UEC Chair's report

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May 20th, 2021

Fermilab

Agenda for today

- indico.fnal.gov/event/48719/
- Main goals:
  - Special talk on LRGs and the User community from Jimmy and Jeomar (Fermilab EDI office).
  - Update on Users Meeting 2021 planning, which is well underway.

Next UEC monthly meetings

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

- **June 18th**

- **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.

Users Meeting

- Still working under the assumption of a semi-virtual meeting with some in-person components.
  - We have now submitted the form in the Events Approval System.
- UM report will have more details, but we are making good progress with:
  - Firm dates now (as we are starting to invite speakers) **August 2nd to 6th 2021**.
  - Revised keynote speaker shortlist (3 names) submitted to directorate.
    - Thank you for your feedback!
  - Agreed on a speaker, with the EDI office, for our plenary EDI event.
  - A few parallel sessions and other key items now have contact names/organisers.
- 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. There are still plenty of options to get involved.
- **Remember this is our meeting!**

Reminder: other meetings.

- **Monthly UEC & Directorate meeting,** nominally 8:30-9 am (CT) on the 4th Friday of the month (1 week after UEC monthly meeting).
  - Next meeting Friday, May 28th. Main focus is on Users Meeting at the moment.
  - 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.
- **UEC EDI Monthly Meeting**, nominally ~~11 am~~**4 pm** (CT) on the 3rd ~~Wednesday~~**Monday** of the month
  - Next meeting Monday, June 14th.
  - 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.

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Invited speakers for future meetings

- TBA: Jacquie Bucher, Head of the Office of Communications, to give an update on the communications policy - delayed slightly.
- June: 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.
- June: Becky Thompson (Office of Education and Public Engagement).
- Other ideas?
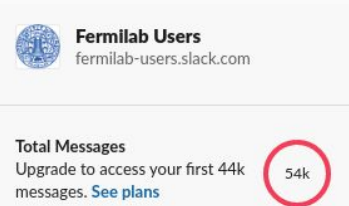
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Summary for the minutes

- We will try to stick to the 3rd Friday of the month with upcoming meetings on 06/18/21 and 07/16/21.
- We are making good progress with planning for the Users Meeting. Remember this is our meeting and it is going to take all of us to make it a success - there are still plenty of opportunities to get involved.
- For out recurring monthly meetings we had our first check-in meeting with the directorate, which focused mainly on the Users Meeting. Note the EDI monthly meeting will now be on the 3rd Monday of the month.

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Extra slides...

Reminder communications/tools

- Email list <u>uec-membersonly@fnal.gov</u> (+<u>fspa_officers@fnal.gov</u>).
  - For any changes to the UEC mailing please contact Kim!
- UEC web-pages (<u>uec.fnal.gov</u>) → please work with Alexx to keep subcommittee pages up-to-date!
- <u>Indico</u> - good to see agendas for subcommittee meetings on indico!
- Slack - <u>Fermilab Users workspace</u>
  - 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!**

Fermilab Users
fermilab-users.slack.com

Total Messages
Upgrade to access your first 44k messages. **See plans**

54k

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. This should take you to the usual SSO page where you can login with your services account.