Absent: Edward Berbee, Martin van Beuzekom, Jo van den Brand, Henk Jan Bulten, Tjeerd Ketel, Marco Kraan, Jaap Kuijt, Jan Koopstra, Sander Mos, Berend Munneke, Erno Roeland.
Mailing list: Themis Bowcock, Massi Ferro-Luzzi, Arjen van Rijn.

Agenda:
1. Opening
2. Minutes previous meeting (December 8, 2005)
3. Announcements
4. Planning
5. Status of the projects
6. A.O.B.
7. Proposal next meeting(s)

Announcements:
- There was a VELO phone meeting December 16, 2006 which was attended by EJ. Changes for next year:
  - JvdB will step down as VELO project leader during next LHCb week.
  - MFL has a new job starting Jan. 1: LHC Programme Coordination. He expects to ramp up from 10% Jan 2006 to 100% by mid 2007. Therefore, he wishes to step down from VELO deputy project leadership (though he hopes to continue spending most of his 2006 time on VELO).
- In an email Werner Witzeling mentioned that the Approval Service Agreement Vacuum should be signed!
- In an email from MFL it is questioned if the wakefield suppressors should have flaps on both sides (entrance and exit)? HdV checked it with FK, and the answer is that flaps are needed on both sides if the detector boxes are more then 15 mm apart.
- MFL also mentioned the Rack Wizardry. The Rack Wizard allows to model any kind of rack, distribution box, patch panel, etc. It should be used to define the layout and contents of racks, the start and end points of cables and to link to technical documents in EDMS describing the exact connectors type and pin assignment. This information will be used as a reference by the LHCb infrastructure group to calculate exact cable length and for connector mounting. For more information see Vincent Bobillier’s and Laurent Roy’s presentations in the last LHCb week and the links therein (e.g. EDMS docs: Nr. 1 January 3, 2006


The undefined labels ("??????") will be defined by Laurent Roy, once we have agreed on this partitioning (each listed location will be a "rack" for the rack wizard tool, even if it is not physically a rack). In the following list is also indicated for each item which person MFL suggests to take care of entering and managing the required information. This implies defining the rack in the rack wizard using the web java interface. In a second step, we will have to attach an "end" and "start" point to each VELO/Pile-up cable. FM has defined already two points in the pit; LJ, PdG and BV have to give the additional length that is required to make the required connections.

- For the getter and turbo pumps the cable length has to be known.

- At present no spare "cookies" are available. We wait for the start-up of the baking process again.

- A problem with the clamp fixation was reported from Liverpool. This has to be solved as soon as possible: the first detector support module is almost finished!
Proposed meetings beginning next year:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>VELO commissioning meeting</td>
<td>6 Jan</td>
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<tr>
<td>VELO production meeting</td>
<td>13 Jan</td>
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<tr>
<td>VELO electronics PRR @CERN</td>
<td>16 Jan</td>
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<tr>
<td>VELO installation wkshop @CERN</td>
<td>17 Jan</td>
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<tr>
<td>VELO commissioning meeting</td>
<td>20 Jan</td>
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<tr>
<td>VELO production meeting</td>
<td>27 Jan</td>
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<tr>
<td>VELO module handling wkshop @CERN</td>
<td>30 Jan</td>
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<tr>
<td>VELO commissioning meeting</td>
<td>3 Feb</td>
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<tr>
<td>VELO module PRR @Liverpool</td>
<td>8 Feb</td>
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<tr>
<td>LHCC compre. Review</td>
<td>13-14 Feb</td>
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<tr>
<td>VELO commissioning meeting</td>
<td>17 Feb</td>
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<tr>
<td>VELO production meeting</td>
<td>24 Feb</td>
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<tr>
<td>VELO production meeting</td>
<td>3 Mar</td>
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<tr>
<td>LHCB week</td>
<td>6-10 March</td>
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<tr>
<td>ACDC phase 1</td>
<td>3-7 Apr</td>
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1) Control board, ECS mezzanine, temp. board, crates

Status of the projects:

- **BV:** The second evaporator will be delivered to Shell this afternoon; both systems will be finished beginning of January.

- **MD:** The vessel has been heated up again. Pressure now at $3 \times 10^{-7}$ mbar. The heating will be stopped on December 22, so that on December 23 a mass spectrum can be measured. After that the testing of the movement system can be resumed. The first detector-module-support has been glued together, in January the final machining will take place. After that a 3D-measurement has to be done. MD is furthermore doing some design work for the cooling set-up.

- **FM:** The idea to hire Joost from Shell has been abandoned. The construction that he would be hired by the VU, and should be paid by the VU-NIKHEF agreement would result in complete consumption of the manpower for the first months. Now Johan Koss will start in January. EB has promised that Johan will receive some assistance from MJ. Mike will continue to work on the baseplate that is needed by Shell for making the connection between the cookies and the capillaries. The planning for the installation has been updated. For storage, about 16 m$^2$ floor space is required. A frame is being made for handling and rotating the detector halves. Two new RF foils have been made. Furthermore two spindles have been made. Both have to be transported to NIKHEF. The drawings for the service platform have been submitted into EDMS.

- **RK:** Hans Band will assist BV starting January 2.

- **PdG:** The Haptas temperature read-out system has been tested. MvB will help with the data analysis. JK is ill. Progress of the cooling control system has to be discussed with Eric Heine. The movement control units are not back from Siemens yet. If they are back, we have two in the set-up and one spare. Also other spare parts
needed?
A connector has been implemented that gives a beam-enable signal.

- LJ: The touch screen had an error in the display of floating-point numbers. Has been sent to Siemens.
  In January the UPS system will be tested further with a reduced use of the roots pumps. In the control cycle, the heating of the turbo pump has to be implemented. For manual mode, a confirm button should be included in order to prevent unwanted actions after accidental touch of the screen. To bake out the turbo pumps, two PT100 and a heater cable have to be implemented. For the getter pumps, we will bake out the NEG locally; so no long heating cable has to go to the service platform. The power supplies and the touch screen should be placed in a movable rack.

- EJ: There is no reply from CERN about windows for the vessel. MD will contact HBR. EJ and HdV have spoken to Wim Henbers about the PVSS integration. Fred Schimmel will start with a coupling between the PLC and an OPC (Object Linking and Embedding [OLE] for Process Control) server.

Actions and decisions:

- MD will contact HBR for radiation resistant windows.
- HdV, MvB and JK will discuss the control of the cooling with Eric Heine.
- PdG, LJ, JS and MvB will make a list of connectors that have to be ordered.
- MD will try to locate the kapton flex tester.
- MvB will contact Lausanne for a dummy repeater board.
- HdV will update the overall planning.

Next meetings:

- January 5, 2006
- January 19, 2006