

ICFA Neutrino Panel Face-to-face meeting #2 (phone meeting #5) 17-Sep-2013 14:00 UTC

London	17-Sep-2013 15:00 BST	UTC + 01:00
Beijing	17-Sep-2013 22:00 CST	UTC + 08:00
Chicago ✓	17-Sep-2013 09:00 CDT	UTC - 05:00
Madrid	17-Sep-2013 16:00 CEST	UTC + 02:00
Mumbai	17-Sep-2013 19:30 IST	UTC + 05:30
Padova	17-Sep-2013 16:00 CEST	UTC + 02:00
Paris	17-Sep-2013 16:00 CEST	UTC + 02:00
Sao Paulo ✓	17-Sep-2013 11:00 BRT	UTC - 03:00
Seoul	17-Sep-2013 23:00 KST	UTC + 09:00
Tokyo	17-Sep-2013 23:00 JST	UTC + 09:00
Vancouver ✓	17-Sep-2013 07:00 PDT	UTC - 07:00
Wroclaw	17-Sep-2013 16:00 CEST	UTC + 02:00

Venue:

- **Teleconference:**

- Phone details (circulated);
- Skype

Present: J. Cao, D. Duchesneau, A. de Gouvea, K. Long, M. Maltoni, M. Mezzetto, N. Mondal (early part of meeting only), H. Tanaka

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

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

Main items for the meeting:

1. Sign off the draft note to community:
 - a. Distribution within regions/nations;
 - b. Should we pre-populate the mailing list with national/regional lists?
2. Progress on regional meeting purpose/agendas; and
3. Discussion of skeleton.

2. Notes on recent meetings and actions arising:

Notes of the previous meeting were accepted.

Actions:

- **All:** Generate a thumbnail biography for the panel WWW page;
 - **Stands:** Updates posted; several have yet to provide biog. All encouraged to provide brief biography.
- **DD:** propose venue and dates for the European Town meeting by the end of August 2013;
 - **Done.**
- **European members:** organise phone meeting to discuss the organisation of the European Town meeting;
 - **Done.**
- **KL:** Pass on corrections to WWW pages and ask that they be made public;
 - **Done.**

- **KL:** Draft announcement of Panel to be sent to the various mailing lists
 - **Done.**
- **All:** Comment on the draft skeleton for the Panel's first document
 - **In progress; agenda item.**
- **KL:** Produce LaTeX skeleton by 13Nov13
 - **On going.**
- **KL:** Produce Doodle for mid September for next Panel meeting
 - **Done.**

2. First community-consultation meetings:

- **Asia [October/November 2013]: TK, MS, SBK, NM, JC**
 - NM reported that registration was picking up slowly. JC commented that the details of the meeting are being organised. Two people will attend the meeting from China. It is anticipated that 50 or more people will be at the meeting. KL noted that SG will go and encouraged other Panel members to attend. HT said that he may be able to attend NNN but will miss the community meeting.
- **Europe [November/December 2013]: MMez, DD, MMal, MW, JS**
 - DD explained that the European town meeting will be held at Paris Diderot. The event is now advertised on the Panel's WWW page. DD explained that there had been discussion of a second town-style meeting at CERN in advance of the Panel meeting. It is believed that this meeting will not now take place and the European Panel members will now move forward to plan the details of the Paris meeting. DD agreed to organize a phone meeting by the end of September 2013.
- **The Americas [Jan/Feb (but before ICFA mtg) 2014]: HT, RF, SG, AdG, SZ**
 - HT reported that the Americas Panel members had been working on a letter to the community in the Americas to follow the general letter. The note will explain purpose of meeting. It is planned to form a local organising committee by inviting the leaders of the major collaborations to join the Panel members in defining the agenda. Logistics at FNAL are also being dealt with. Some minimal support required from FNAL/DOE, arranging for this is in hand.

3. Review of announcement email

All

- Second draft circulated. We agreed that:
 - The draft was OK with the one change, that the comma between "Paris" and "Diderot" be removed;
 - That KL would sign "on behalf of the Panel";
 - Panel members would distribute the email as widely as possible; and
 - It was reasonable to pre-populate the ICFA-Neutrino-Panel community list from national and regional lists.
- Two actions:
 - **KL:** circulate final text ...

- **All:** distribute letter far and wide.

4. Review of skeleton of Panel document

All

- The revised draft of the skeleton was discussed. No further changes were requested. KL now to turn into LaTeX skeleton.

5. DONM

- KL to Doodle for mid November

6. Discussion and AoB

- None.

Summary of actions:

- **KL:** Produce LaTeX skeleton by 13Nov13
- **KL:** circulate final text of announcement email
- **All:** distribute announcement email far and wide.
- **KL:** Doodle for mid-November for next Panel meeting