

Dear colleagues,

January 11, 2008

in preparation of the CTA Barcelona meeting, we would like to give you some more information about the organization and about the goals of the parallel work sessions: (see http://www.mpi-hd.mpg.de/hfm/CTA/CTA_barcelona_2008.html and links)

Background:

One of the main goals is to use the meeting as “kick-off” for the Design Study (DS) towards the CTA observatory and to start the practical work of the work packages as defined in the FP7 application (the application can be found on the internal www page). Also we will need to agree in the near future on a management structure and quickly get towards a formal “memorandum of understanding”, which defines amongst other things, the goals of the CTA Design Study and the common interests.

The financial resources, available during 2008 for the Design Study and the available person power are smaller than anticipated during the application process, lacking the additional EC contributions. However, we believe that during the first phase of the design study in 2008, there is no need for very large financial investments and efficient work towards the design of CTA can be done with the available person power, and following the design path as pre-described in the FP7 application.

Structure of the meeting:

The meeting will consist of five main parts:

- 1) Parallel work meetings of the work packages (parallel sessions)
- 2) Physics session (plenary)
- 3) Presentation of the work plans for the design study by the work package coordinators (plenary)
- 4) Presentation of other major projects in the field (plenary)
- 5) Closed session on CTA-DS management

Participation to the sessions

Session 1)-4) are open to all interested persons. Details on session 1) see below.

Session 5) is a closed session of representatives of institutes participating in the DS (see below).

Parallel sessions of the work packages:

These sessions serve for the organization of the practical work in the work packages and people who can commit to tasks within the WP, should participate in the corresponding parallel session of their WP.

During the last couple of months the designated work packages coordinators had regular meetings (in person and TelCons) to think about the organization of design work and to define first work plans.

The parallel sessions are prepared by the work package coordinators and will serve as a first in-person get-together of the participants of the work packages, i.e. people who are ready to actively contribute to the DS already during 2008 (and beyond). Proper coordination within the WPs should be discussed in these sessions, as well as nearest future steps, tasks, milestones and responsibilities/commitments.

We will have two sessions ~1.5 h each, with 5 parallel meetings in each session.

Also People who do not plan/cannot actively contribute during 2008 are as well invited to participate in these WP meetings to follow the development.
 In order to give to the plenum an overview about all the work plans, the work package coordinators will give a summary of the plans during session 3) on Friday morning.

People, who plan to actively contribute with a significant fraction of their time during 2008 and who will participate in the parallel session should contact the corresponding work package coordinator. The list of coordinators can be found at the end of this mail.

Closed session

An Email about the closed session has been sent separately to the extended list of the institute contact persons from the FP7 application. Institutes that plan to participate actively in the DS should send *one representative* to this session. Institutes who did not get this info, but would like to participate, should please contact the organizers asap (mailto: German.Hermann@mpi-hd.mpg.de) to be included in the list.

We wish you all a fruitful meeting,
 and a successful kick-off for the CTA-DS !
 German Hermann (on behalf of the organization team)

List of Work Package coordinators

WP PHYS	Diego Torres	dtorres@aliga.ieec.uab.es
WP MC	Jim Hinton	j.a.hinton@leeds.ac.uk
WP SITE	Riccardo Paoletti	riccardo.paoletti@pi.infn.it
WP MIR	Mose Mariotti	mariotti@pd.infn.it
WP TEL	Michael Panter	michael.panter@mpi-hd.mpg.de
WP FPI	Razmik Mirzoyan	razmik@mppmu.mpg.de
WP ELEC	Pascal Vincent	vincentp@in2p3.fr
WP ATAC	Manel Martinez	martinez@ifae.es
WP OBS		
WP DATA	Christian Stegmann	stegmann@physik.uni-erlangen.de
WP QA	Michael Punch	punch@in2p3.fr