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FCCIS

Future Circular Collider Innovation Study

Horizon 2020 Research and Innovation Framework Programme, Research and Innovation Action

MILESTONE REPORT

MANAGEMENT STRUCTURES ESTABLISHED AND TECHNICAL / SCIENTIFIC WORK STARTED

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Abstract:

Board member lists established and accessible for consortium members through the collaborative Web tool. Agenda and draft minutes of board meetings available in document management system. Consortium agreement signed. Work schedule documented. Press release on project launch issued by CERN.

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<https://twiki.cern.ch/twiki/bin/view/FCC/FCCIS>.



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Delivery Slip

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1. FCCIS KICKOFF SUMMARY

Table 1: Basic details about the workshop

Type of activity	General Project Meeting
Title	FCC November Week 2020 (FCCNoW2020)
Date	9-13 November 2020
Place	CERN, Geneva, Switzerland
Type of audience	Scientific and administrative personnel of the FCCIS Beneficiaries and Partners and of the FCC collaboration
Size of audience	910 registered participants including 501 for the Physics workshop. 141 participants in the Overleaf training sessions
Scope	International
Links	Agenda and presentations: https://indico.cern.ch/e/FCCNoW2020 Twiki: https://twiki.cern.ch/twiki/bin/view/FCC/FCCIS 4th FCC Physics workshop: http://indico.cern.ch/event/932973/
Partners involved	All

2. FCCIS KICK-OFF MEETING, MAJOR OUTCOMES

2.1. ORGANISATION & ADMINISTRATION

2.1.1. FCC and FCCIS Overview

CERN is the host institute of the world-wide FCC study. CERN is also the coordinator of the EC H2020 FCCIS project. While the FCC study federates institutes world-wide, based on a Memorandum Of Understanding expressing the good will to pursue a common goal at best-effort, the FCCIS Consortium is tied with the EC by the H2020 Grant Agreement (GA). The relationship of the Consortium partners is regulated by the Consortium Agreement (CA), which is an extension to the FCC MoU. Communication between the EC and the Consortium is realized via the Coordinator.

2.1.2. Project work schedule

Each important step of the FCCIS project will be described in a report. The list of milestones and deliverables is visible in the FCCIS dashboard on Twiki: [FCCISDeliverables < FCC < TWiki \(cern.ch\)](https://twiki.cern.ch/twiki/bin/view/FCC/FCCISDeliverables)

2.1.3. FCCIS project organization

The project organization is laid out in the Consortium Agreement, which can be consulted on the FCCIS Twiki site (<https://twiki.cern.ch/twiki/bin/view/FCC/FCCISConsortiumAgreement>). The highest decision-making body is the FCCIS General Assembly (GA). The project's executive management is the FCCIS Executive Board (EB).

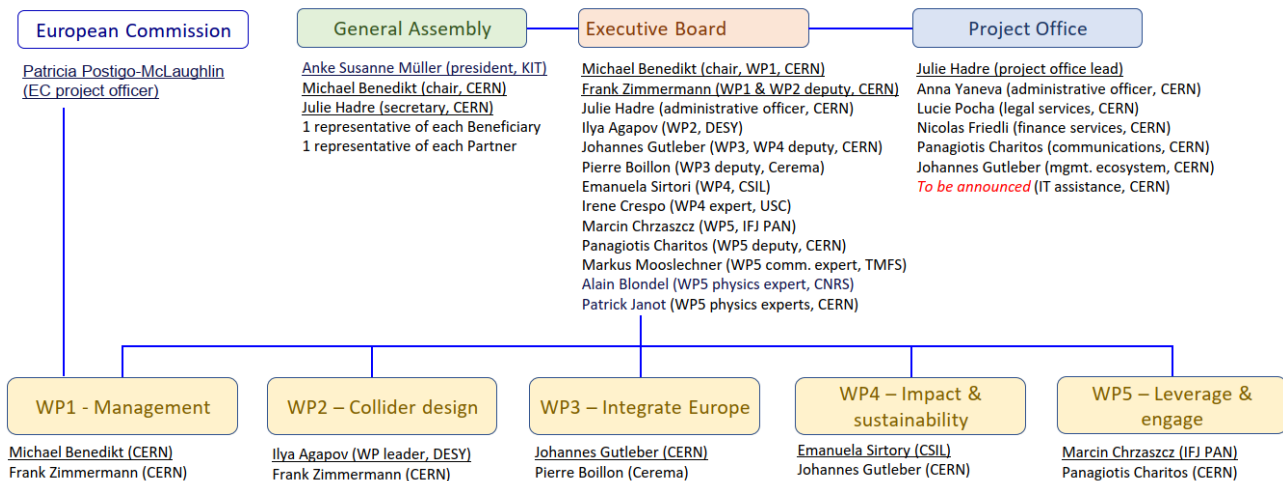


Figure 1: FCCIS Organisation Breakdown Structure

2.1.4. Establishment of research teams

The importance of establishing functioning research teams at all participating institutes was stressed.

One can see the list of project members on the FCCIS Twiki: [FCCTeam < FCC < Twiki \(cern.ch\)](#)

2.1.5. Administrative processes

All participants are reminded to strongly encourage their team members to contact the FCCIS Office in order to establish the team database and to ensure that study participants gain access to all relevant computing resources at CERN.

2.1.6. Result dissemination policy and documentation platform

The FCCIS Twiki is ready for use and has been demonstrated. It is very important for the project to upload data, figures and computer files (optics, lattice file sets). This allows their use by any member of the project.

- Templates for minutes and general documents, logos and other visual identity material exist on the FCCIS Twiki <https://twiki.cern.ch/twiki/bin/view/FCC/LogoDesign>
- All publications must be made available “Open Access”, free of charge.
- All publications must have a disclaimer stating that they are an outcome of an EU co-funded activity and referring to the FCCIS contract.
- All publications must be uploaded to the Zenodo platform (<https://zenodo.org>).
- If a paper should be published in a non-Open Access journal, the authors need to obtain permission to make a version accessible on Zenodo before the journal accepts publication.

The guidelines for the management of data and publications have been presented to the project members during the kickoff meeting.

- Management of publications (See: <https://indi.to/9XT8X>)

- Management of data (See: <https://indi.to/NCLBm>)

The persons in the project who are responsible for gathering, structuring and making different data items publicly accessible can be seen on Twiki:

<https://twiki.cern.ch/twiki/bin/view/FCC/DataManagementResponsibilities>

2.1.7. Communication strategy and channels

The kickoff meeting has been announced on different channels:

- Accelerating News article: <https://acceleratingnews.web.cern.ch/news/issue-34/future-circular-collider-fcc/introducing-future-circular-collider-innovation-study>
- EP News: <https://ep-news.web.cern.ch/node/3198>
- Austrian News Agency (APA): https://www.ots.at/presseaussendung/OTS_20201109_OTS0137/cern-holt-terra-mater-factual-studios-zur-vorbereitung-des-spektakulaersten-experiments-der-geschichte-an-bord-bild
- HorizonT: <https://www.horizont.at/agenturen/news/blick-auf-welt-veraendern-cern-beauftragt-bleed-fuer-neuen-auftritt-83053>

Terra Mater Factual Studios, a beneficiary of the FCCIS project, presented the challenges and key goals of the FCCIS Communication Strategy that is currently developed with the other project partners and the FCC collaboration at large. During a dedicated session organized by WP5, Mr. Markus Mooslechner (Terra Mater Factual Studios) described the steps towards the preparation of the FCCIS Communication Strategy (Deliverable 5.1).

following a series of interviews with various stakeholders co-organized by the FCC Study Office at CERN. <https://indi.to/GFLLM>

During the same session, one of the first deliverables from the collaboration between CERN and TMFS was presented. Namely the new visual identity for the FCC/FCCIS project that has already been used for announcing the FCCIS Kick Off meeting. Mrs. Astrid Feldner, from the Bleed Design Studio, presented the key considerations that informed their work, the core messages that the new visual identity aims to communicate as well as different applications of the new visual identity including the logo, a color charter and document templates.

<https://indi.to/ctVVG>

The session also features a presentation on Dr. Christian Caron (Springer Nature) discuss plans for scientific publications and development of dedicated workflows for collaborative writing and a presentation by Dr. Marcin Chraszcz (Polish Academy of Sciences) summarizing the overall goals and workflow of WP5.

2.2. GOVERNANCE BODIES

A constituting meeting for the two governance bodies took place on Monday 9th November.

2.2.1. Constitution of the FCCIS Executive Board (EB)

The current list of EB delegates has been established. One can see it on the FCCIS Twiki: <https://twiki.cern.ch/twiki/bin/view/FCC/FCCISExecutiveBoardMembers>

The EB meets once per month. The agenda and minutes of the meeting can be seen by the members on Indico: [FCCIS Executive Board 01 \(9 November 2020\) · Indico \(cern.ch\)](#)

Actions can be seen on a dedicated MeisterTask board: [FCCIS EB | MeisterTask](#)

2.2.2. Constitution of the FCCIS General Assembly (GA)

Anke-Susanne Müller from KIT has been elected as chairperson of the FCCIS General Assembly.

One can see the members of the GA on the FCCIS Twiki:

<https://twiki.cern.ch/twiki/bin/view/FCC/FCCISGeneralAssemblyMembers>

The GA meets at least once per year. Next GA will take place during the FCC Week 2021.

2.2.3. Advisory Committee

The FCC project and the FCCIS EU co-funded project feature the same advisory committee. The FCC advisory committee is structured according to different topical domains. More information available of the FCC/FCCIS Twiki: [InternationalAdvisoryBoard < FCC < TWiki \(cern.ch\)](#)

2.2.4. International Steering Committee

The FCC project and the FCCIS EU co-funded project have the same steering committee. Members can be seen here: [InternationalSteeringCommittee < FCC < TWiki \(cern.ch\)](#)

2.3. TECHNICAL/SCIENTIFIC WORKING MEETINGS

The leaders of work package 2, 3 and 4 have presented the objectives of their work package during the kickoff meeting, and dedicated work package sessions have taken place.

- WP2 FCC-ee Design:
 - o (Status see: <https://indi.to/PdzQQ>),
 - o Work package sessions: 9 sessions including 4 combined with the 4th FCC Physics workshop.
- WP3 Integrate Europe:
 - o (Status see: <https://indi.to/SXCP8>),
 - o Work package sessions: 6 including 2 dedicated to the MATEX workshop.
- WP4 Impact & Sustainability:
 - o (Status see: <https://indi.to/c2WPL>)
 - o Work package sessions: 2

2.4. CONSORTIUM AGREEMENT

The consortium agreement has been signed by all beneficiaries and partners.

Information on the Consortium Agreement, beneficiaries and partners can be seen on the FCCIS Twiki:

- [FCCISConsortiumAgreement < FCC < TWiki \(cern.ch\)](#)
- [FCCISConsortium < FCC < TWiki \(cern.ch\)](#)

2.5. GRANT AGREEMENT

The Grant agreement has been signed by all beneficiaries.

Information on the Grant Agreement can be seen on the FCCIS Twiki: [FCCISGrantAgreement < FCC < TWiki \(cern.ch\)](#).