

**ICFA Neutrino Panel Face-to-face meeting #2 (phone meeting #5) 21-Aug-2013 08:00 UTC**

London	21-Aug-2013 09:00 BST	UTC + 01:00
Beijing	21-Aug-2013 16:00 CST	UTC + 08:00
Chicago ✓	21-Aug-2013 03:00 CDT	UTC - 05:00
Madrid	21-Aug-2013 10:00 CEST	UTC + 02:00
Mumbai	21-Aug-2013 13:30 IST	UTC + 05:30
Padova	21-Aug-2013 10:00 CEST	UTC + 02:00
Paris	21-Aug-2013 10:00 CEST	UTC + 02:00
Sao Paulo ✓	21-Aug-2013 05:00 BRT	UTC - 03:00
Seoul	21-Aug-2013 17:00 KST	UTC + 09:00
Tokyo	21-Aug-2013 17:00 JST	UTC + 09:00
Vancouver ✓	21-Aug-2013 01:00 PDT	UTC - 07:00
Wroclaw	21-Aug-2013 10:00 CEST	UTC + 02:00

**Venue:**

- **Room B324**
- **Time:** Local (Beijing) time: 16:00—17:30
- **Teleconference:**
  - Phone details (circulated);
  - Skype

**Present:** J. Cao, D. Duchesneau, K. Long, M. Mezzetto, N. Mondal, M. Shiozawa, J. Sobczyk, H. Tanaka

**Apologies:** A. de Gouvea, R. Funchal, S. Geer, S.B. Kim, T. Kobayashi, M. Maltoni, M. Wascko, G. Zeller

**Notes:****1. Introduction and adoption of agenda****All**

Principal items for this meeting:

- Preparation of the three regional Town meetings;
- Discussion of state of preparation of the Panel's WWW pages; and
- Preparation for advertisement of the Panel's work and the Town meetings.

**2. Notes on recent meetings and actions arising:**

- Notes circulated:
  - Notes accepted.

Actions:

- **All:** Generate a thumbnail biography for the panel WWW page; Biog received from HT. Stands for the rest of the Panel members.
- **KL:** Produce skeleton for Panel's review of the status quo; Done. Circulated for discussion at today's meeting.
- **KL:** Define speaker for presentation at ICNFP; Done. We were unable to send a representative.
- **KL:** Doodle for face-to-face meetings at Snowmass and NuFact; Done.
- **KL:** press on setting up the WWW page. Done.

## 2. First community-consultation meetings:

- **Asia [October/November 2013]: TK, MS, SBK, NM, JC**
  - NM reported that the Asian panel members had met and agreed that the Asian Town Meeting would be held at the end of the NNN13 workshop in the form of a half day on 13Nov13. A series of small talks on the status of the various programmes and the status of planning for the future in Asia will be followed by discussion. The emphasis will be on international accelerator-based experiments. A WWW page had been created. Opinions will be solicited through the INDICO page. This is already open for comment. The goal is to use the comments made through the INDICO page to organise a structured discussion.
  - A mailing list has been created for the advertisement of the meeting. It is also planned to announce the meeting on the NNN list.
- **Europe [November/December 2013]: MMez, DD, MMal, MW, JS**
  - DD reported that he was working towards holding the European Town meeting in Paris or Lyon. He has identified the possibility of hosting the meeting in Paris. The proposed window (8<sup>th</sup> to 14<sup>th</sup> January 2014) is better for the availability of rooms. We agreed to hold the Town Meeting in France in the week of the 8<sup>th</sup> to 14<sup>th</sup> January 2014. DD accepted to do his best to define the venue etc. by the end of September. In addition, a phone meeting of the European panel members will be organised to begin to sort out the details of the organisation of the meeting.
- **The Americas [Jan/Feb (but before ICFA mtg) 2014]: HT, RF, SG, AdG, SZ**
  - The Americas Town meeting will be at Fermilab on the 30<sup>th</sup> January to 1<sup>st</sup> February 2014. The agenda was being discussed. Will circulate the block agenda as soon as it has been agreed.

## 3. Review of Panel WWW page

All

- HT asked that the "Contact" link in the Panel section be changed to "Post to the list" or something similar.
- **Agreed:**
  - Pages look OK, comments by Friday. KL will pass on modifications on Monday and ask that the pages be made public;
  - KL will draft an email to be sent to the various lists that we have to hand to announce the Panel.

## 4. Review of skeleton of Panel document

All

- An outline skeleton for the document was circulated before the meeting. Suggestions for additions were added to the document during the meeting. It was agreed that regional strengths, e.g. the existence of particular infrastructure, would be noted in a section in advance of the R&D section.
- **We agreed:**
  - The skeleton would be refined by email over the coming weeks;
  - KL would produce a LaTeX version by 13Nov13.

- Deadline for completion of report would that a draft report could be handed to ICFA at its meeting in February 2014.

## 5. DONM

- KL to Doodle for mid September so we can keep tabs on the preparation of the Town meetings.

## 6. Discussion and AoB

- Issue left over from previous meeting:
  - Should we carry out a survey, if so who leads definition of criteria and how to do it?
  - **Agreed:**
    - To decide in advance of the Town meetings when the surveys would have to be initiated/carried out;
- **Agreed:**
  - The Town meetings should include information from non-accelerator based fields, but we must be clear that our mandate refers to the accelerator-based programme.
- It was noted that there was pressure from members of the community to carry out the Panel's work more quickly than the three-year mandate. We agreed that this was desirable, but, we noted that time may be required because we need to work by fostering consensus.
- It was noted that the Panel needs to consider the importance of the development of Common tools for analysis, simulation and presentation of results.

## Summary of actions:

- **All:** Generate a thumbnail biography for the panel WWW page;
- **DD:** propose venue and dates for the European Town meeting by the end of August 2013;
- **European members:** organise phone meeting to discuss the organisation of the European Town meeting;
- **KL:** Pass on corrections to WWW pages and ask that they be made public;
- **KL:** Draft announcement of Panel to be sent to the various mailing lists
- **All:** Comment on the draft skeleton for the Panel's first document
- **KL:** Produce LaTeX skeleton by 13Nov13
- **KL:** Produce Doodle for mid September for next Panel meeting