



## LhARA WP5 – End Station R&D and beamline development

### Meeting minutes & Actions

<b>Meeting Date &amp; Time:</b>	Wednesday 29 March 2023; 1400-1500h; Zoom: <a href="https://liverpool-ac-uk.zoom.us/j/9830562952">https://liverpool-ac-uk.zoom.us/j/9830562952</a> Mailing list hosted on JISCMail: <a href="mailto:JISCMail-CCAP-LHARA-ENDSTATION@WWW.JISCMAIL.AC.UK">JISCMail - CCAP-LHARA-ENDSTATION List at WWW.JISCMAIL.AC.UK</a>		
<b>Minutes:</b>	Narender Kumar (NK), Ken Long (KL), Tony Price (TP), Colin Whyte (CW), Rehanah Razak (RR)		
<b>Apologies:</b>	Carsten Welsch (CPW), Ruth McLauchlan (RMcL)		
Issue/Topic	Action	Owner	Deadline/Status
1. Apologies & Welcome	Apologies received from those listed above.		
2. Review of minutes	N/A	TP	
<b>3. Outstanding actions from previous meetings</b>			
<b>Date of meeting</b>			
10 Jan 2023	<b>TP to write up notes/minutes from 14 Dec meeting.</b> [17 Jan 2023] – TP working on today. [29 Feb 2023] – See update below	TP	
10 Jan 2023	<b>TP to send thank you and list of questions to those registered for 14 Dec meeting.</b> [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	TP	
10 Jan 2023	<b>Overleaf document to be updated by 1 Feb 2023:</b> <a href="https://www.overleaf.com/project/63af03296c308af24867a1b7">https://www.overleaf.com/project/63af03296c308af24867a1b7</a> [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 [29 Mar 2023]- 6 <sup>th</sup> Monthly review document for LhARA: partially completed by TP		



## LhARA WP5 – End Station R&D and beamline development

### Meeting minutes & Actions

Issue/Topic	Action	Owner	Deadline/Status
4. Upcoming collaboration meetings	<ul style="list-style-type: none"> <li>11 April @1400 – LhARA Fortnightly:  <a href="https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcern.zoom.us%2F%2F63831511146%3Fpwd%3DNU12QktuQy9SV3A2ZU%2FSNXU00E14UT09&amp;data=05%7C01%7Cruith.mcllauchlan%40nhs.net%7Cb7535e8f5684419e279b08dace5de91f%7C37c354b285b047f5b2207b48d774ee3%7C0%7C1%7C638049199974178749%7CUnknown%7CTWFPbGZsb3d8eyJWljoIMC4wLjAwMDAilCjQjoIV2luMzIlLCBjTlI6lk1haVWwLjCjXVCi6Mn0%3D%7C3000%7C%7C%7C&amp;data=hEWyq\$ZnJbjoVLAfrqUOifGikDfd9nE%2FhwFNFVvmM9fo%3D&amp;reserved=0">https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcern.zoom.us%2F%2F63831511146%3Fpwd%3DNU12QktuQy9SV3A2ZU%2FSNXU00E14UT09&amp;data=05%7C01%7Cruith.mcllauchlan%40nhs.net%7Cb7535e8f5684419e279b08dace5de91f%7C37c354b285b047f5b2207b48d774ee3%7C0%7C1%7C638049199974178749%7CUnknown%7CTWFPbGZsb3d8eyJWljoIMC4wLjAwMDAilCjQjoIV2luMzIlLCBjTlI6lk1haVWwLjCjXVCi6Mn0%3D%7C3000%7C%7C%7C&amp;data=hEWyq\$ZnJbjoVLAfrqUOifGikDfd9nE%2FhwFNFVvmM9fo%3D&amp;reserved=0</a></li> <li>7 Mar @1400: LhARA Project Group WPMs (<a href="https://imperial-ac-uk.zoom.us/j/95000734107?pwd=eUo1bXpvako5KzhzSIFkTXFKdjFGZz09&amp;from=addon">https://imperial-ac-uk.zoom.us/j/95000734107?pwd=eUo1bXpvako5KzhzSIFkTXFKdjFGZz09&amp;from=addon</a>)</li> </ul>	All	
5. WP5 Consultation meeting plan	<ul style="list-style-type: none"> <li><del>Consultation 1: Imperial, Dec 2022/Jan 2023</del> <ul style="list-style-type: none"> <li>Afternoon topic: User needs</li> </ul> </li> <li>Consultation 2: Oxford, 2<sup>nd</sup> half of May 2023           <ul style="list-style-type: none"> <li>Afternoon topic: Experimental constraints High-energy beam-line</li> </ul> </li> <li>Consultation 3: Liverpool?, May/June 2023           <ul style="list-style-type: none"> <li>Afternoon topic: Instrumentation and dosimetry</li> </ul> </li> <li>Consultation 4: Manchester?, Sept/Oct 2023           <ul style="list-style-type: none"> <li>Afternoon topic: ITRF WP1.5 and WP3 overlap</li> </ul> </li> <li>TP provided update by email: Amato Giaccia has agreed to host Consultation 2 at Oxford, no date yet.           <ul style="list-style-type: none"> <li>Focus to be high-energy beam-line (both horizontal and vertical) – as discussed in meeting WP5 meeting on 31 Jan (no minutes).</li> </ul> </li> </ul>	All	
6. CCAP/LhARA Wiki	<ul style="list-style-type: none"> <li>WP5 wiki pages require structuring (base on WP3) and meetings minutes etc to be added.           <ul style="list-style-type: none"> <li>Minutes are being added. Zoom meeting changed to be hosted by Liverpool and this has been updated.</li> <li>KL has submitted request for NK to have access to edit Wiki. In the interim RMCL can edit.</li> </ul> </li> <li>Make use of JISCMail list.           <ul style="list-style-type: none"> <li>Note there have been issues around emails to and from the JISCMail list. Not sure they are resolved yet.</li> <li>Not tried to use mail list yet.</li> </ul> </li> </ul>	TP/RMc L	
7. Consultation Meetings	<ul style="list-style-type: none"> <li>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"> <li>KL to create Overleaf document for report on outcome of meeting and NK to take notes and put into this format.</li> </ul> </li> </ul>		

Commented [KN(U1)]: Ruth: I am not sure about the date



## LhARA WP5 – End Station R&D and beamline development

### Meeting minutes & Actions

Issue/Topic	Action	Owner	Deadline/Status
	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• RMcL to forward notes taken during meeting in December – done.</li> <li>• Group to meet Tue 11 April 2023 @0900 (Zoom: <a href="https://liverpool-ac-uk.zoom.us/j/9830562952">https://liverpool-ac-uk.zoom.us/j/9830562952</a>) to review notes.</li> <li>• RR is going to work on steer magnet design</li> <li>• One of the consultation meetings should focus on Automation and other on Novel diagnostics.</li> <li>• Date for 2<sup>nd</sup> and 3<sup>rd</sup> Consultation meetings are still to be finalized</li> </ul>	ALL	
8. AOB	<ul style="list-style-type: none"> <li>• Monthly reports – clarify who is to complete these. Next one is due.</li> </ul>		

#### Next meeting dates (2023)

Date	Time
<b>Tue 11 Apr</b>	<b>0900-1000</b>
<b>Tue 25 Apr</b>	<b>0900-1000</b>
<b>Tue 9 May</b>	<b>0900-1000</b>
<b>Tue 23 May</b>	<b>0900-1000</b>
<b>Tue 6 Jun</b>	<b>0900-1000</b>
<b>Tue 20 Jun</b>	<b>0900-1000</b>
<b>Tue 4 Jul</b>	<b>0900-1000</b>
<b>Tue 18 Jul</b>	<b>0900-1000</b>
<b>Tue 1 Aug</b>	<b>0900-1000</b>
<b>Tue 15 Aug</b>	<b>0900-1000</b>
<b>Tue 29 Aug</b>	<b>0900-1000</b>
<b>Tue 12 Sep</b>	<b>0900-1000</b>
<b>Tue 26 Sep</b>	<b>0900-1000</b>



## LhARA WP5 – End Station R&D and beamline development

### Meeting minutes & Actions

---

Tue 10 Oct	0900-1000
Tue 24 Oct	0900-1000
Tue 7 Nov	0900-1000
Tue 21 Nov	0900-1000
Tue 5 Dec	0900-1000
Tue 19 Dec	0900-1000