



Swiss Institute of  
Particle Physics

an Association according to Swiss law

## Activities 2014: *planned activities, budget, and contributions*

October 2013/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. In 2013, the summer meeting of the Board had to be held in June, where the planning for the 2014 activities was not yet completed. For this reason, the Board is invited to deal with the 2014 budget now.

As for the budget 2013, also the 2014 budget follows the list of activities.

### Proposal

The document contains three parts:

- Activities 2014: 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 SERI, 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 2014 (and Financial Plan 2015-2017): the table 'Expenditures' translates the activities planned for 2014 into costs and expenditures. The table 'Income' contains the contributions from the CHIPP members (see next paragraph) and the expected support from SCNAT, which will be decided in January 2014. In case of a negative decision, the list of activities will have to be reviewed and adapted in the spring Board meeting of 2014. The basis for calculation of some of the numbers in the budget is given in the second page of the budget part.  
The numbers in the rows 'Financial Plans 2014-2017 in both tables (Expenditures and Income) are indicative and are not subject to the present decision.
- Contributions 2014: The attached list gives approximate values. An up-to-date extract from the CHIPP data base, binding for the 2014 contribution, will be made on 30 October. The costs associated with the list of activities 2014 are covered through the contributions of the CHIPP members. Taking into account the financial situation of CHIPP and the expected income from other sources for the year 2014, it is suggested to
  - o to leave the individual membership fee untouched at 110 CHF/capita, and
  - o to reduce the institutional fee by 25%, resulting in an lump sum contribution of 5'600 CHF/institute (except for Basel [2'000 CHF])

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

- **to approve** the CHIPP activities for 2014,
- **to approve** the CHIPP budget 2014 as resulting from the approved activities (above), and
- **to approve** the membership fee as well as the institutional fee as set out above.

Required majority: simple

Also in 2014, CHIPP intends to play an important role in the Swiss research landscape by protecting the interests of the particle and astroparticle physics communities in the discussions with the SER, the SNF, the SCNAT and others. Its organisation and work should allow the researchers to focus on science, as all the organisational, administrative and coordination tasks are carried out by the CHIPP administration. The specific CHIPP activities for 2014 are:

- The Zuoz Summer School (organisation and support)
- The CHIPP PhD and PostDoc days in the context of the SPS Annual Meeting (organisation, programme and active participation)
- The CHIPP workshops (organisation and support):
  - o one strategy workshop on astroparticle in Switzerland SWAPS2014
  - o one or two on specific topics if needed
- The CHIPP outreach activities:
  - o The CHIPP Outreach Group (accompanying the outreach strategy and activities)
  - o specific targeted outreach activities (tbd)
- The CHIPP Prize (advertisement, selection, and ceremony)
- The formal CHIPP Plenary (active participation and organisation)
- The CHIPP Board and EB meetings (overseeing and running the association)
- The CHIPP Membership in SCNAT (annual report, active participation)
- The CHIPP representatives at the CERN Council, at NuPECC, and at ApPEC (nomination to SER and the Round Table respectively), the ECFA, ACCU, European Particle Physics Outreach Group, the Computing Board (direct election).
- The Round Table International (active participation)
- The Lenkungsausschuss FLARE (active participation)
- The joint FLARE 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 the Summer 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 through financial support (Summer School, SWAPS2014) or 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, travel expenses).

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 2014 budget.

- Membership fees to SCNAT (7 CHF/capita);
- Support to the Summer School (2'000 CHF 'own' funds are complemented by an expected amount of 10'000 CHF from SCNAT);
- Support to the CHIPP SWAPS2014 workshop (2'000 CHF 'own' funds are complemented by an expected amount of 10'000 CHF from SCNAT);
- Support to the CHIPP workshops (1'000 CHF/event): topics tbd;
- Support the specific targeted outreach activities (5'000 CHF): topics tbd;

- 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;
- Cover the operations costs of the CHIPP administration incl. the salary of the Administrator with social charges, pension fund contributions, and travel expenses (80'000 CHF [estimate])

EXPENDITURE	Budget	rev. Budget	Budget	Financial Plan		
	(decision)	2013 2013 rev.	2014	(take note)	2015	2016
<b>Activities</b>	<b>183'000</b>	<b>128'000</b>	<b>125'000</b>	<b>113'000</b>	<b>117'000</b>	<b>117'000</b>
Membership fees	3'500	3'500	3'500	3'500	3'500	3'500
Membership in SCNAT	3'500	3'500	3'500	3'500	3'500	3'500
Schools & Conferences	22'000	14'000	29'000	15'000	17'000	15'000
CHIPP PhD School	20'000	12'000		12'000		12'000
PhD/PostDocs days			2'000		2'000	
Zuoz (parts from SCNAT)			12'000		12'000	
SWAPS 2014 (parts from SCNAT)			12'000			
WS on low energy precision physics	1'000	1'000				
Detector R&D	1'000	1'000				
unspecified			3'000	3'000	3'000	3'000
Outreach	50'000	43'000	5'000	5'000	5'000	5'000
Verflixtes Higgs (from SERI)	38'000	38'000				
Dialogue (from SCNAT)	12'000	5'000				
follow-up of Dialogue (from SCNAT)				5'000		5'000
unspecified			5'000		5'000	
CHIPP Prize	3'000	3'000	3'000	3'000	3'000	3'000
CHIPP Meetings	2'100	2'100	2'100	2'100	2'100	2'100
CHIPP Board Meetings	800	800	800			
CHIPP EB Meetings	300	300	300			
CHIPP Plenary (invited speakers, Administrator, secretariat)	1'000	1'000	1'000			
operations	100'000	60'000	80'000	82'000	84'000	86'000
miscellaneous	2'400	2'400	2'400	2'400	2'400	2'400

**INCOME**

Activities	208'000	215'403	192'403	174'403	161'403	151'403
contributions from CHIPP members	100'000	99'340	85'000	85'000	85'000	85'000
contribution from SCNAT	25'000	17'000	20'000	22'000	15'000	22'000
for CHIPP School	15'000	12'000		12'000		12'000
for Zuoz			10'000		10'000	
for SWAPS 2014 (beyond 2014: for other WS)			10'000	5'000	5'000	5'000
for Outreach	10'000	5'000		5'000		5'000
contributions from SNF	0	0	0	0	0	0
contributions from SER	38'000	38'000	0	0	0	0
for 'Verflixtes Higgs'	38'000	38'000				
carry forward from preceding year	45'000	61'063	87'403	67'403	61'403	44'403

Operations is composed of:

Administrator: salary, social charges, pension fund	75'000
Administrator: travel expenses	1'250
Administrator: IT	
Webpage: Webmaster	
	76'250

Breakdown of Administrator's job:

Breakdown of Administrator's job:			benefits
support to Chairman (briefings, debriefings, correspondence, deadlines, surveys, consultations, statistics, presentations, etc)	44%	400 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	4%	36 h	mandatory as SCNAT member, allows to highlight CHIPP activities,, supports the funding request to SCNAT
M&O request to SNF	7%	64 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)	18%	160 h	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%	56 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	4%	32 h	results in a positive cash balance when weighted against the SCNAT membership fee.
Total	100%	908 h	

911 h = 0.5 FTE

Calculation of breakdown:

support Chair	20 days at the Chair's place	160 h
	3 days/month for 10 months	240 h
Annual Report	3 days/month for 1.5 months	36 h
M&O	4 days/month for 2 months	64 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	56 h
Finances	1 day/month for 10 months	80 h
Funding request to SCNAT	2 day/month for 2 months	32 h

**CHIPP Membership fee: calculation for 2014**

Membership base: CHIPP database 12.08.2013

24.10.2013

**APPROXIMATE VALUES; BINDING UPDATE WILL BE MADE ON 30 OCTOBER**

Total Membership contribution 85k (approx.) -> reserve is reduced to 40k over 4 years

110 CHF/capita PLUS 5600, and 2000 CHF respectively

	Members	individual contribution	total individual contribution	institutional fee
BS	11	0.11	1.21	2.00
BS Theory	17	0.11	1.87	
BE	33	0.11	3.63	5.60
BE Theory	30	0.11	3.30	
FR	0	<del>0.11</del>	<del>0.00</del>	<del>0.20</del>
GE	54	0.11	5.94	5.60
GE Theory	24	0.11	2.64	
GE ISDC	7	0.11	0.77	
ZH	43	0.11	4.73	5.60
ZH Theory	22	0.11	2.42	
EPFL	47	0.11	5.17	5.60
EPFL Theory	18	0.11	1.98	
ETHZ	81	0.11	8.91	5.60
ETHZ Theory	12	0.11	1.32	
PSI	48	0.11	5.28	5.60
<b>Total</b>	<b>447</b>		<b>49.17</b>	

2014		
total individual contribution	institutional fee	grand total
1.210	2.000	5.080
1.870		
3.630	5.600	12.530
3.300		
<del>0.000</del>		<del>0.000</del>
5.940	5.600	14.950
2.640		
0.770		
4.730	5.600	12.750
2.420		
5.170	5.600	12.750
1.980		
8.910	5.600	15.830
1.320		
5.280	5.600	10.880
<b>49.170</b>	<b>35.600</b>	<b>84.770</b>