

26 JUN 1962

Mr. Snowden

HeMCM/1

NATIONAL INSTITUTE FOR RESEARCH IN NUCLEAR SCIENCE

Helium Bubble Chamber Management Committee

Minutes of the first meeting, held at the Rutherford
Laboratory, on 30th May, 1962

Present : Mr. M. Snowden (Chairman)
Dr. D. Roaf
Mr. G. E. Simmonds
Mr. G. N. Venn
Professor D. H. Wilkinson
Dr. J. M. Valentine (Secretary)

In attendance : Dr. T. G. Pickavance
Mr. L. B. Mullett
Mr. A. Miller
Mr. H. R. Tempest

An apology for absence was received from Professor C. C. Butler

1. Terms of reference of committee and arrangements for meetings

Mr. Snowden stated that the Committee will be concerned with the design, manufacture and testing of the helium bubble chamber but not with experiments or ancillary equipment such as beam handling or monitoring apparatus.

The Committee will be responsible for finance and will receive reports from Mr. Tempest (Clarendon Laboratory) and Mr. Venn or Mr. Miller (Rutherford Laboratory). The Committee will be asked to approve recommendations of the Technical Committee on the placing of tenders.

It was pointed out that Professor Butler was the sole representative on the Management Committee of bodies other than the Clarendon Laboratory and the Rutherford Laboratory. After discussion it was decided not to co-opt any other members to the Committee at present.

Mr. Mullett asked whether the Management Committee's official title should contain reference to NEPC so that the financial rules laid down for NEPC could be easily applied. Dr. Pickavance stated that this object could be achieved by having a note passed through the General Purposes Committee asking that the same terms of reference should apply to the Helium Bubble Chamber Management Committee as apply to the NEPC. It was agreed that this should be done.

The number of meetings of the Committee to be held annually was discussed. A meeting should be held when large contracts had to be approved although it was recognised that much of the Committee's business would have to be done by correspondence. It was agreed to hold at least 3 meetings per year with a maximum interval of 6 months between meetings.

The composition of the Technical Committee will be,

Dr. D. Roaf (Chairman)
Dr. J. Moffatt
Mr. M. Snowden
Mr. R. N. Walker
Dr. W. T. Welford
Dr. D. F. Shaw (Secretary)

The Management Committee will receive Technical Reports from this Committee. These will be presented by Dr. Roaf.

Appointments of staff by the Technical Committee should be reported to the Management Committee although prior approval by the Management Committee is not required in every case.

2. Financial arrangements and approval procedure

Details of financial approval from the Treasury of the Helium Bubble Chamber are given in HeMCP/1.

Dr. Pickavance pointed out that while the figure of £416,000 was fixed the breakdown within the Rutherford Laboratory Budget should not be regarded as being rigid. Mr. Miller could vary the sum to be spent in any financial year by taking into account the whole N.I.R.N.S. Budget. After discussion, it was generally agreed that more than £60,000 would be required for the financial year 1963-64.

Mr. Miller queried the sum of £68,000 allowed for staff in the University Agreement. He said that it was much higher than the corresponding figure for the Heavy Liquid Bubble Chamber even after due allowance was made for the different circumstances. It was agreed that Dr. Roaf should prepare details of the staff employed on the project at the moment and the number likely to be recruited by April, 1963.

Present arrangements are such that under the University Agreement for £92,000 no capital item costing over £100 may be purchased by the University without prior reference to the Secretary of the Rutherford Laboratory. It was agreed that the limit was too low and Dr. Valentine was asked to consult Dr. Willis with a view to fixing a higher limit.

A limit of £200 exists on any part of the £324,000 sum for plant which is spent directly by the University. Mr. Miller pointed out that University orders over £200 must be placed through the Oxford Office of A.E.A. Before the £200 limit could be raised approval would have to be sought from A.E.A. Contracts Section and Treasury auditors. It was agreed that the £200 limit should be left as it stands for the present.

Dr. Pickavance and Mr. Mullett left the meeting at this point.

Professor Wilkinson noted that R. and D. items supplied from the Rutherford Laboratory against orders from Oxford University would be set against the University sum of £92,000. He asked that the University finance officers be kept up to date on these charges. Mr. Miller was asked to look into this point.

Mr. Venn presented a detailed breakdown of the £276,000 sum showing how it was allocated between the various items. It was agreed that Mr. Venn's breakdown should be used as a means of keeping within the Treasury approval shown in paper HEMCP/1. From the sum of £276,000 an initial £5,000 is to be set aside for the use of Oxford University to cover small items. Mr. Venn is to be given copies of all orders placed by Oxford University so that the money may be allocated to the correct headings in his detailed breakdown. A further sum of £5,000 will be made available when necessary.

The approval powers relating to the Helium Bubble Chamber Management Committee were discussed. Mr. Miller stated* that the Chairman of the Committee has no signing powers as such. He is entitled to sign solely on the basis of grade. On the recommendations of the Committee, the Director has signing powers of up to £100,000 within an approved scheme such as the Helium Bubble Chamber.

The signing powers of the Chairmen of the Management and Technical Committees were discussed. It was agreed that Dr. Valentine should seek the Director's approval for the following,

Mr. Snowden	£2,000
Dr. Roaf	£1,000

Dr. Roaf is to supply names of University staff who should have signing power for smaller sums. During the discussion it was brought out that the signing powers for University staff related to orders placed through the R.H.E.L. Supply Group.

3. Technical Report

Dr. Roaf presented the first report of the Technical Committee, T.C.1/1, to the Management Committee. He commented that the design of the Bubble Chamber had been changed only in detail since the original proposal.

4. Other business

The date of the next meeting of the committee is rather critical since the meeting will be concerned with the approval of tenders. It was agreed that the Secretary should try to fix a date in the first week of September.

Rutherford High Energy Laboratory,
HARWELL, Didcot, Berks.

18th June, 1962.

*Note: This statement is an amended version of the verbal statement made by Mr. Miller during the meeting.

ALLOCATION OF FINANCES FOR HELIUM BUBBLE CHAMBER1. Treasury Approval

Details of financial approval for the Helium Bubble Chamber at 1st August, 1961:-

(a) <u>Plant</u>	£	£
Chamber (including spares at £16,000)	58,000	
Magnet	65,000	
Refrigerator	80,000	
Vacuum System Controls, etc.	56,500	
Facilities for converting to a horizontal field	16,500	
	<u>276,000</u>	
Contingency (say)	48,000	324,000
		<u>416,000</u>
 (b) <u>University Agreement</u>		
Staff	68,500	
Stores and overheads	17,500	
Travelling	6,000	92,000
		<u>416,000</u>

2. Rutherford Laboratory Budget

The breakdown by years of the total cost of £416,000 was estimated (August, 1961) to be as follows:-

	£
1961-62	5,000
1962-63	60,000
1963-64	185,000
1964-65	166,000
	<u>416,000</u>

The revised budget (February, 1962) of expenditure per annum was cut to come within the Treasury approval and is now as follows:-

1962-63	20,000	
1963-64	60,000	100
1964-65	120,000	160
1965-66	200,000	180
1966-67	16,000	
	<u>416,000</u>	