

**PARTICLE PHYSICS AND ASTRONOMY RESEARCH COUNCIL**  
**CALICE OVERSIGHT COMMITTEE**

**Feedback and Actions arising from the meeting held on 28<sup>th</sup> November 2006.**

The Committee thanked the Collaboration for the report and presentation and was pleased with the progress which had been made. The test beam results were exciting and the Committee encouraged the Collaboration to publish these results. The Committee was pleased with how this meeting had progressed.

The Committee acknowledged that the MAPS work was particularly important and supported the use of £30k Working Allowance to cover the costs needed to resolve the problem with the design and sensor simulation work.

The Committee advised the Collaboration not to re-profile the EID manpower at this stage following the additional £25k incurred as a result of the RAL/EID staff costs. The Office would confirm whether these funds could be compensated, as it was outside the control of the project.

**Action: Office**

In the paperwork for the next meeting the Committee would like the Collaboration to include milestones tables which should detail all past, present and future milestones. The progress of each milestone should be detailed in the text of the report, taking each milestone as a heading, and provide details of those which have been completed, and those which are due for completion within 6 months. The Office would send the milestones templates to the Collaboration

**Action: Collaboration**

**Action: Office**

The Gantt charts for the next meeting should include the name of each work package Manager, and the Collaboration should ensure they provide the Gantt chart for work package 4, showing how it links in with the rest of the project.

**Action: Collaboration**

The risk register submitted in the paperwork for the next meeting should include the costs of the risks.

**Action: Collaboration**

The process of sending the Collaboration a list of questions for them to address prior to the meeting had been very useful. The Committee would like to use this mechanism again at the next OsC. Therefore to allow enough time for this exercise the report should be submitted one month prior to the meeting; against the following timetable:

<b>Date</b>	<b>Item</b>	<b>Action on</b>
31 <sup>st</sup> May 2007	Submission of report	Collaboration
1 <sup>st</sup> June 2007	Circulate report to Committee	Office
13 <sup>th</sup> June 2007	Committee to submit questions to office	Committee
14 <sup>th</sup> June 2007	List of questions to be sent to the Collaboration	Office
21 <sup>st</sup> June 2007	Answers to be submitted	Collaboration

### **Date of the Next Meeting**

The next meeting would be held on Thursday 28<sup>th</sup> June 2007 at PPARC, Swindon starting at 10.30 am, with the Collaboration joining for coffee at 11.30am.