

EUROPEAN STRATEGY PREPARATORY GROUP

Minutes of the seventh meeting held on
Monday, 20 April 2012

Present: R. Aleksan, P. Braun-Munzinger P. Chomaz, C. De Clercq, K. Desch, M. Diemoz, K. Huitu, P. Jenni, M. Krammer, P. McBride, T. Nakada (Chairman), E. Tsesmelis (Scientific Assistant), D. Wark, A. P. Zarnecki, F. Zwirner

Apologies: Y. Kuno

1. PROCEDURE

The minutes of the sixth ESG meeting (ESPG 2012-003 / ESG 006) were approved.

2. THE OPEN SYMPOSIUM

A visit to Krakow was made by the ESG Chairman and Scientific Assistant on 19-20 March. They visited both the venue for the Open Symposium (Auditorium U2 of the Didactic Centre of the AGH UST) and the venue for the meetings of the ESG and ESG at IFJ PAN. The Auditorium U2 has a seating capacity for about 500 persons, while the venue at IFJ PAN seats comfortably all members of the ESG and ESG.

The following issues were raised for Auditorium U2 and which will require further attention:

- Ensure WiFi capacity is adequate for participation at capacity.
- Install laser pointer for projecting on all screens in the auditorium.
- Given the capacity of the auditorium, it was considered prudent to have a second (smaller) auditorium available in case of overflow. A live feed will be available of the event in the reserve auditorium.

The Committee considered the Web-site and poster for the Open Symposium. The ESG provided much feedback in the lay-out and composition of the Web-site and poster and made many pertinent proposals. In general, although the information was considered to be complete, the ESG considers the fact of the event being organized and being under the aegis of the ESG and the ESG was not duly indicated and acknowledged. A clear distinction should be made between the scientific organization and the local organization of the event. The ESG asked the local organizers in Krakow to take into account these comments and to produce new version of the Web-site and poster. *After the meeting, a revised Web-site and poster for the Open Symposium were produced and were used in the communication to the community for opening the registration for the symposium. The revised Web-site (and eventually the poster) is available at <http://espp2012.ifj.edu.pl/>*

The ESG also discussed the provisional scientific programme (with the names of the speakers). It was decided that all speakers would have their registration fees waived, and financial support will be sought for this. The programme may be consulted at <https://indico.cern.ch/conferenceDisplay.py?confId=182232>

Guidelines for the presentations should include the list of topics included in the Briefing Book, the latest version of which was discussed at the March 2012 session of the ESPG and is available at

<http://indico.cern.ch/getFile.py/access?contribId=4&resId=1&materialId=0&confId=165297>

The ESPG also discussed the appointment and functions of the Scientific Secretaries. There would be one Scientific Secretary per session and they will be charged with taking note of the scientific deliberations and with assisting in obtaining all presentations. They should be at a level of experience and seniority just below that of the speaker and would contribute to the preparation of the Briefing Book for that session. Registration fees would be waived for the Scientific Secretaries and financial support will be sought to cover this.

A ‘virtual poster session’ will also be organized as a part of the Open Symposium. This session will consist of one slide being prepared by members of the community that will bring across elements of specific statements and points to be made for the strategy. The slide will not be presented in the plenary sessions but will be uploaded to the Open Symposium Web-site for access by the community.

3. TABLE OF CONTENTS FOR THE BRIEFING BOOK

The Chairman reminded the members of the ESPG that the Table of Contents of the Briefing Book should be concluded by the June 2012 session of the ESPG so that it can be presented to the ESG at its session on 19 June. The latest version of the Table of Contents, as discussed at the March 2012 session of the ESPG, is available at

<http://indico.cern.ch/getFile.py/access?contribId=4&resId=1&materialId=0&confId=165297>

4. A.O.B.

As one of the outcomes of the strategy process, the ESPG proposed the preparation of a short, concise and informative brochure suitable for distribution to policy makers that will present the approved strategy. Contact will be made with the CERN Communications Group to prepare such a brochure.

The next meeting of the ESG will be held on the afternoon of Tuesday, 19 June (14:00-18:00). The agenda will include a follow-up discussion on the mandates of the working groups and their membership.

5. DATES FOR ESPG MEETINGS

22 May 2012 (start at 11:00)

12 June 2012 (start at 13:00 with a lunch preceding at 12:30)

24 July 2012 (start at 11:00)

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