

1 Minutes of the UK instrumentation training steering committee meeting of 2021/12/17

Present:

Glasgow	Kenny Wraight
Imperial	Alex Tapper
Liverpool	Jon Taylor
Manchester	Alexander Oh
3 Oxford	Daniel Hynds

Apologies:

Birmingham	Laura Gonella
Lancaster	Lingxin Meng
4 RAL	Giulio Villani

5 Agenda and slides at <https://indico.cern.ch/event/1106179/>

6 Chair: D. Hynds

7 1 Progress on action points from previous meetings

9 1. Follow up how to arrange the TCAD course - G. Villani

10 Giulio organised a meeting with Nick Owen and Clive Holmes from RAL MCS.
11 It was agreed that our goals for a TCAD course are quite different from that
12 currently offered by Europractice, so there is no conflict in setting up something
13 for our needs. Furthermore, both were very supportive and offered a) to provide
14 lectures for an academic audience, and b) to provide remote access to TCAD
15 licences at RAL for academic use (tutorials during the course). It has been
16 proposed that Giulio act as contact person to organise the course content with
17 Nick.

18 2. A poll to be sent to the institute representatives to converge on the dates and
19 times of this years courses - D. Hynds

20 Done

21 3. A call for lecturers to be sent around with a sign-up sheet - D. Hynds

22 Done

23 4. All institute representatives to encourage/push/blackmail/bribe their colleagues
24 into signing up as lecturers - all

25 Done

26 2 Overview of course list, volunteers

27 The sign-up sheet online has been filled in quite extensively:

28 [https://docs.google.com/spreadsheets/d/158kKaOX70ttEWOnCsNt6CMgH8Y1IAWEX_](https://docs.google.com/spreadsheets/d/158kKaOX70ttEWOnCsNt6CMgH8Y1IAWEX_G4BupSUY1k/edit?usp=sharing)
29 [G4BupSUY1k/edit?usp=sharing](https://docs.google.com/spreadsheets/d/158kKaOX70ttEWOnCsNt6CMgH8Y1IAWEX_G4BupSUY1k/edit?usp=sharing)

30 It is very gratifying to see so many volunteers, and gives great hope for the program
31 for this academic year! There is currently 54 hours worth of material covered, with
32 only 7 still to be signed up for.

33 **3 Timing discussion**

34 **3.1 Program running period**

35 Looking at the availability filled in by institutes, it is proposed to run the courses from
36 the weeks beginning **April 25 to June 13 inclusive**. The week of June 20 will
37 additionally be reserved for rescheduled lectures and ad-hoc tutorials.

38 **3.2 Weekly timing slots**

39 Few institutes have expressed strong preferences on when during the week the lectures
40 run, as most of this is out of term time. It is proposed to poll the lecturers in the new
41 year to decide on the exact time slots. Daniel suggests avoiding Fridays and Mondays
42 due to bank holidays etc.

43 **4 Finalise lecturers**

44 Daniel has created an additional sheet in the google doc to start finalising lecturers.
45 In the case where there are multiple volunteers, he has tried to minimise the load on
46 individuals and to spread out the work over as many institutes as possible. In some
47 cases the choice is made to keep chunks within the same institute in order to improve
48 the coherence of the course. It has been agreed that he should continue this.

49 Alex suggests distributing a preliminary draft of lecturers to the mailing list, such
50 that people can think about the workload over the holidays. This will not yet be final,
51 as people may still be covering too much and work may need to be distributed more
52 (plus the courses not currently covered).

53 Courses not currently covered: ASIC architectures and PCB layout, half of the
54 fabrication course and Monolithic structures + transistor layout. It is suggested to look
55 to those institutes not currently contributing in order to find the remaining lecturers.
56 Kenny volunteers effort at Glasgow to cover several of these topics; this will be followed
57 up offline. Jon adds that Eva in Liverpool has asked about the monolithic lecture and
58 what it should cover; Daniel will reply to their email and see if Eva is willing to do this.

59 **5 AOB**

60 It is suggested to prepare a poster advertising the school and to give it a catchy title.
61 This will be circulated to the mailing list and PP group leaders in the new year (to
62 give people time to object to the course dates).

63 **6 Action points**

- 64 1. Circulate a preliminary list of lecturers from those that have volunteered to date
65 - D Hynds

66 2. Push to find lecturers for courses not currently covered - D Hynds, K Wraight

67 3. Prepare and circulate a poster advertising the school in the new year - D Hynds

68 **The next steering committee meeting will be in the new year - happy holi-**
69 **days everyone!**