



Users Executive Committee meeting minutes for December 15, 2017

The meeting began at 8:00 am. Attendees were:

UEC: Sowjanya Gollapinni (Chair), Jiyeon Han, Leo Aliaga-Soplin, Gavin Davies, Tammy Walton, Fernanda Psihas, Joseph Zennamo, Carrie McGivern, Sarah Demers, Brian Nord, and Thomas Strauss

Directorate: Mike Lindgren, Fermilab Chief Project Officer (CPO)

Washington: Ben Kallen, Lewis-Burke Associates

FSPA: Thomas Carroll, Midhat Farooq, Karl Warburton, Aleena Rafique

Users' Office: Kim Pearce

Global Services: Griselda Lopez

Guests: Katie Yurkerwicz

Indico Agenda Page: <https://indico.fnal.gov/event/15909/>

Chair's Report

Sowjanya Gollapinni reported. A news article on UEC has been posted: (<http://news.fnal.gov/2017/12/users-executive-committee-works-toward-increased-interaction-with-fermilab-users/>). More (focused) news articles will be considered in the future to inform users of UEC's specific plans. A new UEC members-only mailing list was created. The Quality of Life committee is still looking for a deputy and members will be approached on an individual basis to consider signing up for the role. A host lab working group (HLWG) was formed under Fermilab Chief Operating Officer (COO) Tim Meyer and LBNF director to discuss issues and topics related to Fermilab hosting LBNF/DUNE in Batavia and South Dakota. The UEC chair has been asked to serve as a member of the group. More information will be pipelined to UEC once meetings start to take place. The plan to host the first UEC Meet & Greet has been postponed from December to January due to many other holiday parties in December. January 19 is currently considered as the best date to launch the first UEC event (this is also the next UEC meeting date). FSPA will co-host this event with UEC. The challenge of attracting more attendance and getting "real users" was discussed which generated many good ideas. Along the same lines, many ideas were proposed to improve UEC interaction with users and how to actively seek input from broader body of users. Suggested ideas included UEC brochure, UEC monthly newsletter, UEC social events, and UEC talks at collaboration/group meetings. Most of these ideas are actively being followed up on. UEC received an updated version of Community Standards document and has planned a phone meeting before holidays to gather feedback to the directorate. There was general agreement that the updated version was a great improvement over the last one. The UEC Bylaws

and the decision making process within the UEC was discussed and there was general agreement that UEC needs more formal procedures and possibly a refresh of the Bylaws. The discussion later focused on whether UEC can benefit from having a “Best Practices” document that will define how to conduct healthy and productive interactions within the committee. The chair will take subsequent action to address the questions being raised. One special topic on the agenda was a discussion led by Katie Yurkewicz from the Communication’s office in an attempt to get UEC’s input on Lab’s next communication strategy planning.

Report from the Directorate

Mike Lindgren (Fermilab Chief Project Officer) reported. This report mainly focused on status of various experimental projects at Fermilab. Most projects are focused on completing various deadlines and wrapping up for holidays. Muon g-2 successfully completed the project phase and is being commissioned. Mu2e is making good progress on all fronts. CMS upgrades for High Luminosity (HL) LHC have gone through first set of DOE/NSF gate reviews moving towards CD-1 in April 2018. The Short Baseline Near Detector (SBND) is making active progress on many fronts with a goal to start the detector assembly at Fermilab in mid-2018. The SBND project timeline has been delayed recently and the UEC raised the concern as to how this impacts the early career members (especially students and postdocs) of the collaboration and if the Directorate can do anything to help with the situation. ICARUS is making steady progress with a goal to complete installation and transition to commissioning in late CY 2018. The SBN joint analysis group is making progress on common tool framework which is essential for the success of the program. DUNE/LBNF welcomed 1000th collaboration member at the August Collaboration meeting. The construction of ProtoDUNE cryostats at CERN is nearly complete. The LBNF/DUNE risk workshop was held in the first week of December. Tentatively, the next LBNF/DUNE DOE Independent Project Review (IPR) is planned from 20-22 March 2018. PIP-II project is having a busy December due to various reviews (CD-1 and cost review onsite) and collaboration meetings. Both independent cost review and IPR went well for PIP-II. The LHC Accelerator upgrade project will include the first usage of Nb₃Sn superconductor in accelerator and has obtained CD-1/CD-3a approval on 13 October, 2017. Overall, 2017 was a good year for project delivery. Many projects are complete or near complete and many achieved the status of CD-1.

Report from Washington

Ben Kallen (Lewis-Burke Associates) reported.

FY 2018 Appropriations: On December 7, Congress passed a Continuing Resolution (CR) to avoid a government shutdown and extend Fiscal Year (FY) 2017 funding levels for federal agencies and programs through December 22. The two-week extension is designed to give Congress time to pass tax reform legislation and work with the Trump Administration to reach a bipartisan budget agreement that would raise defense and non-defense caps imposed by the Budget Control Act of 2011. A deal on spending limits would clear the way for a final omnibus funding package. However, another CR would be required through January to give the Appropriations Committees time to negotiate a

final omnibus bill and for Congress to vote on the spending package. Republicans and Democrats disagree on overall funding targets. Democrats want parity for any defense and non-defense spending boost, while Republicans want the majority of spending increases to go to the Department of Defense. Democrats already rejected a prior proposal to increase defense spending by \$54 billion and non-defense spending by \$37 billion. The future of the Deferred Action for Childhood Arrivals (DACA) program protecting young undocumented immigrants is also a key question. Democrats would like to include a DACA fix in the budget deal while Republicans want to deal with immigration issues and border security in separate legislation. In addition, funding for a border wall remains controversial, there is no agreement on reauthorization of the Children's Health Insurance Program and the National Flood Insurance Program, and Congress is still working on a third emergency supplemental for hurricane relief. Congressional leaders and the Trump Administration need to find a path forward on these issues by the end of the year to avoid a government shutdown, complete FY 2018 appropriations, and extend popular government programs.

Administration updates: Steve Binkley is still Acting Director of the Office of Science. However, the Administration is currently vetting a potential candidate. While the name of this person is not yet known, Lewis-Burke have heard that they are from the university community and have a deep familiarity with the National Labs. On November 29, the U.S. Department of Energy (DOE) Office of Science released a Dear Colleague Letter (DCL) explaining its interest in quantum information science (QIS) as an important crosscutting research area and soliciting innovative QIS research proposals through existing programs. The DCL notes that published solicitations will not be broadened to include a specific QIS component. However, it states that QIS researchers interested in pursuing funding through the Office of Science should contact program managers to obtain details on existing programs most relevant to QIS. The DCL also specifically encourages proposals that feature collaboration between academia and the National Laboratories, and that make use of DOE user facilities and other resources at the National Laboratories. HEP's primary interest in QIS is related to quantum sensors and quantum networks

Other Congressional Updates: Senators Durbin (D-IL), Duckworth (D-IL), Rounds (R-SD), Thune (R-SD), Klobuchar (D-MN), Murphy (D-CT), and Blumenthal (D-CT) have signed onto a letter urging support for LBNF/DUNE, including \$145 million request, in FY 2019 for the project. The letter has been sent to Secretary Perry and Office of Management and Budget (OMB) Director Mick Mulvaney. A similar letter was signed by several House members and sent to the same recipients in late October. The House Committee on Science, Space, and Technology unanimously approved the Accelerating American Leadership in Science Act (H.R. 4377), introduced by Rep. Randy Hultgren (R-Ill.), a member of the Energy Subcommittee. The bill includes authorization and funding for LBNF/DUNE. Even if the bill is passed by the full House, which is likely, there is no companion bill on the Senate side and will not be passed and enacted this year. However, this bill shows bipartisan support for Office of Science facilities and infrastructure and LBNF/DUNE specifically. Jamie Shimek has replaced Taunja Berquam as the Minority Clerk for the House Energy and Water Development Appropriations

Subcommittee. Lewis-Burke have already sent her information on P5 priorities as well as the request of \$860 million for HEP in FY 2018 appropriations.

Advocacy for FY 2019 Appropriations: UEC is planning a visit to Washington in March 2018 to meet with key members of Congress to advocate for HEP in the FY 2019 appropriations process. The trip is tentatively set for some time during the first week of March 2018.

Users Meeting Sub-Committee

Tammy Walton reported. The list of candidates for the keynote speech at the Users' Meeting was discussed. The committee received some good suggestions for speakers. The preferred topic for the speech is envisioned to be "vision for science and culture". The goal is to finalize a speaker by January with invitation out by early February. Since UEC stands as an independent body at Fermilab, a suggestion was made to send the invitation both on behalf of the directorate and the UEC. Main goals of the 2018 Users' meeting will include introducing more user-related topics at the meeting, ways to inspire users to attend all sessions and emphasis on the importance of diversity to experiments when selecting speakers for the Users' meeting talks. The sub-committee also plans to strongly encourage experiments to reduce the number of internal meetings during the Users' meeting days to improve user participation. Also, in order to increase participation from early career scientists, the committee plans to encourage graduate students and postdocs to apply for the URA travel funds. The sub-committee asked UEC members to send input on what user-related sessions can be planned at the Users' meeting.

Government Relations Sub-Committee

Carrie McGivern reported. The March DC trip dates are being finalized. The sub-committee leaders received input from Ben Kallen from Lewis-Burke on possible dates and a doodle poll was initiated to pick the best date possible that will allow maximum attendance. A good amount of progress was also done on the software that maps trip attendees to congressional districts. The usual, very convenient Best Western hotel is no longer available, so the committee will focus on finding an alternative, more cost efficient lodging option. The usparticlephysics.org led by Mike Cooke is working hard on finalizing an Education and outreach brochure on behalf of the DOE and NSF along with website updates. Other DC trip outreach and community materials will be updated in the coming weeks so they are available well ahead of the March trip for various users' groups to review.

Outreach and Education Sub-Committee

Brian Nord reported. The discussion focused on how can science communication training affect DC trip outcomes and how the Education and Outreach sub-committee with needed expertise can help the DC trip participants improve their communication skills. The implementation plan listed a series of well-planned training activities to fit to the timeline of the March DC trip. Three training sessions are envisioned in February and one session in early March. The sessions will include both discussions, demos and

hacks. The practice sessions will touch on all topics relevant during the trip: timeline of a day during the trip, timeline of a person's preparation for the trip, role plays, conversation flow practice etc. There was general agreement among the members that this would be a helpful resource to the trip attendees. The DC trip committee and the Outreach committee will interact in the coming weeks and will make a plan on implementing it in time for the March DC trip. Expect to hear more updates at the next meeting.

Quality of Life Sub-Committee

Gavin Davies reported. The UEC feedback form was implemented and moved to the main UEC page. The sub-committee has put together a poster to more broadly advertise the feedback form and requested suggestions/ideas from the members on improving it. The goal is to post this feedback form at the elevators and other common user areas. Aligning with the Chair's report, the sub-committee supports the idea of providing more UEC-user interaction venues and suggests a UEC awareness month. The Frontier pub has new chef, Eli Gutierrez and a new menu (see below). New beer lines and tap installed and one new beer draft is added. The Cafeteria also has a new chef, David Szymanski. Many new menu choices are now available and a new "Food for Life" app that will offer nutritional information on all menus starting January. There is also a plan to introduce refrigerated pre-packaged meal program to better serve users during afterhours and weekends. Many other new improvements such as free rotating menu upgrades, new catering menu and new menu signage in deli area are being planned for the new year. The information on long-term car rentals is now available on the website (see below). A meet and greet event with the Enterprise, the new rental company, was held last week. For any questions/concerns regarding long-term rentals, direct them to Users Office (usersoffice@fnal.gov) or Griselda Lopez (Griselda@fnal.gov). The car share program, "ZipCar", sign is up in the village. It requires a one-time application fee of \$25.19. The hourly are is \$8.82. The cars are onsite from December 18th. ZipCar event is scheduled for 2nd week for January. New Office space efforts at Wilson Hall are ongoing, the target sate of move is expected in September 2018.

Safe and Respectful Environments Focus group

Fernanda Psihas reported. The group had one meeting and plans to meet regularly. Two main goals listed included identifying missing items that are currently outside the scope of the code of conduct and interfacing with existing lab resources to design a "Take-Five" style campaign. While the rest of the members agree that this topic is of crucial importance, there is varied opinions on whether this should be a separate sub-committee or a focus group given the overhead involved in forming a new sub-committee. Some members also raised the point that this topic falls under the scope of the Quality of Life (QoL) sub-committee and if it should be brought under its purview. Since QoL sub-committee traditionally focused on facilities side for users, there was a genuine concern whether this topic will get the needed attention under it. There is currently no procedure defined for forming new sub-committees within the UEC which is impacting this decision making process. The chair will take sub-sequent action to

define the procedures as part of a refresh of the UEC Bylaws, until then the group will continue their efforts as a focus group.

Fermilab Student and Postdoc Association

Midhat Farooq reported. FSPA successfully organized a career Panel and CV review event on December 1st, 2017. Two panels consisting of Fermilab postdocs and research scientists were conducted as part of the event and included discussions/questions on applying to jobs at national labs. This event received lots of positive feedback along with requests for more such events. FSPA is planning to launch more of these events in the future. In order to encourage more attendance, FSPA also helped advertise the Global Services Holiday Party and is looking forward to co-hosting UEC's first social event in January. Other initiatives from FSPA included more broadly advertising FSPA (updated flyers available at Users office with improved FSPA contact information) and focusing more on Career/Professional development (new LinkedIn page with FSPA alumni, new website with job listing etc.). A FSPA census is also being planned to gather data on early career scientist onsite presence and to gauge awareness of FSPA and its mailing list. FSPA would also like to focus on advocacy in addressing issues such as the recent graduate student tax bill. A question on how FSPA should distribute itself within UEC subcommittees was brought up. Due to lack of time, discussion on this is postponed to next meeting.

Special topic: UEC input on Lab's next communications strategy

Katie Yurkewicz led the discussion. Fermilab's Office of Communication has kicked off the development of a new three-year communication strategy for the laboratory, following the expiration of its current strategy. As part of the strategy development process, members of the Office of Communication are reaching out to key internal and external stakeholders to collect their input, including their priorities for lab communication, needs for communication support, and feedback on past activities.

- On the question of UEC's top priorities in the next three years: 1. making UEC more visible within the user community and getting more input from the user community, especially those not centered at the lab and those not involved in LBNF/DUNE; moving beyond the DC trip and Users Meeting; encouraging two-way communication; 2. helping people improve their science communication skills; 3. fostering a safe, respectful and inclusive environment for all people; 4. helping the lab be clearer about when resources are available to users as well as employees.
- On the question of what UEC views as the main message that Fermilab is currently delivering to users and if they are the right messages: 1. some members expressed concern about narrowing down focus on neutrinos rather than on Fermilab's broad range of programs and that it might hurt Fermilab in the long run. 2. Fermilab is delivering the message that it is "all in" on the P5 plan. 3. Fermilab is delivering the message that we want to be an international lab. But, current US environment dampens the resonance that message has, because users realize the challenge that exists for getting onsite if you are from certain

countries. This is impacting the integrity of the lab.

- On the question of what UEC views as the main message Fermilab is delivering to the broader scientific community: 1. Is Fermilab providing an inclusive environment? messaging can help, but need to be careful not to cross from aspirational into misrepresentation. Lab should be sure to say we are “working hard to be” rather than “we are already” when it comes to diversity. 2. Are we encouraging enough interplay between projects Fermilab is part of and other particle physics projects out there? 3. Other physicists may know what Fermilab is but may not necessarily know about for example the muon activities. 4. Fermilab may be intimidating to some. Instead of "it's a privilege to work at Fermilab" consider messaging "Fermilab is great because you work there”.

A lot more discussion happened, but this summary only captures some of the main points. Many thanks to Katie for sharing her notes on this. Katie encouraged UEC to send more thoughts on the questions to the communication’s office.

Minutes drafted and signed by Sowjanya Gollapinni.

Regular reminders & useful links:

Housing options can be found at:

<https://fermipoint.fnal.gov/service/TravelSystem/SitePages/Lodging%20Near%20Fermilab.aspx>

Frontier Pub webpage:

<https://www.facebook.com/thefrontierpub/>

Frontier Pub new menu:

https://fermipoint.fnal.gov/organization/os/FESS/web_docs/Shared%20Documents/FrontierPubMenu.pdf

Rental car information:

<https://get-connected.fnal.gov/users/services/>

UEC user feedback form:

https://orgs.fnal.gov/fermilab_users_org/Feedback.html