

LhARA WP5 – End Station R&D and beamline development

Meeting minutes & Actions

Meeting Date & Time:	Tuesday 18 April 2023; 1515-1545h; Zoom: https://liverpool-ac-uk.zoom.us/j/9830562952 Mailing list hosted on JISCMail: JISCMail - CCAP-LHARA-ENDSTATION List at WWW.JISCMAIL.AC.UK		
	Minutes: Ruth McLauchlan (RMCL) Narender Kumar (NK), Tony Price (TP)		
Apologies:	Carsten Welsch (CPW)		
Issue/Topic	Action	Owner	Deadline/ Status
1. Apologies & Welcome	Apologies received from those listed above.		
2. Review of minutes	N/A		
3. Outstanding actions from previous meetings			
Date of meeting			
10 Jan 2023	TP to write up notes/minutes from 14 Dec meeting. [17 Jan 2023] – TP working on today. [29 Feb 2023] – See update below [18 Apr 2023] – See update below	TP	
10 Jan 2023	TP to send thank you and list of questions to those registered for 14 Dec meeting. [17 Jan 2023] – TP working on as part of writing up notes from meeting. [28 Feb 2023] – See update below [15 Mar 2023] – See update below [29 Mar 2023] - See update below [18 Apr 2023] – See update below	TP	
10 Jan 2023	Overleaf document to be updated by 1 Feb 2023: https://www.overleaf.com/project/63af03296c308af24867a1b7 [17 Jan 2023] – All should now have access to document. [28 Feb 2023] – No update. [15 Mar 2023]- Partially done by NK and RM; waiting for TP to review		

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	<p>[29 Mar 2023]- 6th Monthly review document for LhARA: partially completed by TP</p> <p>[18 Apr 2023] – See update below</p>		
<p>4. Upcoming collaboration meetings</p>	<ul style="list-style-type: none"> • 25 April @1400 – LhARA Fortnightly: https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcern.zoom.us%2Fj%2F63831511146%3Fpwd%3DNU12QktuQy9SV3A2ZUtSNXU0OEI4U%2F09&data=05%7C01%7Cruth.mclauchlan%40nhs.net%7Cb7535e8f5684419e279b08dace5de91f%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638049199974178749%7CUnknown%7CTWFpbGZsb3d8eyJWljoic4wLjAwMDAilCJQljoiv2luMzliLCJBTiI6Ik1haWwlcjXVCI6Mn0%3D%7C3000%7C%7C%7C&data=hEWyqSZnJboVLAFrqUOlGikDFd9nE%2FhwFNFVmM9fo%3D&reserved=0 • 2 May @1400: LhARA Project Group WPMs (https://imperial-ac-uk.zoom.us/j/95000734107?pwd=eUo1bXpvako5KzhzSIFkTXFKdjFGZz09&from=addon) 	All	
<p>5. WP5 Consultation meeting plan</p>	<ul style="list-style-type: none"> • Consultation 1: Imperial, Dec 2022/Jan 2023 <ul style="list-style-type: none"> ○ Afternoon topic: User needs • Consultation 2: Oxford, 2nd half of May 2023 <ul style="list-style-type: none"> ○ Afternoon topic: Experimental constraints-High-energy beam-line • Consultation 3: Liverpool?, May/June 2023 <ul style="list-style-type: none"> ○ Afternoon topic: Instrumentation and dosimetry • Consultation 4: Manchester?, Sept/Oct 2023 <ul style="list-style-type: none"> ○ Afternoon topic: ITRF WP1.5 and WP3 overlap <p>ACTION:</p> <ul style="list-style-type: none"> • TP to send Doodle poll to determine date for Consultation 2 – second half of May 2023. Noted that Amato has not responded with his availability yet. • TP to draft questionnaire (survey monkey) to send out to Consultation 1 attendees in advance of Consultation 2. 	All	
<p>6. CCAP/LhARA Wiki</p>	<ul style="list-style-type: none"> • WP5 wiki pages require structuring (base on WP3) and meetings minutes etc to be added. <ul style="list-style-type: none"> ○ Minutes are being added. Zoom meeting changed to be hosted by Liverpool and this has been updated. ○ KL has submitted request for NK to have access to edit Wiki. In the interim RMcL can edit. • Make use of JISCMail list. <ul style="list-style-type: none"> ○ Note there have been issues around emails to and from the JISCMail list. Not sure they are resolved yet. ○ Not tried to use mail list yet. 	TP/RMcL	

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	<ul style="list-style-type: none"> No update on the above 		
<p>7. Consultation Meetings</p>	<ul style="list-style-type: none"> Overleaf document for report on outcome of 1st consultation meeting drafted. TP to add table of parameters to start but if needed before this complete is happy for it to be used as is. Document for 6-month review completed – some minor edits suggested by Neil Bliss and RMcL. To be finalised by CW and KL tomorrow. <p>ACTIONS:</p> <ul style="list-style-type: none"> TP to add table of parameters to consultation report. TP to make minor edits to WP1.5 section of 6-month report. 	<p>ALL</p>	
<p>8. AOB</p>	<ul style="list-style-type: none"> Monthly reports – NK has sent the report for March to CW. At the WPM meeting today, it was indicated that some reports are missing for WP5. Awaiting confirmation from CW/KL as to which reports are outstanding. TP reported that there are now requests to hold “scientific meetings” outside the Consultation meetings to allow for focused discussion on specific aspects of the programme. Meetings currently under discussion: <ul style="list-style-type: none"> TP organising a meeting with Hywel, Karen, Amato and Jason to discuss the science (radiobiology/clinical) within ITRF as discussed by ITRF WPO. KL mentioned an offer by Yolanda to host a scientific meeting in Paris in early July to discuss biological studies and time dependence. Additional meeting also under discussion to focus on robotics towards automation of the end-stations. Discussed scheduling of these WP5 meetings and agreed to move them to Thursdays at 1000h, bi-weekly from 11 May. <p>ACTIONS:</p> <ul style="list-style-type: none"> TP to organise ITRF scientific meeting. RMcL and NK to be on invitation list but meeting not to be planned around their availability. KL to give more information regarding Paris meeting – to be organised through the LhARA science board? Meeting scheduling changed and invitations to be updated for Thursdays at 10am. 		

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Next meeting dates (2023)

Date	Time
Tue 25 Apr	1000-1100
Thu 11 May	1000-1100
Thu 25 May	1000-1100
Thu 8 Jun	1000-1100
Thu 22 Jun	1000-1100
Thu 6 Jul	1000-1100
Thu 20 Jul	1000-1100
Thu 3 Aug	1000-1100
Thu 17 Aug	1000-1100
Thu 31 Aug	1000-1100
Thu 14 Sep	1000-1100
Thu 28 Sep	1000-1100
Thu 12 Oct	1000-1100
Thu 26 Oct	1000-1100
Thu 9 Nov	1000-1100
Thu 23 Nov	1000-1100
Thu 7 Dec	1000-1100
Thu 21 Dec	1000-1100