

# Agenda

DEPFET Institute Board Meeting  
Seon, May 12, 2016

1. Report from the Project Leader
2. Conferences/speakers in 2016
3. Extension of by-laws from Belle-II PXD to general DEPFET
4. Review board for Common Fund
5. Next Project Leader election

# Conferences/speakers in 2016

Conference	Location	Start Date	Abstract Deadline	Topic	Participant(s) with link to talk and proceedings paper
<a href="#">IEEE NSS</a>	Strasbourg	2016/10/29	2016/5/3	Instrumentation	Speaker? Abstract submitted by Laci
<a href="#">Pixel2016</a>	Trieste	2016/9/5	2016/5/15	Instrumentation	Christian Koffmane, Fernando Abudinen
<a href="#">Vertex 2016</a>	Elba	2016/9/25	2016/5/15	Instrumentation	Speaker? Invited talk
<a href="#">ICHEP2016</a>	Chicago	2016/8/3	2016/2/7	General	Benjamin Schwenker, Laci Andricek
<a href="#">IPRD16</a>	Siena	2016/10/3	2016/7/10	Instrumentation	Speaker?
<a href="#">TWEPP2016</a>	Karlsruhe	2016/9/26	2016/5/15	r/o Electronics	Speaker?
<a href="#">IWORID2016</a>	Barcelona	2016/7/3	2016/4/30	Instrumentation	Carlos (Belle II PXD) submitted
<a href="#">ECFALC2016</a>	Santander	2016/06/30	2016/5/13	Linear Collider	Laci (General) and Carlos (TB results) submitted.

Would like to ask the institute PIs to suggest suitable speakers.

# Belle II PXD by-laws

## Belle II PXD collaboration organization

18 May 2009

The collaboration is organized around the PXD Institute Board (PXD IB) and 3 persons (Project leader, Technical coordinator and Integration coordinator)

### Institute Board

The PXD IB is composed of one representative per each participating institute. The list of participating institutes is in the Annex I. Project Leader, Technical Coordinator and Integration coordinator are ex-officio non-voting members.

IB is chaired by the IB chair.

IB chair is elected by the IB from its members. The term of office is 2 years renewable once. The election procedure is defined in the Annex II

IB approves admission of new institutes.

### Project Leader

- The Project leader (PL) is the person directly and ultimately responsible to the Belle II PXD collaboration (PXD) for execution of the PXD project.
- PL is elected by and reports to the PXD Institute Board
- The term of office is 2 years, renewable
- PL represents PXD in the Belle II collaboration and to the outside
- PL prepares all design decisions, by initiating and preparing all necessary discussion
- PL keeps PXD community informed on developments from the Belle II coordination relevant to PXD
- PL ensures that the PXD status is regularly communicated to the Belle II management
- PL is responsible for organizing the preparation of PXD documentation needed for Belle II documents
- PL ensures a correct distribution and balance of responsibilities among the participating institutions
- PL brings to the PXD IB attention any incompatibilities or short-fall between what is required for the project execution and the available resources.
- PL negotiates with institutes interested in joining the project, identifies possible contributions and brings proposals to the IB for approval
- PL organizes the project meetings
- PL chairs the PXD IB
- PL ensures the project is represented in scientific conferences, initiates abstract submissions and speaker selection. This task is advised to be delegated
- PL proposes PXD Technical Coordinator to IB for approval
- PL can delegate certain duties to other members of PXD

### Technical Coordinator

The Technical coordinator (TC) is proposed by the PL and approved by PXD IB for 2 years

TC reports to the PL

TC will typically deal with

- technical coordination of individual work packages
- ensuring proper communication between work packages
- keeping an updated project plan for the PXD
- preparing PXD documentation
- identification of possible conflicts between individual PXD components or with Belle II

detector

### Integration Coordinator

The Integration coordinator (IC) is appointed after a discussion between PXD, Belle II and KEK management and approved by the PXD IB. IC facilitates proper communication between PXD on one side and Belle II, KEKB and KEK on the other side in order to ensure successful integration of PXD into the whole Belle II detector.

... should be adjusted to  
take into account  
“DEPFET activities  
other than Belle II PXD”

Suggest to write separate **by-laws**  
for **DEPFET collaboration**

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IB chair

election

IB approve

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relevant to PXD

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- PL organizes the project meetings
- PL chairs the PXD IB
- PL ensures and speaks
- PL proposes
- PL candidate

PL organizes the project meetings

PL chairs the PXD IB

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?

# Review Board for Common Fund

- Common Fund finances managed by MPI, separate accounts for various CF items exist
- Coordinated by PL, IB decides on spending
- Need to install a review board to officially check the status of the CF finances and report to the IB
- Nomination of **2 persons** for **Finance Review Board?**

# Next Project Leader election

- 2-year term of Christian as PL ends in **May 2017** (Ringberg meeting)
- Would like to start the election process asap, so that new elected candidate has enough time/overlap with Christian to ramp up ...
- Suggest to finish election this year  
⇒ **form Search Committee (3 pers.) now**