

LhARA WP5 – End Station R&D and beamline development

Meeting minutes & Actions

Meeting Date & Time:	Tuesday 28 February 2023; 0900-0930h; Zoom: https://liverpool-ac-uk.zoom.us/j/9830562952 Mailing list hosted on JISCMail: JISCMail - CCAP-LHARA-ENDSTATION List at WWW.JISCMAIL.AC.UK		
Attendee(s):	Minutes: Ruth McLauchlan (RMcL) Narender Kumar (NK), Ken Long (KL)		
Apologies:	Tony Price (TP) – network connection issues, Carsten Welsch (CPW); Colin Whyte (CW)		
Issue/Topic	Action	Owner	Deadline/ Status
1. Apologies & Welcome	Apologies received from those listed above.		
2. Review of minutes	N/A	TP	
3. Outstanding actions from previous meetings			
Date of meeting			
06 Dec 2022	Update Wiki and add meeting minutes. [17 Jan 2023] – Partially done. RMcL added 2023 meetings folder and added minutes from meeting on 10 Jan 2023.	TP	Completed
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	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	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.		

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<p>4. Upcoming collaboration meetings</p>	<ul style="list-style-type: none"> • Today @1400 – LhARA Fortnightly: https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcern.zoom.us%2Fj%2F63831511146%3Fpwd%3DNU12QktuQy9SV3A2ZUtSNXU00E14UT09&data=05%7C01%7Cruth.mclauchlan%40nhs.net%7Cb7535e8f5684419e279b08dace5de91f%7C37c354b285b047f5b22207b48d774ee3%7C0%7C1%7C638049199974178749%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCQljoiv2luMzliLCBTLi6Ik1haWwlcjVXCI6Mn0%3D%7C3000%7C%7C7C&data=hEWyqSZnJbjoVLAfrqUOlfgIkDFd9nE%2FhwFNFVmM9fo%3D&reserved=0 • 7 Mar @1400: LhARA Project Group WPMs (https://imperial-ac-uk.zoom.us/j/95000734107?pwd=eUo1bXpvako5KzhzSIFkTXFKdjFGZz09&from=addon) • 21 Mar: Review meeting – venue TBC, probably Daresbury 	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, Mar/Apr 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 • TP provided update by email: Amato Giaccia has agreed to host Consultation 2 at Oxford, note date yet. <ul style="list-style-type: none"> ○ Focus to be high-energy beam-line (both horizontal and vertical) – as discussed in meeting WP5 meeting on 31 Jan (no minutes). 	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 NR 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	
<p>7. Consultation Meetings</p>	<ul style="list-style-type: none"> • Notes from meeting held in December outstanding. Update by email from TP: <i>“Condensed the notes into the slides for the consultation meeting, and planned to condense again into an overall parameter table.”</i> <ul style="list-style-type: none"> ○ KL to create Overleaf document for report on outcome of meeting and NR to take notes and put into this format. <p>ACTIONS:</p>		

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	<ul style="list-style-type: none"> RMCL to forward notes taken during meeting in December – done. Group to meet Thu 2 March 2023 @1330 (Zoom: TBC) to review notes. 	ALL	
8. AOB	<ul style="list-style-type: none"> Monthly reports – clarify who is to complete these. Next one is due. 		

Next meeting dates (2023)

Date	Time
Tue 14 Mar	0900-1000
Tue 28 Mar	0900-1000
Tue 11 Apr	0900-1000
Tue 25 Apr	0900-1000
Tue 9 May	0900-1000
Tue 23 May	0900-1000
Tue 6 Jun	0900-1000
Tue 20 Jun	0900-1000
Tue 4 Jul	0900-1000
Tue 18 Jul	0900-1000
Tue 1 Aug	0900-1000
Tue 15 Aug	0900-1000
Tue 29 Aug	0900-1000
Tue 12 Sep	0900-1000
Tue 26 Sep	0900-1000
Tue 10 Oct	0900-1000
Tue 24 Oct	0900-1000

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Tue 7 Nov	0900-1000
Tue 21 Nov	0900-1000
Tue 5 Dec	0900-1000
Tue 19 Dec	0900-1000