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MINUTES OF MEETING		
Title/Subject: Agata Management Meeting		
Venue:	13BB04 Surrey	Chairman: Paul Nolan
Time/Date:	11:00-17:00 7 January 2009	Secretary: John Strachan
PARTICIPANTS		ADDITIONAL DISTRIBUTION
Andy Boston Paul Nolan John Simpson John Strachan Dave Cullen Bob Wadsworth Zsolt Podolyak Ian Lazarus John Smith Paddy Regan	University of Liverpool University of Liverpool STFC Daresbury STFC Daresbury University of Manchester University of York University of Surrey STFC Daresbury University of WoS University of Surrey	
		APOLOGIES
AGENDA REF: ATTACHMENTS:		

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1. Minutes of previous meeting

Agreed without changes.

2. Actions from previous meetings

1.1 John Simpson to send a copy of project managers reports, ASC minutes, and MoU.

Done

1.2 Paul Nolan will write a chronological account of the order in which the files were circulated.

Done

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

Done

1.4 Andy Boston to speak to John Cresswell about a UK strategy for data storage.

On-going

3. Actions from this meeting

2.1 Andy Boston to discuss with Peter Reiter how best to use Liverpool regarding detector scanning and maintenance.

2.2 Andy Boston define what Stages 0, 1, 2 and 3 are in WP1.

2.3 John Simpson to circulate the files typically required by the oversight committee.

Done

2.4 Paul Nolan to discuss with Katherine Schofield about how to report financial numbers in overall terms and whether costs should be in FTEs of grant years for the papers for the oversight committee.

2.5 John Strachan to change Phase to Stage everywhere, and Paisley to UWS everywhere.

2.6 Paul Nolan to find how to get access to the letters of intent for the physics proposals for agata at Legnaro.

4. Report on current situation in the International AGATA project

The official start date for the physics campaign in Legnaro is Sept 2009.

The physics campaign will run for 15 months.

It is estimated that it will take three months to move AGATA to Ganil and is therefore expected to be operational in Spring 2011.

There will be a physics campaign in Ganil for 15 months.

Ganil was asked to confirm before the end of 2008 if this fits in with plans for SPIRAL 2 work and the planned shutdown of the facility.

This will now be discussed during the SPIRAL 2 week in January 2009. P.Nolan will attend this meeting.

GSI may be able to come forward if there is a problem with scheduling at Ganil.

This information is required as it clearly will affect the work packages.

Pre-processing is where there are difficulties and is on the critical path.

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The schedule shows 3 sets of pre-processors available by summer 09 and 5 sets by end of 09.
The first pre-production cards will be made in February
Cards should be ready for summer.
Mezzanine cards need to be tested before production can commence.
Also there is a skills shortage in this area.

There are currently two working triples in Cologne and it is possible five will be available this winter.

Infrastructure fine.

DAQ is making good progress thanks to Christophe.

The Germans have bid for more detectors. (will probably get a total of 9 but this will be all until 2013)
The French bid will go through their internal processes until May/June this year.
The Italians aim to buy 2-3 detectors per year.
UK will bid for more systems after 2012.
The Swedes have put in a bid but there is no news.

The average increase in cost per year for an AGATA capsule is 2.5%.

Due to the fall in value of the pound we may only be able to buy 2 capsules before dipping into working allowance.

To date the collaboration has 3A's, 3 B's and 4 C's currently accepted and the number of detectors is not currently a problem.

Canberra will deliver all Gretina detectors in 2009, so any future orders to Canberra for capsules will be 2010 at the earliest. The total number for Gretina is 7 quads (28 capsules).

Enrico Farnea is now the Technical co-ordinator in charge of AGATA at Legnaro.

5. Discussion on Workpackages

This was done by going through the document AGATA PPRP case for support that was circulated before the meeting. Changes were implemented to the document while the meeting was on-going.

Workpackage 1.

A test cryostat will be required at Liverpool.

Discussions are required with Peter Reiter at to how best to use Liverpool detector centre.

Action 2.1 Andrew Boston.

Define what Stages 0, 1, 2 and 3 are.

Action 2.2 Andrew Boston.

Workpackage 2.

Scanning, and interpret scan data.

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Workpackage 3.
Simulations and implementation of algorithms

Workpackage 4.
Support for commissioning phase at Legnaro

Workpackage 5
Electronics and software

Workpackage 6
Mechanics

Workpackage 7
Management

Workpackage 8
Buying
John Simpson to circulate the files typically required by the oversight committee.

Action 2.3 John Simpson

Paul Nolan to discuss with Katherine Schofield about how to report financial numbers in overall terms and whether costs should be in FTEs of grant years for the oversight committee.

Action 2.4 Paul Nolan

John Strachan to determine what is consumables and what is equipment (this is specified on the grant announcement letters and RP forms).

The Workpackages should stick to the totals in the Spreadsheet May 12th.

John Strachan to change Phase to Stage everywhere, and Paisley to UWS everywhere.

Action 2.5 John Strachan

Note students only work 3.5 years over the 4 year period, when looking at the times in grant (calendar) years.

6. Position concerning filling new positions

Project manager – Mike Cordwell will be present at the next Agata Management Meeting.

Manchester PDRA	-	Position being advertised
Liverpool PDRA	-	Position being advertised
Paisley PDRA	-	Position being advertised

Liverpool Student	-	Student started Jan 09
Surrey Student	-	Student started Sept 08
York Student	-	Student started Sept 08

The current MoU and the EURONS JRA need a Technical design report by the end of the year. John Simpson will distribute the final version.

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7. Membership of AGATA committees

How to operate and manage AGATA in the future, which laboratories are involved and organisational structure of the project. John Simpson, Paul Nolan and Wolfram Korten have been asked by the AGATA ASC to write document summarising these issues.

The next AGATA week is liable to be in Cologne.
Dates 30th March to 1st April are currently proposed.

UK has 8 institutions.

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

All UK institutions need to nominate someone for the Coordination Council.

The Co-ordination Council will elect a spokesperson for AGATA.

The Co-ordination Council is tasked with organising physics meeting once a year to highlight the AGATA achievements.

The Coordination Committee will be formerly started at Physics workshop.

The tentative date of the Physics workshop to prepare the proposals for the Summer PAC for AGATA is 18, 19, 20 May.

The next LNL PAC for AGATA proposals will be held in June-July 2009.

Paul Nolan to find how to get access to the letters of intent for the physics proposals for agata at Legnaro.

Action 2.6 Paul Nolan

Next meeting: Monday 9th March at York start 11:30.

Friday 5th June at Liverpool

Wednesday 30th September at UWS

Wednesday 6th January 2010 at Manchester