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MINUTES OF MEETING		
Title/Subject: Agata Grant Kick-off Meeting		
Venue:	DL Tower T27	Chairman: Paul Nolan
Time/Date:	14:00-17:00 18 November 2008	Secretary: John Strachan
PARTICIPANTS		ADDITIONAL DISTRIBUTION
Andy Boston Paul Nolan John Simpson John Strachan Dave Cullen Bob Wadsworth Zolt Podolyak	Liverpool University Liverpool University STFC STFC Manchester University York University Surrey University	
		APOLOGIES Ian Lazarus, John Smith
AGENDA REF:		
ATTACHMENTS:		

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Paul Nolan had a set of slides which led the discussion.

1st Slide – Membership

Membership

Project leader **Paul Nolan**

Project technical leader **John Simpson**

WP leaders **Andy Boston, Dave Cullen, Bob Wadsworth
John Smith, Ian Lazarus, John Strachan**

PI at the Institutions **Zsolt Podolyak**

Project Manager **TBA**

The list as presented was agreed.

It was noted that there is no software representative on the board.

If extra people have to be added at a later date, this is acceptable.

2nd Slide – Workpackages

Project approved by STFC

WP1 **OK, manpower reduced, but reprofiled**

WP2 **reduced, need to decide what to do here given the delay**

WP3 **reduced to 2 years, need to decide what to simulate**

WP4 **reduced to 2 years, concentrate on Legnaro phase**

WP5 **OK, manpower reduced, but reprofiled**

WP6 **OK, in full**

WP7 **OK, in full**

WP8 **1 triple detector, running costs**

Paul Nolan sent round the AGATA case for support document, but this may have to be modified as a result of the amount of funding received.

Each package has a specific set of aims and goals, if these change the workpackage should be rewritten.

Workpackage 1.

Accepting Germanium counters and building into triples

1yr chopped from manpower (year 4 chopped)

Liverpool re-profiled manpower.

Only 3 years out of 4 for technician so start date delayed.

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Workpackage 2.
Scanning, and interpret scan data.
(come back to this as is now a year later)

Workpackage 3.
Simulations and implementation of algorithms
This has been crossed off

Workpackage 4.
Support for commissioning phase at Legnaro
Crossed off last two years.

Workpackage 5
Electronics and software
Accepted but chopped off last year.
Manpower been reprofiled

Workpackage 6
Mechanics
Accepted in full. Including design build and delivery for two frames.

Workpackage 7
Management
Accepted in full.

Workpackage 8
Buying
Allowed us to buy 1 rather than 3 triples.
Running costs also covered.

Update from Legnaro

The project will start to do physics at Legnaro in Sept 2009.
The Physics campaign will run for 15 months in legnaro and end 2010.
It will take three months to shift Agata to Ganil expected to be operational Spring 2011.
Then a physics campaign will run for 15 months in Ganil.
After this it goes to GSI
Ganil has to confirm before the end of the year if this is acceptable.
If Ganil is not running at these dates GSI may be able to come forward.
This information required as will affect workpackages.

John Strachan going out to Legnaro in a few weeks to check 2nd detector.
Digitisers are ok
Preprocessing is where difficulties are.
The schedule shows 3 sets of preprocessors available by summer 09 and 5 sets by end of 09.
There are currently two working triples in Cologne and it is possible three will be available this winter.
Infrastructure fine.
Big issues are in DAQ.

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Going to be a tricky to operate (no graphical user interface)
The plan is to check the simulations against reality from December to June.
ASC also agreed there would be a physics meeting people to submit things in June/July at Legnaro for next year.

Next AGATA week is Istanbul in April.
John to send a copy of project managers report, ASC minutes, and MoU.

Action 1.1 J Simpson

Germans about to bid for more detectors. (will probably get 9 but this is all till 2013)
French have financial issues due to Spiral 2, won't sign MoU until AGATA 'works'
UK may have a chance for more after 2012.
Whole project won't get to 1 pi in the timescale written in the grant.

The current MoU needs a Technical design report by the end of the year.

ASC approved a physics case.
(French Germans and Italians need a physics case)

How to operate in the future – organisational structure
And in terms of which labs are involved.
John and Paul to write agreement of who does what regarding digitisers, preprocessing, etc.

Action 1.2 J Simpson

Slide 3.

PDRAs

Liverpool being recruited, detector characterisation

Manchester simulations, Legnaro support?

W of S Legnaro support?

Students

Liverpool start Feb 2009, detector characterisation

York simulations, Legnaro support

Surrey Legnaro support?

Project Manager

Daresbury to be recruited

Student at York to get involved in some of the initial data analysis
The perhaps get involved with gsi.
PDRAs spend maybe March – Sept in Legnaro.
Legnaro may introduce beam onto two detectors before Christmas. (22nd dec)
Analysis and DAQ developed at Orsay so time may be required there.
Marc Labiche to create a team of simulators in the UK
People who are experts in GEANT.
Pull together these people and the postdocs and put them all together.

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May be able to co-ordinate work at Legnaro.

Project Manager role, will be covered initially by John Strachan and Ian Lazarus, while someone from Daresbury is trained to cover the role.

For each workpackage need:

An updated milestone and deliverables list

An implementation plan

A new project plan to update Gannt chart

An updated risk register

Report these to the next meeting

In general only modify things if you have to, and if modified specify what's been modified and why.

Annexes have to be updated also.

John Nolan will write a chronological account of the order in which the files were circulated so which bits are up-to-dateish.

Action 1.2 Paul Nolan

Tasks to be updated within 1 month, so that the project manager has time to update everything by the end of the year.

Action 1.3 Everyone

Use the start date for the package that is most appropriate. Work packages do not all require the same start date.

Roles for the PDRAs and students

Discussion

Needs of the UK community

Data storage? GRID? Data analysis techniques?

Sharing developed good practice

Use of VOCAL site?

Andy Boston to demonstrate

Andy Boston to speak to John Creswell about a uk strategy for data storage.

Action 1.4 Andy Boston

The issue is how to transfer the data from Agata to the universities.

Andy has circulated link to Liverpool data storage system.

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Purchases, financial monitoring, etc.

Need regular reports to Project Manger

Working allowance (£265k) and a contingency (£xxx)

WA is in the Liverpool grant

STFC oversight committee

First meeting?

Project Manager will need access to finances.

Everyone needs to report through project manager to oversight committee.

The information should be sent 6wks before meeting. Current status of spend etc.

AGATA committees

Steering Committee **2 UK members**

Management Board **John Simpson (AGATA project manager)**

Working groups **Various members**

New

Coordination Council **1 member per institution**

Dates and places of future meetings

Frequency?

Place(s)? **Should we rotate venue?**

UK has 8 institutions.

We have been asked by STFC to ask the institutions who they want to nominate on to the Co-ordination Council.

Council tasked with organising physics meeting once a year

Council got to decide a spokesperson.

Manchester, DL, Liverpool and York to nominate someone.

(not Birmingham or Glasgow)

The Coordination Committee should be formerly started at Physics workshop.

Offer some nomination, and some way of picking someone, i.e. voting system.

Next meeting 7th Jan. at Surrey 11-11:30.