



SHiP

9 February 2015

**Minutes of the 2nd SHiP Country Representatives Board  
(Napoli, 9 February 2015)**

**Present:**

R. Tsenov (Bulgaria), H. Dijkstra (CERN), J. Chauveau (France), H. Lacker (Germany), W. Bonivento (Italy), M. Komatsu (Japan), N. Polukhina (Russia), V. Shevchenko (Russia), N. Serra (Switzerland), A. Murat Guler (Turkey), M. Campanelli (UK), M. Titov (Ukraine), E. van Herwijnen (interim Chairperson), A. Golutvin (interim Spokesperson), R. Jacobsson (CERN local contact person)

**Excused:**

R. Brenner (Sweden)

**1. Minutes of the previous CRB meeting.** E. van Herwijnen, Interim Chairperson of the Country Representatives Board.

The minutes of the CRB of 15 December 2014 were approved.

**2. Timeline of the Technical Proposal.** A. Golutvin, Interim Spokesperson.

The following schedule was agreed on:

- Draft of the entire TP (to check consistency) before the Naples meeting: 9 February
- ‘Real’ draft for reading by the working groups: 20 February
- ‘Final’ draft for reading by the collaboration: 3 March
- Document for submission to the SPSC: 31 March

After each draft, there will be 10 days to submit comments. Experts will be solicited for helping with the editorial process.

We are looking for a country that is willing to produce 100 bound copies of the TP. We also need someone to design the cover page.

**3. Technical Proposal authorlist**

- The up to date authorlist can be found at the following URL: <http://ship.web.cern.ch/ship/Constitution/Minutes/groups-members.pdf>
- CERN non –PH department authors have been added.
- Kiev authors have been added (see point 4).
- Everyone (staff or Ph.D. student) belonging to a member institute who contributed to the TP may be added as an author. Contributors belonging to a non-member institute will be acknowledged if they are proposed in writing to the Spokesperson or CRB Chairperson with a sentence containing the acknowledgment.

#### **4. Admitting new institutes to the collaboration**

As agreed at the previous CRB, the Kiev group, having written a request to join, was admitted to the collaboration. M. Titov gave a presentation of the group (slides: <https://indico.cern.ch/event/355048/contribution/9/material/slides/17.pptx>).

The procedure for admitting new institutes to the collaboration is the following:

- The representative of an institute wishing to join the collaboration should make a request in writing to the CRB delegate of its country.
- In the case that the institute is the first of its country to join, the request is sent directly to the CRB Chairperson.
- The CRB delegate sends a request for the institute to join to the CRB Chairperson at least 3 weeks before a CRB meeting.
- The request is circulated among the CRB members 2 weeks before the CRB meeting.
- The representative of the institute is invited to the CRB to give a presentation.
- The CRB will vote (50% majority of people present, following the voting rules defined by the constitution; no quorum required).
- The names of members of newly admitted institutes will appear on SHiP publications 6 months after their admission.
- Names of members of institutes that leave the collaboration will remain on SHiP publications until 6 months after departure of the institute.

The Chairperson reminded the delegates that in the case of Associated Membership, Member Institutes should propose Associated Member candidates in writing to the Chairperson of the CRB.

#### **5. Conference talks**

W. Bonivento has agreed to be the contact person for conference talks. A mailing list will be created for advertising available talks and a twiki page will be created for speakers to post draft versions of their presentations and proceedings.

#### **6. Draft MoU**

The CERN management has informed us that to become part of the MTP we need (besides SPSC approval) to show that a MoU is in preparation and that some countries/institutes will sign. A draft MoU (following the guidelines from the CERN legal service) has been prepared and can be accessed at the following URL: [http://ship.web.cern.ch/ship/Constitution/MoU/SHiP\\_MoU\\_draft4feb2015.pdf](http://ship.web.cern.ch/ship/Constitution/MoU/SHiP_MoU_draft4feb2015.pdf).

Members of the CRB are invited to read this document and to send the names of the funding agencies (Annex 2) and other comments to the Chairperson. The MoU will be rediscussed at the next CRB meeting.

#### **7. Chairperson of the Country Representatives Board**

At the previous CRB meeting (15 December 2014) E. van Herwijnen was nominated as interim Chairperson of the CRB with a mandate to set up a search committee for the CRB Chairperson and to organise the election process. The process will be via suggestions by CRB members after which a list of candidates will be circulated. The election will follow the rules

outlined in the interim Constitution. However, it was agreed that E. van Herwijnen will continue as interim Chairperson until the approval of SHiP by CERN.

#### **6. AOB**

It was agreed that we should continue the tradition of 3 yearly collaboration meetings with 2 at CERN and 1 outside. Institutes that would like to organise next years' collaboration meeting outside CERN should contact the CRB Chairperson. It will be discussed at the next CRB meeting on July 1<sup>st</sup>.

Next SHiP collaboration meetings at CERN: 1-3 July, 7-9 October 2015.

There being no further business, the Chairperson closed the meeting.