

Minutes of N2 WG coordinators phone meeting 19th Jan, 2006

Present: Fabrice (first part), Roberta, Chiara, Claudia, Nicola, Neil

(1) Finances

It was agreed with Fabrice that he will look after financial matters, as he is closer to the information at Saclay. This includes collecting all necessary data for N2 reports

(2) N2 meeting, 14th Feb, 2-6 pm (approx)

We agreed the agenda and confirmed speakers:

- (1) Introduction (Neil..) 15 min
management
reminder of deliverables
preparation for next annual report
- (2) Financial status (Fabrice...) 15 min
- (3) Brief news from the labs
Pyhasalmi (Juha, Timo..Pasi) 10 min
Boulby (Sean) 10 min
Canfranc (Jose, Julio..) 10 min
Frejus (Michel, Fabrice...) 10 min
Gran Sasso (Nicola, Eugenio..) 10 min
- (4) Reports from WGs
WG1 extensions, future ... (Fabrice, Sean...) 20 min
WG2 safety (Chiara, Roberto..) 20 min
WG3 communication (Roberta, Nicola...) 20 min
- (5) Discussion of third 18 month execution plan 15 min
- (6) Preparation
for annual general meeting 10 min
- (7) Discussion of Underground
Labs Co-ordination and Management Committee (lab representatives....) 15 min

(3) ILIAS general meeting

We discussed talks and the agenda:

ACTION Claudia, Nicola to ask Eugenio if he will do the N2 main talk on Tuesday

We agree to move the parallel session to Thurs pm, subject to agreement with JRA1 and Gilles

We agreed the format of the meeting (subject to JRA1)

- (1) TARI talks from Luna and German u/g test group
- (2) Working group sessions for WG1,2,3 (not talks but real work sessions)
- (3) Summary of status, 1 or 2 slides (needs volunteer)
- (4) Special safety/communication visit to LNGS

ACTION Nicola arrange TARI speakers

ACTION Roberta, Chiara arrange rooms, and visit

ACTION Neil ask Jose about JRA1 plans (done)

(4) Annual Report

ACTION Claudia, Roberta, Fabrice, Neil: look at last 18 month plan and check we are on course for the deliverables. Report on this on 14th Feb, start assembling information for the report.

(5) FP7

We need to submit an LOI by 16th Feb and give a talk at LNGS on Friday 3rd March.

ACTION Chiara consider possible future projects in the area of safety and circulate to all. One idea is interaction with the high energy physics labs.

ACTION Roberta also consider new ideas and circulate. One idea was auditing of training groups in all the labs.

ACTION Fabrice, Neil consider extensions and new labs.

Next meeting 14th Feb., Paris