



Swiss Institute of  
Particle Physics

an Association according to Swiss law

## **Activities 2015: planned activities, budget, and contributions**

October 2014/MT

### **Introduction**

In September 2011, the Board has agreed to deal in the summer meeting of the Board with the budget of the coming year. As last year, this has been postponed to the 3<sup>rd</sup> meeting of the year, because the Board of June was too early for planning the activities of 2015.

As in previous years, the 2015 budget follows the list of activities.

### **Proposal**

The document contains three parts:

- **Activities 2015:** 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, SNSF, 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 the 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 2015:** the table 'Expenditures' translates the activities planned for 2015 into costs and expenditures. The table 'Income' contains the contributions from the CHIPP members (see next paragraph) and the expected support from SCNAT – based on the draft budget of the MAP platform – which shall be confirmed by April 2015. The 'carry over from previous years' is no more in 'Income', but in a new 'Balance' table as 'asset at start of the year'. The basis for the 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 2016-2018' are indicative and are not subject to the present decision.
- **Contributions 2015:** The attached list gives approximate values. An up-to-date extract from the CHIPP database, binding for the 2015 contributions, will be made on 30 October. The costs associated with the list of activities 2015 are covered through the contributions of the CHIPP members. Although the budget foresees a deficit for 2015 – and following years, which will become problematic by 2018 – the CHIPP EB suggests to keep for 2015 the same contributions as in 2014, i.e.
  - o an individual membership fee of 110 CHF/capita, and
  - o an institutional fee 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 2015,
- **to approve** the CHIPP budget 2015 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

In 2015, CHIPP intends to play again an important role in the Swiss research landscape by protecting the interests of the high-energy particle, astroparticle and neutrino physics communities in the discussions with the SERI, the SNSF, 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 2015 are:

- The CHIPP PhD Winter School (organisation and support)
- The CHIPP workshops/conferences (support):
  - o SuGAR 2015: origin of cosmic rays
  - o Possibly an additional one (tbd)
- The CHIPP outreach activities:
  - o The CHIPP Outreach Group (accompanying the outreach strategy and activities)
  - o The SNSF Agora project 'Interactions II' (implementation)
  - o The SCNAT complementary project 'Dialogue' (implementation)
  - o specific targeted outreach activities (tbd)
- The CHIPP Prize (advertisement, selection, and ceremony)
- The CHIPP Plenary (organisation, programme and active participation)
- 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 SERI 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 (LA) 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 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 through financial support (PhD Winter School, Outreach) or by in-kind contributions from some institutes (such as the accounting [UZH], printing of brochures [PSI], and maintaining the CHIPP membership database). Others depend on the manpower of the CHIPP Administrator (like the administrative support to the Chair; the Annual Report for SCNAT; the organisation of the CHIPP meetings including the preparation of agenda, documents, presentations, minutes, and list of action items; the administrative part of the M&O request; the search for location and general organisation of the plenary meeting; the management of the funds and supervision of the financial situation; the funding requests to SCNAT and the maintenance of an up-to-date website), who's half-time employment is fully covered by CHIPP (salary, social charges, pension fund, and 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 2015 budget.

- Membership fees to SCNAT (7 CHF/capita);
- Support to the PhD Winter School (2'000 CHF 'own' funds are complemented by an expected amount of 10'000 CHF from SCNAT);
- Support to the CHIPP workshops (1'500 CHF/event): SuGAR 2015 and possibly another one;
- CHIPP contribution to employment of the Swiss EPPCN member (5'000 CHF to be complemented by 5'000 CHF from CERN and possibly additional funds);
- Support the specific targeted outreach activities (1'000 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 at the Board meetings, 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 (78'000 CHF [estimate])

EXPENDITURE	Budget (decision)	rev. Budget 2014 rev.	Budget 2015	Financial Plan (take note)		
	2014	2014 rev.	2015	2016	2017	2018
<b>Total expenses</b>	<b>125'000</b>	<b>115'541</b>	<b>114'000</b>	<b>130'000</b>	<b>118'000</b>	<b>134'000</b>
Membership fees	3'500	3'241	3'500	3'500	3'500	3'500
Membership in SCNAT	3'500	3'241	3'500	3'500	3'500	3'500
Schools & Conferences	29'000	23'800	15'000	29'000	15'000	29'000
CHIPP Phd School			12'000		12'000	
PhD/PostDocs days	2'000	1'000		2'000		2'000
Zuoz (parts from SCNAT)	12'000	12'000		12'000		12'000
SWAPS or other WS (parts from SCNAT)	12'000	10'800		12'000		12'000
Sugar 2015			1'500			
unspecified	3'000		1'500	3'000	3'000	3'000
Outreach	5'000	1'000	10'000	10'000	10'000	10'000
EPPCN member			5'000	5'000	5'000	5'000
Dialogue (parts from SCNAT)			4'000	4'000	4'000	4'000
unspecified	5'000	1'000	1'000	1'000	1'000	1'000
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	1'000	1'000	1'000
Operations	80'000	80'000	78'000	80'000	82'000	84'000
Miscellaneous	2'400	2'400	2'400	2'400	2'400	2'400

**INCOME**

<b>Total income</b>	<b>105'000</b>	<b>103'230</b>	<b>102'000</b>	<b>112'000</b>	<b>104'000</b>	<b>112'000</b>
contributions from CHIPP members	85'000	83'230	88'000	88'000	88'000	88'000
contribution from SCNAT	20'000	20'000	14'000	24'000	16'000	24'000
for CHIPP School			10'000		12'000	
for Zuoz	10'000	10'000		10'000		10'000
for SWAPS 2014 or other future WS	10'000	10'000		10'000		10'000
for Outreach			4'000	4'000	4'000	4'000
contributions from SNSF	0	0	0	0	0	0
contributions from SERI	0	0	0	0	0	0
for 'Verflixtes Higgs'						

**BALANCE**

<b>Balance</b>	<b>-20'000</b>	<b>-12'311</b>	<b>-12'000</b>	<b>-18'000</b>	<b>-14'000</b>	<b>-22'000</b>
<b>Asset at start of the year</b>	<b>87'403</b>	<b>69'818</b>	<b>57'507</b>	<b>45'507</b>	<b>27'507</b>	<b>13'507</b>

Operations is composed of:

Administrator: salary, social charges, pension fund	76'000
Administrator: travel expenses	2'000
Administrator: IT	
Webpage: Webmaster	
	78'000

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 SCNAT	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	R RB 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 SNSF.
CHIPP LT Financial Tables	9%	80	h	the careful compilation has established at SERI and SNSF trust into CHIPP; has led to introducing the FOLIS funding part; has avoided budget cuts at the SERI'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 2015**

24.10.14

Membership base: CHIPP database 24.10.2014

Final numbers will be based on membership status on 1 Nov. 2014

110 CHF/capita (excluding honorary members) PLUS 5600, and 2000 CHF respectively

	Total members	Honorary members	Individual contribution	Total individual contributions	Institutional fee	Grand total
BS	11	0	110	1'210		
BS Theory	17	2	110	1'650	2'000	4'860
BE	38	3	110	3'850		
BE Theory	32	1	110	3'410	5'600	12'860
GE	53	3	110	5'500		
GE Theory	27	0	110	2'970	5'600	11'870
GE ISDC	7	0	110	770		
ZH	66	1	110	7'150	5'600	12'750
EPFL	46	2	110	4'840		
EPFL Theory	19	0	110	2'090	5'600	12'530
ETHZ	78	0	110	8'580		
ETHZ Theory	14	3	110	1'210	5'600	15'390
PSI	46	0	110	5'060	5'600	10'660
CERN <sup>1</sup>	18	0	0	0	0	0
FR	1	0	0	0	0	0
<b>Total</b>	<b>473</b>	<b>15</b>		<b>48'290</b>	<b>35'600</b>	<b>88'840</b>

<sup>1</sup> CERN members are the "Swiss PhD nationals working at CERN" (CHIPP Statutes, Article 4). They are exempted of fees because:

\* They are not represented in the Board

\* They are payed by various international funds

\* There is no chief contact person at CERN who could be asked to provide the fees for CHIPP