



Users Executive Committee meeting minutes for September 14, 2018

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

UEC: Sowjanya Gollapinni, Leo Aliaga-Soplin, Fernanda Psihas, Gavin Davies, Jiyeon Han, Tammy Walton, Sarah Demers (remote), Brian Nord, Frank Chlebana, Thomas Strauss, Saptaparna Bhattacharya, Oliver Gutsche, Cindy Joe, David Martinez, and Greg Snow.

Directorate: Tim Meyer

Washington: Ben Kallen

FSPA: Karl Warburton

Users' Office: Kim Pearce

Global Services: Griselda Lopez

Indico Agenda Page: <https://indico.fnal.gov/event/18243/>

Chair's Report

Sowjanya Gollapinni reported.

- 6 new members were elected to the UEC: Saptaparna Bhattacharya (North Western), Kirsty Duffy (FNAL), Oliver Gutsche (FNAL), Cindy Joe (FNAL), David Martinez (SDSMT) and Greg Snow (Nebraska). UEC welcomed the new members!
- The 6 outgoing members of the UEC were thanked for their 2-year service. The outgoing members are: Frank Chlebana, Sowjanya Gollapinni, Carrie McGivern, Thomas Strauss, Tammy Walton, and Joseph Zennamo.
- Gollapinni gave an overview of the UEC to the new members and primary activities along with how UEC interfaces with various lab and outside groups.
- Two nominations were received for the UEC chair role (from the continuing and incoming members): Gavin Davies and Greg Snow. Both members circulated vision statements to the UEC (roughly one week prior to the meeting) and participated in a Q&A session (see below for notes) from the UEC members before voting began. Only continuing and incoming members participated in the election.
- Following the voting, Gavin Davies was elected the chair. He will start chairing sessions from October.
- Each sub-committee chair/deputy presented an overview of their sub-committee activities to the new members and invited questions. The election of sub-committee chairs will happen at the next UEC meeting.
- A UEC brochure is now available at various offices in the lab for users.

Q&A with UEC Chair Candidates:

- **BN:** *What is your take on self-governance?*

GD: I thought the policies were a positive thing. I might rethink some of our policies such as Users Meeting and DC trip sub-committees since the timeline is critical w.r.t. transition. But, in general policies seem like a good way for self-governance.

GS: It is good for anyone to have governance charter. The election procedure this year is much better than last year or the years before. Governance documents need to be living documents subject to evolution with input from others such as directorate, URA, FRA etc.

- **BN:** *What are your thoughts on transparency?*

GD: Can you give an example?

BN: For example, in the DC trip, how members are chosen for NSF and DOE sessions is not transparent.

GD: Agreed. I would like to sub-committees to be more autonomous a bit. I plan to just help facilitate. I don't think it is my job to tell them what they need to do. I think in this context sub-committee minutes might be helpful to understand the plans.

BN: But, those transparency concerns are significant to me.

GS: I agree with Gavin, I think distributing minutes from sub-committees would be good. There should be full transparency. Chair should guide the four sub-committees by acting as a resource and help bring issues to the directorate.

- **SB:** For the upcoming DC trip, do you plan to change anything?

GD: Science communication training was critical. EPO involvement was great in this respect. I think we should continue improving logistics information through the WHIPS software. Those are the main items but I will consider any other feedback members may have.

- **BN:** How do you plan on developing a mechanism for oversight of sub-committees? (e.g. in sub-committee meetings, when the UEC chair is not there to break the tie or disagreement)

GS: Committees proceed with consensus. The sub-committee should try to resolve issues as much as possible.

GD: Chair needs to be impartial. We need to have a level on understanding in that sense so we are responsible to provide that oversight. The sub-committee chairs shouldn't go off and do their own things. The committee and the chair need to provide that oversight to each other. It is a mutual responsibility.

- **CJ:** We are all busy, how do we see keeping the effort optimal?

GD: The number of optimal hours need to come from you. It is not my job but we function with an understanding of how much we are all putting in.

GS: 3 to 4 hours per member per week and about 5 hours per week from the UEC chair and sub-committee chairs. So, on an average, what is expected is of the order of 10% in a 40-hour work week.

- **FP:** How do you ensure continuity from the past year?

GS: What do you mean continuity? Can you elaborate?

FP: e.g. policies

GS: Materials and documentation available will provide resources for continuity for me to catch up on. Out-going members are not disappearing, so they are available to advice. Communication is the key to continuity. Also, I think communications with directorate are important. Re-establishing a strong connection between UEC and FRA board of directors will also be important.

GD: It is important to implement new ideas from past year. For the Users Meeting, engage more with APS-DPF and Snow mass early on and coordinate better with APS. Science communication training is something that needs to be continued. DC trip is also a good thing to continue.

Web Admin Report

Gavin Davies reported.

- A new, private share point site is now available for UEC to share internal notes and documents.
- Two new items were added under News and Events upon Chair's request encouraging users to get involved in APS/DPF activities (especially in the light of European strategy discussions) and to participate in the PRD survey.
- A UEC Share Point public document management area is created to archive important UEC related materials.
- A new Feedback response page is being created to collect user feedback and post responses so it can benefit all the users. Once the format and other details are finalized, the page will be launched.

Report from the Directorate

Tim Meyer reported.

- You may have heard from Ben already, great news from Washington. The FY19 appropriations are going well. Now the lab needs to be prepared for it.
- As you know, discussions on European Strategy for particle physics are ongoing. We may be looking at a new P5 after the European Strategy completes. But, for now P5 seems to be working well.
- As mentioned at previous meetings, Fermilab has an ambitious set of goals. We didn't meet them all this summer. One of the goals was to build the cryo modules for LCLS-II and ship to SLAC but we are facing issues with transportation. On the other hand, the ICARUS detector rigging and lift and install went amazingly well.
- LCLS-II review happened last month and it was attended by 80+ people.
- ProtoDUNEs at CERN are being commissioned. I was told they are holding a voltage of 150 kV and are seeing first tracks. ProtoDUNEs were on an aggressive timeline but the collaboration achieved it, amazing team work!
- Lab is gearing to start some real work in South Dakota. Design and planning of far site facilities is moving fast and we are getting into a phase of implementation.

- Nigel is in DC participating in AAAS sessions discussing science diplomacy on international mega-science projects. Lab (and particle physics) being recognized as a resource to learn about building international relations is great.
- We are anticipating an opportunity to make adjustments to the lab access policy over the next three months. Government will give input about this and it will allow to be more flexible with the process.
- **Q:** *John McCain's plan on export control, is it good or bad?*
A: The policy is expected to evolve and I will bring conclusions to this group.
Q: *Should we be doing something new to prepare for the new attention on topics like quantum, artificial intelligence, machine learning, and advanced computing?*
A: Raising awareness would be good
Q: *We have Artificial Intelligence everywhere now, so how do we communicate its importance now and in the future?*
A: We are still understanding the federal government's input on this. There may be an additional step of approval in the process now, but, we haven't yet figured out the full procedure.
Q: *How is this expected to affect AI/ML/DL work within collaborations?*
A: This is largely decided by collaborations but if you use lab resources then it matters. Procedure-wise, for example, say you are a new member in CMS experiment and during your badge ID process, you want computer accounts. At this point we establish that this is basic research and that is fine since you are part of collaboration. So, we look closely at these things when you are a new user and/or when you are renewing your ID. We are trying to streamline the process.
Q: *For Undergraduate or high school tours, when visitors come, what sort of approval for export control do we need to get?*
A: The purpose is defined when they request access to the lab. If you are here to visits the bison, no controls or considerations are needed. If you are touring buildings and work areas beyond the public areas, we do need you to check with the building manager to ensure there are no export-control issues. If you have people coming here to "work," then the lab gets more interested in the nature of the work, the home institution, and the details of the visitor.
Q: *If there are efforts to marginalize certain groups (e.g. Muslims) using this policy, will there be efforts to minimize that?*
A: Yes, this is very important. We don't want people misusing the policy to restrict certain groups. We will make rules clearer.
Q: *In Technical Division, we have this fancy quantum facility. We always show this to the group. Will this be an issue?*
A: Not at present. I think just looking is okay since we are not opening things and extracting information. But, we already have protocols and other guidelines towards that.

Report from Washington

Ben Kallen (Lewis-Burke Associates) reported via email.

FY 2019 Appropriations:

- For the first time in a decade, Congress has passed three out of the 12 annual FY 2019 appropriations bills before the new fiscal year begins on October 1. The three-bill minibus package (H.R. 5985) includes funding for DOE, the Department of Veterans Affairs (VA), military construction projects, the Army Corps of Engineers water infrastructure projects, and operations of Congress and other legislative branch agencies.
- The Office of Science will receive a significant increase of \$325.1 million or 5.2 percent for a total of \$6.59 billion, with all six program offices benefiting from the additional funding. HEP will be provided \$980 million, \$72 million above the FY 2018 enacted level of \$908 million. Within the overall amount for HEP, the explanatory statement outlines the following allocations:
 - LBNF/DUNE: \$130 million
 - Mu2E: \$30 million
 - PIP-II: \$35 million
 - HL-LHC Upgrade project: \$105 million
 - Dark Matter/Energy Experiments: \$22.45 million, including \$5.45 million for DESI and \$14.45 million for LUX-ZEPLIN
 - LSSTCam: \$6.25 million
 - FACET II: \$10 million

Other Congressional Updates:

- The House passed the *Department of Energy Research and Innovation Act* (H.R. 589). This is the first major piece of authorizing legislation for the Office of Science in eight years. It would formally authorize major strategic priorities and programs across all six Office of Science program offices, including experiments and priorities articulated in the P5 report. This follows the Senate's passage of its version of the bill (S. 2503) in July.
- The House has passed its version of the *National Quantum Initiative Act* (H.R. 6227). This bill would create a National Quantum Initiative and facilitate fundamental quantum information science research at various federal agencies.
 - While the House bill includes provisions on NSF, DOE, and NIST, the Senate version (S. 3143) is absent a DOE title. This is only because the Senate Committee on Commerce, Science, and Transportation does not have jurisdiction over DOE while the House Science Committee does.
 - The Senate Committee on Energy and Natural Resources (ENR) is working on a separate DOE title which will then be combined with the larger Senate bill. Once this is done, the House and Senate versions of the *National Quantum Initiative Act* will match. While this will make the bill's ultimate enactment more likely, its passage may slip to next year since Congress will need to first resolve the FY 2019 appropriations process and address the Supreme Court nomination. Senate ENR is holding a hearing on its DOE-related quantum legislation on September 25.

Agency Personnel:

- On July 24, the Senate Committee on Energy and Natural Resources unanimously approved the nomination of Chris Fall to be Director of the DOE Office of Science. It is likely that Dr. Fall could be in place at DOE by the end of this month.

UEC Advocacy:

- We have drafted a letter on behalf of Members of Congress addressed to OMB that urges the Administration to strongly support HEP and LBNF/DUNE in its budget proposal for FY 2020. Advocacy by UEC members helped secure signatures from both Minnesota Senators.
- As UEC begins planning for its FY 2020 appropriations advocacy, the Pennsylvania delegation will be a major focus. Pennsylvania possesses several universities and one major company involved in LBNF/DUNE.

Other Activities:

- Fermilab and Google held a joint workshop aimed at training particle physicists to use Google's quantum algorithms to advance high energy physics. The event highlighted Fermilab's leadership in using QIS to advance particle physics research and comes in advance of the White House summit on QIS planned for next week.

Q&A on the Washington Report:

- **Q:** *What is the strategy for dates for the upcoming trips?*
A: Same timeline will work fine. The discussions will start in February, so March is perfect as usual. We need to prepare the specific ASK with the community. In terms of engagement strategy, we want to expand the coalition of support with states. We would like to do more with the Pennsylvania state so if UEC can help here that would be great. UEC responded by saying that they can definitely easily help here.

Government Relations Sub-Committee

Fernanda Psihas reported.

- Fernanda emphasized on the importance of advocacy and presented an overview of sub-committee goals and a summary of the March 2018 DC trip. She also presented plans for the upcoming trip in March 2019 and a timeline chart for meeting the set goals.
- The main goal for 2019 is to try to achieve 100% coverage. Suggestions for other improvements for the upcoming trip were welcomed from all members.
- Thank you emails to individual offices are currently being drafted for their support in the FY19 appropriations.

Quality of Life (QoL) Sub-Committee

Frank Chlebana reported.

- Frank gave an overview on the Quality of Life sub-committee and current activities along with future plans. The sub-committee focused on improving communication with users and encouraging feedback (e.g. implementation of the anonymous feedback form) from them. Various contact points were

identified so issues can be given prompt attention. The sub-committee also worked closely with Griselda from the Global Services Office on various Quality of Life related tasks.

- **Q:** *Previously UEC recommended changing the name of the Employee Assistance Program (EAP) to a more broader term to include users. Would the same comment apply to the Employee Advisory Group (EAG)? Since the issues discussed there are also relevant for users?*

A: Griselda responded that there are already UEC members on the EAG. It would be good to talk to EAG to have a UEC member on it so it facilitates communication.

- **Q:** *Is the bike share program on winter closed?*
A: Yes, to protect the technology from weather.

Outreach & Education Sub-Committee

Brian Nord reported.

- Brian discussed about the recent effort by the lab leadership to develop a new vision for Education and Public Outreach (VEPO) at Fermilab. An eight-member committee was formed and a report was presented to the directorate. More details can be found [here](#).
- Science communication training (for the DC trip and at user events) and improving user communication training have been the focus of the sub-committee in the past year.
- **Q:** *Does lab have someone to work on EPO?*
A: Sort of, but it has been a very distributed (and uncoordinated) model. This structure is being rethought in light of recommendations from the VEPO committee so things will move around.

Users Meeting Sub-Committee

Tammy Walton reported.

- Tammy presented highlights from the 2018 Users Meeting and also elaborated on the organizational aspects of Users Meeting planning. She also presented improvements for future meetings which included improving attendance for physics talks in general, exploring different formats for the meeting (e.g. introducing parallel sessions), offering science communication training and being more environment friendly. A lot of documentation exists on the UEC website for future use.
- The 52nd Annual Users Meeting 2019 dates are set to June 12—13, 2019.

FSPA Report

Karl Warburton reported.

- Karl presented a summary of activities from last year. FSPA organized some impressive set of events ranging from badminton games to several cultural events to advocacy trips. One of the most impactful new initiative has been the Equity, Diversity and Inclusivity (EDI) seminar series led by Midhat Farooq.

Several career events were also organized by FSPA which were found very useful by the user community.

- Karl will be the continuing member for FSPA and 5 new officers will be elected in October. The outgoing members are: Tom Carroll, Midhat Farooq, Aleena Rafique, Monica Nunes, and Xuan Chen.
- FSPA held a general body meeting to increase community interaction.
- FSPA has worked to revise their mission statements, by-laws and develop internal governance. A new term “The FSPA Community” was defined to encompass who FSPA represents.
- Halloween party is scheduled for Friday, 26th October.
- **Q:** *Great to see that you are being inclusive in your membership!*
- **Q:** *The football games you are organizing are really great and popular!*
- **Q:** *Which programs do you plan to continue?*
A: We will try to continue as many programs as possible, especially the diversity and career events. For example, the EDI seminar series will be taken over by Bryan Ramsen who is a postdoc in the Neutrino Division.
- **Q:** *It is a good concept to have By-laws, but we need to make sure we are being more inclusive through them and not be restrictive with them.*

Minutes drafted and signed by **Sowjanya Gollapinni**.

Upcoming Events:

- Halloween Party, Friday, 26th October.
- All Hands Meeting, Monday, 15th October, 2 pm Central in Ramsey Auditorium.

Regular reminders & useful links:

- **APS-DPF** calls on to physicists to get involved in APS/DPF activities. In particular, currently the DPF is organizing a response to the European Strategy Group’s call for scientific white papers. DPF will also be organizing the next “Snowmass” community planning process, for which activities will start next year.
- Users are also requested to participate in the **PRD journal survey** found here: <https://journals.aps.org/prd/2018-prd-survey>
- Housing options can be found at: <https://fermipoint.fnal.gov/service/TravelSystem/SitePages/Lodging%20Near%20Fermilab.aspx>
- Offsite housing Candlewood Hotel reservation: http://www.candlewoodsuites.com/redirect?path=hd&brandCode=cw&localeCode=en®ionCode=1&hotelCode=CHIWI&rateCode=ILY71&_PMID=99502056&corporateNumber=000118397
- 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: <http://uec.fnal.gov/uec-feedback-form/>