

Minutes FoE SC meeting 5-6 October 2017, PSI Villigen

Participants:

Jim Clarke (STFC); Manfred Helm (HZDR); Serguei Molodtsov (European XFEL); Robert Nietubyc (NCBJ); Britta Redlich (Radboud University); Michele Svandrlik (Elettra); Mirjam van Daalen (PSI; host); Sverker Werin (MAX IV).

Massimo Ferrario (INFN) joined the last part of the meeting on the second day via skype.

Guest: Jan Lüning, who attended the meeting on the second day.

Excused:

Avni Aksoy (Ankara University); Marie-Emanuelle Couprie (SOLEIL); Alexander Föhlisch (HZB); Francois Glotin (CLIO); Elke Ploenjes (DESY).

Meeting chair:

Michele Svandrlik

Agenda

5th October 2017		
13:00 - 14:00	<i>Lunch</i>	
14:00 - 14:45	Start of meeting	
	Welcome to Paul Scherrer Institut	Gabriel Aeppli
	Last meeting follow-up	Michele Svandrlik
14:45 - 15:15	2018 Conferences and Prizes	
	1) Science@FELs 2018	Sverker Werin
	2) Photon Diag 2018	<i>contribution by Elke Plönjes</i>
15:15 - 15:45	Update on Expert Groups	
	1) Instrumentation	<i>contribution by Flavio Capotondi</i>
	2) Advanced FEL Developments	<i>contribution by Gianluca Geloni and Luca Giannessi</i>
15:45 - 16:00	FoE Finances	Michele Svandrlik
16.00 - 16.30	Coffee break	
16:30 - 17:00	FoE P.R.	
	1) Banners, posters, flyers, give aways	Britta Redlich Mirjam Van Daalen
	2) Newsletter	Britta Redlich Mirjam Van Daalen
	3) Website	All
17:00 - 17:30	EU projects	
	1) CALIPSOplus update	Manfred Helm
	2) Information on CompactLight	Jim Clarke
	3) Opportunities for proposals/applications	Mirjam Van Daalen
17:30 - 18:30	Visit of SwissFEL	

18:30	Transfer to hotel and restaurant	
6 th October 2017		
9:00 - 10.00	The Future of FoE	
	1) LEAPS and FoE	Michele Svandrlik
	2) Memorandum of Understanding	Michele Svandrlik Mirjam Van Daalen
	3) Legal Entity	Michele Svandrlik
10:00 - 10.30	FEL Roadmap for LEAPS	Britta Redlich
10:30 - 11:00	Coffee break	
11:00 - 12:00	FoE and ESUO	Jan Lüning
12.00 - 12:20	FoE endorsement for the POLFEL initiative	Robert Nietubyć
12:20 - 12:40	Report from the facilities; Developments	
12:40 - 13:00	AOB - Next meetings	
13:00	End of meeting, lunch	

Actions and decisions are reported in italic and collected in a single list at the end of the minutes.

1. Start of meeting

1.1. Welcome to Paul Scherrer Institut - Gabriel Aeppli

In his welcome address to the FoE SC, Gabriel Aeppli pointed out how the present time is a very exciting one for the FEL facilities in Europe and all over the world. SwissFEL and European XFEL have been both recently inaugurated and have started, or are very close to start, the operation for users. He also stressed the importance of the FoE collaboration, where all European FELs can stay in close contact and develop strategic views and initiatives for the facilities, ranging from infrared to hard x-rays. The interaction between FoE and LEAPS is also of paramount importance and the latest news about participation of European XFEL as a full member to LEAPS is very important for the FEL community.

Finally it was announced that Mirjam Van Daalen is the new representative of Paul Scherrer Institut in the FoE SC.

1.2. Last meeting follow-up – Michele Svandrlík

First of all an update on the latest LEAPS developments has been given. Three meetings of LEAPS have been organized since last April and all of them have been attended by some of the FoE SC members. In parallel several discussions between FoE and LEAPS have been devoted to define the role of FoE within LEAPS. The next step for LEAPS will be the launch event in Brussels on November 13. The Constitutional Meeting of the LEAPS General Assembly will follow immediately after the launch event, on the same day. The next General Assembly will be held either on 12-13 March 2018 or on 19-20 April 2018; Elettra has been suggested as possible hosting institution.

Progress on the major action items which were agreed during the last meeting has then been reported.

- *Management Board:* a transition meeting between former and present board was held in July in Munich. Focus on interaction with LEAPS, on the future of FoE(MoU, legal entity, ...) FTF meeting organization, etc.
- *Strategy for FoE - Legal Entity:* Clarify within the members if there are difficulties with the two options. Consider the interaction with LEAPS. The item is in agenda tomorrow morning.

- *Plans for POLFEL: A support letter from FoE should be drafted according to the goals, arguments and timetable from POLFEL. R. Nietubyc will provide the input.* Endorsement proposal for POLFEL received end of September; to be discussed tomorrow.
- *PR FoE: Flyer as well as poster should be updated.* The PR material has still to be updated.
- *Conferences - Science@FELs2018 - save the date message in June.* A few members of the SC (Michele, Mirjam, Manfred...) have not yet received any save the date message, despite Sverker confirms that it was sent out in due time, but to the MAX IV laboratory users distribution list. *The SC recommends that the distribution list shall be enlarged when reiterating the message.*
- *More information material should be provided to the centers as printed version:*
 - 400 ex. of the White Book
 - 300 ex. of the Newsletter

Mirjam confirms that the White Book is ready for printing; it will be possible to printout also the next issue of the newsletter.

2. 2018 Conferences and Prizes

2.1. Science@FELs 2018 - Sverker Werin

The Scientific Committee is active and has defined the list of invited speakers; there will be 32 speakers plus 4 tutorials (6+1 laser related talks). Booking of the conference rooms and pre-booking of the hotels was already done. The website is now available even if, for the time being, it is limited to the basic information (see <https://indico.maxiv.lu.se/event/476/>). For spring they intend to have the payment method defined with the possibility to pay via the web site. The amount of the fee has still to be evaluated; there will be significant financial support from national funding agencies, thus there will be little expenses to cover.

In the following discussion the point of support for the invited speakers has been raised. Sverker explained that no decision was yet taken; *Mirjam and Michele will check what kind of support (e.g. waiving of the fee, covering of travel and/or lodging expenses...) was granted by PSI in 2014 and by Elettra in 2016.* As for the industrial exhibitors Sverker pointed out that their involvement is still under consideration; he doesn't actually see the point of getting their support if a similar amount of money has to be spent for providing them the exhibition hall and booths. The SC felt that there should be a set of clear rules defined at least for what is granted to the invited speakers and about the industrial exhibition.

The SC confirms that the 'FEL Science and Applications' prize for young researchers will be awarded also at the next Science@FEL conference. The award will consist in a certificate and a sum of 1.500 Euros. The criteria for the award will be the following: "The prize is awarded in recognition of recent work for scientific excellence in the area of free electron laser science and applications in its broadest sense by a young scientist (below 35 years at the ceremony date). The work for which the individual is nominated must be such that a significant component of it was performed during the period 3 years prior to the award." The award ceremony during the conference shall be followed by a talk given by the prize winner. A prize Committee shall be nominated; as in the past the Committee will include the SC Chair, the Conference Chair (Sverker suggests Mats Larsson) and three more members. Committee shall be in place beginning of next year.

2.2. Photon Diag 2018 – contribution by Elke Plönjes

The PhotonDiag 2018 will take place on 17-19 September 2018 at DESY. Michele reports briefly about the email received by Elke, in which she stated that the organization is in a preliminary stage, detailed planning is expected to start later this autumn. The contributions to the Photon Diag are usually published in a special issue of JSR; Elke's concern for 2018 is about two special issues in consecutive years. The

SC recommendation is to consider the start of user operation of SwissFEL and European XFEL, i.e. the possibility of collecting a number of new contributions by these two facilities before deciding on the JSR special issue in 2018.

Elke pointed out also that there should be a better organization for the selection process and committee of the “FELs of Europe Award on Photon Transport and Diagnostics” that, in her opinion, was not ideal last time. The SC feels to have not enough information to take decisions, but it is common feeling that the criteria as listed on the 2017 web site appears to be aligned with the science award and fairly adequate: “The prize is awarded in recognition of scientific excellence in the area of free electron laser photon diagnostics, photon transport and beamline developments as well as FEL instrumentation development in its broadest sense. The work for which the individual or team is nominated must be such that a significant component of it was performed during the period 3 years prior to the award. The award is accompanied by a certificate, and a monetary sum of 1.000 Euros.” Any decision on that topic is therefore postponed to the next FTF meeting in spring 2018, still in time for the September workshop.

3. Update on Expert Groups

3.1. Instrumentation - contribution by Flavio Capotondi

The first beamline scientist round table was held as a parallel session of the Photon Diag 2017. As reported in the contribution received by Flavio Capotondi, the round table was a success, with a good attendance of 15 participants representing FEL user facilities worldwide. Thus it was decided to iterate the meeting at the next Photon Diag 2018 in Hamburg, aiming for an even increased participation, focusing on instrumental developments of the beamlines at the different facilities. *The FoE SC endorses the continuation of this meeting at the next Photon Diag.*

Another point which was discussed at the round table was how to give more hands-on training opportunities on FEL beamlines and experimental stations to young beamline scientists, PostDocs and PhD students. The establishment an exchange program among laboratories to host them during commissioning beamtimes on FEL beamlines was envisioned as a possible solution. There was a general consensus on that at the roundtable. *The FoE SC recommends writing a detailed proposal, which could then receive the endorsement of FoE, as suggested by Britta.*

3.2. Advanced FEL Developments - contribution by Gianluca Geloni and Luca Giannessi

The FoE Management Board in July made an assessment of the past activities of the seeding expert group of FoE and starting from that it was decided that Serguei and Michele would contact Gianluca Geloni and Luca Giannessi to see if and how to continue. The result of the discussion is this proposal for a forum on advanced FEL techniques, e.g., ultrashort pulses, multiple colours, highest pulse power, coherence, photon pulse manipulations, polarization control. The idea is to organize a 2 day workshop with a strong involvement of users to promote exchange of ideas and development needs. A first kick-off meeting is proposed in 2018, to become a bi-annual meeting if there is enough interest in the community.

The SC discussion has pointed out that this is a nice proposal, in which the key aspect is to bring together FEL experts and users, in such a way to translate into developed concepts the list of possible directions to follow; in this sense, the first kick-off meeting should also draw guidelines for the future. This workshop could become a satellite event of the Science@FEL conference, which would ease the participation of the user community. *In Sverker's opinion it is still possible to try to add a one day event, as a kick-off meeting, at the Stockholm conference next June, provided that the action is quick. Michele will write to Gianluca, Luca and to Serguei, reporting this possibility.*

4. FoE Finances – Michele Svandrlik

Michele reports the information received from Ute Krell. The total income so far is equal to 13.000 euros of membership fee collected in 2016 and 9.000 euro of 2017 membership fee received on 28.09.17 (deadline was set on 30.09.2017), for a total available budget of 22.000 euro. On 28.09.2017 the fees of INFN, STFC, HZB, TARLA and CLIO had not yet been received. Total expenditures so far accounted to 2.957,93 euro.

Also following Ute's recommendation, *the SC decides to prepare a list of activities to be financed by the available budget for the end of the present year and for 2018*. It should be a general rule that FoE budget is drafted every September for the following year.

A first list of expenditures approved by the SC at this meeting include the 'FEL Science and Applications' prize 2018 (1.500 euro), 'FELs of Europe Award on Photon Transport and Diagnostics' award 2018 (1.000 euro), the printout of the White Book (cost TBD), compensation for newsletter activities and printing at PSI (TBD), the acquisition of new P.R. material, including banners for each laboratory and for the conferences (2.000 euro). Also, the FoE Management Board in July recommended that the support of Hannah Gerth of DESY for the website should continue; compensation to DESY for her contribution shall be defined by the SC.

5. FoE P.R.

5.1. Banners, posters, flyers, give aways - Britta Redlich, Mirjam Van Daalen

Britta and Mirjam report that not much progress has been possible in preparing this material, but we should definitively address this issue now. It is therefore decided that:

- *a banner (roll-up) will be designed* (Britta and Mirjam will investigate the possibility of being supported in the design by a professional graphic designer) *in time to be ready before next Christmas*; there will be one banner for each facility and a few for each conference/workshop, estimated cost is 100 €/unit.
- Once the banner design is available, it will be used also for *posters and flyers*.
- Give aways and gadgets: *coffee cups and post cards with FoE logo*.
- *White Book: it is decided to print 600 copies*. Sverker suggests to prepare also a short version with few pages and the link to the pdf copy on the website.

5.2. Newsletter - Britta Redlich, Mirjam Van Daalen

The summer 2017 issue of the newsletter is almost ready for distribution. It is recommended that we keep to more regular publishing dates; we should find a way to speed up the publishing process. *The next issue will be published by the end of March 2018; the contributions shall be sent by the end of February. Britta will send out a reminder in January.*

5.3. Website

As recommended by Hannah and Elke, all partners shall send contributions to the website. *A short summary of the present meeting shall be provided for the website, together with a photo of the SC (Michele).*

6. EU projects

6.1. CALIPSOplus update - Manfred Helm

CALIPSOplus started on 1st of May 2017. All workpackages have started their activities, including the very active industrial WP (presentations at materials week in Dresden in Sept 2017). In June there was the first meeting of the JRA2, with the first deliverable already available. The first transnational access

support to users was granted in August. Attention is given to good coordination between CALIPSOPlus and LEAPS activities.

6.2. Information on CompactLight - Jim Clarke

CompactLight is a proposal submitted to INFRADEV-01-2017 — Design Studies; type of action: Research and Innovation action; maximum grant amount (proposed amount, after evaluation): 2,999,500.00 euro, 100% funded. Duration of the action is 36 months. Goal is to provide more affordable x-ray FELs by making them more compact, i.e., design a cheaper machine to build and to operate. The deliverable of the project is a Conceptual Design Report; no construction of prototypes is foreseen. The Grant Agreement is presently under preparation and its signature is scheduled for 23 November 2017. The project start date is set on 01.01.2018 with the kick-off meeting scheduled during the CLIC workshop, most likely on January 25th. Jim points out how the support from FoE and TIARA has been very important to get the proposal financed this time.

6.3. Opportunities for proposals/applications - Mirjam Van Daalen

The call INFRAEOSC-04-2018 for stepping up the establishment of the EOSC (European Open Science Cloud) and connecting ESFRI infrastructures through Cluster projects seems the only opportunity to apply for national infrastructures. The new approach of the commission is to focus on ESFRI infrastructures through Cluster projects; national facilities should apply through them for small projects (2-3 million Euro). The continuation of EuCall may be pursued within this call. Small pilot projects should be possible within LEAPS and the Attract project. In the INFRAIA-01-2018-2019 call there may be space for the neutron facilities for a kind of I3. In a nutshell, Mirjam stresses that it seems to be very little space available for FoE and its member facilities in such landscape and therefore it is very important to be strong within LEAPS and Attract.

Mirjam reminds to the SC that, being FoE an official partner of EuCall, she is acting as the FoE representative in the EuCall Steering Committee.

7. The Future of FoE

7.1. LEAPS and FoE - Michele Svandrlík

After the LEAPS Frankfurt meeting in September, the FoE position within LEAPS is connected to one of the two Strategy Groups foreseen in the LEAPS Governance, namely the Strategy Group 2 “Free Electron Lasers”. As written in the notes by Carolin Hahn, “FoE will be integrated in LEAPS as a Strategy Group on FELs. For the moment, FoE will continue as a collaboration, and will continue to be engaged on all its present activities and tasks, except representation at the European level, which will be done by LEAPS...”. It is clear that this would become an additional task for the FoE collaboration, extending various activities already running, like the expert groups, the workshops and conferences. Sverker suggests to propose a pilot project to build up the Strategy Group with a small budget to finance the various connected activities (e.g., 50 k€). *The SC endorses this development and recommends that FoE follows this path, becoming pro-active in defining its role as a Strategy Group within LEAPS after the 13th November launch event in Brussels.*

7.2. Memorandum of Understanding - Michele Svandrlík, Mirjam Van Daalen

Mirjam and Michele summarize the situation of the FoE Memorandum of Understanding. The MoU between DESY, Elettra, European XFEL, HZB, INFN, MAX IV, PSI, SOLEIL, STFC and NCNR “regarding the establishment of a Collaboration of European FEL and SPS facilities” was signed in Hamburg on May 31st, 2012. Radboud University, HZDR, CLIO and Ankara University joined later. Technically this was accomplished just by adding to the MoU the signatures of these four facilities. Decisions on the new name of the collaboration (“FELs of Europe”), the logo and the annual fee (1.000 euro per partner) were

taken afterwards by the Steering Committee. *The SC recommends to look for any other official documents that may be stored at DESY, regarding the above mentioned decisions of the SC. Michele will contact Elke Plönjes.*

It is now time to start discussions to extend the MoU, since the initial duration was set to 6 years, as per article 6. The SC suggests that the best way to follow for the prolongation of the collaboration, without dealing with too many legal issues, would be to provide a front page, with the logo and the name of FoE and the list of Partners, in which the Partners declare their decision to extend the collaboration by 6 years, keeping the same terms of the existing MoU, which will be attached to this front page. *Actions in that direction will start after the LEAPS launch event and finalized in the next face-to-face meeting in Spring 2018, in a timely fashion for the end of May deadline.*

7.3. Legal Entity - Michele Svandrlík

There was no significant feedback to the action on exploring within the members if there are difficulties with the two options of Legal Entity, as presented at the last meeting (AISBL or Foundation). The feeling of the SC is that the interaction with LEAPS should be carefully considered and that the priority, for the moment, is to extend the collaboration for another six years as proposed at the previous point. The option of becoming a legal entity has presently lower priority.

8. FEL Roadmap for LEAPS - Britta Redlich

Britta reports about the intensive work done last summer to finalize the FEL roadmap to be integrated in the general LEAPS roadmap, together with Thomas Tschentscher of European XFEL and Rafael Abela. Particular care was devoted in preparing the table collecting all the data of the FEL user facilities in Europe and the graph with the timeline of the existing European FEL facilities, including their gradual upgrades presently proposed. All this stuff was sent to Wolfgang Eberhardt, who is in charge for the LEAPS roadmap. Recently she asked for a feedback and she got quite a different version for the graph, which appears normalized to the storage ring version, but also with different content (for instance test facilities and future user facilities do not appear). *The SC endorses the version prepared by Britta; a version similar in graphics to that of the storage rings, but improved in terms of content shall be included by Eberhardt in the final roadmap; Britta will reply in this terms to what she got.* It is however clarified that this information will not go into the brochure which is being prepared for the Brussels event, but will be used in future documentation of LEAPS.

9. FoE and ESUO - Jan Lüning

Mirjam introduces the meeting of the FoE SC with Jan Lüning, delegate of FEL users within the ESUO (European Synchrotron and FEL User Organisation). As proposed in the previous face-to-face meeting of the FoE SC, this meeting has the goal to share information on how the FEL user aspects are being handled and considered within the ESUO and to explore possible synergies between FoE and ESUO in that context. In this new phase with LEAPS moving its first steps, it would be useful to pursue a common approach to the future perspectives of the FEL user community.

Jan has started in giving to the FoE SC a general overview on the ESUO activities, among which the support to the transnational access of the users is of course a very important one, in particular for the users coming from countries where light sources are not available. For the future ESUO is looking, as EuCall does, to LEAPS for continuing the support to their activities. In that context, Jan says he would see more a role of ESUO as an advisor within LEAPS, rather than a distinguished partner as it appears in the most recent organizational graphs.

The representatives of the users within LEAPS are nominated by the national user organizations in the different countries, not by single facilities or research institutions, so it is presently true that the FEL users are rather under represented within ESUO. The selection of the representatives is clearly steered by the weight of the different user groups. So, one possible action would be to encourage the countries with a larger number of delegates to nominate at least one FEL representative within ESUO. Another aspect to consider is that the infrared users are not represented there. A chance to correct this situation could be given by proper lobbying within LEAPS.

Jan explains that it is natural that nowadays the number of FEL users is smaller than that of the storage ring users, since there are less sources available, with a shorter history and the possibility to run only one (or few) experiment(s) at a time. But still, the number of FEL users is not insignificant. If one considers LCLS, the 15th call has received 220 proposals, for a community of more than 2000 users. For the European XFEL the first call on just 2 out of 6 end-stations has received 60 proposals with users groups behind each proposal as large as 30 people, that is, a global number equal to 1800 potential users. The estimation for 2019 is that this number can increase up to 2500. At FLASH and FERMI each call receives about 70 proposals, with research groups in average made by 10 people, so also this number is close to 700.

As a last point, Jan points out that presently there is no organized school for FEL users. There is only one initiative related to that, namely the school organized by Maya Kiskinova from Elettra in collaboration with the French user organization. Presently this school is focused on x-ray FELs, but it would be good to reserve a slot in future also for infrared FELs. *It is a general feeling of the SC that this school should go under the umbrella of FoE*, in that way giving also a guarantee of continuity to its existence. Jan endorses this possibility and points out that the French user organization has budget to finance this school until 2019. EuCall, on initiative of the project leader Thomas Tschentscher, is supporting students attending the next edition of this school, which will be held in May 2018 at ICTP, Trieste.

Finally, the SC of FoE thanks Jan for this conversation and states the importance of keeping alive this contact; this can be done from time to time with participation to the SC meetings, but even with more continuity *also with interventions via skype to update the SC on the latest events within ESUO*. *Since Mirjam is Swiss delegate within ESUO, the SC feels that she could represent the FoE position there as well.*

10. FoE endorsement for the POLFEL initiative - Robert Nietubyc

Robert updates the situation compared to the presentation of last April in Hamburg. A MoU is being prepared between NCBJ and STFC for a cryomodule and a superconducting gun for the phase 1 of the new POLFEL proposal. The goal in the first phase is to test a CW operation facility generating THz radiation. In the second phase two cryomodules would be added to generate IR-UV photons. So in general the goal of the proposal is to build a CW test facility ranging from THz to VUV, reaching 100 nm in the third harmonic. This facility should be accommodated in the renovated Andrzej Hall at the NCBJ premises. The budget requirement for the first phase in 2018 is equal to 20 million euro; for the second phase in the following five years, 10 million euros would be required. Time scale ranges from 2018 to 2022. A support letter from FoE would be welcome and very useful to be included in the grant application to The Polish Roadmap for Research Infrastructure. The SC approves this request. *An endorsement letter signed by the chairman of the FoE SC will be provided by the mid of November*. It will be based on the draft presented here by Robert with some small rephrasing.

11. Report from the facilities; Developments

This topic is skipped due to absolute lack of time.

12. AOB - Next meetings

Michele will write the minutes of this meeting. As he said at the start of the meeting, the FoE management board in July suggested that the minutes should be written by one of the partners at each meeting, on a rotational basis. Michele volunteered this first time. Minutes should be distributed not later than mid of November 2017.

The next TelCo of the SC of Foe is fixed on Thursday 16th of November at 4 pm. Main goal of the TelCo will be to share the information about the LEAPS launch event in Brussels on the 13th of November.

The SC proposes to have the *next face-to-face meeting at Elettra in Trieste, connected to the first general assembly of LEAPS (so immediately around either 12-13 March 2018 or 19-20 April 2018)*. A short and sharp compact airport meeting for instance in Frankfurt or Munich is envisaged in case input for the LEAPS Strategy Group would be needed in advance.

Michele will send out a save the date/doodle as soon as the LEAPS meeting dates are known.

For the autumn SC face-to-face meeting Robert will explore the possibility to organize it at the NCBJ in Poland. A possible alternative could be SOLEIL in France, to be checked with Marie-Emanuelle Couprie.

Actions and Decision summary list

Ref. #	Action/Decision	Who
2.1	Science@FELs 2018, save the date message. <i>The SC recommends that the distribution list shall be enlarged when reiterating the message.</i>	S. Werin
2.1	Science@FELs 2018, support to invited speakers <i>Mirjam and Michele will check what kind of support was granted by PSI in 2014 and by Elettra in 2016.</i>	M. Van Daalen M. Svandrlík
3.1	Beamline scientist round table <i>The FoE SC endorses the continuation of this meeting at the next Photon Diag.</i>	All
3.1	Exchange program for young beamline scientists <i>The FoE SC recommends writing a detailed proposal, which could then receive the endorsement of FoE.</i>	MS to F. Capotondi
3.2	Advanced FEL Developments forum <i>It is still possible to try to add a one day event, as a kick-off meeting, at the Stockholm conference next June.</i>	M. Svandrlík
4.	FoE Finances <i>Prepare a list of activities to be financed by the available budget for the end of the present year and for 2018.</i>	Management Board
5.1	FoE P.R. <i>A banner (roll-up) will be designed in time to be ready before next Christmas.</i>	B. Redlich M. Van Daalen
5.1	FoE P.R. <i>Other material: posters and flyers; coffee cups and post cards with FoE logo; White Book print 600 copies</i>	B. Redlich M. Van Daalen
5.2	Newsletter <i>Next issue by the end of March 2018; contributions by the end of February; reminder in January.</i>	B. Redlich
5.3	Website <i>A short summary of the present meeting shall be provided</i>	M. Svandrlík
7.1	LEAPS and FoE <i>Define FoE role as a Strategy Group within LEAPS after the 13th</i>	Management Board

	<i>November launch event in Brussels.</i>	
7.2	MoU - documents <i>Look for any other official documents that may be stored at DESY, regarding new partners, name of collaboration, logo and annual fee.</i>	M. Svandrlík E. Plönjes
7.2	MoU - duration <i>Actions to extend by 6 years the duration of the MoU</i>	Management Board
8.	FEL roadmap for LEAPS <i>The SC endorses the version prepared by Britta; a version similar in graphics to that of the storage rings, but improved in terms of content shall be included in the final roadmap.</i>	B. Redlich
9.	FoE and ESUO – school for FEL users <i>It is a general feeling of the SC that this school should go under the umbrella of FoE.</i>	Management Board
9.	FoE and ESUO – keep alive the contact <i>Foresee Jan Lüning interventions via skype to update the SC on the latest events within ESUO. Mirjam Van Daalen could represent the FoE position at the ESUO meetings.</i>	M. Van Daalen
10.	FoE endorsement for POLFEL <i>A letter signed by the chairman of the FoE SC will be provided by the mid of November.</i>	M. Svandrlík
12.	Next meetings – TelCo <i>The next TelCo of the SC of Foe is fixed on Thursday 16th of November at 4 pm.</i>	M. Svandrlík M. Van Daalen
12.	Next meetings – SC face-to-face meetings <i>The next face-to-face meeting could be foreseen at Elettra in Trieste, connected to the first general assembly of LEAPS (so immediately around either 12-13 March 2018 or 19-20 April 2018). Autumn meeting at NCBJ in Poland?</i>	Management Board R. Nietubyć