

Minutes of the MICE Collaboration Board held on 6th June 2008 at Daresbury Laboratory

Present

CB Chair – K Long	INFN Trieste – G. Giannini
Spokesman – A. Blondel	JLab – R. Rimmer
Deputy – M. Zisman	LBNL – D. Li
Brunel – H. Nebrensky	Liverpool – R. Gamet
DPNC, Geneva – J-S. Graulich	Muons Inc. – T. Roberts
FNAL – A. Bross	Oxford – J. Cobb
Glasgow – P. Soler	RAL – A. Nichols, T. Bradshaw
Illinois Inst. Tech. – D. Kaplan	Sheffield – C. Booth
INFN Napoli – V. Palladino	

1) Approval of Minutes of 12th February 2008

The minutes of the previous meeting were approved.

2) Address and Discussion with Mike Poole, Director of ASTeC, representative of STFC Directorate

M. Poole gave apologies on behalf of J. Womersley. He said that J. Womersley had made a commitment on behalf of STFC that MICE will continue to be supported despite financial difficulties. The STFC budget for this financial year (from April) was still not finalised. Uncertainty was likely to continue through July. Positive news was that the focus-coil contract had been authorised. The CB pointed out the commitments for Phase II through to Step VI had been made by the international partners, and that the associated infrastructure would therefore be required in order to deliver step VI. Lack of perceived UK commitment would weaken the Collaboration as a whole. M. Poole encouraged the Collaboration to write to J. Womersley stressing these issues. He said the STFC is committed to the larger neutrino project, and sensitive to reputational issues where support for MICE is concerned.

3) Spokesman's Remarks (Alain Blondel)

The membership, responsibilities and typical schedule of the MICE Executive Board were outlined. Responsibilities include reviewing the aspirational schedule, which was presented. A potential problem arises with the delivery of spectrometer solenoids, especially given the possibility of early 2009 ISIS running periods being cancelled, due to STFC cuts.

Funding was discussed. For the UK, the delays in funding decisions due to the CCLRC-PPARC merger into STFC, followed by budget crisis, were recounted. Phase II funding has been promised, but the level is still under negotiation. Funding increases from the US via NSF and DoE have been very welcome. The MICE-Japan group has received funding to contribute to the tracker and hydrogen absorber. In China, HIST has granted funds for construction, but not for support (travel etc.). Switzerland continues to contribute to the DAQ, trigger and TOF0. CERN is providing 2 refurbished high-power RF amplifiers. In Italy, MICE is now a recognised project under INFN's New Techniques of Acceleration scheme, with funding released and new collaborators from Pavia and Como (but no money for contribution to the Common Fund). The procedures for collecting the Common Fund should now commence.

Finally, a few concerns were raised. Documentation is incomplete; there are problems for the ToF schedule; the Project Manager position is not permanently staffed; we are still looking for a group to take responsibility for the radiation shield, and more people are still needed in the areas of online and offline software.

4) Project Manager's Report (Andy Nichols)

Since a detailed report had been presented in the plenary session of the Collaboration meeting, only an overview was given. Work is required before and during the August shutdown to prepare for Phase II. There are issues with the false floor and north magnetic shielding wall. A project plan is being drawn up for infrastructure etc, with a schedule to be defined over the next month or so.

5) Common Fund (Ken Long)

A document had been drawn up by consensus defining uses of the CF, eligible members of the collaboration for calculating the contributions and the frequency of the levy. The draft document was tabled. A few textual modifications were requested and the document was agreed.

Most institutes had provided lists of qualifying members, to enable invoices to be issued. The list prepared for the CB meeting was tabled along with the table prepared in October 2007. Some institutes had not responded to the request for information. In those cases where representatives were present at the CB meeting the eligible members were identified. It was not possible to resolve the eligible members of three institutes: Harbin, KEK, and Kyoto. D. Li (LBNL) agreed to contact Harbin and K. Long agreed to contact Y. Kuno to resolve the issue of KEK and Kyoto.

Discussion of collaborating institutes revealed that the following institutes were not MICE members:

1. Louvain: G. Gregoire now an associate member at Mississippi;
2. PSI;
3. Fairfield;
4. Chicago;
5. Enrico Fermi Institute;
6. Northern Illinois University; and
7. Urbana-Champagne.

It was also noted that the University of Warwick wished to join the collaboration and that, formally, the University of Pavia should present a request to join the collaboration. It was agreed that, if appropriate, the proposals of these institutes to join the collaboration would be heard at the next CB at CM22.

There was some discussion of how in-kind contributions should be counted. It was agreed that invoices should now be drawn up and distributed to the respective funding agencies. It was also agreed that provision of a van for use of MICE personnel on MICE business while at RAL would be authorised from the CF.

6) Speakers' Bureau Report (Vittorio Palladino)

The role of the Speakers' Bureau was described. Talks are negotiated at forthcoming conferences, and speakers proposed. Talks are rehearsed and authorised in video conferences. Relevant conferences in 2008 were listed. The SB will poll CM members to generate a list of potential MICE speakers for future talks. Rehearsals for EPAC08 were scheduled for 12th June.

7) Future Collaboration Meetings

It was confirmed that the next meeting will be at LBNL from 5th to 9th November. The following meeting will be 13th to 17th January 2009 at Harbin. Spring and autumn 2009 meetings will be at RAL, with dates to be proposed at the next meeting.

Subsequent to the Collaboration Board meeting, it was decided that the LBNL meeting would be too close in time to the Harbin meeting, so the November meeting has been cancelled. In its place, a collaboration meeting will be held at RAL from the 12th to the 19th October 2008. Since this period is expected to be busy in the MICE Hall (spectrometer

solenoid and tracker commissioning), it is proposed that the formal sessions at this meeting would be limited to allow work in the MICE Hall to continue.

CNB 14th July 2008