

# **EUDET**

## **Management Report**



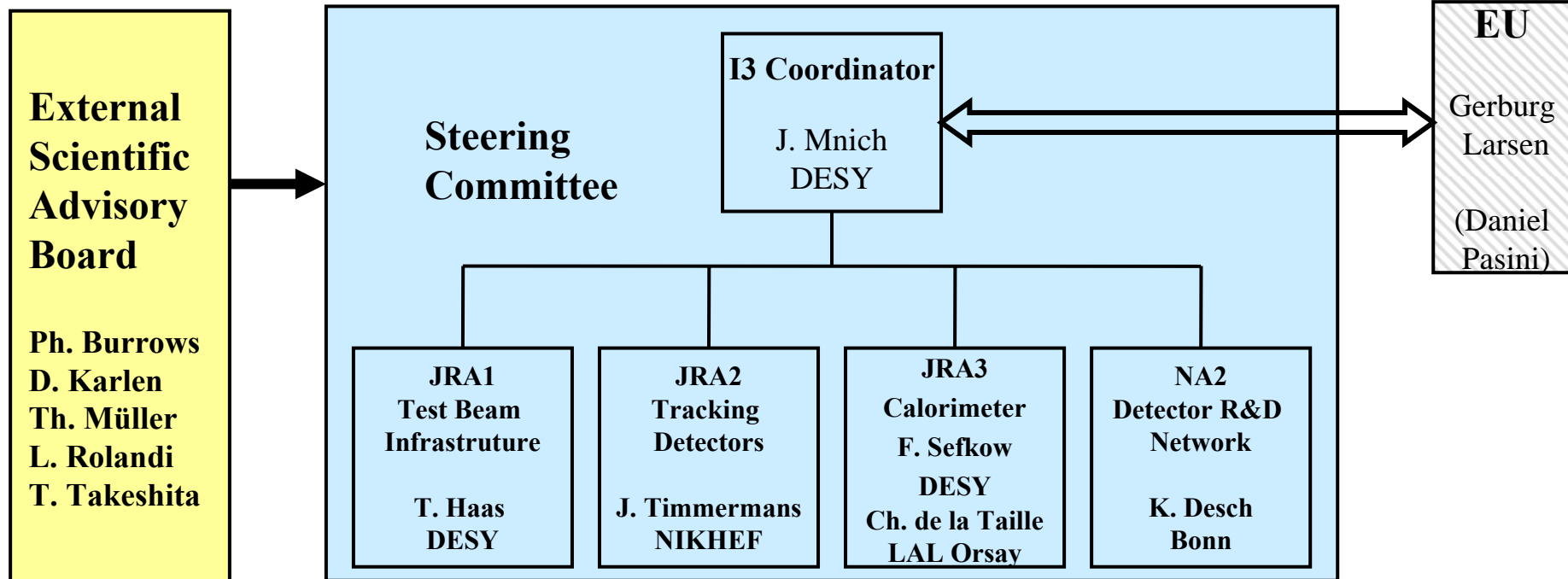
**Joachim Mnich**  
**EUDET Annual Meeting**  
**MPI Munich**  
**October 19, 2006**



### **Outline:**

- **Management**
- **EUDET news**
  - **contract amendment**
  - **reports and memos**
- **Transnational Access**
- **Financial issues**
- **Preparation Annual Report**
- **2006 Milestones and Deliverables**

# EUDET Management



European members form  
Selection Board for TA

- Scientific Assistant to help the coordinator
- Task leaders have been assigned for the various work packages

# Coordinator



## Selected action items in 2006:

- **March:** final contract
- **April:** reception of 1st Instalment
- **May (11/05):** distribution of 1st Instalment
  - **little problem: no reason of transfer specified, will be fixed**
- **July:** preparation of Contract Amendment
  - **meanwhile approved (see below)**
- **Preparation of Annual Report has started (see below)**

## Acknowledgements:

- **DESY EU office: Nina Dahlke & Ute Krell**  
**immeasurably important help**
- **Karsten Büßer: advisor and temporary Scientific Assistant**

## Scientific Assistant:

- **position not yet filled**  
**2 selected candidates declined offer**
- **still hope that we can fill the position soon...**

# Steering Committee



- **Bi-weekly telephone meetings**
  - including short minutes
  - will be put on protected web page (once existing)
  
- **Preparation Kick-off and Annual Meeting**
- **Approval of reports**
- **Contact to ESAB**
  - **L. Rolandi as ESAB chair is participating in the phone meeting**
  
- **Management web pages**
  - introduction, lists of committee members
  - for none-public stuff (minutes, budgets, etc.) still use old pwd protected area at <http://www-flc.desy.de/eudet/>
  - will be changed soon
  
- **e-mail lists**

# Miscellaneous



- **Agenda of EUDET meetings**
    - **INDICO category created at <http://ilcagenda.cern.ch/>**
      - **Detector Design & Physics Studies**
      - **Detector R&D collaborations**
    - or go directly to <http://ilcagenda.cern.ch/categoryDisplay.py?categId=85>
  
  - **Should be used for all EUDET related meetings**
    - **e.g. the Annual Meeting**
    - **or JRA meetings**
- to have all agendas, talks, documents etc. at one place**

# Contract Amendment



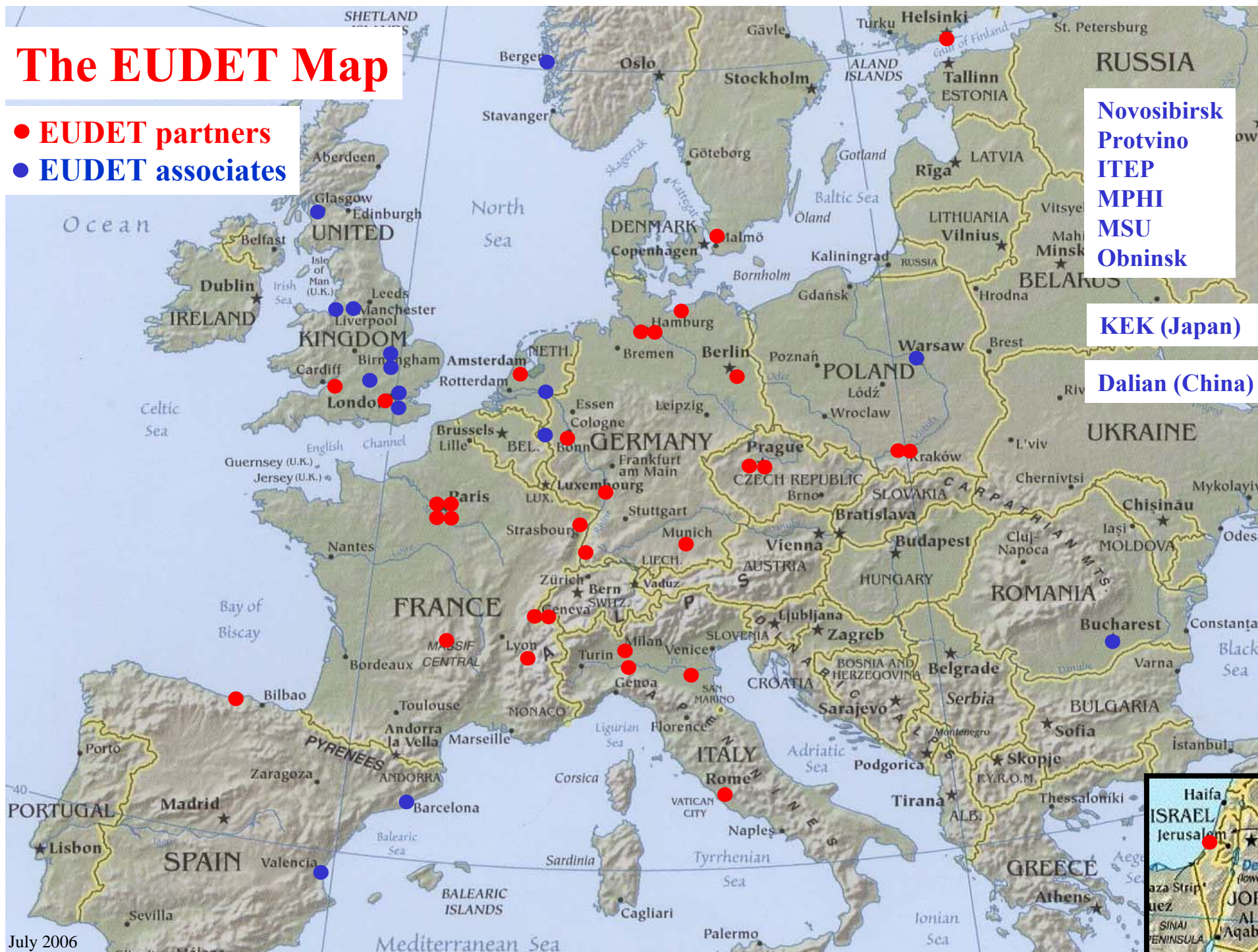
- **Request for contract amendment:**
  - **approved by EC**
  - **relevant documents on the web and copies of signed letters & Annex-1 pages on web page**
  
- **Two issues:**
  - **transfer of funds from ALU-FR to UBONN**
  - **addition of three new associates:**

Organisation (name, city, country)	Short name	Associate to	Short description	Specific role in the I3
IFIN-HH Bucharest, Romania	IFIN	DESY	Romanian research institute.	Participation in NA2, JRA2.
Warsaw University, Poland	UWAR	DESY	Polish university.	Participation in NA2, JRA1.
Dalian University of Technology, Dalian, China	UDAL	CNRS/IN2P3	Chinese university	Participation in JRA1.



# The EUDET Map

- EUDET partners
- EUDET associates



July 2006

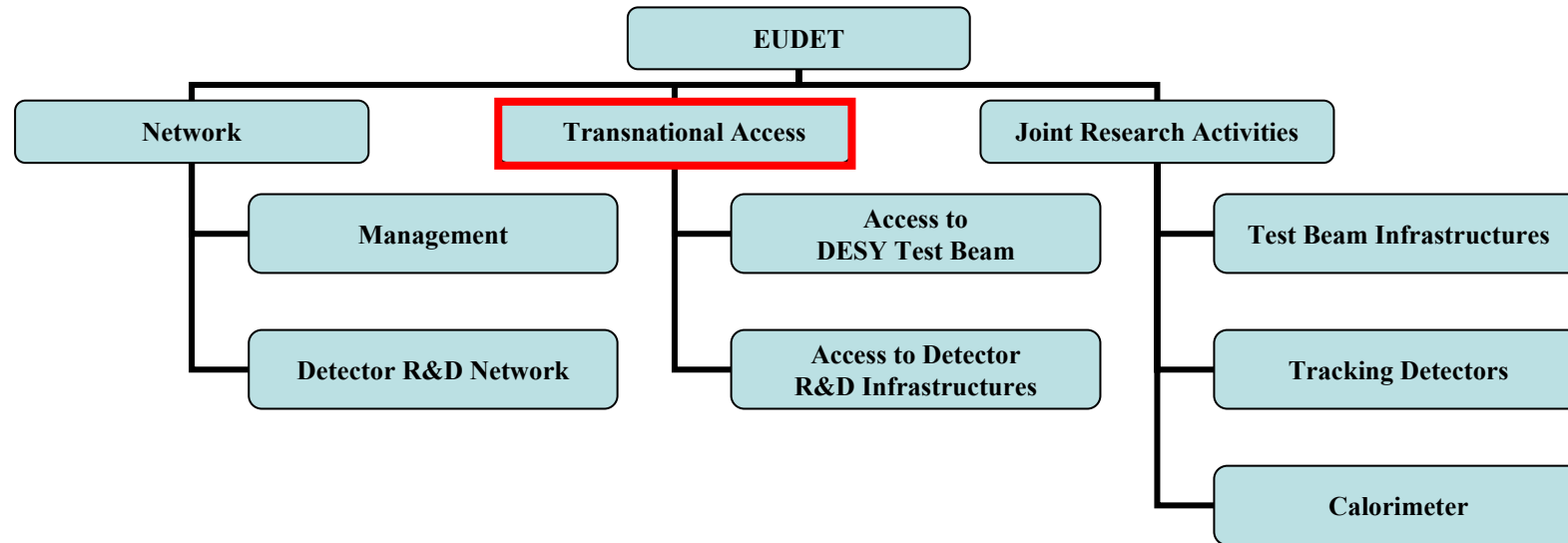


## EUDET Reports and Memos

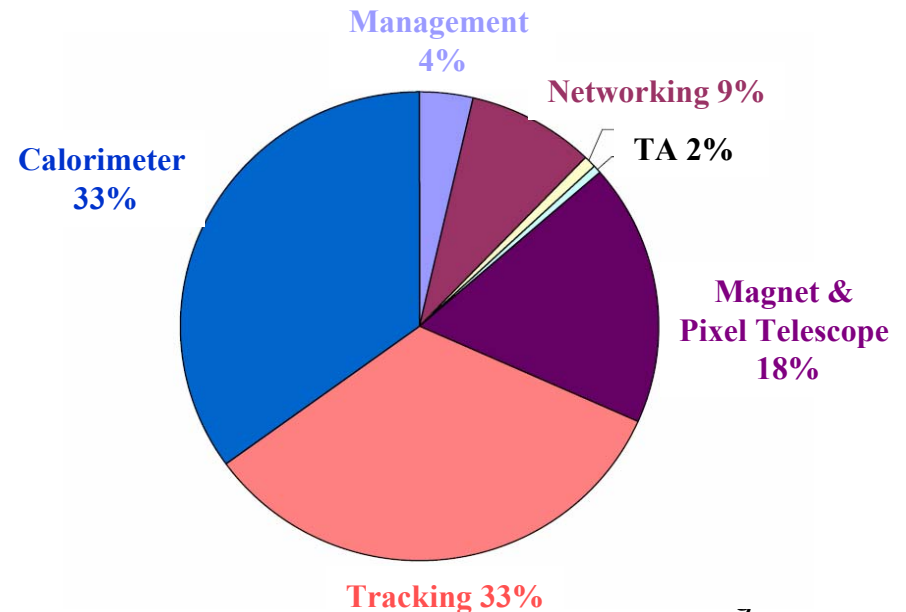
- For internal communication and dissimulation of knowledge (part of the project)
- System set up à la EUROTeV
  - EUDET Memo  
not refereed, for internal communication
  - EUDET Report  
to be agreed by people involved and the Steering Committee for papers, conference proceedings
- Latex & MS Word templates prepared
- For more info and examples see  
[http://www.eudet.org/newdesign/eudet\\_index.htm](http://www.eudet.org/newdesign/eudet_index.htm)
  
- Will be incorporated in the LC note system
- Please use the system and encourage people to write-up EUDET related matters
- We should 'produce' a respectable number of documents
- **Status October 2006: 3 EUDET Reports, no EUDET Memo yet**



# Transnational Access



- **Transnational Access is a mandatory component of an Integrated Infrastructure Initiative like EUDET**
- **Consists only small part of budget (2%) but as important as Networking and JRAs**
- **We must take it very, very serious → needs your collaboation**



## TA Details from Annex I

Participant number	Organisation short name	Short name of infrastructure	Installation		Operator country code	Cost model for access	Unit of access	Unit cost (€)	For the whole duration of the project		
			Number	Short name					Min. number of access to be provided	Estimated number of users	Estimated number of projects
1	DESY	DESY-TB	1	DESY-TB	DE	UF	TB-week	2300	36	40	8
1	DESY	DRD-INF	2	BTELE	(DE, FR, NL, CH)*	UF	Exp-week	0	6	18	6
			3	TPC				0	11	33	11
			4	SI-TPC				0	5	15	5
			5	SI-STRIP				0	5	15	5
			6	CALO				0	3	9	3

\* The rules of Transnational Access are applied with respect to the location where the installation is used.

- **As of 2006: promised to provide weeks per year of the DESY test beam in several, smaller projects to be credible**
- **As of 2008: TA2 exploitation of the infrastructures we have built**
- **Note: TA2 can be organised at different places (DESY, CERN, NIKHEF, CNRS, ...)**
- **For all TA projects: they do not have to be related to EUDET any physics or other scientific project would be fine (see below)**

# Who is eligible for TA?

- **All European Research Groups**
  - i.e. institutes from all EU member states & countries associated to FP6 (CH, Norway, Israel,...)**
    - **country is defined by affiliation of group leader**
    - **country must be different from location of infrastructure**
      - e.g. German groups are not eligible for TA to DESY testbeam**
- **Movable infrastructures of TA2: host country defined by place of use**
  - e.g. group from Bonn could use Si-TPC in CERN testbeam**
  
- **Not only EUDET related research**
  - on contrary, EC would like to see widely spread user community**
  - But all HEP and other physics applications**
  
- **We have to make some advertisement for this**
  - **among colleagues at your university**
  - **web**
  - **...**
  
- **Your help is needed here!**

# How to make TA?

- More detailed explanations and forms can be found on (under construction)  
[www.eudet.org](http://www.eudet.org) → TA1
- TA1: Reserve testbeam time on DESY web page  
[http://www.eudet.org/newdesign/eudet\\_index.htm](http://www.eudet.org/newdesign/eudet_index.htm)
- Write a short proposal 3-4 pages
  - scientific background, does not have to refer to EUDET
  - what do you want to measure
  - how long: in units of weeks, typically 1 - 3 weeks
  - name of group leader and how many people to be supported, typically 2-4
- Proposal will be evaluated by Selection Board (= European Members of ESAB)
- A few weeks before access
  - group Leader should fill and sign *Application for Travel Reimbursement*
- After access
  - All people need to fill DESY travel forms
  - An evaluation form must to be filled
- Collection of related publications and notes for the Annual Report

# TA1 Status 2006

- **2 projects in 2006**
  - **SiW calorimeter**  
Goetz Gaycken et al.  
4 people, 2 weeks
  - **Si-TRA**  
Zdenek Dolezal et al.  
4 people, 2 weeks

→ **Only 4 out of 9 weeks  
must improve next year!**

## Request for testbeam of new Silicon Tungsten calorimeter at DESY

*School of Physics and Astronomy, University of Birmingham, Cavendish Laboratory, Cambridge University ,  
Laboratoire de Physique Corpusculaire – Clermont, Kangnung National University - HEP/PD - Kangnung ,  
Department of Physics, Imperial College London, Department of Physics and Astronomy, University College  
London , The Department of Physics and Astronomy, The University of Manchester, Department of Physics -Mc  
Gill University - Montréal , Laboratoire de l'Accélérateur Linéaire - Orsay , LLR - Ecole Polytechnique - Palaiseau  
Charles University - Prague , Institute of Physics, Academy of Sciences of the Czech Republic - Prague*

**UNIVERSITE PIERRE ET MARIE CURIE** , LPNHE-Universités de Paris 6 et 7/IN2P3-CNRS

Tour 33, Rez-de-Chaussée, 4, Place Jussieu, 75252 PARIS-Cedex 05, FRANCE

Paris, May 9, 2006

**Request for a test beam at DESY for SiLC R&D Collaboration**

- **Proposed action item:  
advertisement for TA in newspapers, e.g. CERN Courier**



# Annual Report 2006



**It's time to start worrying about the Annual Report 2006**

- **The AR will contain scientific and financial reporting**
- **Nina Dahlke and JM have set up a web page with guidelines, forms, templates, schedule, etc. at**

**<http://www-flc.desy.de/eudet/AnnualReport2006/AnnualReport2006.html>**

**(still on old pwd protected EUDET page)**

- **Please have a look to all documents on this page now**
- **Show them to and discuss it with your administration now**
- **Come back to us as soon as possible in case there are questions or problems**
- **For details see Nina Dahlke's talk at the IB**

# Annual Report 2006

Version 08-08-2006



## Time schedule:

## Time Schedule 1<sup>st</sup> Annual Report EUDET

- **Deadline: 15.02.2007**
- **Scientific part through task leaders & coordinators**
  - **EUDET memos**
  - **Inquiry form**
  - **New implementation plan**
- **Financial part through institutes (IB members)**
  - **Appendix 1 & Form C needed in January 2007 !!!**
  - **Update 6-month budgets**
- **Start writing memos right after the Annual Meeting**

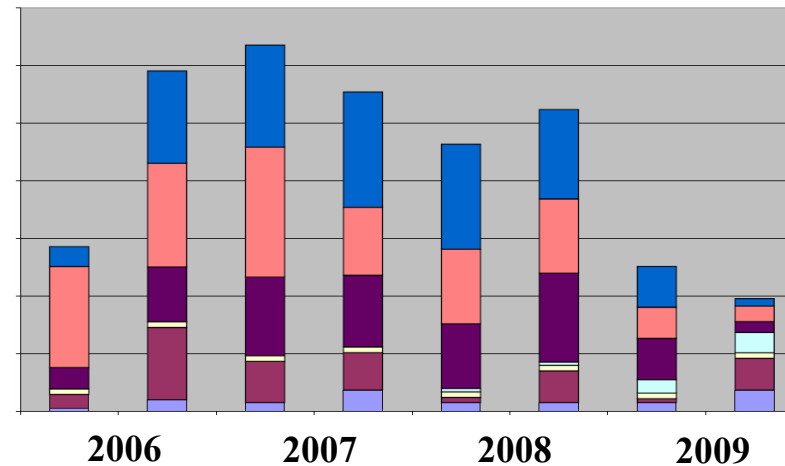
<b>Coordinator to European Commission</b>	Annual Report sent to EU	<b>15. Feb 07</b>	←
<b>each Partner to Coordinator</b>	Final feedback to Report	31. Jan 07	
<b>each Partner to Coordinator</b>	Form C signed and arrived at Coordinator; final electronic version Appendix I and Form C	31. Jan 07	←
<b>Coordinator to Institute Leaders &amp; Task Leaders</b>	Final Version of the Annual Report incl. Appendix I and Form C	24. Jan 07	
<b>each Partner to Coordinator</b>	Feedback to Report	12. Jan 07	
<b>each Partner to Coordinator</b>	draft electronic Version of Appendix 1 (Justification of Cost) and Form C	08. Jan 07	←
<b>Coordinator to Institute Leaders &amp; Task Leaders</b>	First Version of the Annual Report	18. Dez 06	
<b>Coordinator to Institute Leaders &amp; Administrative Responsible</b>	2. Call for Appendix 1 & Form C	18. Dez 06	
<b>Coordinator to Delegates &amp; Administrative Responsible</b>	1. Call for Appendix 1 & Form C	06. Dez 06	
<b>Task Leaders to Coordinator</b>	per Task: Progress Report & achieved deliverables, milestones, publications; changes in implementation plan, deliverables & milestones for the remaining months; highlights; 18-months implementation and financial plan	06. Dez 06	
<b>Task Participants to Task Leaders</b>	Input for Progress Report and EUDET memos and reports	22. Nov 06	
<b>Task Leaders to task participants</b>	2. Call for Task Input for the Progress Report (incl. changes of implementation plan, deliverables, milestones, 18-months plan, publications)	13. Nov 06	
<b>Task Leaders to task participants</b>	1. Call for Task Input for the Progress Report (incl. changes of implementation plan, deliverables, milestones, 18-months plan, publications)	02. Nov 06	

↑  
time



# Financial Issues

- **1<sup>st</sup> Instalment received and distributed to all partners in May**
  - calculated as 80% of the requested EU funds for
  - the first 18 months as specified in Annex I
- **At the end of 2006 we should have spent 70% of this 1<sup>st</sup> Instalment**
  - i.e.  $0.8 \times 0.7 = 56\%$  of the 18 months request
  - integral over the whole project
- **This will be reported in the AR 2006**
- **2<sup>nd</sup> Instalment from Brussel follows only after 70% threshold is passed**
- **EUDET problem:**  
due to our time profile we would have to spend > 96% of the 2006 request
- **very little chance to succeed...**





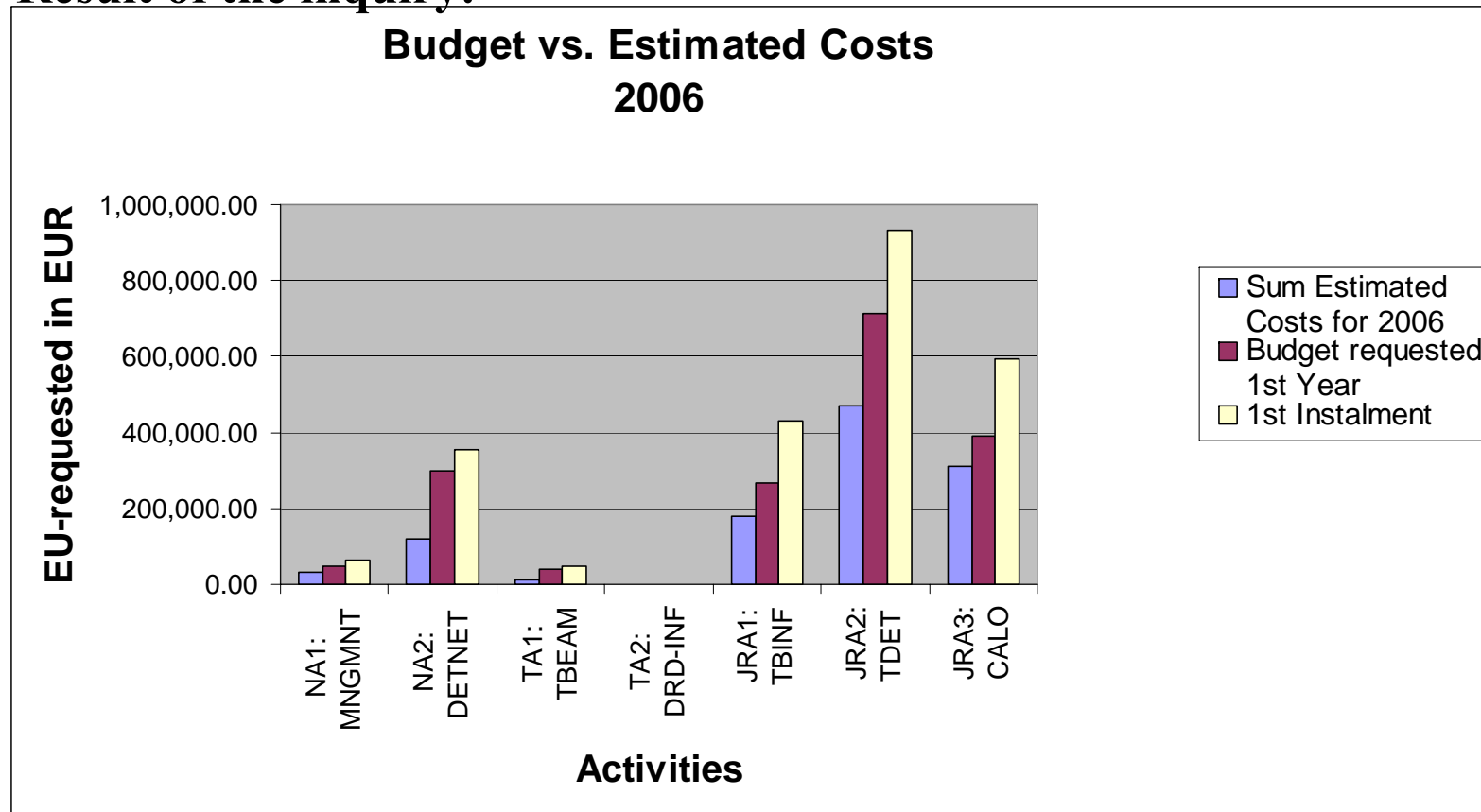
## Financial Issues

- **What happens if we spend < 70% of the 1<sup>st</sup> Instalment?**
  - write management finance report early 2007
  - delay of 2<sup>nd</sup> Instalment until 70% threshold passed
  - **BUT we do not loose any money!**
  
- **Worst case scenario is if some (smaller) partners run out of money next spring, e.g. to pay the hired Ph.D. student or postdoc we'll find a solution for such cases**
  
- **What you should do to reduce the problem:**
  - Hire and pay your EU personnel in time
  - Pay invoices quickly, i.e. in 2006
  - **BUT do not panic and spend money uselessly!**
  
- **Inquiry on estimated expenditures in 2006:**
  - aim of  $\approx 10$  % accuracy to see how big the problem is
  - thanks for your input



# Financial Status 2006

## Result of the inquiry:



### Total EUDET:

First Instalment: 2.42 M€

Request for 2006: 1.76 M€

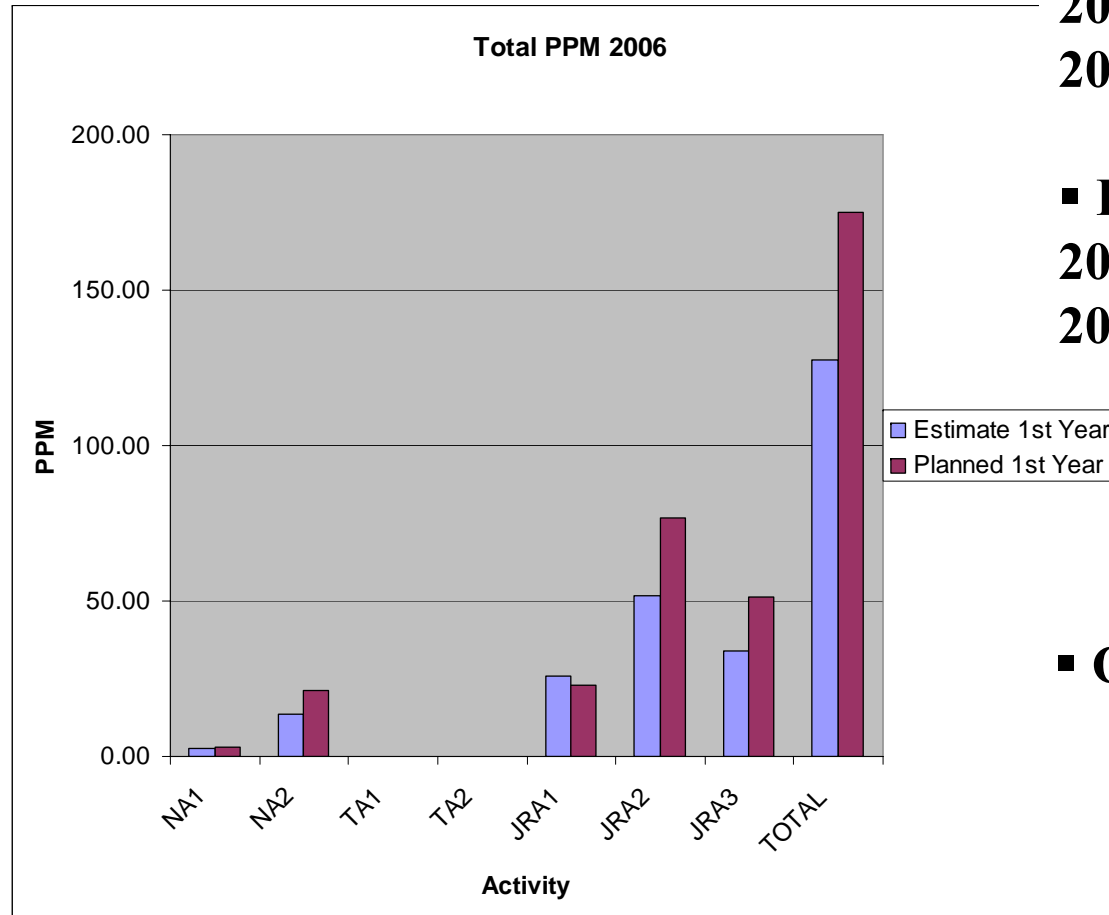
Estimate 2006: 1.12 M€ = 46% of 1st Instalment  
= 64% of request 2006



# Financial Status 2006



- Main reason for underspending:  
difficulties to hire personel



- EUDET total:

2006 request: 175 ppm

2006 estimate: 128 ppm (=73%)

- Example DESY:

2006 request: 28.5 ppm

2006 estimate: 12.5 ppm

- Other important reasons:

- depreciation

- travel associates

# Milestones 2006



- **2006 is already an important year for EUDET**  
**Several milestones and deliverables**  
**to be addressed here at Munich and in Annual Report:**

## **NA1: management:**

- **February: Kick-off Meeting** **done**
- **October: Annual Meeting (IB, SC)** **ongoing**

## **NA2: Detector R&D Network**

- **October: 1<sup>st</sup> stage computing network**
- **October: Annual Scientific Workhop** **ongoing**
- **December: 1<sup>st</sup> version of electronic information system**

## **JRA1: Testbeam Infrastructure**

- **September: Prototype 1 of small digital chip**
- **December: Magnet available**

# Milestones 2006



## JRA2: Tracking Detectors

- **December:** TPC preamp prototype board
- **December:** TimePix operational

## JRA3: Calorimeters

- **September:** HCAL VME test stand
- **October:** Concept review of all tasks
- **December:** ECAL mechanics concept
- **December:** TECH1
- **December:** ASIC prototype DHCAL

# Deliverables 2006



Activity	Deliverable Nr.	Deliverable title	Workpackage /Task Nr.	Lead Contractor(s)	Delivery date	Nature
JRA1	JRA1-D1	SDC prototype 1	C	CNRS-IReS	9	Prototype
NA1	NA1-D1	1 <sup>st</sup> Annual Report		DESY	12	Report
NA2	NA2-D1	Version 1.0 of electronic information system	C	TAU	12	Web page
NA2	NA2-D2	Proceedings of 1 <sup>st</sup> EUDET workshop	F	DESY	12	Report
JRA2	JRA2-D1	Preamplifier prototype	A	CERN,ULUND, UROS	12	Hardware
JRA2	JRA2-D2	TimePix chip	B	CERN,FOM/NI KHEF	12	Prototype
JRA3	JRA3-D1	Conceptual report	A,B,C,D,E	DESY,CNRS-LAL	12	Report
JRA3	JRA3-D2	DHCAL ASIC	E	CNRS-LAL	12	Prototype

# Conclusions



- **EUDET management structures in place and operational**
- **Problems getting Transnational access started**
- **Delays in spending money**
  - **difficulties in hiring new personnel**
  - **needs our full attention, e.g. get your EUDET invoices paid quickly!**
- **Start preparing Annual Report**
  - **write memos on project progress**
  - **look at documents in**  
<http://www-flc.desy.de/eudet/AnnualReport2006/AnnualReport2006.html>  
**and discuss with your administration**



# Financial Issues

- **Include overheads (indirect costs) in your estimates**
- **Annual Report and today's overview 4 cost categories:**
  - **Personnel**
  - **Travel**
  - **Consumables: full cost can be accounted**
  - **Durable Equipment: only annual depreciation**

**Consumables** usually relate to the purchase, fabrication, repair or use of any materials or goods and software which:

- are not placed in the inventory of durable equipment of the contractor;
- are not treated as capital expenditure in accordance with the accounting conventions and policies of the contractor.
- have a short life expectancy, certainly not greater than the duration of the work under the contract.

The full price is eligible.

**Durable Equipment:** As a general rule, durable equipment should be recognised as an asset when it is probable that the future economic benefits associated with the asset will flow to the organisation and the cost of the asset can be measured reliably. Equipment is recorded in the company's inventory.

Equipment used on the project should be accounted for in accordance with the normal depreciation rules of the contracting organisation.

Only the depreciation accumulated during the project period is eligible.

- **Extract from financial guidelines**
- **You find it in the AR templates**

**Keep in mind your local depreciation rules!**

# Financial Issues



- **The numbers:**

▪ <b>Total EU request:</b>	<b>7 000 000 €</b>	
▪ <b>EU request for 2006:</b>	<b>1 756 544 €</b>	
▪ <b>1st instalment:</b>	<b>2 419 243 €</b>	
▪ <b>70% threshold:</b>	<b>1 693 470 €</b>	<b>= 96.4 % of 2006 request</b>