

**Minutes
of the
ILIMA Collaboration Board Meeting
Held on Friday, 28-April-2006
At the Atomic Physics Division of GSI**

1. Call to Order:

Thomas Nilsson called the meeting to order at 10 o'clock a.m.
Christophor Kozhuharov volunteered to take notes for the minutes.

2. Attendance:

Thomas Nilsson read the list of the nominees as e-mailed by Helmut Wick on April 18:

1. Georges Audi	CSNSM Orsay
2. Peter Beller	GSI Darmstadt, accelerator
3. Thomas Bürvenich	University of Frankfurt
4. Thomas Faestermann	Technical University of Munich
5. Hans Geissel	GSI Darmstadt, KPII
6. Christophor Kozhuharov	GSI Darmstadt, AP
7. Karl-Ludwig Kratz	University of Mainz
8. Georgios Lalazassis	University of Thessalonica
9. Yuri N. Novikov	PNPI Gatchina
10. Zygmunt Patyk	Institute for Nuclear Studies Warsaw
11. Wolfgang Plaß	University of Giessen
12. Kohji Takahashi	Université Libre de Bruxelles
13. Philip Walker	University of Surrey
14. Takayuki Yamaguchi	Saitama University

Present by proxy:

- Georgios Lalazassis (proxy to Thomas Faestermann)
- Zygmunt Patyk (proxy to Hans Geissel)

George Audi joined the meeting with a short delay due to his flight schedule.

Peter Beller was absent in the morning and joined the meeting after the lunch break.

Karl-Ludwig Kratz was not present.

Takayuki Yamaguchi was not present.

All other delegates to the first meeting of the collaboration board were present and, thus, a quorum was reached.

Present ex officio and/or in attendance:

1. Thomas Nilsson (NUSTAR Board and NUSTAR project manager)
2. Hans Emling (Head of KPII at GSI and NUSTAR Council)
3. Yuri Litvinov (ILIMA deputy speaker)
4. Helmut Weick (ILIMA project manager)

3. Agenda of the Meeting:

3.1. Proposal:

Thomas Nilsson wrote the proposed agenda on the blackboard:

- Structure and organization of the collaboration board:
 - Management, election period
 - Spokesperson
 - Deputy spokesperson
 - Project manager
- Working groups:
 - number,
 - objectives,
 - mandate
- Technical board
- AOB

3.2. Motions

- Yuri Novikov moved to include a discussion on the future MoU.
- Hans Geissel moved to include a discussion on the chairperson as well as on the planned workshop (together with MATS and LASPEC).
- Christophor Kozhuharov moved to start the discussion on the charter of the collaboration board.

All motions were seconded and approved.

4. Discussion:

4.1. Charter of the collaboration board:

It was agreed that the results of the discussion on the collaboration board structure, organization, management, etc. will constitute the charter of the collaboration board.

Christophor Kozhuharov made two motions:

1. The board shall have the liberty to elect either a member of the board or a person outside the board as a spokesperson.
2. The spokesperson should chair the meetings.

Both motions were seconded and approved unanimously.

Motions were made (i) to elect the spokesperson for renewable periods of two years, (ii) ditto but to limit the sequence to two 2-year periods of office, and (iii) not to limit the period of office.

A qualified majority decided that the spokesperson shall be elected for a period of two years. The period of office might be renewed with no limits on the number of renewals.

It was unanimously decided that the board should meet at least once per calendar year.
(Motion made by Thomas Nilsson.)

Unanimous decision: A quorum shall be reached with two thirds of the board members present or present by proxy and with a qualified majority of more than 50% of the votes

of those present or present by proxy. Such a qualified majority shall have the power to change the charter as well (should it decide to do so).

The board membership is linked to the contributions of the particular institutions and the board shall decide on the modalities. It was agreed not to make a general assessment of the particular contributions at that time, and to keep the present situation with one representative from each institution (three from GSI) as decided at the previous meeting. The board shall have the power to decide on a case-to-case basis with a 2/3 quorum and >50% majority (see also the decision on quorum).

It was emphasized again that the collaboration board shall be the highest authority of the collaboration.

Responsibilities and mandates:

The spokesperson shall represent and coordinate the collaboration.

The spokesperson shall coordinate the ILIMA collaboration within the NUSTAR collaboration and within the FAIR project.

The spokesperson shall organize the budget of the collaboration.

The spokesperson shall organize, foster, and maintain the dissemination of information within the collaboration, within NUSTAR as well as within FAIR

If the elected spokesperson was not initially a member of the collaboration board, the spokesperson should have voting rights after the election (qualified majority).

Non-members of the collaboration board, who are ex officio present, do not have voting rights.

The deputy spokesperson shall assist the spokesperson.

The deputy spokesperson shall replace the spokesperson if the spokesperson is absent.

Thomas Bürvenich moved to replace the title 'deputy spokesperson' with the term 'co-spokesperson'. The motion was rejected by a qualified majority.

The tasks of the project manager include the technical coordination and the interaction with the spokesperson and with the deputy spokesperson. The project manager shall coordinate the working groups on a day-to-day basis and keep the information links opened. The project manager's presence at GSI is very important and mandatory.

Thomas Nilsson raised the question whether the spokesperson, the deputy spokesperson, and/or the project manager should have voting rights if they come from outside the collaboration board. After a short discussion, the motion to give them full voting rights passed by qualified majority.

George Audi: Should the spokesperson be present at GSI? It was decided by qualified majority that this would not be mandatory.

Yuri Litvinov raised the question whether the budget should be discussed. Helmut Weick reminded the board that there is no collaboration budget presently.

5. Elections:

5.1. Spokesperson:

Hans Geissel proposed Phil Walker. Phil was asked to step out of the room for the following deliberation. It was unanimously decided to have an open vote. Phil was elected unanimously. He accepted the election and thanked the board.

(Chair taken by Phil)

Phil thanked Yuri Novikov for his work as ILIMA spokesperson.

5.2. Deputy spokesperson and project manager:

Phil proposed Yuri Litvinov for the position of the deputy spokesperson. Hans Geissel proposed Helmut Weick for the position of the project manager. There were no other propositions. Yuri and Helmut were elected with qualified majority. They accepted the election.

There were no other motions with respect to the collaboration management.

6. Working Groups:

At the previous collaboration meeting, it was decided to merge the theory and the physics program groups. Phil Walker: There was an initiative to coordinate the theory on RIB-physics EU-wide. Thomas Bürvenich reported that it is not very clear how this initiative will develop. Thomas Nilsson and Hans Geissel pointed out that—unfortunately—there is presently no theoretician on the NUSTAR board.

Yuri Litvinov listed the present working groups on the blackboard. It was decided by a qualified majority to restructure the working groups. The detector groups will be divided into three new groups: ToF, Schottky and other particle detectors. There will be no separate working group for electronics, DAQ, and slow controls. The ToF, Schottky, and the particle detector group shall take care of the electronics, DAQ, and slow controls pertinent to the particular detectors. It was decided to keep the analysis and software development group.

Nomination for the conveners of the working groups:

- | | |
|---------------------------|----------------------------|
| 1. Thomas Bürvenich | Physics group |
| 2. Wolfgang Plass | ToF group |
| 3. Christophor Kozhuharov | Schottky group |
| 4. Thomas Faestermann | Other detectors |
| 5. Yuri Litvinov | Evaluation software |
| 6. Helmut Weick | Simulations, beam handling |

The nominees were elected with qualified majorities.

The conveners of the working groups, the spokesperson, the deputy spokesperson, and the project manager shall constitute the technical board. The project manager shall chair the technical board.

Note: Colleagues from the accelerator division responsible for the rings are active members of the working group for simulations and beam handling.

1245 CEST (after the lunch break)

7. Memorandum of Understanding, MoU

Thomas Nilsson made some introductory remarks about the discussion, which took place during the NUSTAR meeting. A common MoU for the NUSTAR collaboration has been discussed by the board. A small writing group consisting of Thomas Aumann, Reiner Krücken, and Thomas Nilsson has been formed. On June 12 (the date is tentative) there will be a meeting. The MoU will be rather a kind of agreement not as formal as the template sent by e-mail.

Helmut Weick presented a few slides that will be attached to the minutes. The money matrix shows a big discrepancy in the costs of 1.9 million euro and the contributions of 635 thousand euro. Thomas Nilsson reminded the board that the contributions towards the experiments count 50%, whereas contributions to the accelerators count 100%.

Yuri Novikov emphasized that the board should define the common projects mentioned in the slides of Helmut Weick.

8. Workshop

Hans Geissel informed the Board of the current developments. The workshop (19, 20 October 2006, at GSI) is being organized together with MATS, LEB, and LASPEC. A productive meeting has been held and the list of speakers has been completed. There are only invited talks, and no proceedings will be published.

Yuri Litvinov presented an e-mail from the organizers. Several members of the Board have not received it. Phil Walker raised the question whether there are other arrangements for meetings he should know about. Stephanie Lüttges and Wilfried Nörtershäuser are to be contacted in order to complete the mailing list.

9. AOB

Web pages, distribution list, etc. Thomas Nilsson pointed out that Haik Simon's example is to be followed.

10. Next Meeting

The next meeting will be held immediately before the 2-day workshop (October 19 & 20) on Wednesday, the 18th of October 2006 afternoon.

Phil Walker thanked the participants and closed the meeting.