

**MINUTES OF THE :
1st meeting of the Standing Executive Committee**

***CERN, June 22-24, 2006
Building 4, 1st floor, Office #21***

June 22, 2006

Participants:

*Luciano Maiani, Verónica Riquer,
Alberto Santoro, Arnulfo Zepeda (Latin America);
José Ocariz (Europe),
José Salicio Diez (CERN).*

Also present:

*Cristina Baulaz (CIEMAT),
Helene Haller, (CERN).*

L. Maiani recalls that the Provisional Standing Executive Committee met in Rio de Janeiro on Nov. 1, 2005. The minutes of the Meeting of the Provisional SEC have been already distributed and approved via e-mail by the Members of the Committee.

In the following Meeting of the Executive Board, always in Rio, Nov. 4-5, 2005, the Members of the Provisional SEC have been elected as Members of the SEC. L. M. congratulates all Members, welcomes everybody to the first meeting of the, finally not Provisional, Standing Executive Committee. L. M. finally thanks everybody for advice and support received during the year, for the running of the Program.

1. Adoption of the Agenda

The Draft Agenda of the Meetings is approved, see Encl. 1.

2. HELEN program and status.

A Status Report of Program HELEN is presented by L. Maiani, see Encl. 2.

3. HELEN @ CERN.

José Salicio makes a presentation on the development of HELEN program at CERN, see Encl. 3.

4. Selection of Grant-Holders for the 1st Year, Second Call.

The minutes of the Meeting of the provisional SEC in Rio are the formal basis of the Grants assigned in the 1st Call of the 1st year by the Provisional SEC, in its capacity as the Central Committee for Grants.

The names of the Grant Holders of the 2nd Call have been already submitted by the Chair to the Members of the SEC-Central Committee, who have approved them by e-mail.

SEC makes a collegial examination of the results of the 2nd Call, for each Grant. At the end SEC confirms the results reported in Encl. 4, thereby giving a formal basis, with the Minutes of the present Meeting, to the Grants of the 2nd Call.

During the discussion:

- SEC members comment on the time development of the visits. The start of the visits to Europe on January fits in the academic schedule of austral LA countries (Brazil, Chile, Argentina) and could be maintained.
- A. Zepeda points out that some fellows from LA visiting Nacional de La Plata (Argentina), in reality proceed to the site of Auger in Malargue. If they could find the money of the subsistence in Malargue, could skip passing in Buenos Aires thus saving some money of the travel. L.M. will contact the Auger Co-Chair, Giorgio Matthiae, to see if money could be allocated in these case directly to Auger, which is also part of HELEN, starting next year.

5. Recommendations of the Scientific Advisory Committee.

The SEC notes with satisfaction the positive comments made by the Scientific Advisory Committee, see Encl. 5. SEC Members support the request of preliminary contacts and a better coordination between sending and receiving Institutions.

J. Salicio remarks that the problem is strongly felt by the Theory Group at CERN and points also to the need of a better planning of the visits to CERN, avoiding the heavily crowded summer season.

A. Santoro suggests reserving a slot of low-cost accommodations for HELEN fellows at CERN.

SEC supports the SAC suggestion to seek a renewal of HELEN beyond the third year.

6. Selection of Grant-Holders for the 2nd Year.

SEC discusses the relevant items of (a) the necessity of identifying early the tutors, (b) the need of early planning of the travels, (c) the time schedule for the implementation of the first Call of 2nd year. At the end of the discussion, SEC approves the following guidelines and time schedule, to be transmitted to interlocutors.

Guidelines for the Interlocutors

1. The Workprogramme for each Grant has to be discussed and agreed with the appropriate contact-person of the receiving place, who will identify and propose the name of the Tutor (CT, AT, SST) or Responsible (RT) in charge of the Grant-Holder. Contact-person is by default the Interlocutor of the receiving place, or a person indicated by him/her.

For CERN, address to:

- Luis Alvarez Gaumé (Theory)
- Nick Ellis (ATLAS)
- Hans Hoffmann (CMS)
- Paolo Giubellino (ALICE)
- Elie Aslanides (LHC-b)
- Marilena Streit (Techn. Transf.)
- Pere Mato (GRID)
- Mick Storr (High School Teachers Program).

2. Grants of 1 month or less are discouraged for young students (CT, AT)
3. Changes are allowed, within the budget attributed to each sending institution
4. Changes in destination cannot alter the overall proportions of LA/EU Countries or Universities/Laboratories. In any case, changes have to be discussed with the Coordinator

Tentative Schedule:

- 10 July 06. Poster for the 2nd Year and application form
- 25 July 06. Workprograms of the Grants received from the Interlocutors with tutors names
- 15 August 06. Grants advertised on the Web
- 25 Sept. 06. Deadline for Applications
- 10 Oct. 06. Local Committees send their lists
- 16 Oct. 06. Grants are examined by the Central Committee in Lisbon.

7. Other Business.

There was no Other Business.

At 16.00 the session was closed.

Enclosed

- Encl. 1: Agenda of the SEC Meeting, CERN, June 22-24, 2006
- Encl. 2: HELEN Status Report by L. Maiani
- Encl. 3: HELEN at CERN, report by J. Salicio Diez
- Encl. 4: HELEN Grant Holders, Results of the 2nd Call
- Encl. 5: Report of the SAC, June 20, 2006.

Seen and Approved, June 22,2006

Luciano MAIANI

Veronica RIQUER

Jose SALICIO DIEZ

Juan Antonio RUBIO

Jose OCARIZ

Alberto SANTORO

Arnulfo ZEPEDA