

Minutes of the CALICE WP Managers' meeting

4 May 2007

Present: MGG (chair), DW, MW, PD, NW.

Apologies: DB, who reported by email.

Minutes

The minutes of the meeting of 5 March 2007 were agreed.

Staffing

There have been no changes since the last meeting.

Financial issues

The RL charging issue has become clearer after we discovered that what we thought were TD charges, also included those for PPD staff. In practice there is currently an underspend for both TD and PPD for 2005/6 and 2006/7 since spending in both divisions started late. Overtime for the MAPS sensor design increased TD costs in 2006/7 and the early start and higher salary than budgeted for Marcel Stanitski increased PPD costs. However the latter were compensated by reduced effort from Mike Tyndall and Giulio Villani required because of Marcel's contribution. Mike has agreed that he will aim to spend no more than budget by the end of the project.

PPARC/STFC have confirmed that they will compensate NI and superannuation increases if the RL staff budget is overspent for this reason at the end of the project.

The meeting approved renting a flat for Fabrizio to cover his period as Run Co-ordinator over the summer. ATLAS may contribute part of this since Antonella De Santo will be using it while on ATLAS visits.

Gantt charts

WP1: Analysis of the DESY data and comparison with MC continues. Results will be presented at LCWS but there is likely to be further analysis after this. The CERN test beam run has been scheduled for later than in the Gantt chart.

WP2: The ASICs will now be delivered from our French colleagues roughly nine months later than originally planned and hence this part of WP2 is currently on hold. Almost all other aspects of the WP are running to schedule. The optical switch has been delivered.

WP3: The design was submitted to the foundry in mid-April and delivery is expected in July or August. The WP is thus running about three months late and this time is unlikely to be recovered.

WP4: Glue ageing studies are almost complete and the report will be written by the time of LCWS. Plans for assembly studies are still being considered.

WP5: Progress on algorithm development and physics studies continue. It is extremely difficult to quantify the fraction of each task that is completed, particularly physics studies. With pressure moving towards the creation of detector collaboration it is

important that we begin to contribute to these (note that DB is making contact with the SiD collaboration).

Milestones timetable

This will be submitted to the OsC for the first time in the new format at the forthcoming meeting. WP managers are asked to provide updates.

Risk register

Costs have now been added to entries although for most there are none. In some cases the impact of a risk being realized would be negative as we would no longer carry out the associated task. Some residual risks scores were modified. The new risk WP4.2 was not clear to the meeting and PD was asked to contact DB for clarification.

OsC meeting

We have to submit the report by 31 May and therefore plan to have a first full draft by 23 May. WP managers should submit their contributions to PD by 16 May and MG will provide financial and other tables together with commentaries by the same date.

Next meetings

The next meeting was agreed as Monday 25 June at 9:30 by phone and a preliminary date for the following meeting was set as 3 September.

M G Green
6 May 2007