governance section 3.4, IB approval is requested for the appointment of Ines Gil Botella as Vice-Chair.

07:37 - 08:02 Consideration of applications from new institutions and senior members at current institutions. 25'


Abilene Christian University 3'

Speaker: Prof. Larry Donald Isenhower (Abilene Christian University)

Material: [Slides](#)  


Augustana University 3'

Speaker: Prof. Andrew Alton (Augustana College)

Material: [document](#) 


University of California - Riverside 3'

Speaker: Prof. Yanou Cui (University of California - Riverside)

Material: [document](#) 


Universidad EIA 3'

Speaker: Prof. Amalia Betancur Rodríguez (Universidad EIA)


Material: [document](#) 

Georgia Technical University 3'


Speaker: Prof. Zviadi Tsamalaidze (Georgian Technical University)

Material: [document](#) 


Current Institution: John Harton - Colorado State University 1'

Material: [document](#) 


Current Institution: Carla Cattadori - INFN Milano-Bicocca 1'

Material: [document](#) 

Current Institution: Sergey Uzunyan - Northern Illinois University 1'

Material: [document](#) 

Current Institution: Javier Castano - Universidad Antonio Narino 1'

Material: [document](#) 

08:02 - 08:22 IB Chair Report 20'

- Spokesperson Advisory Committee

- DUNE Associate Membership - call for committee membership.

- Future collaboration meetings.

- Final text of the approved Authorship and Publication Board policy (attached).

- 2019 Co-Spokesperson Search Committee (report attached).

Speaker: Prof. Robert Wilson (Colorado State University)

Material: [document](#)  

08:22 - 08:30 Speakers Committee Report 8'

Speakers: Prof. Thomas Patzak (APC-University Paris Diderot), Dr. Jaroslaw Nowak (Lancaster University)

Material: [Slides](#) 

08:30 - 08:40 Effort Reporting Exercise Summary 10'

Speakers: Ed Blucher (University of Chicago), Prof. Stefan Soldner-Rembold (University of Manchester)

08:40 - 08:50 Code of Conduct (Proto)Committee Report 10'

Speakers: Ed Blucher (University of Chicago), Prof. Stefan Soldner-Rembold (University of Manchester)

Material: [document](#) 

08:50 - 08:55 Any Other Business 5'

<https://indico.fnal.gov/event/20768/>

Attendance

- In the room -> sign-in sheet
- Remote -> email name+institution to maxine@fnal.gov

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Approval of January 2019 IB Minutes

IB Chair and Vice Chair

IB Chair election: R.J. Wilson elected for a 2-year term (thank you)

Governance section 3.4: “The IB chair may appoint a vice-chair with the same term, subject to the approval of the IB.”

Many thanks to Lisa Whitehead Koerner for serving in this role since the first Chair.



I request IB approval for Inés Gil Botella (CIEMAT) as Vice Chair



Consideration of New Institutions

Procedure for new groups:

1. New group application posted prior to the IB meeting for review (links below).
2. Each new institution will present a short overview of their group (3 minutes). Questions from the IB may be asked at the end of the presentation.
3. After all groups have presented they will be excused from the meeting.
4. The IB chair will call for further comments or objections to any of the applications. If there are none, the groups will be admitted by consensus. An IB member, with a second, can call for a vote on any application.

Abilene Christian University 3'

Speaker: Prof. Larry Donald Isenhower (Abilene Christian University)

Remote

Material: **Slides**  

Augustana University 3'

Speaker: Prof. Andrew Alton (Augustana College)

Remote

Material: **Slides**  **document** 

Universidad EIA 3'

Speaker: Prof. Amalia Betancur Rodríguez (Universidad EIA)

Remote

Material: **Slides**  **document** 

Georgia Technical University 3'

Speaker: Prof. Zviadi Tsamalaidze (Georgian Technical University)

Remote

Material: **Slides**  **document** 

University of California - Riverside 3'

Speaker: Prof. Yanou Cui (University of California - Riverside)

Remote

Material: **Slides**  **document** 

Consideration of New Senior Members at Current Institutions

Procedure for new senior members of current member groups:

1. Application is posted on this page prior to the IB meeting (links below).
2. (The IB chair may call on the relevant IB representative to make a few informal comments.)
3. The IB chair will call for further comments or objections to any of the applications. If there are none, the new members will be admitted by consensus. An IB member, with a second, can call for a vote on any application.

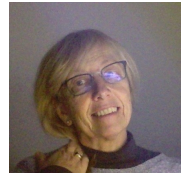
Current Institution: John Harton - Colorado State University 1'

Material: [document](#)  IB rep: R.J. Wilson



Current Institution: Carla Cattadori - INFN Milano-Bicocca 1'

Material: [document](#)  IB rep: F. Terranova



Current Institution: Sergey Uzunyan - Northern Illinois University 1'

Material: [document](#)  IB rep: V. Zutshi



Current Institution: Javier Castano - Universidad Antonio Narino 1'

Material: [document](#)  IB rep: D. Moreno



Spokesperson Advisory Committee Election

- IB has elected **Mary Bishai** (BNL) for a second term and **Kate Scholberg** (Duke) to two-year terms as at large members
- Joining current members:
Takuya Hasegawa (KEK) and Josh Klein (Pennsylvania)
- Young DUNE elected **Linda Cremonesi** (UCL) for a second term and **Kirsty Duffy** (FNAL).



Associate Membership

- Not much progress on this topic since the last IB meeting apart from some additional informal discussions.
- Some coupling to discussions in the Resource Board
- Will set up a new committee – send (self-)nominations to me.

Future Collaboration Meetings

- 23-27 September 2019 at Fermilab
- 27-31 January 2020 at CERN
- 18-22 May 2020 at Deadwood, South Dakota

Future years...

- Continue the pattern?
- Will set address next three dates/locale at next IB meeting

Authorship and Publication Board - Amendments

- At the September 2018 IB meeting, several amendments to the APB charge were discussed and approved but some text changes were requested.
 - The final text (submitted by APB chair Tim Bolton) is attached to the agenda. Changes are shown in red.
- They were never formally approved by the IB, so it is requested to do so.

Co-Spokesperson Search Committee Report

CSSC members:

- Albert De Roeck (CERN)
- Inés Gil-Botella (CIEMAT) - Chair
- Josh Klein (U. Penn.)
- Mayly Sanchez (Iowa State)
- Hiro Tanaka (SLAC)
- Francesco Terranova (Milano-Bicocca)
- Maxine S. Hronek (Fermilab) – DUNE Office

Report is attach to the agenda – many thanks to the committee for their service!

Recommendation by CSSC 2019: clarify in the Governance Document how to proceed in case of incumbent candidates and the voting procedure by the collaboration in case of having one single candidate.

Incumbent Co-Spokesperson

Recommendation by CSSC 2019: clarify in the Governance Document how to proceed in case of incumbent candidates and the voting procedure by the collaboration in case of having one single candidate.

Response:

The general procedure followed by both the 2018 and 2019 CSSC seems reasonable:

- The solicitation for nominations should be open.
- Collaboration members are urged to nominate anyone they believe would be a could candidate – including the incumbent (who will also need 3 or more nominations).
- An incumbent, eligible for another term, will be asked by the committee if they are willing to be a candidate.
- Eligible candidates will be told if the incumbent is a candidate prior to the candidate list being made public.

An improvement to the process is a clearer statement in the original solicitation for candidates by the CSSC on whether the incumbent is eligible for reelection.

Voting in the case of a single candidate

Recommendation by CSSC 2019: clarify in the Governance Document how to proceed in case of incumbent candidates and the voting procedure by the collaboration in case of having one single candidate.

Governance section 3.4 (IB Chair): The election will be held electronically by using the Preferential Voting System (PVS) in which an IB member submits a fully ranked list of the candidates.

Governance section 4.2 (Co-Spokesperson): The election will be held electronically by using the Preferential Voting System (PVS) in which a voter submits a fully ranked list of the candidates.

Proposed amendment: In both sections, add the sentence

“In the case of a single candidate, the voting procedure will be a simple Yes or No on the appointment of the candidate as co-spokesperson; a simple majority of Yes votes is required to elect the candidate.”

If this amendment is supported by the IB, it will be presented for approval at the next IB meeting.

Report from the DUNE Speaker Committee

Speakers Committee members: T. Patzak

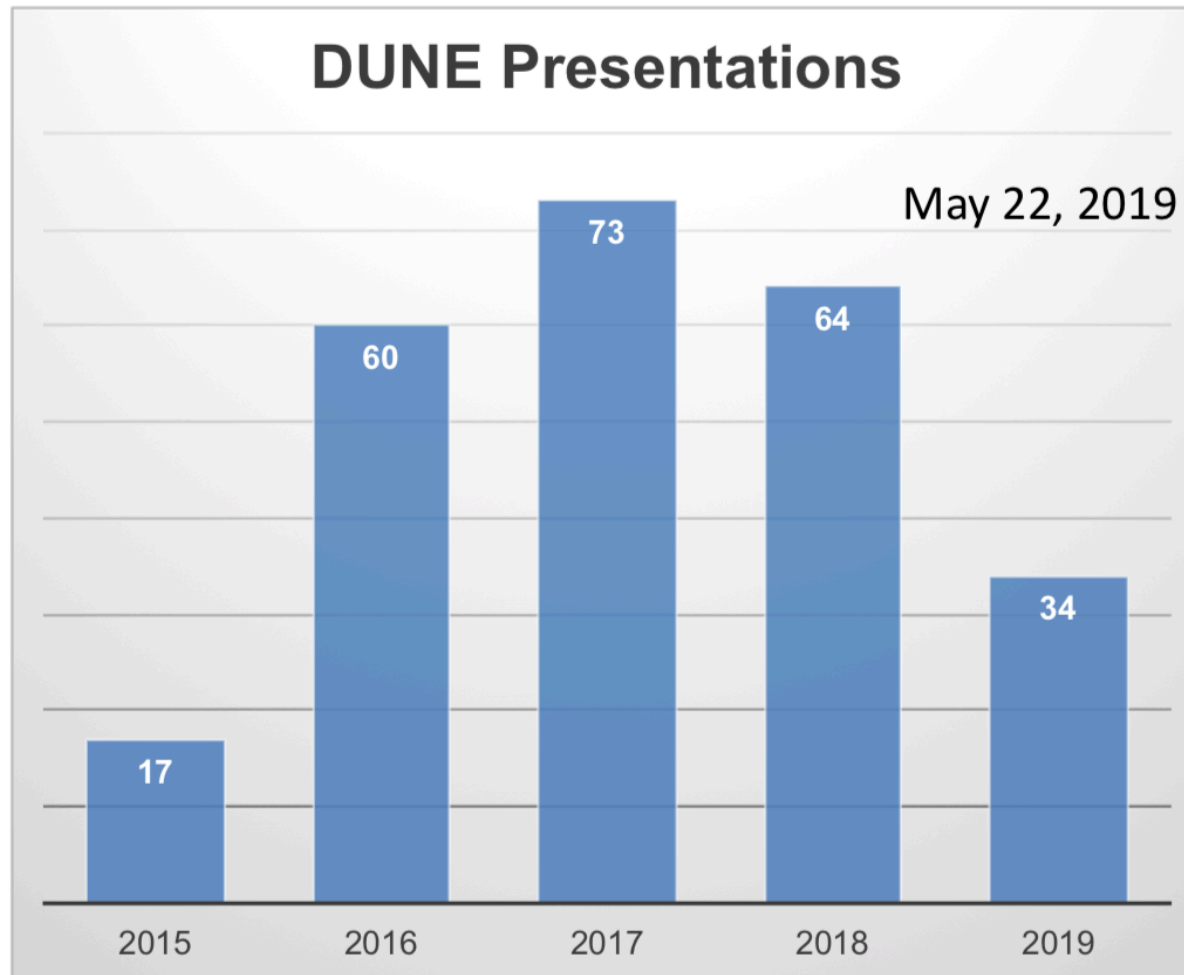
- *Thomas Patzak (Chair)*
- *Jarek Nowak (Deputy Chair)*
- *Ernesto Kemp*
- *Takuya Hasegawa*
- *Alex Sousa*
- *Uma Sanker*
- *Jianming Bian*
- *Alex Himmel*
- *Bob Svoboda*
- *Alessandra Tonazzo*
- *Alex Booth (Young DUNE)*
- *Keith Gollwitzer (LBNF)*

Ex-officio members:

- *Co-Spokespersons (Ed Blucher, Stefan Soldner-Rembold)*
- *Physics Coordinator and Deputy (Ryan Patterson and Elisabeth Worcester)*
- *APB Chair and Deputy (Tim Bolton and John LoSecco)*

Special Thanks to Erin Conley, who was very active Young DUNE!

Some statistics:



Will do more detailed stat on institutions and gender asap.

Useful information can be found on the SC web page

<https://web.fnal.gov/collaboration/DUNE/SitePages/Speakers%20Committee.aspx>

- Members of the Speakers Committee and email address dune-sc@fnal.gov
 - Guidelines from the SC
 - Publication & Authorship Procedures
 - DUNE and LBNF PowerPoint templates
 - Images
 - Previous talks ordered by year, ideally with corresponding DocDB number
-
- The web page is almost up-to-date but needs some cleaning
 - "Announcements" will be suppressed since redundant with mails to DUNE-collab list for talk opportunities
 - Request to have a direct link to the talks from outside the collaboration to be integrated (problematic to give public access)
 - Proposal: create a dedicated, public web page with a selection of talks and pictures

The DUNE SC has ensured that:

- All abstracts are validated by the relevant WG and the DUNE SC
- Only blessed material is used
- **All talks have been rehearsed to ensure equal quality and coherent message**

Important message to the IB members:

- We have difficulties in finding speakers, please inform and encourage the members of your group to apply.
- Special attention should be given to young DUNE members to help finding relevant conferences.

DUNE Database/Effort Reporting

S. Söldner-Rembold/E. Blucher

- PRESENTED IN THE FIRST PLENARY SESSION
- In January 2019, we requested that Institutions update the information for their institution, including effort on various DUNE activities for the calendar year 2018
- We requested this information from the 180 institutions currently registered in the database.
- Thanks to all groups that participated
- We plan to request an update of the database annually in January.
- Results important for planning, resource allocation, review committees, Common Fund.
- Individual results will only be visible to DUNE management and not be shared directly with Funding Agencies.

Code of Conduct Proto-Committee Recommendations

Steve Brice, Kirsty Duffy, Kendall Mahn, Ryan Nichol, Sebastien Prince

**Report documents attached to the agenda.
Presented and discussed in the first plenary session**

<https://docs.dunescience.org/cgi-bin/private/ShowDocument?docid=14128>

Abstract: This document contains the recommendations of the Code of Conduct 2 Proto-Committee concerning how to oversee the Code of Conduct, DUNE3 doc-4967. Reflections are first presented such as to provide motivation for the recommendations. The overall recommendations, and the corresponding detailed recommendations, follow thereafter. Additionally, a companion document detailing findings and serving as further motivation for these recommendations is available.

Overall recommendations:

1. Creating a DUNE committee related to the oversight and support of the Code of Conduct.
2. Creating an ombudsperson role either within the collaboration or at Fermilab.
3. Creating an anonymous online system to report potential violations of the Code of Conduct.
4. Structuring a system to respond to violation reports within the collaboration.
5. Updating in a timely manner the Code of Conduct and its policies.

Other Business?

Meeting adjourned

Backup

3. **ProtoDUNE era authorship qualification.** Any DUNE member designated as physicist or graduate student at any time of the submission date of a DUNE collaboration publication, or up to 12 months prior to this submission date, will be listed as an author. Other DUNE members may be granted author status via a request from the Institutional Board representatives, **or via a direct member request**, to the APB. The APB will adjudicate such requests in consultation with **IB representatives**, the Spokespersons, and consultants designated by the Spokespersons. This policy will remain in effect until superseded by further amendment to the DUNE Publication Policy.
4. **ARC membership.** The APB will appoint **at least** five members of the DUNE collaboration holding physicist or engineer status to each analysis review committee (ARC, as defined in Section 5 of DUNE Publication Policy). One ARC member will be appointed as chair by the APB. The APB will appoint replacement members to an ARC should vacancies occur. Leaders of the originating working group of a publication and collaborators playing a substantial role in developing the publication may not be ARC members.
5. **Interim Publication Archiving and Commenting Tools.** The Fermilab DUNE DocDB site will serve as the repository for all documentation supporting any type of DUNE publication. All technical note drafts, publication drafts, and other supporting material must be stored with the same DocDB entry number. Google Docs will be used to maintain a complete record of all comments and responses to working group, ARC, and collaboration reviews. Google Docs links must be posted as part of the DocDB entry during the active review phase. Upon final publication, the links must be replaced by downloaded version of the complete Google Docs records. **The APB will establish suitable security guidelines for the use of Google Docs and other publication tools.**