



SND@LHC Collaboration

**Minutes of the 6th SND@LHC Institute Board
(Zoom, 29 June 2021)**

Present:

M. Bogomilov (Sofia, Bulgaria), O. Ruchayskyi (NBI, Denmark), H. Lacker (Berlin, Germany), R. Wanke (Mainz, Germany), S. Simone (Bari, Italy), M. Dallavalle (Bologna, Italy), A. Di Crescenzo (Napoli, Italy), M. Komatsu (Nagoya and Toho, Japan, also representing S. Ogawa, Toho), C. S. Yoon (GNU+Associates, Korea), K.Y. Lee (GNU, Korea), A. Boiarskyi (Leiden, The Netherlands), N. Leonardo (LIP, Portugal), T. Shchedrina (P.N. Lebedev Institute of Physics, Russia), E. van Herwijnen (MISiS, Russia), T. Roganova (Skobeltsyn Institute of Nuclear Physics, Russia), T. Ruf (CERN, Switzerland), L. Shchutka (EPFL, Switzerland), M.A. Guler (METU Ankara, Turkey), A. Golutvin (ICL, UK), N. Polukhina (Chairperson), G. De Lellis (Spokesperson), R. Jacobsson (Technical Coordinator), W. Funk (Resource Coordinator)

Invited:

L. Soraya Pommepuy, A. Vignes-Magno (CERN)

1. Minutes of the previous meeting

The [minutes of the IB of 21 May 2021](#) were approved.

2. News from the management

G. De Lellis referred to his [presentation](#) at the Collaboration Meeting. He pointed out the importance of our contribution to the JINST joint issue on LHC and experiment upgrades for Run 3, with Antonia and Ettore as editors. It is important to stimulate interest in our first measurements. The reconstruction effort and development of software tools should be enforced. Institutes should inform their Funding Agencies of our progress in order to secure funding for this and coming years, pointing out that we are meeting deadlines.

3. News from the Technical Coordination

R. Jacobsson referred to his [presentation](#) at the Collaboration Meeting. He pointed out to the Group Leaders that the Collaboration Meetings are an important means of communicating information and priorities to members of the Collaboration and they should make an effort to attend.

4. Constitution

The [draft Constitution](#) was presented by E. van Herwijnen. Changes to the Constitution can be made by the IB but require a 2/3 majority.

The Constitution was approved by IB. The final version, which will be published on the Collaboration's web site, will be sent to the IB members (**see the Note at the end of these minutes**).

5. Review of the financial situation for Construction, status of the MoU team account, status of the MoU for M&O

W. Funk presented his [slides](#). The [latest version of the MoU for Construction](#) has been added to the Agenda page.

The MoU for Maintenance and Operation and the accompanying budget is in preparation. In order to determine the sharing of the budget by Institute, the Group Leaders should send W. Funk a list of "Ph.D. equivalents".

Group Leaders should contact the SND@LHC secretariat for instructions on how to proceed with the registration for the Greybook.

6. Search Committee for the Physics Coordinate and the Editorial Board

A Search Committee was formed for the Physics Coordinate and the Editorial Board. Its members are: R. Jacobsson, G. De Lellis, N. Polukhina, T. Ruf and C.S. Yoon. The Search Committee will identify candidates and report back to the IB. Nominations are also accepted. The Search Committee will check their availability. Elections will take place at the next IB meeting.

7. Next IB meeting

The next IB meeting will take place during the week of October 11th, after the Collaboration meeting.

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

NOTE AFTER THE MEETING

The discussion during the meeting showed that the draft Constitution was not clear enough concerning the rules for authorship and M&O contributions. In addition, an erroneous version was placed on the Indico page before the meeting. The management therefore decided that the Constitution should retain the status as draft. A new version (with proposed modifications in red) has been attached to the minutes for approval at the next IB meeting.

N. Polukhina