

**Minutes of the STFC Cross Community Post Management Committee  
Daresbury Laboratory  
22 April 2009**

**Present:** P.J. Nolan, J. Simpson, A.G. Smith, P.M. Walker, R Wadsworth, T. Davinson by phone

09.07. Apologies  
None necessary

09.08. Minutes of the last meeting  
The committee had no amendments. K Schofield requested that the last word in 09.03 (b) be changed from required to "requested". This change was accepted.

09.09. Matters arising  
Three actions were identified in the minutes. It was reported that:

- The community had been notified of the need to inform the committee of any future need for Cross-Community (CC) personnel in advance of any grant requests being made.
- A Call had been made to the community to notify RW of any anticipated CC requirements in 2009/10.
- JS had circulated to the committee copies of documents submitted to the NPGP in March 08 describing the roles of the CC posts and modes of operation.

Agreed: that there was a need to appoint team coordinators for the Electronic Engineers, Software Engineers and Mechanical Designers/ Engineers and that the appropriate personnel were I. Lazarus (Electronics), V. Pucknell (Software) and J. Strachan (Mechanical). Also agreed that they should produce plans for/ coordinate the work schedule for their respective areas and to submit this to the committee for approval and that following this they should have the authority to implement the agreed plans.

**Action:** RW to contact the team coordinators and explain what is expected.  
Agreed that the format of the reports from the team coordinators should be along the lines of that provided by A G Smith.

Agreed: that there should be a web page containing details of the committee members, the terms of reference of the committee and details of the team coordinators. It was also agreed that there should be list of projects undertaken by CC personnel, the status of the projects and copies of the approved minutes.  
**Action:** RW/JS to outline of the information to be displayed on the web and arrange for a test page to be created.

09.10. Information collected from the I Lazarus, V. Pucknell and J. Strachan on the projects requiring CC personnel time as well as information sent to RW following the call to the community were discussed. In addition, a list of

requirements for CC personnel produced by the Chair based on the 2008 Standard grants round submissions were also considered to check if there were likely to be any problems in the event that these grants are funded.

Comment on format of information provided: As this was meant to be a "light-touch" committee it was agreed that in future the information would be requested in the form of a brief report detailing approximate percentages of time used on various projects for each of the CC personnel in the previous 6 month period and the projected use in the forthcoming 6 month period. The only exceptions to this would be the project grants NUSTAR and AGATA where it was felt that it would be best to give the actual figures for the CC personnel that had been approved by the Oversight Committee.

**Action: RW** to contact K Schofield to obtain the information submitted to the two Oversight Committees as appropriate.

It was agreed that it would be useful for the NUSTAR and AGATA project PI's (P Nolan and Z. Podolyak) to report any problems in CC personnel profiling/ usage to the Chair of the committee.

**Action: RW** to notify PJN/ZP of this decision.

**Action: JS** agreed to produce a report in advance of each meeting detailing the targets made and other tasks performed by the target maker at Daresbury.

Agreed that in future all requests for CC personnel effort should be made to the relevant team coordinators and that this statement should be clearly displayed on the proposed web page.

**Action: JS/RW** to ensure this information is displayed on the web page.

### ***Electronics effort***

Projects to be supported over the next 6 months include AGATA, NUSTAR, AIDA, SAGE, LISA, PRISMA, PORGAMRAYS, PROSPECTUS, ALPHA and SHARC. The requested level of support for all these projects amounted to 3.7 FTE in 2009 and 3.65 FTE in 2010. The remaining 0.3/0.35 FTE in 09/10 is requested for support of existing equipment. The committee agreed that the Electronics CC personnel were essentially fully committed for the next two years and only in 2011 should major new projects be considered/ needed.

Agreed that the extra 2 weeks of effort requested by C Diget for SHARC could be covered in this period and that the very small level (0.05 FTE) of support that has been requested in the Standard grants could be covered if approved.

### ***Software effort***

Agreed that the format of the information presented under the heading of MIDAS needed to provide more details of the projects covered by this generic work.

Agreed that the information provided should contain a new projects line.

**Action: JS/VP** to ensure this information is provided next time.

Projects to be supported over the next 6 months include AGATA, NUSTAR, SAGE, LISA, PRISMA, AIDA. These account for 2.75 FTE with the remaining 0.15 FTE being used for PORGAMRAYS and SMARTPET and 0.1 FTE being used for local support at Liverpool (Cresswell) and Daresbury. In 2010 there will be additional time available for new projects.

Agreed that the small extra level of support (0.25 FTE) requested by J Billowes for the CRIS/ COMPLIS project could be covered in the period up to mid-2010.

Agreed that the small level of software support requested in the Standard grants (<0.1 FTE) could be covered if approved.

### ***Mechanics effort***

JS reported a timing problem over the completion of the SAGE/ AIDA projects. J. Strachan is working with T Davinson and R Herzberg to resolve the issues.

Over the next 6 months D Seddon will work on SAGE/ AIDA and R Griffiths on the BRAGG spectrometer and LISA. A Smith will work on CRIS/COMPLIS, PRISMA, HELIOS, PARIS and SHARC. Other projects to be supported by all Mechanical staff are AGATA and NUSTAR. In total 4 FTE of effort is required to cover these projects in the next 6 months.

Agreed that the extra 0.25 FTE requested by J Billowes for the CRIS project to the end of August 2010 could be supported.

Agreed that the extra 0.09 FTE effort requested by C Diget for the SHARC in 2010 could be supported and that if approved the 0.15 FTE required for the HIE-ISOLDE project in 2010 and 2011 could also be supported.

Agreed that that it should be possible to support the mechanical effort requested in all the Standard grants (0.34 FTE) if approved from 2010.

### 09.11. Report for NPGP meeting

Agreed that RW could inform the committee that all the requests identified in the document produced by RW in December 08 from the Standard grant submissions could be supported if approved for funding.

### 09.12. AoB

Agreed that the web page should have clickable links to all projects and that the page should indicate the status of the projects, e.g. active or complete.

### 09.13. Date and location of next meeting.

21 October at Daresbury Laboratory. Start at 14:00

This would allow the committee to consider requests from the community for CC support in the next standard grants round and to review the usage over the previous 6 months and projected use for the period to April 2010. It is likely that

the meetings will then settle into a format of September/ October and March/  
April.

**RW 22<sup>nd</sup> April 09**