

## NMI3 business meeting

31<sup>st</sup> Jan 2005, hosted by FRM-II, Garching, München

Attendees and representatives of the activities.

<b>Name</b>	<b>Institution name</b>	<b>Activity identifier</b>	<b>Representative of NMI3 activity</b>
Uschi Steigenberger	ISIS, CCLRC Rutherford Appleton Laboratory	A01	ISIS neutrons access
Regine Willumeit	GKSS Research Centre (GeNF)	A02	GKSS access
Andreas Schreyer	GKSS Research Centre (GeNF)	A02	GKSS access
Adrian R. Rennie	Studsvik Neutron Research Laboratory (NFL)	A03	NFL Access
Reiner Zorn	Forschungszentrum Juelich (FZJ)	A04	Juelich Access
Stefan Janssen	SµS Swiss Muon Source, PSI MuSR Facilities	A05	PSI access (neutrons)
Rózsa Baranyai	Budapest Research Reactor (BRR)	A06	BRR Access
Laszlo Rosta	Budapest Research Reactor (BRR)	A06	BRR Access
Françoise Bourée	Laboratoire Leon Brillouin (LLB-Orphee)	A07	LLB Access
Juergen Neuhaus	TUM ZWE FRM-II	A08	FRM-II access
Pavol Mikula	Nuclear Physics Institute (NPI)	A09	NPI access
Pavel Strunz	Nuclear Physics Institute (NPI)	A09	NPI access
Rainer Michaelsen	Berlin Neutron Scattering Center (HMI-BENSC)	A10	HMI Access
Dierk Herlach	Paul Scherrer Institut (PSI)	A12	PSI access (muons)
Burckhard Gebauer	Hahn-Meitner-Institut	JRA1	JRA1 coordinator
Bruno Guerard	Institut Laue Langevin	JRA2	JRA2 coordinator
Peter Boeni	Technical University Munich	JRA3	JRA3 coordinator
Eddy Lelievre-Berna	Institut Laue Langevin	JRA4	JRA4 coordinator
Alexander Ioffe	Forschungszentrum Juelich	JRA5	JRA5 coordinator
Kim Lefmann	Riso National Laboratory	JRA6	JRA6 coordinator
Trevor Forsyth	-Institut Laue Langevin	JRA7	JRA7 coordinator
Cesare Bucci	Physics department	JRA8	JRA8 coordinator
Robert McGreevy	ISIS, CCLRC Rutherford Appleton Laboratory	N1, N2, N3	Management
Julie Bellingham	ISIS, CCLRC Rutherford Appleton Laboratory	N1, N2, N3	Management
Ana Claver	Forschungszentrum Juelich (FZJ)	N2, N3, N4	Networking
Helmut Schober	Institut Laue Langevin	N3, N4	Networking
			ENSA

The purpose of the meeting was to formally approve the annual report. A representative of each activity was present (see attendee list). As the financial information could not be collected until after the end of January, this was not complete. This was necessary however, as the schedules for the report completion did not allow sufficient time for the report to be completely finished before the meeting.

The activity report was discussed, and each JRA and access coordinator gave an overview of their project, and the problems faced in the first reporting period. The financial information was covered in general. The project has underspent, and the partners were informed of the resulting implications.

### **JRA overviews**

**JRA 1: DETNI.** The first priority is the ASICs development which will be delivered soon. Jülich are not yet involved, but will join the project after the ASIC development. The microstrip units are due in 2006. The 200x200mm cascade detectors have been tested.

**JRA 2: MILAND.** Development of a 1mm resolution detector. Solutions investigated include multiwire (ILL), microstrip and gas scintillating (most speculative). Mixed light/charge detection will be investigated in FP7. The activity faced hiring problems, which has led to an underspend on the work. There is also a difficult collaboration with Brookhaven (competition in development for SNS)

**JRA 3: NO-PST.** The project is focusing on schedule. The diffuse scattering of sputtered surfaces was delayed due to use of machines for FMR-2. For staff, the project had a preference for hiring more students part-time.

**JRA 4: NSF.** The main problem faced is delays in hiring staff.

**JRA 5: PNT.** The MUPAD has been successfully tested. Delay with hiring although 5 staff have now been hired. The project has minor delays. The tasks for the project have been consolidated for reporting and Gantt chart purposes.

**JRA 6: MCNSI.** Aim to develop virtual experiments. A problem faced is that the VITESS experts will leave HMI.

**JRA 7: DLAB.** Project due to start in January 2005, so little to report so far. The NMR links will not be formalised in NMI3 due to the failure of the NMR I3.

**JRA 8: MUON-S.** The project is developing detectors with space resolution. Data for high magnetic fields is difficult to analyse. Time resolution is a common problem.

General comments: (RLM): A common problem for all JRA activities is the starting delays, including the delays which inevitably occur when hiring staff. The project plans can be re-baselined, and slight delays (max. 6 months) are not a problem, as the project timeline was designed to incorporate a soft start. However some redistribution of resources may become necessary if individual JRA fall too far behind schedule.

## **Access overviews**

The financial information for the access programmes has been received. The days reported in the database and the financial information were considered, and any major deviations from the original plan were discussed. It was also noted that the number of days is reported three times – in the summary information in the text of the annual report, in the database and in the financial information. For several organisations, these numbers were not consistent. It is vital that all the figures given in the annual report match each other.

For the next reporting period, for financial reasons, it is best if the total finance is underestimated rather than overestimated. If the spend on the project is less than 70% of the prepayment, a second payment will not be made unless every partner provides an audit (discussed in more detail later).

If the number of days delivered by a facility exceeds the number predicted, this is not a problem, and those days can be paid (within reason and with prior agreement), but it is easier if the delivered days are reduced for reporting purposes if they significantly exceed the plan.

The number of days allocated for access for the next 18 months was discussed, based on the information from the previous 12 months (feedback directly from the SAC meeting). Changes to the number of access days allocated were discussed and agreed, and these changes have been incorporated into the annual report.

### **Major deviations from planned days or notes for individual facilities:**

**ISIS neutrons:** The shutdown of ISIS was not taken into account in the plan for NMI3. ISIS was open to users for only one month, so only 5 days were delivered for ISIS neutrons. (ISIS muons are in a similar situation).

**GeNF:** Have many new EU users. There is no obligation any more for users meetings, so “nominal” user meetings can be combined with major conferences. There are no such opportunities in 2005. The reactor will be operational until 2009, although the future is unclear thereafter.

**FRM-II:** Call for friendly users. Slight technical “improvement” has led to a delay and no days have been delivered yet.

**BENSC:** new hall finished, SPAN and reflectometer moved, and their operation is delayed until mid 2006.

**NFL** is closing, although for political reasons, they would not like the number of days allocated in NMI3 to be significantly reduced as a result, to enable political leverage.

**Juelich** are relocating their instruments to Munich in 2006. They would like to continue to run their own access programme.

## Management activities

**Management:** There is a complicated issue with the first finance payment.

Pre-financing: 80% of estimate for first 18 months,  $0.8 \times 7.75 \text{ M€} = 6.20 \text{ M€}$ .

Supposed to spend 70% of that during first 12 months = 4.34 M€

Problem: impossible to spend this amount because of hiring issues etc. If the project is underspent, then there is no 2<sup>nd</sup> year pre-financing unless audit certificates for ALL partners are provided, or a new financial report is produced once the project goes over this limit.

This means that unfortunately, every partner, regardless of the amount spent, must provide an audit for their costs. This applies even to partners who have spent zero in the first reporting period! The audit costs should be put in the management costs on the Form Cs, so that all partners can claim 100% of the costs back from the project funds.

**Meetings:** The next NMI3 meeting will be held 26<sup>th</sup> – 29<sup>th</sup> September 2005, and will be to discuss the scientific developments achieved in the project. As it will be mid-point in the project, it will be an important meeting. Reallocation of funds within the project should be considered at the project mid-point.

**Dissemination:** instrument database needs input from the scientists responsible for instrumentation. Requests for this will be forthcoming in the next few months. To help ease the delays that occur when hiring new staff, vacancies should be posted on the NMI3 portal.

**Training:** 9 schools and 8 workshops were supported. The proposal of technical exchange support from NMI3 was discussed, as this is a possibility.

## Report approval

Some concerns were voiced that the report had not been distributed in advance, but due to the short time scales in producing the report, this was not possible.

Based on summary information provided by each representative, the assembly approved the NMI3 annual report.