

Minutes of the CALICE WP Managers' meeting
2 September 2008

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

Apologies: MW

Minutes

The minutes of the meeting of 7 July 2008 were agreed.

Matters arising

None not on agenda.

Staffing issues

None.

Financial issues

The latest OsC spreadsheet shows WP3 equipment overspent as discussed at the last meeting, but consumables and travel underspent. There will now be very little consumables expenditure but travel for a test beam run at DESY may be needed in early 2009.

It is likely that there will be about six CALICE members going to the LCWS meeting in Chicago and probably three to the IEEE meeting in Dresden; most will be giving talks or poster sessions. It was agreed that these meetings are important and that we should support this number from the travel budget.

There are no indications that we are heading for an overall overspend.

Gantt charts

The Gantt charts were recently updated for the September OsC meeting. Some tasks that are continuing have been badly affected by the funding cut.

Risk register

There are now no remaining risks; some have been removed because of the funding cut.

Termination of university grants

Some have already been terminated where RAs have left. The RHUL grant will be terminated and a new one reissued at a lower level to allow funding until end March 2009. Each grant will need a separate final report that will concentrate on the work of the relevant PDRA and associated publications but some questions are likely to have common answers. DW has completed a final report form and will make it accessible to other PIs.

Other business

It seems unlikely that enough people will be going to the LCUK meeting in Dundee to justify adding on a CALICE meeting. It is instead proposed to hold a meeting in RHUL

on Wednesday 17 December and PD will check this date with CALICE members through the email list.

Next meetings

The next meeting was confirmed as Monday 3 November 2008 at **9am** by phone. The following meeting should be around 5 January 2009. We will need to discuss how long these meeting need to continue.

M G Green
2 September 2008