

Minutes of the MICE Collaboration Board held on 7th July 2011 at RAL

Present

CB Chair – A. Bross	INFN Roma III – L. Tortore
Spokesman – A. Blondel	LBNL – D. Li
Deputy – M. Zisman	Liverpool – R. Gamet
Brunel University – P. Kyberd	New Hampshire – G. Hanson (proxy)
Fermilab – A. Bross (proxy)	Oxford – J. Cobb
Illinois Inst. Tech. – D. Kaplan	RAL – T. Bradshaw
Imperial College – K. Long	Riverside – G. Hanson
INFN Milano – M. Bonesini	Sheffield – C. Booth
INFN Napoli – V. Palladino	Sofia – G. Vankova-Kirilova

1) Approval of Minutes of 17th February 2011

The minutes of the previous meeting were approved.

2) Spokesman's Remarks & EB Report (Alain Blondel)

Changes to MICE management were presented, including Steve Gourlay in charge of spectrometer solenoids and coupling coil magnets, Mike Courthold and Roy Preece – magnet coordination, Alan Grant – MICE-UK project manager to support Andy Nichols as overall MICE project manager, Gail Hanson – schedule coordinator, Linda Coney – online group coordinator, Yordan Karadzhov – DAQ expert, Adam Dobbs – beam-line expert.

Progress since the last CM was highlighted, and the most recent schedule diagram presented with emphasis on the steps required to get Step IV ready by Q3 2012.

A new software team is now active, with several additions to the group. A new framework, “MAUS” aims at being more accessible. It will be required that results for presentation are produced with MICE common software, and groups in charge of hardware should contribute software effort to exploit their detectors. The policy for public presentation of MICE results has been updated, and a revised version of Note 95 has been circulated. Material must always be endorsed by the collaboration, and new information must be presented at a CM or VC at least 2 weeks before any conference or workshop where it may be used. A repository of “blessed” plots, photographs etc will be maintained on a web-site (address to be circulated).

Mike Zisman is moving on to new duties at the DoE in Washington. He was thanked for his many essential contributions to MICE. A proposal for the new deputy spokesperson will be circulated.

A Memorandum of Understanding between the funding agencies and MICE has been distributed. The details of who needs to sign this are still being clarified.

3) Request from Strathclyde to join MICE (Kevin Ronald)

The Atoms, Beams & Plasmas group has extensive experience of high power RF, hardware and simulations. It is involved in free electron microwave generators and amplifiers, conducting both component design and manufacturing, and has excellent test facilities. Strathclyde is interested in joining MICE to contribute to the high power RF side, and in addition to academic staff involvement a post-doc and research student (together with MSc project students) would be available. The meeting was not quorate, but everyone present was enthusiastic about admitting the group, and this was subsequently confirmed by an e-mail poll of those absent.

4) Common Fund (Ken Long)

Income and expenditure for 2010-2011 were presented. The levy was £180K, income was £165K, and expenditure £139K. (The status of contributions from Iowa & UCLA was still to be clarified; the payment from Riverside was pending.) The surplus will be carried forward. Invoices for 2011-2012 had been prepared and are ready to be sent. The question of whether US groups should receive relief from making CF payments to partially offset the US contribution to RF power distribution (which is a UK, not US, responsibility) provoked a considerable amount of discussion. However, there was no agreement that the CF was the appropriate mechanism to provide such relief, and it was suggested that the provision of UK personnel to advance the magnet schedule could provide an alternative. No change was therefore made to the prepared levy.

5) CB Chair (Alan Bross)

The term of the current Chair will expire in November. Alan will therefore initiate the process for nominating a new Chair, and the next meeting will be the last under his chairmanship.

6) NSF Update (Gail Hanson)

The amounts awarded to IIT, Mississippi, the University of Chicago and Riverside + New Hampshire were summarised. The University of Chicago has not succeeded in obtaining any additional funding this year – they had hoped to receive more to support a postdoc as well as students. Also Riverside was unfunded for five months from 1st April to 1st September 2010, between the end of their previous grant and the beginning of the new grant, which means that funding for Riverside will effectively run out 5 months early and leave a potential funding gap. IIT and Mississippi had grants that ended a year later than Riverside's so that there was overlap. The collaborative grant ends 31st August 2013, so a renewal proposal will need to be submitted, for which funding is not guaranteed.

7) Future Collaboration Meetings

The next meeting will be 28th-31st October in Oxford Mississippi. In 2012 there will be a meeting early in February at RAL (possibly 8th to 11th, to be confirmed). The following meeting will probably be in Glasgow, in June.

CNB 15th July 2011
Revised 18th July 2011