

Minutes of the MICE Collaboration Board held on 6th November 2009 at RAL

Present

CB Chair – A. Bross

Spokesman – A. Blondel

Deputy – M. Zisman

Technical Coordinator – A. Nichols

Brunel University – P. Kyberd

DPNC, Geneva – J-S. Graulich

ICST Harbin – I. Wang

Illinois Inst. Tech. – D. Kaplan

Imperial College – K. Long

INFN Milano – M. Bonesini

INFN Napoli – V. Palladino

INFN Roma III – L. Tortora

LBNL – D. Li

Liverpool – R. Gamet

Muons Inc. – T. Roberts

Oxford – J. Cobb

RAL – T. Bradshaw

Riverside – L. Coney

Sheffield – C. Booth

Sofia – Y. Karadzhov

Warwick – P. Harrison

1) Approval of Minutes of 31st May 2009

The minutes of the previous meeting were approved.

2) MICE Oversight (Norman McCubbin)

The new structure was compared with the old. Steps II to VI will be much more international, and it is necessary to avoid duplication of the UK structures. The new MICE Project Board (MPB) will be independent of both MICE and STFC and provide oversight of MICE as a whole, separately from management of cost, schedule etc. within MICE. It will report to the STFC Project Sponsor and the Funding Agencies Committee.

3) Spokesman's Remarks (Alain Blondel)

The present status of the hardware and infrastructure were presented. In the light of problems with delivery of large items and the need to fit with the ISIS timetable, more regular schedule discussions will be needed, through the MICO meetings.

We will be running almost continuously until 15th August next year; MOMs and shifters are doing a great job, and the MOM rota for 2010 is almost complete. More shifters will be required! The online group is overstretched and needs more members. Trieste and Como are providing a valuable contribution to the EMR, though Como is not formally a member of MICE, and the position of Trieste, since G. Giannini's departure from MICE when INFN funding was refused, is unclear. It was agreed that members of both institutes should be included in the MICE mailing list.

Chicago has expressed interest in joining the collaboration, and they will be invited to make a proposal to the next meeting.

4) Project Manager's Report (A. Nichols)

Issues associated with scheduling were raised, in view of the long ISIS shutdown for the moderator change and pressures due to the UK funding-limited schedule. A. Nichols said that he would need help to follow this through the MICO meetings, if that was the appropriate mechanism. K. Long suggested schedule reviews every 3-4 months, with immediate issues dealt with in the regular MICOs.

5) Common Fund (Ken Long)

We were presented with a list of the items covered by the Common Fund, together with the result of the census for 2009-10. 57 people are included (compared with 64 last year), which should raise £171K. The estimates of agreed costs amounted to £139.5K, with £31.5K in reserve. The spend for the first 6 months of the year (to end September) was £50.79K,

while the income to date was £63K, with some invoices still being sent out. In discussion, it was agreed that the next census should be conducted at the next Collaboration Meeting, to enable invoices to be sent out earlier in the year.

6) TIARA (Ken Long)

A European FP7 Preparatory Phase proposal was to be submitted including WP8 for an ionisation cooling test facility. This has to be for infrastructure, not R & D, and examples of expenditure which would be eligible included the sub-station upgrade and RF power infrastructure. It would be helpful if MICE collaborators supported this through becoming associate institutes. Information on how this should be done and which institutes were eligible would be sent out in the next few days, and an urgent response was needed!

7) Speakers' Bureau Report (Vittorio Palladino)

A list of past and future talks was presented. In the immediate future, IPAC10 will be held in Kyoto (24th-27th May) with abstracts for posters required by 9th December. A list of other meetings to which MICE could contribute was being drawn up, and suggestions for talks and speakers were strongly encouraged.

8) Next Collaboration Meeting (Linda Coney)

CM26 will be hosted by the University of California, Riverside on 24th-27th March. It will be held at the historic Mission Inn hotel & spa. The group rate, valid until 21st February, is \$120 per night, and the code "MICEM032410" must be quoted.

CNB 16th December 2009