

Activities 2013: *planned activities, budget, and contributions*

August 2012/JPR

Introduction

In September 2011, the Board has agreed to deal with in the summer meeting of the Board with the budget of the coming year. 2012 is the first year of CHIPP acting as an Association, in which all the administrative cycles foreseen can be fully implemented. For this reason, the Board is expected to deal with the 2013 budget now.

In the budget discussion for 2012 (Board meeting January 2012) the point had been made that the budget should follow the list of activities (and not vice-versa). This approach has been taken up for the 2013 financial planning.

Proposal

The document is structured as follows:

- Activities 2013: in an explanatory section, the planned activities are briefly described. They follow to a large extent the activities of the past years, which have proven to be highly successful in establishing CHIPP's high reputation at SER, SNF, SCNAT and other organisations and institutions. They aim at preserving the transparency of discussions, decisions and coordinating activities and plans, and to further increase it. Further, they will continue to be basis of the efficient and smooth operation CHIPP has enjoyed over the last years, discharging the Chair, the EB and other Members from many administrative and organisational tasks.
- Budget 2013 (and Financial Plan 2014-2016): the table 'Expenditures' translates the activities planned for 2013 into costs and expenditures. The table 'Income' contains the contributions from the CHIPP members (see next paragraph), the agreed contribution from SER, and the expected support from SCNAT and SNF, to be decided in January 2013. In case of a negative decision, the list of activities will have to be reviewed and adapted in the spring Board meeting of 2013. The basis for calculation of some of the numbers in the budget is given in the second page of the budget part.
The numbers for 2014-2016 in both tables (Expenditures and Income) are indicative; some of the activities are continued, as are some elements of the (expected) income.
- Contributions 2013: The costs associated with the list of activities 2013 can not be covered without increasing the contributions for 2013, because the SUK funds of the past years have come to an end and are no longer available. At present, a doubling of the 2012 fee has been assumed. As there are some prospects for additional income starting in 2014 or 2015¹, this increase is to be considered as temporary.
Two models for dealing with this increase have been established and calculated:
 - a) setting the individual membership fee for 2013 at 220 CHF/capita, or
 - b) leaving the individual membership fee for 2013 untouched at 110 CHF, but supplementing it with a 2013 lump sum contribution from each institute, to be set at 7'500 CHF/institute, except for Basel (2'500 CHF) and Fribourg (250 CHF).

¹ If the NCCR Universe becomes a reality, some of the CHIPP activities could be supported or taken over by this organisation. Further, it has been suggested in the report to CRUS (Cost-intensive infrastructures) that CRUS participates in financing the coordination tasks of CHIPP, which is a task attributed to CRUS by the law.

The Board (in application of Article 27, litt. a, and litt. u) is requested

- **to approve** the CHIPP activities for 2013,
- **to approve** the CHIPP budget 2013 as resulting from the approved activities (above), and
- **to select** one of the membership fee models from the options a) [membership fee = 220 CHF] and b) [membership fee = 110 CHF plus institutional fee of 7'500 CHF/institute, 2'500 CHF/institute or 250 CHF/institute, respectively].

Required majority: simple

CHIPP Activities 2013: Explanatory section

Also in 2013, CHIPP intends to play an important role in the Swiss research landscape by defending the interests of the particle physics and astroparticle physics communities towards the SER, the SNF, the SCNAT and others. Its organisation and work should allow the researchers to focus on science, as the organisational, administrative and coordination tasks are carried out by the CHIPP administration. The specific CHIPP activities for 2013 are:

- CHIPP PhD School (organisation and support).
- Two CHIPP workshop (organisation and support):
 - o one on low energy physics;
 - o one on detector R&D.
- CHIPP outreach activities:
 - o The CHIPP Outreach Group (accompanying the outreach strategy and activities);
 - o The SER project 'Verflixtes Higgs' (implementation);
 - o The SNF Agora project 'Interactions' (implementation);
 - o The SCNAT complementary project 'Dialogue' (implementation).
- CHIPP Prize (advertisement, selection, and ceremony).
- CHIPP Plenary (active participation, organisation, and programme).
- CHIPP Board and EB meetings (overseeing and running the association).
- CHIPP Membership in SCNAT (annual report, active participation).
- CHIPP representatives at the CERN Council, at NuPECC, and at ApPEC (nomination to SER and the Round Table respectively, dialogue with and hearing reports from), the ECFA, ACCU, European Particle Physics Outreach Group, the Computing Board (direct election, dialogue with and hearing reports from).
- The Round Table International (active participation, i.e. bringing up subjects, developing solutions and models for a broadly supported participation, maintaining dialogue with the other partners).
- The Lenkungsausschuss FLARE (active participation, i.e. providing the CHIPP tables, proposing priorities for the SNF funding distribution, maintaining dialogue with the other partners).
- The joint FORCE requests on LHC M&O and Grid Computing (elaboration, compilation, submission).

Many of these activities benefit from the Swiss militia system (e.g. planning and organisation of CHIPP School and workshops, the evaluation of the CHIPP Prize candidates, the planning of an outreach strategy and its implementation, the input to the M&O request) or are even supported directly by in-kind contributions from some institutes (such as printing of brochures, and maintaining the CHIPP address data base). Others depend on the manpower of the CHIPP Administrator (like administrative support to the Chair, the Annual Report for SCNAT, the administrative part of the M&O request, the organisation of the CHIPP meetings including the preparation of agenda, documents, presentations, minutes, and list of action items, the search for location for the plenary, the management of the funds and supervision of the financial situation, the funding requests to SCNAT), who's employment is covered by CHIPP (salary, social charges, pension fund).

Some of the activities require an accompanying funding or are practically limited to paying a contribution or a fee. The following items have to be highlighted and show a financial component for the 2013 budget.

- Membership fees to SCNAT (7 CHF/capita) and ApPEC (5'000 € flat rate).
- Support to the CHIPP School (5'000 CHF 'own' funds are complemented by an expected amount of 15'000 CHF from SCNAT).
- Support to the CHIPP workshops (1'000 CHF/event): Low energy precision, and detector R&D.

- Outreach activities:
 - o Verflixtes Higgs (38'000 CHF from SER [bringing the total SER support to 58'000 CHF]): webpage with articles and information for the layman, specifically aiming at pupils, poster exhibition for 'Gymnasien', education day for physics teachers;
 - o Interactions (199'600 CHF are expected from SNF Agora): exploiting the social media to bring particle physics in contact with young adults, organising panel discussions with representatives of other fields, enlarging the internet page from 'Verflixtes Higgs' with links to these activities as well as uploading 10 portraits of PP scientists;
 - o Dialogue (2000 CHF 'own' funds are complemented by an expected amount of 10'000 CHF from SCNAT): accompanying 'Verflixtes Higgs' by continuing the education day, updating the poster exhibitions and translating the internet page into French and Italian.
- Funding of the CHIPP Prize (3'000 CHF).
- Support to the CHIPP meetings (2'100 CHF): invited speakers, technical equipment at plenary, coffee and mineral water, support of the annual Board lunch and the year's end EB lunch.
- Operations costs of the CHIPP administration:
 - o Remuneration of the Webmaster keeping the CHIPP webpage up-to-date (3500 CHF);
 - o Travel expenses and IT costs (printer cartridges, paper, annual subscription fees for Anti-Virus software, etc) of the Administrator (2'000 CHF).

o - x - o

EXPENDITURE	Budget (decision)	Financial Plan (take note)		
	2013	2014	2015	2016

Activities	289'000	243'000	152'000	144'000
Membership fees	9'500	8'600	8'600	8'600
Membership in SCNAT	3'500	2'600	2'600	2'600
Membership in ApPEC	6'000	6'000	6'000	6'000
Schools & Conferences	22'000	15'000	24'000	16'000
CHIPP PhD School	20'000		20'000	
PhD/PostDocs days		10'000		10'000
Zuoz		2'000		2'000
WS on low energy precision physics	1'000			
Detector R&D	1'000			
unspecified		3'000	4'000	4'000
Outreach	150'000	111'600	12'000	12'000
Verflixtes Higgs	38'000			
Interactions	100'000	99'600		
Dialogue	12'000	10'000	10'000	10'000
unspecified		2'000	2'000	2'000
CHIPP Prize	3'000	3'000	3'000	3'000
CHIPP Meetings	2'100	2'100	2'100	2'100
CHIPP Board Meetings	800			
CHIPP EB Meetings	300			
CHIPP Plenary (invited speakers, Administrator, secretariat)	1'000			
operations	100'000	100'000	100'000	100'000
miscellaneous	2'400	2'700	2'300	2'300

INCOME

Activities	314'000	230'000	92'000	45'000
contributions from CHIPP members	100'000	75'000	75'000	75'000
contribution from SCNAT	31'000	30'000	30'000	30'000
for CHIPP School	15'000			
for Outreach	10'000			
for ApPEC	6'000			
contributions from SNF	100'000	100'000	0	0
for 'Interactions' (Agora)	100'000	100'000		
contributions from SER	38'000	0	0	0
for 'Verflixtes Higgs'	38'000			
carry forward from preceding year	45'000	25'000	-13'000	-60'000

Operations is composed of:

Administrator: salary, social charges, pension fund	94'500
Administrator: travel expenses	1'250
Administrator: IT	750
Webpage: Webmaster	3'500
	100'000

Breakdown of Administrator's job:

Breakdown of Administrator's job:				benefits
support to Chairman (briefings, debriefings, correspondence, deadlines, surveys, consultations, statistics, presentations, etc)	36%	320 h		allows a smooth and efficient operation of CHIPP; Chair has not to bother about administrative items; deadlines are respected.
Annual report to CUS, or SCNAT respectively	9%	80 h		mandatory as SCNAT member, allows to highlight CHIPP activities,, supports the funding request to SCNAT
M&O request to SNF	9%	80 h		RRB representative and PI is relieved from administrative tasks; joint request is prerequisite for being accepted as 'mandatory contribution to CERN', i.e. be exempt from a scientific evaluation by SNF.
CHIPP LT Financial Tables	9%	80 h		the careful compilation has established at SER and SNF trust into CHIPP; has led to introducing the FOLIS funding part; has avoided budget cuts at the SER's level.
Organisation of EB and Board meetings (agenda, meeting documents, presentations, minutes, list of action items, etc)		160		allows a transparent operation of CHIPP with timely information of members, track record of decisions etc. is established and its implementation followed.
Organisation of Plenary	6%	50 h		is established as Swiss National PP Conference, giving a full overview of ongoing research projects and committee work, Chair is relieved of organisational and administrative tasks.
Financial matters	9%	80 h		a necessity when dealing with financial resources.
Funding request to SCNAT	5%	48		results in a positive cash balance when weighted against the SCNAT membership fee.
Total	100	898 h		

911 h = 0.5 FTE

Calculation of breakdown:

support Chair	20 days PSI	160 h
	2 days/month for 10 months	160 h
Annual Report	4 days/month for 2.5 months	80 h
M&O	4 days/month for 2.5 months	80 h
Long Term Financial Tables	4 days/month for 2.5 months	80 h
Board, EB meeting	2 days/month for 10 months	160 h
Plenary	7 days	50 h
Finances	1 day/month for 10 months	80 h
Funding request to SCNAT	3 day/month for 2 months	48 h

CHIPP Membership fee: calculations

21.08.2012

a) Model 1: membership fee for 2013 at 220 CHF/capita

b) Model 2: membership fee for 2013 at 110 CHF/capita PLUS institutional fee of 7500, 2500, and 250 CHF respectively

a.) Model 1: 0.22 kCHF/capita

	Members	individual contribution	total individual contribution
BS	12	0.22	2.64
BS Theory	16	0.22	3.52
BE	35	0.22	7.70
BE Theory	33	0.22	7.26
FR	5	0.22	1.10
GE	55	0.22	12.10
GE Theory	21	0.22	4.62
GE ISDC	8	0.22	1.76
ZH	44	0.22	9.68
ZH Theory	14	0.22	3.08
EPFL	67	0.22	14.74
EPFL Theory	18	0.22	3.96
ETHZ	79	0.22	17.38
ETHZ Theory	15	0.22	3.30
PSI	49	0.22	10.78
Total	471		103.62

2013	
	grand total
2.640	
3.520	6.160
7.700	
7.260	14.960
1.100	1.100
12.100	
4.620	
1.760	18.480
9.680	
3.080	12.760
14.740	
3.960	18.700
17.380	
3.300	20.680
10.780	10.780
103.620	103.620

b.) Model 2: 0.11 kCHF/capita PLUS 7500, 2500 and 250 CHF respectively

	Members	individual contribution	total individual contribution	institutional fee
BS	12	0.11	1.32	2.50
BS Theory	16	0.11	1.76	
BE	35	0.11	3.85	7.50
BE Theory	33	0.11	3.63	
FR	5	0.11	0.55	0.25
GE	55	0.11	6.05	7.50
GE Theory	21	0.11	2.31	
GE ISDC	8	0.11	0.88	
ZH	44	0.11	4.84	7.50
ZH Theory	14	0.11	1.54	
EPFL	67	0.11	7.37	7.50
EPFL Theory	18	0.11	1.98	
ETHZ	79	0.11	8.69	7.50
ETHZ Theory	15	0.11	1.65	
PSI	49	0.11	5.39	7.50
Total	471		51.81	

2013		
total individual contribution	institutional fee	grand total
1.320	2.500	5.580
1.760		
3.850	7.500	14.980
3.630		
0.550	0.250	0.800
6.050	7.500	16.740
2.310		
0.880		
4.840	7.500	13.880
1.540		
7.370	7.500	16.850
1.980		
8.690	7.500	17.840
1.650		
5.390	7.500	12.890
51.810	47.750	99.560