



Swiss Institute of
Particle Physics

an Association according to Swiss law

Activities 2016: *planned activities, budget, and contributions*

Introduction

As in previous years, the last Board meeting of the year is used to deal with the planning of the activities and the associated budget of the coming year.

Proposal

The document contains four parts:

- **EB proposal for the EPPCN representative:** the document presents the long-standing issue of finding a suitable Swiss representative in the European Particle Physics Communication Network (EPPCN). It proposes a solution, which is recommended by the EB for approval.
- **Activities 2016:** 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. 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. A novelty is the inclusion of activities related to the EPPCN representative (see above).
- **Budget 2016:** the table 'Expenditures' translates the activities planned for 2016 into costs and expenditures. The table 'Income' contains the contributions from the CHIPP members (see below), the pledged CERN and SERI support to the EPPCN activities and the expected support from SCNAT – based on the draft budget of the MAP platform – which shall be confirmed by April 2016. The numbers in the rows 'Financial Plans 2017-2019' are indicative and are not subject to the present decision. The detailed breakdown of the work of the Administrator and the EPPCN representative are shown in two additional tables.
- **Contributions 2016:** the costs associated with the list of activities 2016 are mainly covered through the contributions of the CHIPP members. The attached list gives approximate values for these contributions. An up-to-date extract from the CHIPP database, binding for the 2016 contributions, will be made in early November. Although the budget foresees a deficit for 2016 – and following years, which will become problematic by 2020 – the CHIPP EB suggests to keep for 2016 the same contributions as in 2015, 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 EB proposal for the EPPCN representative,
- **to approve** the CHIPP activities for 2016,
- **to approve** the CHIPP budget 2016 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

Switzerland as a CERN member state shall designate a national member of the European Particle Physics Communication Network (EPPCN). The EPPCN was established in 2006 by CERN Council as a network of persons in the CERN member states who serve as local contacts for the media and general public in connection with CERN developments, press releases, exhibitions, etc. According to the relevant MoU issued by CERN, "The EPPCN Member acts as CERN's communication point of contact in the Member State or Associate Member State in which he/she resides and cooperates in the promotion of CERN's mission and the demonstration of its importance at the national level." The ideal profile would be a "full-time science communicator", but preferably without being an active journalist, as recently pointed out by Hans Peter Beck (see item 18 of the minutes of EB 2015-05¹).

CHIPP has tried for several years to find a suitable candidate, but without success. The difficulty is to find somebody who is able to act truly at a Swiss level and who does not privilege his/her university/institute, journal/magazine, linguistic area, main science interest, etc. After having had Beat Gerber from the communication's office of the ETHZ president as EPPCN member from 2007 until retirement in early 2014, CHIPP tried to have this mandate taken up by somebody working on communication at PSI, but without success. Further attempts to find a suitable candidate at the University of Bern and later through SCNAT also failed.

In order to solve this long-standing issue, Marc Türlér, the current CHIPP Administrator, volunteered at the EB 2015-05 to take over the EPPCN mandate, at least temporarily until a better solution is found. While being clearly not a "full-time science communicator", he has quite some experience in scientific communication via writing the "AstroWatch" page in the CERN Courier since 2003, totalizing over 120 articles by now. He is also a member of the Editorial Advisory Board of the Europhysics News magazine since 2011, and has been responsible for several communication and outreach activities at his institute (ISDC)². Being the CHIPP Administrator clearly offers synergies and an inside knowledge of the Swiss Particle Physics community, in particular on the involvement of universities/institutes, as well as individuals in the various experiments at CERN. What remains to be developed is the contact with the communication offices of Swiss institutes and universities and with the media both in the German and French speaking areas of Switzerland. Being fluent in both languages is certainly also an asset for him to fulfil the EPPCN mandate satisfactorily.

Concerning the financial aspects, a very positive evolution is the SERI agreement – in a letter dated 21 September 2015 – to contribute significantly to the funding of the EPPCN member for up to 15 kCHF per year, starting in 2016. This amount would nearly cover the salary, social charges, and pension fund for a 10% position according to the current CHIPP Administrator's contract. It would be complemented by 5 kCHF from CHIPP – partly as new administration activities linked to the EPPCN mandate – and up to 5 kCHF from CERN, mainly to cover travel and other expenses.

Based on the considerations above, the EB proposes to increase the contract of Marc Türlér funded by CHIPP at the University of Zurich from 50% to 60% of a full-time position. This would allow him to cover both the current administration work and also the new tasks of the EPPCN representative, according to the detailed breakdown of his work presented below in two tables accompanying the presentation of the budget of 2016. The arrangement proposed here is administratively possible at the University of Zurich and its principle is agreed by SERI.

¹ http://www.chipp.ch/documents/minutes_EB_2015-05_final.pdf

² Find his short CV at: http://www.chipp.ch/documents/Board2015-03_ALe1vGyBTI/CV_Turler.pdf

In 2016, CHIPP intends to play again an important role in the Swiss research landscape by promoting 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 2016 are:

- The RECFA country visit 2016 (organisational support)
- The Zuoz Summer School 2016 (organisational and financial support)
- The CHIPP PhD and PostDoc days in the context of the SPS Annual Meeting (organisation, programme and active participation)
- The CHIPP workshops/conferences (organisational and financial support):
 - o SWHEPPS 2016: Strategy Workshop on High-Energy Particle Physics in Switzerland
 - o PSI 2016: workshop on Physics, Symmetries and Interactions
- The CHIPP outreach activities:
 - o The CHIPP Outreach Group (accompanying the outreach strategy and activities)
 - o The dialogue with the society through the multi-lingual “particlephysics.ch” site
 - o Possibly other specific targeted outreach activities
- The EPPCN: European Particle Physics Communication Network (active Swiss participation)
- The CHIPP Prize (advertisement, selection, and ceremony)
- The formal 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, funding requests, active participation)
- The joint FLARE requests on LHC M&O and Grid Computing (planning, compilation, submission)
- The Round Table International (active participation)
- The Lenkungsausschuss (LA) FLARE (active participation)
- The CHIPP representation at the CERN Council, at NuPECC, at ApPEC, at LA FLARE (via recommendation) and at ECFA, ACCU, the European Particle Physics Outreach Group, the Computing Board (via direct election).

Many of these activities benefit from the Swiss militia system (e.g. planning and organisation of the CHIPP schools and workshops, the evaluation of the CHIPP Prize candidates, the planning of an outreach strategy and its implementation, the input to the FLARE LHC M&O request) or are even supported directly through external financial support (EPPCN, Summer School, SWHEPPS, Outreach) or by in-kind contributions from some institutes (such as the accounting [UZH], printing of brochures [PSI], RECFA country visit [ETHZ] 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 EB, Board and Plenary meetings including the preparation of agenda, documents, presentations, minutes, and list of action items; the administrative part of the FLARE LHC 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 budget table details the various incomes and expenses foreseen for 2016. For clarity, we also include the corresponding values from the accounts of 2014, for the approved budget of 2015 and the current status of the expenses of 2015.

The breakdown of the work of the administrator and of the EPPCN representative is shown in two accompanying tables. They sum up to 0.6 FTE.

EXPENDITURE	Accounts	Budget	rev. Budget	Budget	Financial Plan		
	2014	2015	2015 rev.	2016	2017	2018	2019
Total expenses	114'359	114'000	103'223	141'000	131'000	143'000	131'000
Membership fees	3'241	3'500	3'136	3'500	3'500	3'500	3'500
Membership in SCNAT	3'241	3'500	3'136	3'500	3'500	3'500	3'500
Schools & Conferences	22'760	15'000	12'500	27'000	15'000	27'000	15'000
CHIPP PhD School (parts from SCNAT)		12'000	11'000		12'000		12'000
PhD/PostDocs days	0			0		0	
Zuoz (parts from SCNAT)	12'000			10'000		12'000	
SWAPS / SWHEPPS (parts from SCNAT)	10'760			14'000		12'000	
Sugar 2015		1'500	0				
TEXAS Symposium 2015			1'500				
PSI 2016				1'500			
unspecified	0	1'500	0	1'500	3'000	3'000	3'000
Communication & Outreach	2'060	10'000	4'200	26'000	27'000	27'000	27'000
EPPCN member (parts from SERI & CERN)		5'000	0	22'000	22'000	22'000	22'000
Dialogue (parts from SCNAT)	2'060	4'000	4'000	4'000	4'000	4'000	4'000
unspecified	0	1'000	200	0	1'000	1'000	1'000
CHIPP Prize	3'000	3'000	3'000	3'000	3'000	3'000	3'000
CHIPP Meetings	1'418	2'100	1'987	2'000	2'000	2'000	2'000
CHIPP Board Meetings	516	800	700	700	700	700	700
CHIPP EB Meetings	254	300	300	300	300	300	300
CHIPP Plenary (invited speakers, Administrator, secretariat)	648	1'000	987	1'000	1'000	1'000	1'000
Operations	81'880	78'000	78'000	78'000	79'000	79'000	79'000
salary, social charges, pension fund	80'000	77'000	77'000	77'000	78'000	78'000	78'000
travel and other expenses	1'880	1'000	1'000	1'000	1'000	1'000	1'000
Miscellaneous	0	2'400	400	1'500	1'500	1'500	1'500

INCOME

Total income	108'015	99'000	98'440	128'000	121'000	133'000	121'000
contributions from CHIPP members	83'230	85'000	84'440	84'000	84'000	84'000	84'000
contribution from SCNAT	24'758	14'000	14'000	24'000	17'000	29'000	17'000
for CHIPP School		10'000	10'000		12'000		12'000
for Zuoz	10'000			8'000		12'000	
for SWAPS / SWHEPPS	9'760			12'000		12'000	
for Outreach (including 2013)	4'998	4'000	4'000	4'000	5'000	5'000	5'000
contributions from CERN	0	0	0	5'000	5'000	5'000	5'000
for EPPCN	0	0	0	5'000	5'000	5'000	5'000
contributions from SERI	0	0	0	15'000	15'000	15'000	15'000
for EPPCN	0	0	0	15'000	15'000	15'000	15'000
miscellaneous	27	0	0	0	0	0	0

BALANCE

Balance	-6'344	-15'000	-4'783	-13'000	-10'000	-10'000	-10'000
Asset at start of the year	69'819	63'475	63'475	58'692	45'692	35'692	25'692

Breakdown of Administrator's work

Tasks	time	hours	percent
EB meetings		200	21%
organisation, agenda, documents	8 x 8h	64	
actual meeting + active travel	8 x 8h	64	
minutes, actions	8 x 9h	72	
Board meetings		150	16%
organisation, agenda, documents, slides	3 x 32h	96	
actual meeting + active travel	3 x 8h	18	
minutes, actions	3 x 12h	36	
Formal Plenary meeting		40	4%
organisation, agenda, documents, slides	1 x 24h	24	
actual meeting	1 x 4h	4	
minutes, actions	1 x 12h	12	
Annual Plenary event		84	9%
place selection, organisation (1/2yr)	0.5 x 40h	20	
scientific programme	24h	24	
Indico website	24h	24	
actual meeting	2 days	16	
Document preparation		72	8%
annual report	24h	24	
SCNAT funding requests	24h	24	
FLARE M&O request	24h	24	
CHIPP Tables		48	5%
multiple requests and compilations	32h	32	
maintenance and improvement	16h	16	
Finances		48	5%
audit (with preparation)	2 x 8h	16	
budget, membership fees, etc.	2 x 8h	16	
invoices, payments	8 x 2h	16	
Support to Chair		166	17%
planning, e-mails, letters	100 h	100	
RTI meetings	2 x 8h	16	
face-to-face meetings	2 x 8h	16	
Chair/EB teleconferences	5 x 2h	10	
Document archiving (electronic + paper)	12 x 2h	24	
CHIPP Website		52	5%
meeting documents, slides	12 h	12	
news, announcements	8 x 2h	16	
annual plenary website (1/2yr)	0.5 x 16h	8	
maintenance and improvement	2 x 4h	8	
database corrections	8 x 1h	8	
Outreach activities linked to the EPPCN mandate		40	4%
news, PR & articles on SCNAT website	4 x 4h	16	
CERN-related support to CHIPP outreach	12 h	12	
French translation of "Dialogue" pages	3 x 4h	12	
Exceptional activities		50	5%
e.g. RI inventory, ECFA mid-term, CERN60 posters, roadmap update, ...			
TOTAL (950 h = 0.5 FTE)		950	100%

Breakdown of EPPCN representative's work

Tasks	time	hours	percent
Main EPPCN tasks		130	68%
two annual meetings + talks + reports	2 x (16+12)	56	
CERN PR (adapt, translate, distribute)	3 x 16h	48	
contact with media and communic. offices	10h	10	
annual activity report for CERN Council	8h	8	
update of Swiss mini-site at cern.org	8h	8	
Additional EPPCN tasks		60	32%
CERN material (translation, distribution)	0.5 x 16h	8	
CERN media visits (coordination)	16h	16	
Find Swiss PR stories	16h	16	
show Swiss benefits of hosting CERN	12h	12	
put on-line the PR and related articles	8h	8	
TOTAL (190 h = 0.1 FTE)		190	100%

CHIPP Membership fee: calculation for 2016

13.10.15

Membership base: CHIPP database 09.10.2015

Final numbers will be based on membership status in early Nov. 2015**110 CHF/capita (excluding honorary members) PLUS 5600, and 2000 CHF respectively**

	Total members	Honorary Members ¹	Individual contribution	Total individual contributions	Institutional fee	Grand total
BS	10	0	110	1'100		
BS Theory	14	1	110	1'430	2'000	4'530
BE	34	3	110	3'410		
BE Theory	32	1	110	3'410	5'600	12'420
GE	60	3	110	6'270		
GE Theory	27	0	110	2'970	5'600	15'610
GE ISDC	7	0	110	770		
ZH	74	3	110	7'810	5'600	13'410
EPFL	47	2	110	4'950		
EPFL Theory	19	0	110	2'090	5'600	12'640
ETHZ	77	1	110	8'360		
ETHZ Theory	9	3	110	660	5'600	14'620
PSI	44	0	110	4'840	5'600	10'440
CERN ²	15	0	0	0	0	0
FR ³	1	0	0	0	0	0
Total	470	17		48'070	35'600	83'670

¹ Honorary members are not subject to the annual membership fee (CHIPP Bye-Laws, Article 1.2).
The numbers in this column are subtracted from the number of total members for the fee calculation.

² 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

³ The Physics Department of Fribourg resigned its membership to CHIPP at the end of 2013.