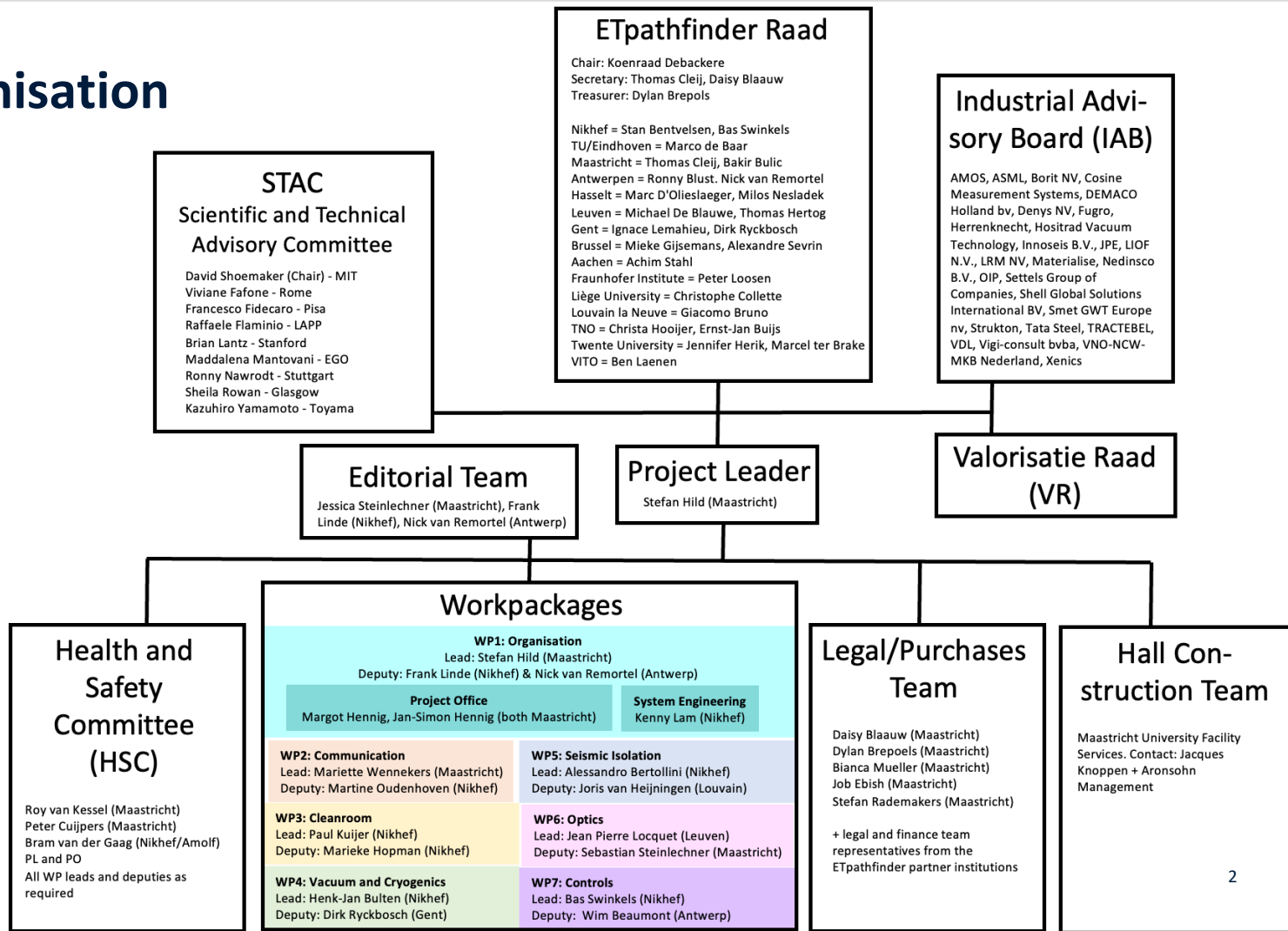


ETpathfinder Workshop Collaboration House-keeping

2nd of February 2024



Organisation



ETpathfinder Raad

Chair: Koenraad Debackere
 Secretary: Thomas Cleij, Daisy Blaauw
 Treasurer: Dylan Brepols

Nikhef = Stan Bentvelsen, Bas Swinkels
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 VDL, Vigi-consult bvba, VNO-NCW-
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STAC
 Scientific and Technical
 Advisory Committee

David Shoemaker (Chair) - MIT
 Viviane Fafone - Rome
 Francesco Fidecaro - Pisa
 Raffaele Flaminio - LAPP
 Brian Lantz - Stanford
 Maddalena Mantovani - EGO
 Ronny Nawrodt - Stuttgart
 Sheila Rowan - Glasgow
 Kazuhiro Yamamoto - Toyama

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Jessica Steinlechner (Maastricht), Frank
 Linde (Nikhef), Nick van Remortel (Antwerp)

Project Leader

Stefan Hild (Maastricht)

Valorisatie Raad (VR)

Workpackages

<p>WP1: Organisation Lead: Stefan Hild (Maastricht) Deputy: Frank Linde (Nikhef) & Nick van Remortel (Antwerp)</p>	
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Roy van Kessel (Maastricht)
 Peter Cuijpers (Maastricht)
 Bram van der Gaag (Nikhef/Amolf)
 PL and PO
 All WP leads and deputies as required

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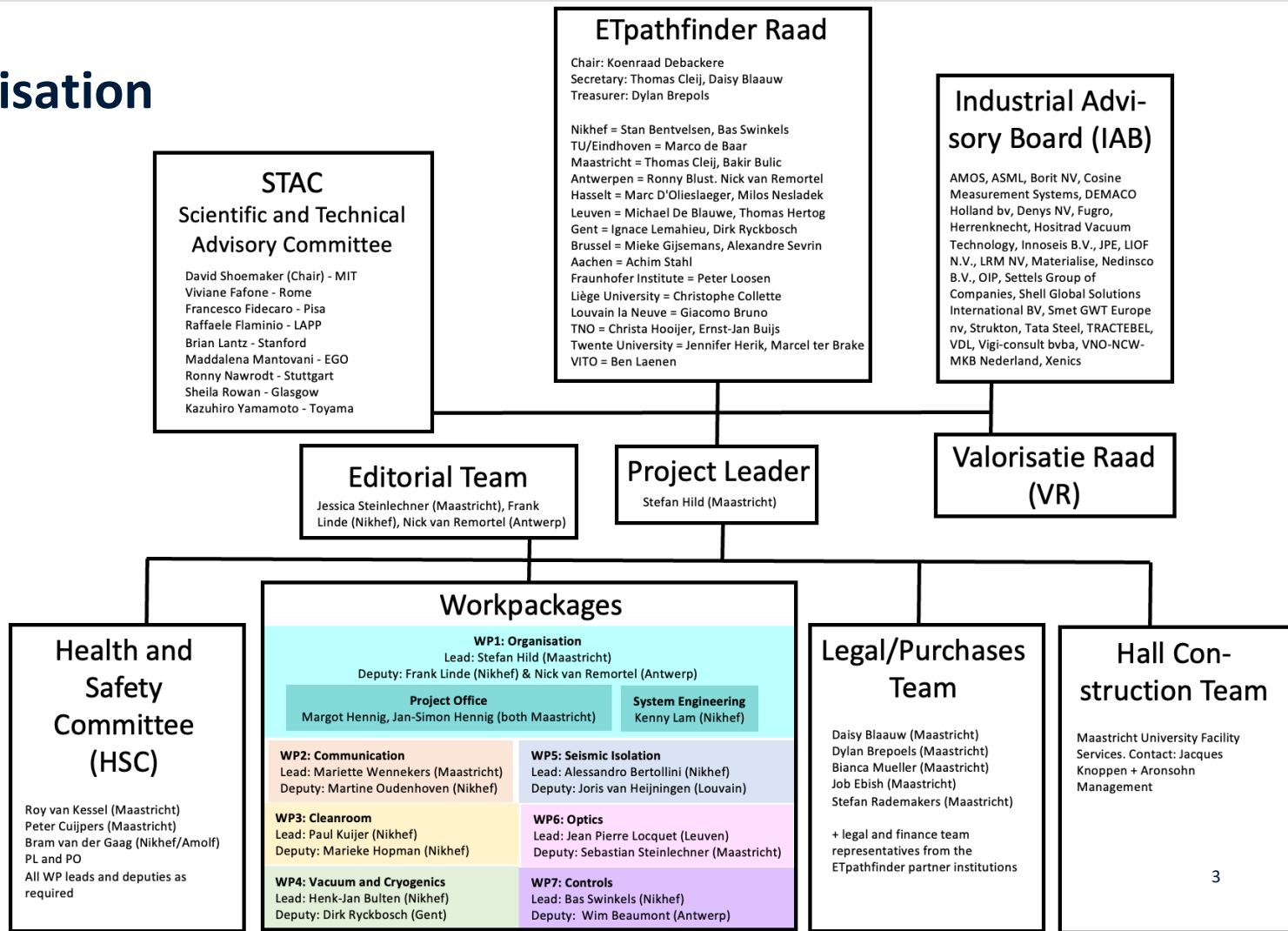
Hall Construction Team

Maastricht University Facility Services. Contact: Jacques Knoppen + Aronsohn Management



Organisation

OUTDATED on many Places. ☹️





Organisation

STAC mostly active when we ask for input.

Next Meeting: 2-3 May 2024

Maybe we can make better/more use of STAC? If yes, how? Suggestions?

Need to introduce a formal term or reference, also including a duration of their charge. Volunteers to help with drawing up ToR?

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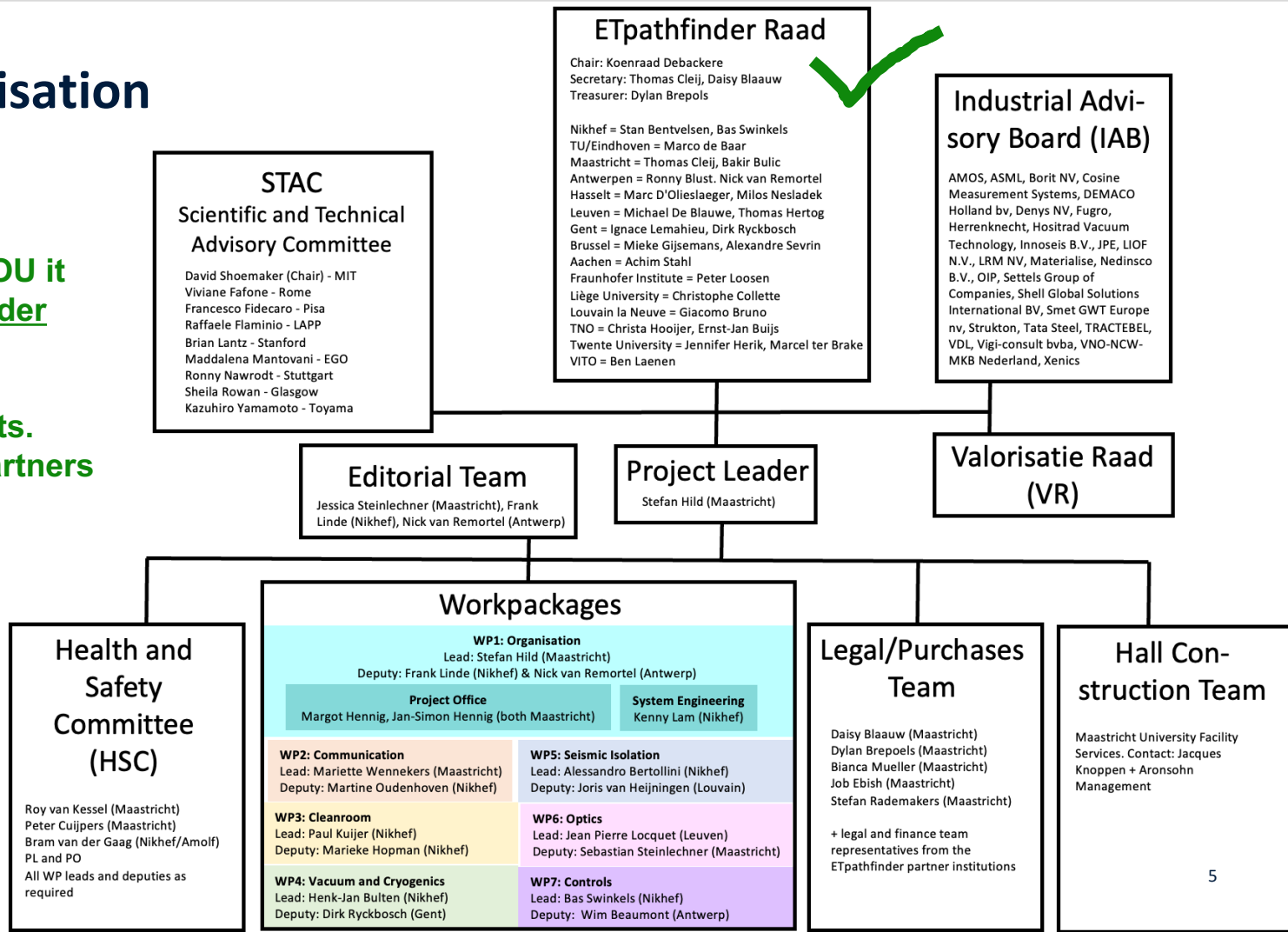


Organisation

ETPR working well!

According to new MOU it is now the ETpathfinder Council

- **Signing of budgets.**
- **Admitting new partners**



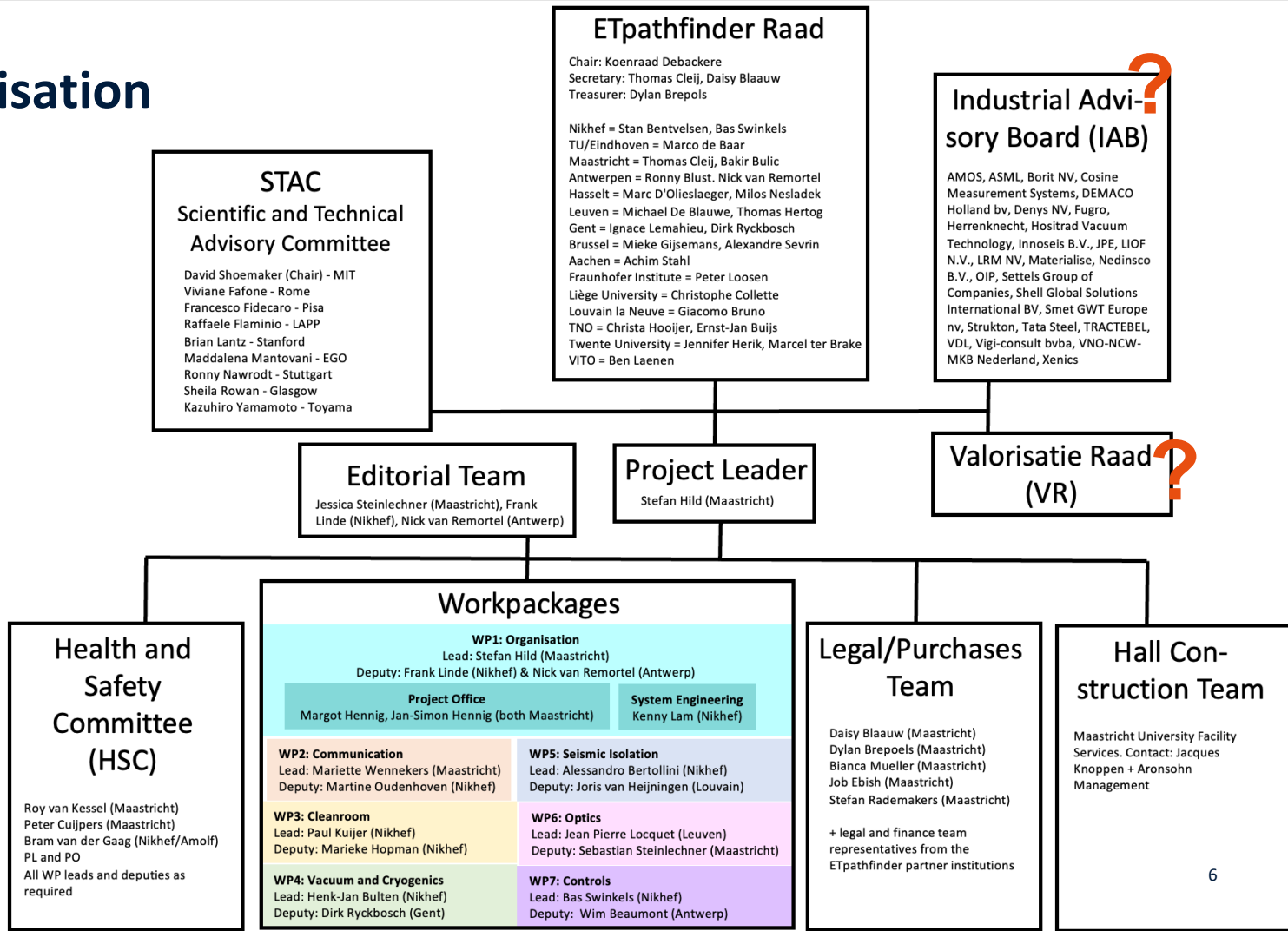


Organisation

IAB and VR: not really in existence.

Was merged with ET2SME and E-TEST. Will that continue?

Do we need something dedicated for Etpathfinder, or are we fine with the ET4business advisory board and valorisation Coordinators of individual research institutes?





Organisation

Health and Safety Committee

Works well. Meets weekly.

Names need to be updated.

Minutes and all docs available on surfdrive.

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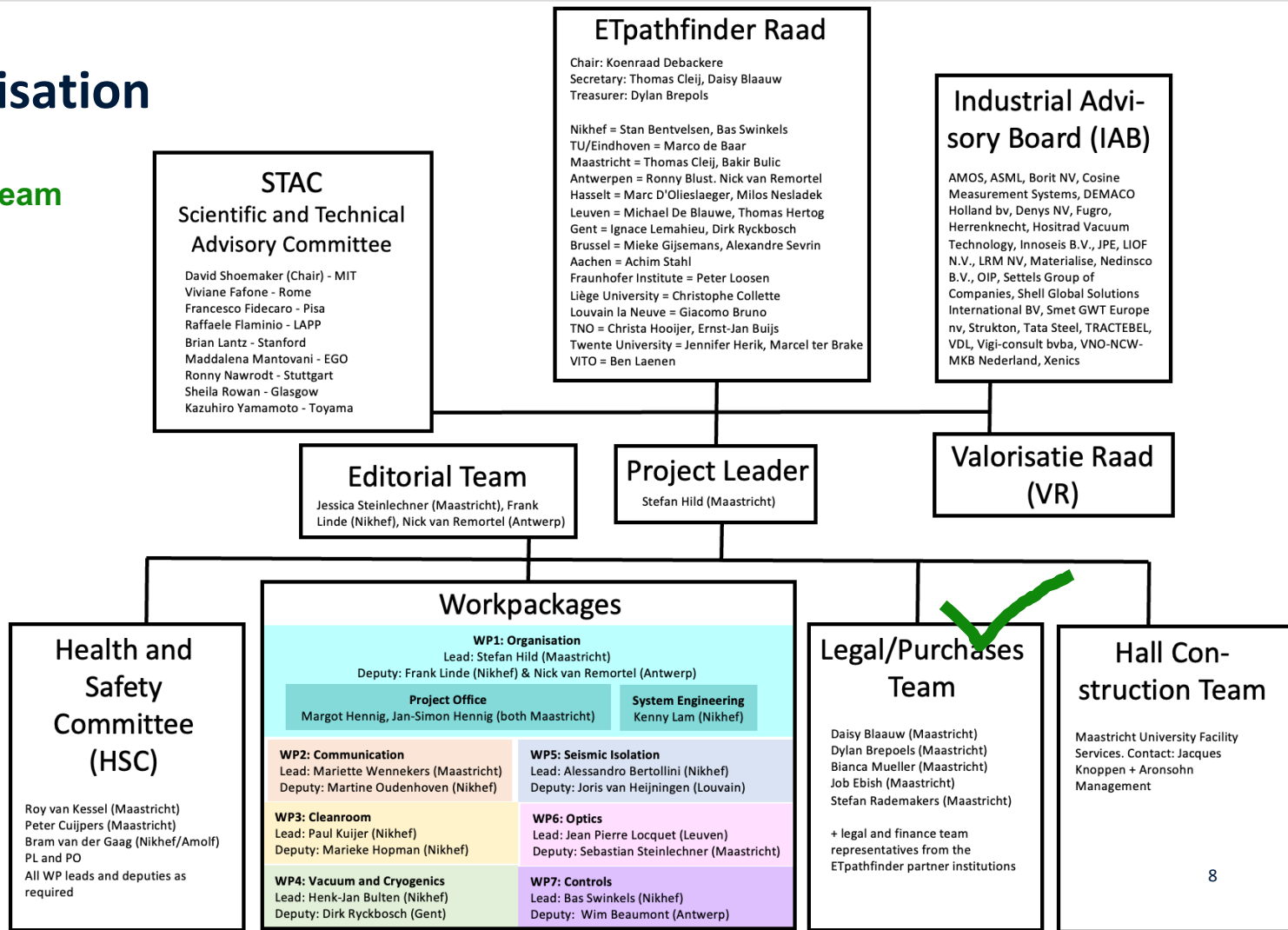


Organisation

Legal/Purchasing team

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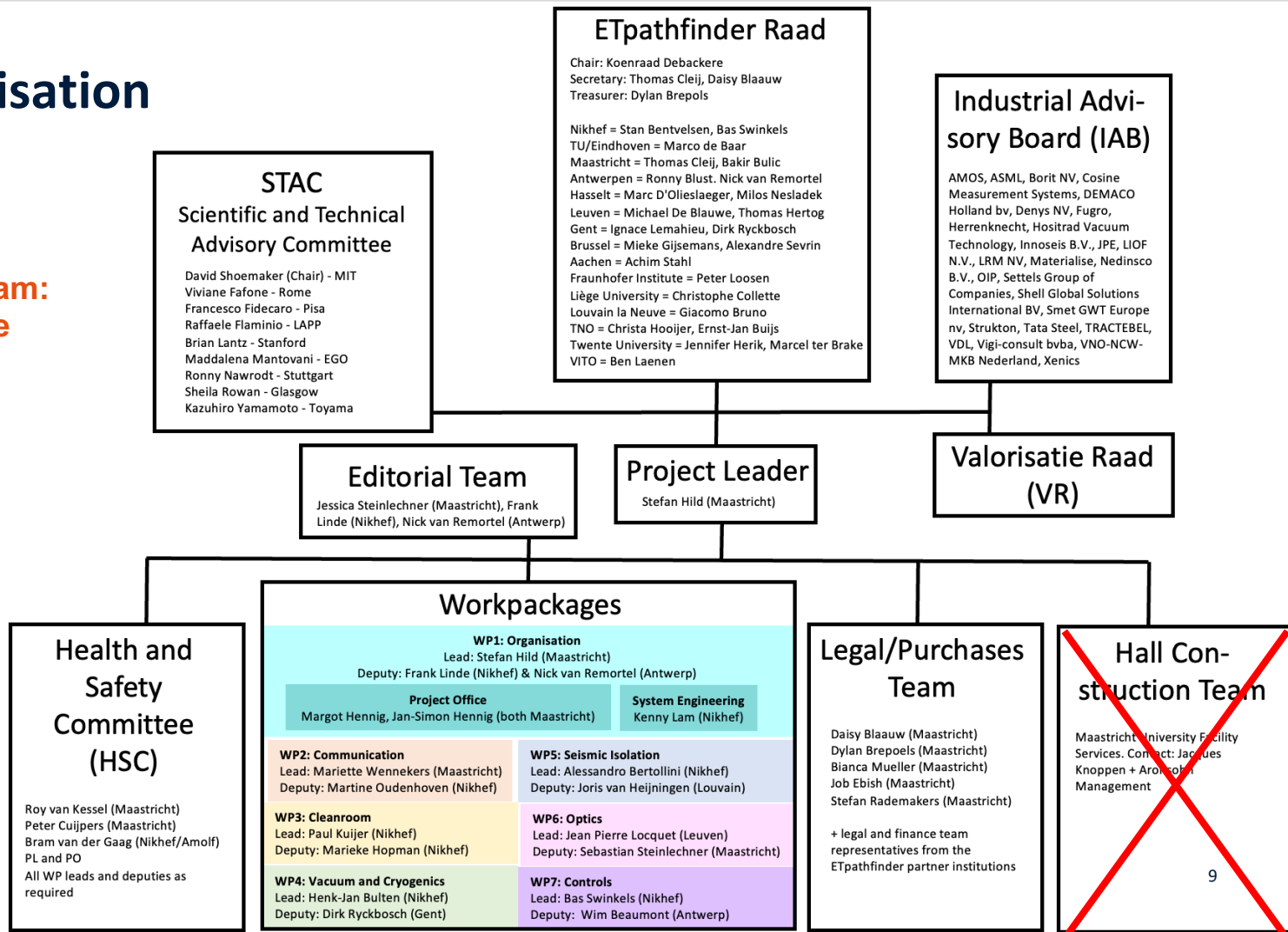
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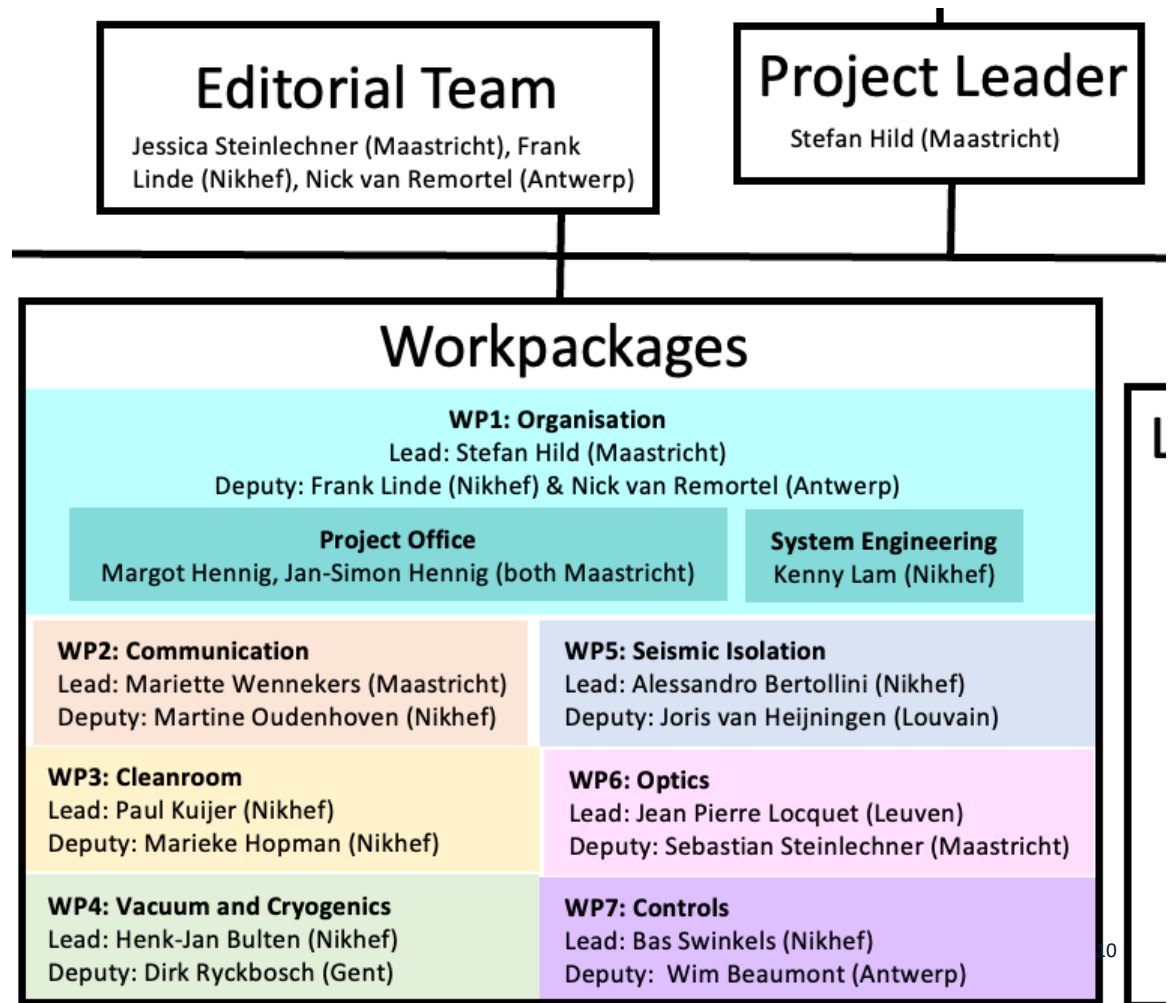
Hall construction team:
Not needed anymore





Organisation

- Project office more or less vacant. 😞
- I would suggest to make the PO consisting of Kenny, Peter, Tim, Dinesh, Stefan + active WP-leads. Objections? Alternative solutions?
- WP2: Not active. Covered by others.
- WP3: needed beyond 2024 or can be dissolved?
- WP4: Dirk is retired. How could succeed him?
- WP5: Works well IMO.
- WP6: I would suggest to make Sebastian the Lead.
- WP7: works well.
- Projectleadership?





Tools

- Mailing lists = work well
 - Wiki = ok for weekly telecons, but not much used for anything else.
 - Surfdrive = used a lot (maybe even too much?), needs a bit of cleanup
 - Need to review structure Move some outdated things
 - ET-TDS = not used much ... only small fraction of Etpathfinder docs is up there.
 - How can we make more use of it.
 - I think we all agree we want to have at least all the "as built" documentation up there, or?
 - Labbook = excellent tool IMO for recording work, but hugely underused.
 - Any suggestions how we can make sure it is used more?
 - GitHub = used for optical simualtions... Works well but niche/small number of people.
 - Physical parts management system seems to work well.
 - SLACK was suggestion to be used more often ... who will take care of that?
 - How to do timeline planning?
-
- **Anything else missing that would be good to have?**
 - BTW: shared google docs for taking notes during a workshop does not seem to work
-
- Hearing about all the activities to happen in the next weeks and months, I wonder whether we need to have an official Etpathfinder calendar that everybody can add to and see in order to streamline planning?



Some more thoughts

- Health and Safety required for everyone! We try to keep it lightweight, but everyone who works in the cleanroom has to done the online training! NO EXCEPTIONS
- Annual Review has worked moderately well I think and gave is useful indication who is an active ETpathfinder partner and who only exists on paper.
- Meetings and calls work? Does everybody know coordinates of all the calls that are relevant for them?
 - Maybe a good idea to send a reminder for every Etpathfinder related meeting 24h in advance to the mailing list?
- What else we should discuss here?



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- **What else we should discuss here?**
- **What can we do to make sure ETPathfinder is and stays fun for everyone involved?**