

HiggsTools
Supervisory Board Meeting
4 April 2014



higgstools

Agenda

- Consortium Agreement
- Recruitment
- Training
- Secondments
- Communication and webpages
- Future Meetings of SB (twice per year)
- Discussion

Consortium agreement

- Agreed in Annex to have a Consortium Agreement
- Two drafts circulated
- Third draft about to be circulated

Recruitment: Criteria for selection

- First level
 - Eligible
 - Academic quality of candidate
 - Evidence of commitment to subject
 - Fit with the specific ESR position
 - Satisfactory recommendation letters
- Second Level
 - Must have satisfactory interview (Rebuzzi, Glover + supervisor)

Process - agreed

- Supervisors to be proactive in
 - Encouraging applications
 - Identifying candidates they are interested in **and** those they are not interested in who have chosen their node
- Action NG: show eligibility on web page/chosen/pool/rejected
- Arranging skype interviews
- Agreed recruitment date: date start work

Person Specification - agreed

1. The successful candidates will have an excellent academic record in physics and related studies
2. A keen interest in pursuing research in experimental or theoretical particle physics and in particular relating to Higgs physics.
3. Demonstrable ability to work independently, and as members of a research team.
4. Excellent interpersonal and communication skills.
5. They will play a role in maintaining the host Institute as a world-class centre of particle physics research and be active members of the HiggsTools FP7 ITN.

Responsibilities - agreed

1. Perform research related to Higgs Physics under the supervision of the chosen supervisory team.
2. Meet the members of the supervisory team on a regular basis.
3. Participate in the activities of the Network as specified in the Grant Agreement and/or required by the node coordinator. This includes secondments to other network nodes and private sector partners and taking part in the network meetings and in the training activities.
4. Write up the results of the research activity and present research papers and publications at meetings and conferences, as advised by the supervisors.
5. Widen the personal knowledge in the research area and undertake complementary training.
6. Keep records of the activities, such as secondments, visits, leave of absence.

Future Actions - agreed

- Construction of ESR booklet
 - Action FK: construct template and circulate by Wednesday 16 April
 - Action ALL supervisors: send appropriate text (in ascii) for 3 page summary + page about supervisor
 - 2 pages from partners – email to Dave.
 - Also CERN, Wolfram, Shell
 - EVERYTHING TO BE DONE BY 23 April
- Other actions
 - Extend the deadline: one month at time
 - Text advert – inspire, slac, ATLAS, loops+legs, lhphenonet
 - Skype/Phone meeting end June
 - Fix private part of web page with link to applications
 - When jobs filled but extra column on web page
 - Commit to doing best to fill all positions by “1 October”

Secondments - agreed

- Research Training partners
 - Procedures for visiting students to be clarified by supervisor and host node (including time period)
- Private Sector Partners
 - Supervisors to very strongly encourage ALL ESR to do this
 - Discuss at first ESR meeting in January

Communication and webpages - agreed

- Email lists – node coordinators, supervisors
 - Node coordinators responsible for communicating with the rest of their node
- Webpages
 - Restricted area with key documents (etc)
- Publications
 - only those that acknowledge funding and relate to Higgstools workpackages/milestones
 - to be entered by supervisors (NG to write instructions)
 - News items – to be sent to me in almost final form with images
 - e.,g. participation/talks by ESR
 - Collect pdfs of public presentations
 - Events – only enter if relevant to HiggsTools
 - Content for web page to be sent to NG

Future Meetings - agreed

- Next meeting Sep/Oct
 - Date to be canvassed
- Video conferencing system vidyo
- Network-wide journal club

Discussion - agreed

- Cat 3 budget:
 - Have some plan for how you spend the cat 3 budget
 - E.g. UK node
 - 1800/month -> reserve 800 training.
 - Theory: 32 months -> 32000
 - ATLAS : 24 months -> 24000
 - CMS: 24 months -> 24000
- 10 page node descriptions – ACTION send updated version as soon as possible and end April at latest.
- Questions for PO. Send to me by end of next week. I will circulate week after.

Training - agreed

	Main Training Events & Conferences	Length (Days)	Lead Institution	Project Month (estimated)
1	Kick Off Meeting	2	UDUR	3
2	First Young Researchers Meeting	3	UDUR	12
3	First Annual Meeting	3	ALU-FR	15
4	Summer School 2015	5	DFTTO	18
5	Second Young Researchers Meeting and Mid-Term Review	3	CERN	21
6	Second Annual Meeting	3	UGR	27
7	Summer School 2016	7	ETH	30
8	Third Young Researchers Meeting	3	DESY	33
9	Third Annual Meeting	4	DFTTO	39
10	Summer School 2017	6	UGR	42
11	Final Network Meeting and Fourth Young Researchers Meeting	5	UDUR	45

Training - agreed

- ESR meeting in early January (preferably after Jan 6)
- Certificate of attendance with indication of amount of effort for each training event.
- Annual Meeting in ALU-FR March/April 2015
 - Attendance 50-80
 - Markus to circulate dates (send clashes to Markus)
 - Markus involve HiggsTools boards in programme
 - Must have outreach event (start thinking now – be creative)
 - Summer School in Italy organised by DFTTO
 - End June 2015
 - Attendance ~40
 - Training Board act as scientific advisors