

Minutes of the CALICE WP Managers' meeting
6 January 2009

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

Apologies:

Minutes

The minutes of the meeting of 3 November 2008 were agreed.

Matters arising

DW has passed on to Jean-Claude the support of the meeting for Felix as next spokesperson.

Staffing issues

Fabrizio, Wenbiao and Michele have now left.

Financial issues

Spend to date (yesterday) is as follows with allocations in brackets:

Travel	£34.0k (£49k)
Requisitions	£72.8k (£85k)
TD salaries	£76.0k (£73.4k)

TD salary spend ended in November with a small overspend. It appears likely that there will be a small underspend on travel and that the requisitions line will be spent. In particular the planned WP3 DESY test beam run will not take place in this FY and will need to be charged to the SPIDER project if it occurs later. The remaining requisitions allocation will be spent for DIF and PCI cards for WP2 to a maximum of £12k.

There are now no plans to send anyone to the instrumentation conference in Japan in March. A maximum of three can be supported for the CALICE meeting in Korea and one for each of the upcoming ILD and SiD meetings.

Gantt charts

No further updates

Risk register

There are now no remaining risks.

Other business

The general CALICE meeting pencilled in for 14 January is cancelled.

Next meetings

The next meeting was confirmed as 2 March 2009 at 10am by phone. This is likely to be the last meeting.

M G Green
6 January 2009