# Minutes of the CMS UK Management Meeting of 31/1/2011

*Location*: Bristol University, UK

*Present*:

G. Hall (Chair), P. Hobson (Minutes Secretary), D. Newbold, O. Buchmueller, D. Cockerill, A. Tapper, I. Tomalin, C. Shepherd-Themistocleous, J. Goldstein. C. Seez, T. Virdee

*Apologies*:

D. Colling

## Minutes of the previous meeting & matters arising

Minutes accepted.

Action on PRH still not completed to organise UK group to discuss revised UK CMS constitution.

Still money outstanding from STFC to Bristol, Brunel, Imperial. IT to chase this.

Evaluation of novel computing architectures should be part of the CMS upgrade pan. D Colling to advise on this.

## Financial Matters

New SSC was generally considered to be a disaster for all concerned, with payment errors, outstanding payments to CERN, inability to make appropriate use of the financial data etc. A critical issue, to be raised with Tony Medland, is what happens at the end of year accounts if we do not have the correct financial data.

## Sub-project status

**Trigger**: Issues of succession in leadership. Action on DN to talk to ??

**ECAL**: No important issues to report

**Tracker**: No important issues to report

**Computing**: We rely on a small number of critical people; suggest that service credit for some of the associated tasks be increased to make them more attractive.

## Service Tasks

Commitments must be taken seriously and all groups must have completed their ESP entries by 28 February 2011. ESP should be used as a tool by CMS to search for people to fulfill needed service contributions. There is an organizational issue with the new, longer, shift patterns which are causing some issues for UK (and other European) groups. Concerns about the appointment process of Physics Conveners were raised and a desire for clear criteria for candidates being considered for such positions stated. There was some discussion about the new imposition of > 6 month of “duty” before being a signing author; overall we didn't feel this would be too serious an issue for UK (inc. PhD students). We were reminded that groups who did not contribute appropriately would have authors removed from CMS papers. We commended the Tracker as having a good compromise between micro task detail (e.g. ECAL) and too little (e.g. Trigger). Action on GJH to raise at the next Finance Board.

Action on all groups to complete ESP by end of February 2011.

## Upgrades

Our report to the UK OSC must be submitted on 9 February, thus urgent action on all WP leaders and institute representatives to provide GH with text and financial information. The impact of the latest LHC schedule change needs to be carefully considered in our future planning and in preparation for a bid to STFC. Action on us to prepare bid by September 2011 and action on GH to organise a 1-day UK meeting to discuss our plans.

## AOB

RAL and Brunel to hold discussions about who hosts the next CMS UK collaboration meeting.

## Actions

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| Number | Action | Responsible |
| 1 | Organise a meeting to discuss UK CMS constitution as per previous meeting minutes. | PRH |
| 2 | Check status of outstanding University payment invoices and raise if necessary. | IT |
| 3 | Succession planning of CMS Trigger Project to be raised with ?? | DN |
| 4 | UK Groups to ensure all service task duties/shifts are in ESP for before end February 2011 | GH, PRH, CS-T, DN |
| 5 | Pass on our concerns about the appointment process of Physics Convenors and to seek clear criteria for candidates being considered for such positions. | GH |
| 6 | Propose, at FB on 4/2/2011 that the level of specificity vs generality of Tracker tasks be commended as an example for the other sub-detector groups to follow. | GH |
| 7 | Urgent need for text and University/RAL costs for the UK STFC funded Tracker Upgrade Project to be provided this week to GH. | WP leaders, PRH, CS-T, DN |
| 8 | Arrange a one-day UK Tracker Upgrade Meeting to discuss the next bid to STFC. | GH |
| 9 | Brunel & RAL to discuss hosting of next UK CMS meeting | PRH, CS-T |