

Introduction

As usual, 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:

- **Activities 2017:** 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.
- **Budget 2017:** the table 'Expenditures' translates the activities planned for 2017 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 in March 2017. The numbers in the rows 'Financial Plan 2018-2020' are indicative and are not subject to the present decision. The detailed breakdown of the work of the Administrator and the EPPCN member are included without changes compared to last year, because it is too early, after less than a year, to properly update the EPPCN activities.
- **Contributions 2017:** the costs associated with the list of activities 2017 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 2017 contributions, will be made in early November. Although the budget foresees a deficit for 2017 – and following years, which will become problematic by 2020 – the CHIPP EB suggests to keep for 2017 the same contributions as in previous years, 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 2017,
- **to approve** the CHIPP budget 2017 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 2017, 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 more on science, as some of the organisational, administrative and coordination tasks are carried out by the CHIPP administration. The specific CHIPP activities for 2017 are:

- The CHIPP PhD Winter School 2017 (organisational and financial support)
- The CHIPP Annual Plenary in the context of the SPS Annual Meeting (organisation, programme and active participation)
- The CHIPP workshops/conferences (organisational and financial support):
 - o Possibly an event to be defined
- The CHIPP outreach activities:
 - o The dialogue with the society through the SCNAT thematic portal on particle physics
 - o The CHIPP membership in IPPOG (outreach strategy and activities)
 - o Possibly other 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 in MAP platform and delegation meetings)
- The follow-up of the joint FLARE requests on LHC M&O and Grid Computing (yearly adjustment)
- The Round Table International (active participation)
- The coordination of future particle physics activities in Switzerland (CHIPP Tables, etc.)
- The FLARE prioritisation (active participation to the meeting of January 2017)
- The CHIPP input to SNSF and SERI regarding the Swiss representation in the CERN Council, in APPEC, and in NuPECC
- The CHIPP representation in ECFA and in ACCU (via direct election)
- The CHIPP observer status in CHAPs and in the Committee on Space Research (CSR).

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, Winter School, Outreach) or by in-kind contributions from some institutes (such as the accounting [UZH], printing of brochures [PSI], and the maintenance of 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 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, distribution of announcements, etc.), 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 2017. For clarity, we also include the corresponding values from the accounts of 2015, for the approved budget of 2016 and the current status of the expenses of 2016.

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			
	2015	(decision)	(status)	(for approval)	(take note)	2018	2019	2020
Total expenses	101 313	141 000	143 234	138 500	151 500	139 500	151 500	
Membership fees	3 136	3 500	3 234	6 500	6 500	6 500	6 500	
Membership in SCNAT	3 136	3 500	3 234	3 500	3 500	3 500	3 500	
Membership in IPPOG	0	0	0	3 000	3 000	3 000	3 000	
Schools & Conferences	11 500	27 000	27 500	15 000	27 000	15 000	27 000	
CHIPP PhD School (parts from SCNAT)	10 000			12 000		12 000		
PhD/PostDocs days		0	0		0		0	
Zuoz (parts from SCNAT)		10 000	10 000		12 000		12 000	
SWAPS / SWHEPPS (parts from SCNAT)		14 000	14 000		12 000		12 000	
TEXAS Symposium 2015	1 500							
PSI 2016		1 500	1 500					
RECFA visit 2016		0	2 000					
unspecified	0	1 500	0	3 000	3 000	3 000	3 000	
Communication & Outreach	3 658	26 000	28 000	31 000	31 000	31 000	31 000	
EPPCN member (parts from SERI & CERN)	0	22 000	18 000	20 000	20 000	20 000	20 000	
Dialogue (parts from SCNAT)	3 658	4 000	10 000	10 000	10 000	10 000	10 000	
unspecified	0	0	0	1 000	1 000	1 000	1 000	
CHIPP Prize	3 000	3 000	3 000	4 500	4 500	4 500	4 500	
Prize money	3 000	3 000	3 000	3 000	3 000	3 000	3 000	
travel expenses	0	0	0	1 500	1 500	1 500	1 500	
CHIPP Meetings	1 743	2 000	2 000	2 000	2 000	2 000	2 000	
CHIPP Board Meetings	567	700	700	700	700	700	700	
CHIPP EB Meetings	189	300	300	300	300	300	300	
CHIPP Plenary (invited speakers, Administrator, secretariat)	987	1 000	1 000	1 000	1 000	1 000	1 000	
Operations	78 276	78 000	78 000	78 000	79 000	79 000	79 000	
salary, social charges, pension fund	77 000	77 000	77 000	77 000	78 000	78 000	78 000	
travel and other expenses	1 276	1 000	1 000	1 000	1 000	1 000	1 000	
Miscellaneous	0	1 500	1 500	1 500	1 500	1 500	1 500	

INCOME

Total income	98 104	128 000	134 000	125 000	137 000	127 000	137 000
contributions from CHIPP members	84 440	84 000	84 000	84 000	84 000	84 000	84 000
contribution from SCNAT	13 658	24 000	30 000	21 000	33 000	23 000	33 000
for CHIPP School	10 000			8 000		10 000	
for Zuoz		8 000	8 000		10 000		10 000
for Workshops (SWAPS / SWHEPPS)		12 000	12 000		10 000		10 000
for Outreach (MAP)	3 658	4 000	6 000	6 000	6 000	6 000	6 000
for Outreach (webportal, not MAP)	0	0	4 000	4 000	4 000	4 000	4 000
for IPPOG	0	0	0	3 000	3 000	3 000	3 000
contributions from CERN	0	5 000	5 000	5 000	5 000	5 000	5 000
for EPPCN	0	5 000	5 000	5 000	5 000	5 000	5 000
contributions from SERI	0	15 000	15 000	15 000	15 000	15 000	15 000
for EPPCN	0	15 000	15 000	15 000	15 000	15 000	15 000
miscellaneous	6	0	0	0	0	0	0

BALANCE

Balance	-3 209	-13 000	-9 234	-13 500	-14 500	-12 500	-14 500
Asset at start of the year	63 475	60 266	60 266	51 032	37 532	23 032	10 532

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 2017

02.10.16

Membership base: CHIPP database 30.09.2016

Final numbers will be based on membership status in early Nov. 2016**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	9	0	110	990		
BS Theory	14	1	110	1 430	2 000	4 420
BE	39	3	110	3 960		
BE Theory	34	1	110	3 630	5 600	13 190
GE	68	3	110	7 150		
GE Theory	18	0	110	1 980	5 600	15 390
GE ISDC	7	1	110	660		
ZH	82	4	110	8 580	5 600	14 180
EPFL	44	2	110	4 620		
EPFL Theory	14	0	110	1 540	5 600	11 760
ETHZ	77	1	110	8 360		
ETHZ Theory	12	3	110	990	5 600	14 950
PSI	46	1	110	4 950	5 600	10 550
CERN ²	17	0	0	0	0	0
FR ³	1	0	0	0	0	0
Total	482	20		48 840	35 600	84 440

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.