

ICFA Neutrino Panel Phone meeting #2a 07-Jun-2013 21:00 UTC

London	07-Jun-2013 22:00	BST	UTC + 01:00
Beijing	08-Jun-2013 05:00	CST	UTC + 08:00
Chicago	07-Jun-2013 16:00	CDT	UTC - 05:00
Madrid	07-Jun-2013 23:00	CEST	UTC + 02:00
Mumbai	08-Jun-2013 02:30	IST	UTC + 05:30
Padova	07-Jun-2013 23:00	CEST	UTC + 02:00
Paris	07-Jun-2013 23:00	CEST	UTC + 02:00
Sao Paulo	07-Jun-2013 18:00	BRT	UTC - 03:00
Seoul	08-Jun-2013 06:00	KST	UTC + 09:00
Tokyo	08-Jun-2013 06:00	JST	UTC + 09:00
Vancouver	07-Jun-2013 14:00	PDT	UTC - 07:00
Wroclaw	07-Jun-2013 23:00	CEST	UTC + 02:00

Present: J. Cao, D. Duchesneau, A. de Gouvea, K. Long, M. Shiozawa, H. Tanaka,

Present at 29May13 meeting: R. Funchal, S. Geer, T. Kobayashi, K. Long, M. Maltoni, M. Mezzetto, N. Mondal, J. Sobczyk, H. Tanaka, M. Wascko, G. Zeller

Apologies: S.B. Kim

Combined notes:

- Updates to notes on 29May13 meeting made following 07Jun13 meeting are in red.

1. Introduction and adoption of agenda

KL/All

- Introduction:
 - Principal objectives for this meeting:
 - To discuss and agree the terms of reference for transmission to ICFA for endorsement;
 - To initiate initial review of status quo and initial community consultation;
 - To discuss means of communication, WWW presence etc.; and
 - Date and venue of face-to-face meeting.
- Adoption of agenda:
 - The agenda was adopted.
- Drop box:
 - NM reported a problem with accessing the Drop Box related to the email address with which RF had invited him to join. **RF** will re-invite NM with the appropriate address.

2. Notes on 26th April 2013 teleconference and actions arising:

- Notes circulated:
 - Notes accepted.

- Actions:
 - Status of actions:
 - **All:** Generate a thumbnail biography for the panel WWW page;
 - Stands: we have not yet got the WWW presence;
 - **All:** Write a short note on you would like to see in the ToR by 10May13;
 - Done; agenda item.
 - **KL:** Assemble a first draft of the ToR by 17May13;
 - Done; agenda item.
 - **RF:** Prepare a drop box for intra-Panel communication;
 - Done.
 - **GZ:** Prepare a mailing list for communication among the Panel;
 - Done.
 - **KL:** Consult R. Rubinstein (ICFA secretary) on the creation of a Panel WWW page;
 - Done: we may have a page at FNAL. WWW page not yet set up. Agenda item.
 - **KL:** Make a Doodle poll for a phone meeting in the week of 28May13;
 - Done.
 - **MW:** Prepare a Doodle listing the summer conferences;
 - Done.

2. Discussion of Terms of Reference

All

- Two corrections agreed:
 - RF: modify text in pre-amble to avoid repetition of “set-up”;
 - JS: in paragraph 10, emphasis should be on international consultation to establish broad, international support for the Panel’s final report and recommendations:
 - We agreed to strike the words “three regional”.
- With these changes, there was consensus among those on the teleconference that the terms of reference were satisfactory. We agreed that **KL** would produce a revised draft and circulate in advance of the second phone call (07Jun13). The ToR would be finalized at the meeting on the 07Jun13 and then sent to ICFA for endorsement.
- **Combined, those at the 29May and 07Jun meetings agree to the ToR.**

3. Review of status quo and initiation of community consultation

All

Regional planning processes completed or underway:

- Europe:
 - The update of the European Strategy for Particle Physics is now complete and will be ratified by CERN Council at its meeting in Brussels this week.
- Japan:

- The KEK roadmap has been finalized (April 2013). The roadmap includes the strategy for Japanese participation in neutrino experiments.
- USA:
 - The Snowmass process is well underway and will culminate in a meeting at the end of July, beginning of August. The Community Summer Study document will then be considered by the “P5” panel that will produce the strategy for particle physics in the US, including the strategy for the neutrino programme.
- Canada:
 - The TRIUMF 5-year review of the Canadian particle physics programme is underway and is expected to complete in the near future.

Taking the timing of the regional reviews outlined above into account, **we agreed that:**

- A mailing list at FNAL will be set up to communicate with the international community. It would be set up in such a way that individuals would be invited to subscribe to the list. A number of list moderators would be used to ensure that frivolous registrations would not be permitted.
 - **Done: will be at list-server at RAL;**
- National and regional lists would be used while the international list was being populated and to ensure that the full community was contacted.
- In accordance with our draft ToR, we would organize a meeting in each of the three regions. The meetings would be organized by the regional representatives, possibly exploiting regional conferences or workshops that are already planned.
 - **All should try and go, on best efforts basis.**
- We agreed the following target dates for the three ICFA Panel community (town?) meetings:
 - Asia:
 - October/November 2013
 - Europe:
 - November/December 2013
 - The Americas:
 - January/February (but before ICFA mtg): 2014

Further, it was agreed that to initiate the preparation of the Panel's review of the status quo, **KL** would make a LaTeX skeleton for consideration at the Panel's next meeting.

- **Agreed to make the skeleton.**

4. WWW presence and communication

All

In the discussion we agreed:

- **KL:** will discuss with R. Rubinstein to identify WWW space for the panel and determine whether it might be possible for some support to maintain the pages could be provided by FNAL
- **KL:** will discuss at FNAL how a mailing list could be set up for the community to self-register.

- **21-29Jun is LP – so deadline to set this up is 20Jun13:**
 - **[Note: a deadline we missed. My apologies.]**

5. Date and venue of face-to-face meeting

MW

The Doodle poll produced by MW indicated that the largest presence of Panel members would be at NuFact13 (19—24 August 13, Beijing) and Snowmass (29 July 13 to 6 August 13). We therefore agreed that our first face-to-face meeting would be at NuFact13.

- We agree to making the face-to-face meeting at NuFact. We also agreed that it would be good to try to organize a face-to-face meeting at Snowmass on the Mississippi. Doodle is to include dates at Snowmass.
- We agreed always to have a teleconference option rather than to insist on Skype.

6. Date/venue of next meeting

All

We agreed that we would need another phone meeting in advance of the face-to-face meeting at NuFact to make sure arrangements for the three regional meetings were being made. **KL** will make a Doodle for July.

7. Any other business

- **KL:**
 - Following confirmation of the ToR and regional meeting target dates at the Panel's call on 07Jun13, KL would forward the ToR with a short covering statement to R. Rubinstein for transmission to ICFA. The covering statement will request that ICFA endorse the Panel's ToR.
 - KL had received a request for a presentation at the ICNFP (Crete, 28Aug—05Sep13). We agreed that **KL** would accept the presentation on the Panel's behalf and that we would agree who would make the presentation in due course.
 - **Deadline end of June.**
 - **[Another missed deadline. Need to pick this up.]**

Summary of actions:

- **All:** Generate a thumbnail biography for the panel WWW page;
- **RF:** Re-invite NB to Drop Box with appropriate address;
- **KL:** Produce revised ToR;
- **KL:** Produce skeleton for Panel's review of the status quo;
- **KL:** Negotiate WWW space for Panel at FNAL (if possible with support);
- **KL:** Negotiate FNAL based mailing list for community communication;
- **KL:** Make a Doodle for the Panel's third teleconference in July 13;
- **KL:** Accept invitation for Panel to make a presentation at ICNFP.
- **KL: Send existing thumbnail biog as a template.**