



<b>Date</b>	LNL Direction Meeting Room, 17-May-16
<b>Meeting Topic</b>	First meeting of the LNL User Board
<b>Participants</b>	<p>G. Benzoni INFN Mi  D. Bisello Univ Pd and INFN Pd  G. Maggioni Univ Pd and INFN LNL  T. Marchi IKS - KU Leuven  D. Mengoni Univ Pd and INFN Pd  D. Pierroutsaku INFN Na  E. Vardaci Univ Na and INFN Na</p> <p>E. Fioretto - LNL User Services coordinator  M. Mazzocco Univ Pd – TAP Coordinator  V. Rigato – AN/CN Coordinator</p>
<b>Author(s)</b>	T. Marchi, G. Benzoni

## Definitions

LNL	Legnaro National Laboratories
UB	User Board committee
PAC	Program Advisory Committee
USIP	User Selection Panel for Interdisciplinary Research
TAP	Tandem-Alpi-Piave

## AGENDA:

1. LNL director welcome and introduction
2. Assignment of the new committee members and election of the UB coordinator
3. Work program of the LNL UB: discussion about the duties and the work to be done by the UB, definition of priorities and actions to be taken by the UB
4. LNL Users general meeting: discussion about date and program.
5. AOB

## Topic 1:

LNL Director (prof. G. Fiorentini) welcomes the new members of the LNL UB and reminds them that the UB is a council committee of the LNL director, so he wishes to have direct and frequent contacts with the UB in a productive way.

LNL director expects the UB committee members to act as real representatives of the whole User community, with priority to the User's requests with respect to their own requests.

LNL director asks to the UB to encourage and promote the Users to develop new and innovative instrumentation for LNL experiments, especially connected to the forthcoming SPES facilities. He underlines that new ideas are needed and that external funding requests will be supported as much as possible by INFN management.

After a short discussion about these topics, the director wishes the best success for the UB activities and leaves the meeting.

## Topic 2:

D. Bisello points out few remarks about the post-election procedures. It was not clear who is in charge of convening the first UB meeting after the election since the new Coordinator has still to be elected. The other UB members agree. The fact that clear and transparent procedures have to be followed by the UB is underlined.

It is decided that the UB will produce a more detailed document about his activities, where also more detailed election/post-election procedures will be indicated. Some possibilities are that the former coordinator calls for the election and chairs the first post-election meeting, or that the most voted component acts as temporary coordinator.

Election of the new coordinator: after a short discussion, the UB members unanimously elect G. Benzoni as their Coordinator.

The present UB is in charge from now (May 2016) to May 2019, according to the LNL UB rules (see LNL website).

### Conclusions / Actions:

- Better definition of election and post-election procedures is needed
- G. Benzoni is the UB Coordinator
- The present UB will be in Charge until May 2019

### Topic 3:

The UB discusses about its role and its objectives for a better use of the LNL facilities.

- 1) Collection of information about the Users and the experimental activities.  
UB members agree on the need to collect information about the Users and their Experimental Activities at LNL (topics, accelerators used, beam requirements, experimental setups needed, scientific outcome of the experiments). This information will then be used to provide suggestions/requests to LNL management related to beam developments, machines availability, etc.

In the new LNL website, a User registration form is already available. To date 218 users registered and (optionally) provided information on their activity at LNL. The data collected are presented and discussed. As a summary, figure 1 shows the distribution of the LNL Facilities indicated as main interest by the registrants; multiple answers were possible. Figure 2 shows the distribution according to the Research Topics. UB members agree that a discussion dedicated to the definition of Applied Physics or Interdisciplinary Physics is needed to better understand the relative weight of these activities. Accordingly, the different role played by the PAC and the USIP in the beam time assignment has to be clarified, especially in view of the new SPES facilities that will be soon available. This discussion will be scheduled in the Agenda of the next UB meeting.

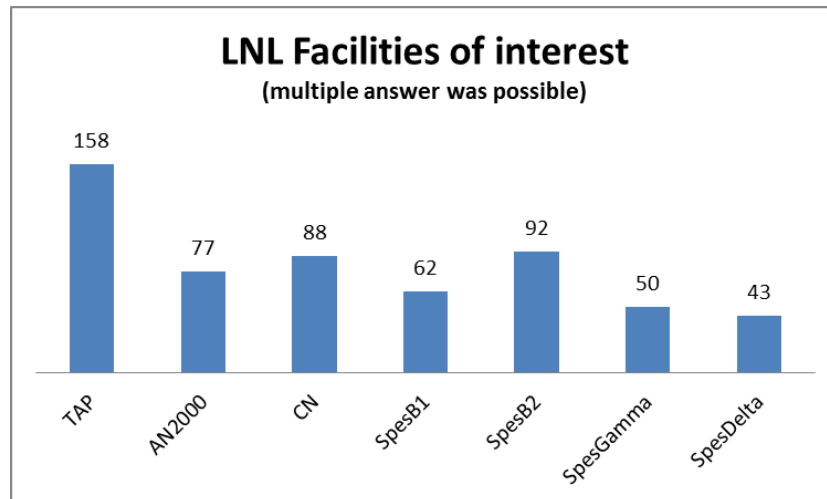


Figure 1. Interest in the LNL Facilities as indicated during the registration

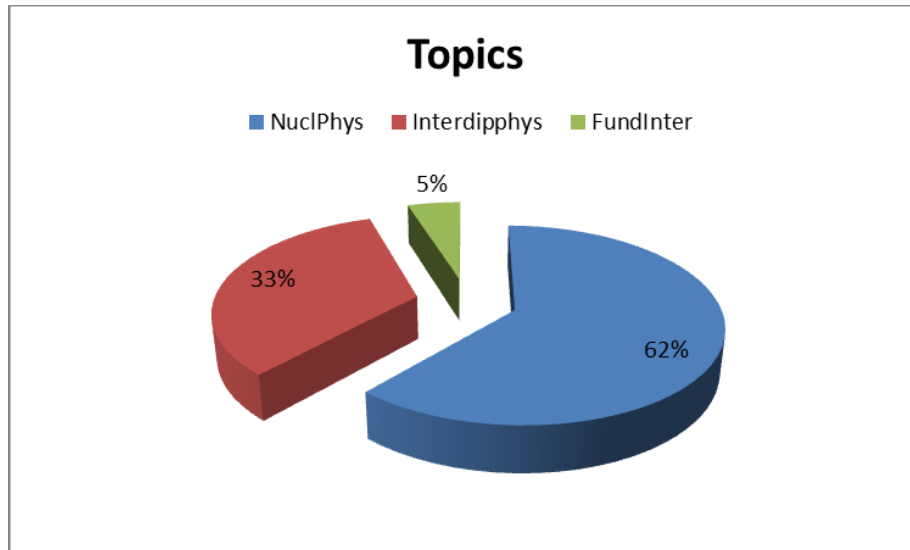


Figure 2. LNL experiment-related topics.

2) LNL Users mailing list and UB e-mail addresses.

Connected to the previous point and to the need of a transparent behavior of the UB, it is agreed that communication between UB and Users should be as easy as possible.

*Communication Users -> UB*

Presently the e-mail address [lnlusers@lnl.infn.it](mailto:lnlusers@lnl.infn.it) is operating as an alias of Tommaso Marchi's address. He will contact the LNL computing group to understand how the e-mails can be automatically shared among the UB members. The coordinator has the duty of replying immediately to simple questions, major issues will be discussed by UB members in dedicated skype meetings before any reply is sent.

*Communication UB -> Users*

The mailing list that was set-up in the new LNL website has to be exploited for important communication to the users. Presently M. Mazzocco and V. Rigato, respectively for TANDEM-ALPI-PIAVE accelerator complex and AN/CN related communication, are managing independent lists (through the LNL direction service). Those lists are used for general communications to the Users like calls for proposals or machine's calendar. For specific communications, they normally select subsets of those lists according to their needs.

It is clear that the continuous update of those lists is mandatory and the management of three lists becomes complicated and time consuming. Moreover, those lists are independent from the

access authorization list of LNL. This means that people with formal access to LNL might not be registered to those lists and do not receive any communication.

This issue has to be solved for a better efficiency of the whole system. T. Marchi will contact the LNL computing group trying to establish a common database to be shared and personalized according to the different needs. E. Vardaci reminds that INFN has a centralized Mailing List service that can be exploited at this purpose. This opportunity will be investigated while proposing a solution. Further discussion and final decisions will be in the next UB meeting Agenda.

3) User page in the LNL Website

UB members agree on the fact that the User Group pages are difficult to find in the LNL website. Moreover, information of interest for the users is a bit spread between the FAQ section, the Practical Info Section, the Radiation Protection website and other parts. Some links also need an update. T. Marchi is in charge of fixing minor issues and proposing new solutions for a better usability of the website by the LNL Users

4) UB members that do not have an LNL e-mail account do not belong to the internal mailing list called "ALL" that might contain important information to be forwarded to the users. For this reason they ask to be included in such mailing list.

5) Users-Accelerator Division meeting

M. Mazzocco reports about the informal meeting between the LNL Accelerator division and the responsible of the experimental setups installed at LNL that he is promoting every year. This technical meeting is very useful to discuss practical issues related to the interface between the accelerator machines and the experimental setups. UB considers this a very important opportunity and encourages its continuation. It is asked to M. Mazzocco to invite the UB Coordinator to this meetings as a representative of the UB.

6) UB meeting minutes and Document for presenting the UB to the Users.  
It is agreed to publish the minutes of each UB meeting on the LNL website. Moreover, a document explaining the role of the UB and its objectives will be prepared and distributed among the users. G. Benzoni will circulate a draft to be discussed and finalized during the next UB meeting

7) Interface between Users and LNL during an experiment

The document mentioned in the previous point will contain a proposal for standardizing the procedures to be followed during an experiment. UB members agree on the need to have clear procedures defining the duties of the Spokespersons, of the Operators and of the Beam Coordinator. In particular it has been pointed out:

- a. The need of a document defining the interfaces between the experimental groups (spokespersons, experimenter in charge) and the LNL personnel (operators in charge, on-call personnel, beam time coordinator)

- b. The need of a summary document indicating all the steps to be followed for properly conducting one experiment (users registration, access forms, radiation protection and responsibility forms)
  - c. The need of an official post-experiment report summarizing the goals achieved with respect to the submitted proposal (indicative total amount of beam time exploited, reactions measured, issues encountered during the experiment)
  - d. The need of detailed instructions on how to acknowledge LNL facilities and personnel in publications
- E. Fioretto reminds to the UB members that similar forms have already been foreseen for experiments requesting ENSAR (now ENSAR2) funds. One solution could be to adapt those forms and extend their application to all the experiments, avoiding useless documentation replication. A discussion with the ENSAR2 coordinators will be scheduled for the next meeting.
- 8) Some critical issues have been pointed out by the beam-time coordinators of both the TAP and USIP. They are related to the need for refurbishing some elements of the machines and the constant lack of personnel in some key activities. It is not in the UB duties to address these issues, however the UB agrees to support these instances with the laboratory management.
  - 9) Management of Experimental Areas: one of the duties of the UB is to collect instances for installation of new equipment and to suggest their possible location within the existing experimental areas. The need of offices or laboratory spaces, both permanent and temporary, are again to be addressed to this committee. This is going to be an important issue with the coming installation of SPES. The UB encourages users to send such requests.
  - 10) Urgent information for the Users about LNL guesthouse renovation  
In the period June – August 2016 the LNL guesthouse will be renovated and only few rooms will be available. This information has to be forwarded to all the Users as soon as possible. A mail will be sent in the following days using the existing mailing lists. [at the time of writing this minutes the mail has already been sent]

#### Topic 4:

The date for the next general User Meeting is fixed for Thursday 13/10/2016 following the Third SPES International Workshop.

The preliminary agenda is the following:

- Presentation of the new UB;
- Description of the new ENSAR2 program;
- Short report status about the status of LNL machines by the Accelerator Division responsible;
- Short report status about the scientific activities at LNL by TAP and AN/CN coordinators;
- Open discussion with the Users

### **Topic 5:**

Next UB meeting will be held right after the General Meeting to discuss the feedback collected in that occasion.

The meeting ends at 16:00.