

# EUCALL

## European Cluster of Advanced Laser Light Sources

Document name: **Synergy Board Terms of Reference**  
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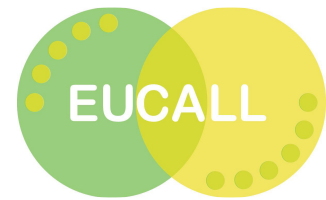
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### Introduction

The “Synergy Board Terms of Reference” has the purpose to define the roles and activities of the Synergy Board (SB) of the H2020 project EUCALL (see Annex II for a brief description of EUCALL). According to the Grant Agreement No. 654220 the composition and the role of the SB is described as follows: *A Synergy Board (SB) will be set up to support the Work Package Leader (WPL) and Work Package Co-Leader (WPC) in performing the tasks of WP3 (see Annex III for a brief description of EUCALL WP3 activities).*

EUCALL started on Oct 01, 2015 and runs for a period of three years. The SB members shall be known by July 2016. This document shall clarify the role and responsibilities of the SB





members and also outline the activities and a possible meeting schedule over the three year duration of the EUCALL project.

## Scope

- The SB is an expert forum to support the execution of WP3 tasks.
- The SB helps to define the analysis task and contributes to its evaluation.
- The SB discusses and contributes to the WP3 deliverables, e.g. the reports.
- If suitable, SB members promote results of WP3/EUCALL and contribute to the Foresight workshops.
- If suitable and required, SB members can get paid for their time efforts spend on contributions to the WP3 deliverables and results.

## SB Membership

### Composition

- The SB members shall be balanced between both communities, and shall have long-term experience in operating laser RIs (Optical lasers, synchrotrons, FELs).
- The SB will consist of:
  - WPL and WPC
  - One representative each of the two infrastructure networks
  - Of order up to five representatives nominated by the optical laser, FEL, and synchrotron RIs involved in EUCALL
- It shall be possible to appoint first a reduced number of SB members and to extend later to the full scope, thereby enabling to respond to specific needs (e.g. expertise in specific area).
- The SB members shall be appointed by the EUCALL Steering Committee upon nomination by the WP partners.
- Ad hoc experts may be invited in addition for certain tasks if needed.
- The SB shall be chaired by the WPL.

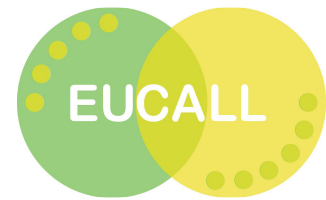
### Duration

- The duration of the SB is equal to the EUCALL project duration.

### Quorum

- Membership is voluntary
- Every member is asked to attend all meetings.
- Decisions shall be taken by consensus or by a majority of two-third of the votes of the present members.





## Methods of work

### Meetings

- Regular meetings (2 monthly) with WP3 staff to closely follow progress, possibly redefine and steer activities, and to respond to urgent matters.
- These regular meetings will primarily be organized as phone or video meetings.
- It is attempted to define a standard time to meet and to determine these meetings slots well ahead in time.
- In-person meetings should be scheduled at least once per year and more often in cases where a direct involvement of the SB in WP3 activities is requested.
- Participation in Annual Meetings, Facility operator workshop and Foresight workshops is wishful.
- The agenda for each meeting shall be proposed by the Chair of the SB and will be distributed not later than 7 days prior to the meeting.

### Reporting and interfaces to other boards and WPs

- The SB shall report annually to the SC.
- Advice to the EB and specific activities shall be ensured through appropriate distribution of the respective reports and recommendations.

### Purpose

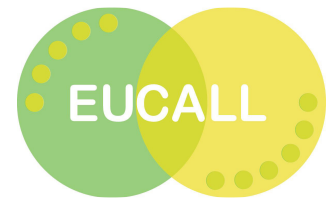
The SB shall have the following tasks (non-exclusive list):

- Supervision, feedback, iteration and input to data collection process
- Analysis of collected data and conclusions (both “synergy” and “innovation” aspects)
- Iteration with WP3 staff of RI staff experience exchange and user training activities
- Preparation with SAC of foresight topics and workshops
- Participation in foresight topic workshops
- Prepare final reports and developing main conclusions and, possibly, write sections or parts of reports.

### Outputs and deliverables

- Report on “Synergy and innovation potential of EUCALL” - Month 30/ 03-2018
- Report on “Optimum use of advanced light sources—challenges and potential” - Month 36/ 09-2018
- Report on “Joint foresight topics for lasers and FELs in Europe” - Month 36/ 09-2018





## EUCALL Support

The EUCALL coordinators team will support the SB in executing its tasks. This includes organization of in-person and VTC meetings of the SB.

Both, ELI and European XFEL have asked for staff resources to execute the WP3 tasks. These staff will be the major work force for collecting information and data, and for performing further WP3 tasks.

Travel and accommodation cost of the (up to five) community representatives will be refunded by the lead partner for WP3 (ELI-DC). The travel regulations of ELI-DC will be applied (economy flights, justification of reasonable travel expenses). The travel and accommodation costs of the WPL, WPC and the two network representatives will be covered by the resp. partner institutes.

The EUCALL project foresees the possibility to award for SB members from project external institutes or from partner institutes of EUCALL which had not planned such an involvement the reimbursement of efforts in terms of time resources spent for this activity. If such a reimbursement is required should be decided on a case-by-case basis considering the type and volume of contribution of the respective SB member.

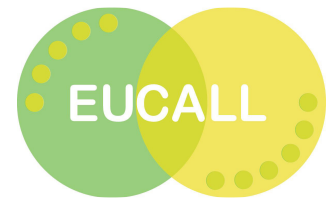
## Dependencies

None.

## Acronyms

<b>EUCALL</b>	European Cluster of Advanced Laser Light Sources
<b>SC</b>	Steering Committee
<b>EB</b>	Executive Board
<b>SB</b>	Synergy Board
<b>WPL</b>	Work Package Leader
<b>WPC</b>	Work Package Co-leader
<b>ERA</b>	European Research Area
<b>ESFRI</b>	European Strategy Forum of Research Infrastructures
<b>FEL</b>	Free Electron Laser
<b>SR</b>	Synchrotron Radiation
<b>OL</b>	Optical Laser
<b>Telco</b>	telephone conference
<b>ToR</b>	Terms of Reference
<b>WPx</b>	Work Package 'x'





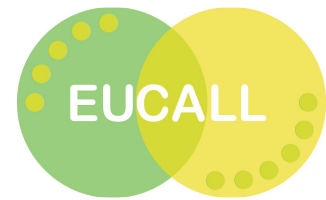
## Annexes

### Annex I: Composition of the SB

Name	Affiliation	Expertise
Catalin Miron	ELI-DC	Synchrotron, Optical Laser
Thomas Tschentscher	European XFEL	Synchrotron, Free Electron Laser
Ute Krell	DESY	Synchrotron
Daniela Stozno	Lunds University	Optical Laser

Note: further members to be added until 30 June 2016





## Annex II: Background Information EUCALL project

EUCALL is an EU-funded (Horizon 2020) project which addresses the emerging overlap of technological and scientific applications of Free Electron Laser and Optical Laser radiation. The acronym **EUCALL** stands for “**E**uropean **C**luster of **A**dvanced **L**aser **L**ight **S**ources”. The aim of EUCALL is to support the efficient implementation and operation of the ESFRI advanced laser light source projects ELI and European XFEL and to initiate a process assuring that the ensemble of advanced laser light sources in Europe is optimally used and further developed for science and innovation in the European Research Area.

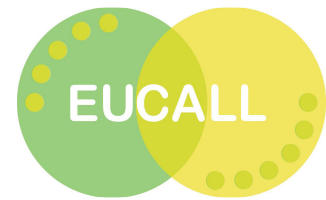
EUCALL essentially has four components: One work package is about overall coordination and management of the project. The second work package deals with dissemination and outreach, which includes promotion and support of communication and training between EUCALL partners, toward users and international neighbouring RI communities, as well as support of the exploitation of the innovation potential. The third work package of EUCALL aims to identify and strengthen synergies between the OL and FEL user communities, and between their respective RIs at the national and pan-European level. This involves identification of novel research opportunities arising due to the combined ensemble of RIs, promotion of optimised combined use of different types of laser light sources, identification of joint foresight topics in science and research policy, development of the innovation potential of the network and a new strategy for coordinated user training and organisation of experience exchange. Work Packages 4-7 are of a technical nature, and consist of development of a platform to fully simulate experiments at the various light sources; ultrafast online image processing, data transfer and processing of digitiser data for experiments at the RIs; an integrated concept for decentralised sample characterisation and fast sample positioning at EUCALL’s facilities; and pulse characterisation tools with femtosecond time resolution, wavefront sensor and analysis software, and a transparent intensity monitor for use at the advanced laser light sources.

EUCALL is carried out by the European X-ray Free Electron Laser Facility GmbH as project coordinator and as its partners, the German Electron-Synchrotron (DESY), Elettra Synchrotron Trieste, the Extreme Light Infrastructure (ELI), the European Synchrotron Radiation Facility (ESRF), Helmholtz-Zentrum Dresden-Rossendorf, Lund University and Paul-Scherrer-Institute. The users of FEL radiation are represented in EUCALL by a member of the cluster *FELs of Europe* while the users of OL are represented by a member of the cluster *LaserLab Europe*. EUCALL has a 7M€ budget and runs for the project period 2015-2018.

Contact for more information:

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### Annex III: Background Information EUCALL Work Package 3

The main activities of this work package within EUCALL are:

A. Setting up a Synergy Board to provide advice and to discuss and prepare the reports as deliverables of this WP. [tasks 3.1, D3.1 (M7) of proposal]

B. Collect information about scientific opportunities and instrument implementation, operational matters (beamtime allocation and scheduling, procedures), innovation opportunities, and strategic aspects of the sustainable operation of the participating RIs as a preparation for an analysis of “synergy” and “innovation” topics.

C. Organize and analyze the above data. [tasks 3.2.1, 3.2.2, 3.2.3 of proposal]

D. Study a few example cases of existing cross-community collaborations (HIBEF, lasers at ESRF (SRs), table-top FELs) by collecting history, status, prospects and lessons-learned through literature and web research, supported by interviews with involved individuals. [tasks 3.3.2 of proposal]

E. Develop concepts for experience exchange and joint user training activities. [tasks 3.3.1, 3.3.3 of proposal]

F. Develop concepts for foresight topics (interface to/ involvement of SAC to be defined).

G. Report on 3 specific topics: Synergy and innovation potential, Optimum use of advanced light sources (incl. case studies/lessons-learned), Joint foresight topics. [tasks 3.2.4, 3.3.4, 3.4, D3.2 (M30), D3.3 (M36), D3.4 (M36) of proposal]

