

# UEC Chair's report

Ashley Back  
April 16th, 2021

# Agenda for today

8:00 AM → 8:30 AM	<b>Breakfast</b>	⌚ 30m	🔍
8:30 AM → 9:00 AM	<b>Chair's Report</b> Speaker: Ashley Back	⌚ 30m	🔍
9:00 AM → 9:30 AM	<b>Report from Washington</b> Ben Kallen (Lewis & Burke Associates)	⌚ 30m	🔍
9:30 AM → 10:00 AM	<b>Report from Directorate</b> Speakers: Gregory Bock (Fermilab), Kevin Pitts (University of Illinois)	⌚ 30m	🔍
10:00 AM → 10:10 AM	<b>Procedures for public minutes</b> Speaker: Alexx Perloff	⌚ 10m	🔍
10:10 AM → 10:20 AM	<b>Break</b>	⌚ 10m	
10:20 AM → 10:40 AM	<b>Report from GovRel</b> Speakers: Keti Kaadze (Fermilab), Ketino Kaadze (Kansas State University), Nadja Strobbe (University of Minnesota)	⌚ 20m	🔍
10:40 AM → 11:00 AM	<b>Report from the UM</b> Speakers: Dr Reddy pratap Gandrajula (University of Virginia), Dr Sophie Middleton (Caltech)	⌚ 20m	🔍
11:00 AM → 11:20 AM	<b>Report from EPE</b> Speakers: Emmanouil Kargiantoulakis (Fermilab), Alexx Perloff	⌚ 20m	🔍
11:20 AM → 11:40 AM	<b>Report from QoL</b> Speakers: Dr Yuanyuan Zhang (Fermilab), Aleena Rafique (Argonne National Laboratory)	⌚ 20m	🔍
11:40 AM → 12:00 PM	<b>Report from FSPA</b>	⌚ 20m	🔍

- [indico.fnal.gov/event/48719/](https://indico.fnal.gov/event/48719/)
- Main goals:
  - Follow-up on our virtual DC advocacy “trip”.
  - Update on Users Meeting 2021 planning, which is well underway.
  - Formalize procedures for preparation of the public minutes.



# Next UEC monthly meetings

We will try to stick to the 3rd Friday of the month, so...

- **May 21st**
- **June 18th - last day of NOvA Collaboration Meeting, should we move it?**
- **July 16th? - Do we want a meeting closer to UM?**



# Reminder live notes and minutes.

Please follow along and contribute to the “[live notes](#)” (on Teams). These will then be edited and approved for the public minutes.

To enable us to produce better public minutes for our monthly meetings I’m going to encourage all subcommittees to provide a summary slide at the end that contains contextual information for the minutes to accompany any discussion recorded in the live notes.

Thanks Alexx for managing the live notes and minutes.

**We will have a short presentation today on the procedure for the editing the live notes into public minutes.**

# Virtual DC advocacy “trip”

- ***Thanks everyone for your hard work on this year’s advocacy effort!***
- Special thanks must go to **Keti** and **Nadja** for their tremendous effort leading the trip on behalf of Fermilab UEC.
- Will have more of an update in GovRel report, but remember to keep **following up with the House Dear Colleague letters**.
- Also remember now is a good time to fill in the [survey](#) and contribute ideas towards future advocacy on the [#snowmass-feedback](#) channel.



# Users Meeting

- As we come to the end of this year's advocacy effort, our main focus will switch to the Users Meeting.
- UM report will have more details, but planning is well underway now with:
  - Preliminary budget scenarios.
  - Keynote speaker shortlist submitted to directorate.
  - A working theme for the meeting.
  - Working on parallel sessions and other contributions with EPE and Fermilab's EDI office.
  - Iterating on rough agenda.
- Working under the assumption of a semi-virtual meeting with some in-person components - should have final decision maybe next week!
- This will again be unlike any past Users Meeting and we are going to need help from all of UEC and FSPA to make it a success, so please help where you can. **Remember this is our meeting!**

# Meetings outside our UEC monthly meeting

- **Monthly UEC & Directorate meeting**, nominally 8:30-9 am (CT) on the 4th Friday of the month (1 week after UEC monthly meeting) (*first: April 23rd*).
  - Aim: a quick monthly check-in between the directorate and UEC to centralize our communication, particularly in relation larger events like our advocacy efforts and the UM.
  - Key participants: UEC Chair + 4 SC Chairs and main Directorate contacts.
  - Format: round-table updates and questions.
- **UEC EDI Monthly Meeting**, nominally 11 am (CT) on the 3rd Wednesday of the month (*next: April 21st*).
  - Aim: improved communication and synergy with Fermilab EDI office.
  - Key participants: Sandra, Jimmy, and Jeomar from EDI office; EPE SC and recently UM SC.
  - Format: targeted discussions on engagement, outreach opportunities, UM contributions and more.
- **Subcommittee monthly meetings.**

# Invited speakers for future meetings

- TBA: Jacquie Bucher, Head of the Office of Communications, to give an update on the communications policy - delayed slightly.
- April/May: Amber Kenney, Chief Safety Officer (or Jim Niehoff) for an update on lab reopening plans and/or potential UM celebration of COVID-19 milestones/achievements.
- May/June: Jimmy Mcleod (EDI office) overview talk on LRGs.
- Becky Thompson (Office of Education and Public Engagement).
- Other ideas?



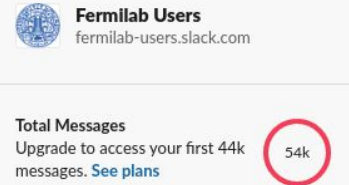
# Summary for the minutes

- We will try to stick to the 3rd Friday of the month with upcoming meetings on 05/21/21, 06/18/21 and 07/16/21.
- Hopefully we now have a more formal procedure for turning our live notes into public minutes.
- Thanks everyone for your hard work so far on our advocacy effort! Remember to follow up with Dear Colleague letters and provide feedback for future advocacy efforts.
- Planning for Users Meeting 2021 is now well underway. Remember this is our meeting and it is going to take all of us to make it a success.
- We now have a couple of targeted, recurring monthly meetings to improve specific communication channels within the directorate, as well as our regular subcommittee meetings.

Extra slides...

# Reminder communications/tools

- Email list [uec-membersonly@fnal.gov](mailto:uec-membersonly@fnal.gov) (+[fspa\\_officers@fnal.gov](mailto:fspa_officers@fnal.gov)).
- For any changes to the UEC mailing please contact Kim!
- UEC web-pages ([uec.fnal.gov](http://uec.fnal.gov)) → please work with Alexx to keep subcommittee pages up-to-date!
- [Indico](#) - good to see agendas for subcommittee meetings on indico!
- Slack - [Fermilab Users workspace](#)
  - Still a pretty integral tool for communication (inc. with users) but...
  - ...remember our message search history is limited.
    - Want to preserve important messages for knowledge transfer.
  - DC “trip” has its own separate slack workspace → more details in GovRel update.
- Microsoft Teams → would be good to see more usage.
  - Meeting minutes/notes (SC and monthly meetings) → either “live” or uploaded after.
  - Unlimited, fully searchable messages, documents and wiki pages → **preserve knowledge!**



# Logging into Teams

- You should all have received an invite (UEC members, we can get FSA officers added as well if it would be useful).
- Click on the link in the email and then login with your fermilab username in the form [user@services.fnal.gov](mailto:user@services.fnal.gov). This should take you to the usual SSO page where you can login with your services account.

