

**PARTICLE PHYSICS AND ASTRONOMY RESEARCH COUNCIL
CALICE OVERSIGHT COMMITTEE****Feedback and Actions arising from the meeting held on 24th March 2006**

The Committee thanked the Collaboration for the meeting documentation, and the presentation that identified and addressed some of the member's concerns. It is noted that as it was the first Oversight Committee meeting it is appreciated that it may not have been clear to the Collaboration what was expected to be contained, or the format of the documents.

The Committee would like written clarification on the overall main objectives for the CALICE UK project, to be produced for the next meeting. This needs to include their overall scientific and technical objectives, and how these corresponded to each work package.

Action: Collaboration

The Committee feel that within work package 1, the Collaboration need to clarify what their crucial performance measurements are (including testing at DESY and CERN), and what key graphs/plots they plan to produce to monitor the success of the testing. This should be included in the report for the next meeting.

Action: Collaboration

Members need to understand the formal sign-off procedures to ensure that the chips produced meet their specifications. This should be reported upon in the documentation for the next meeting.

Action: Collaboration

It is noted that if the review processes for work package 3 are carried out by an external panel this would be useful to the Collaboration, and is welcomed by the Committee.

The Committee note that there may be a future bid for working allowance in work package 4. As this will be a change in scope in the project, the Collaboration will need to demonstrate that the original deliverables can be achieved within the original funding and further justify what the additional benefits would be to the science case by increasing the scope. It is also noted that if any use of WA is approved for an increase in scope of the project at this stage, then it would not be acceptable to bid for contingency later in the project in order to achieve the originally approved project.

It is noted that CALICE UK has no overall Project Manager to monitor the progress and resources between the five work packages. The Committee requested that the Collaboration define the mechanism by which they plan to undertake the management of monitoring the progress and resources in, and between, the different work packages, in the documentation for the next meeting. The Collaboration will need to reassure the Committee that there is cohesive management so that there is an optimisation of the resources and funding between the work packages. This will put the Collaboration in a better position in the future should any release of WA or contingency be requested.

Action: Collaboration

The following further actions arose from discussions;

Action

Responsibility

Gantt Charts

In future the Gantt Charts need to illustrate the critical path, provide the names of the individuals responsible for each task and incorporate the deliverables. The Office will send the Collaboration an example of the format required as soon as possible.

**Collaboration /
Office**

Financial Information

The financial information for the staff needs to be broken down for each institute. A revised template will be sent to the Collaboration by the Office as soon as possible.

**Collaboration /
Office**

Deliverables / Milestones

Each work package's deliverables should be clarified and made quantifiable for the next meeting. The milestones should be broken down, with intermediate steps, so that the progress can be monitored at each Oversight Committee meeting.

Collaboration

Risk Register

The risk register should be more identifiable to the milestones and deliverables. The risks will also need to be cost weighted. This should be updated for the next meeting.

Collaboration

Only two members from CALICE are invited to attend the next OsC meeting, one of which is to be the Project Spokesperson, Dr Paul Dauncey. The Collaboration is to inform the Office prior to the next meeting, who the other attendee will be.

Collaboration

Date of the next meeting

The date for the next meeting is Friday 29th September 2006 at PPARC, Swindon starting at 10.30 am, with the Collaboration joining at 11.30 am.