

Minutes of the MICE Collaboration Board held on 31st May 2009 at RAL

Present

CB Chair – K. Long
Spokesman – A. Blondel
Deputy – M. Zisman
DPNC, Geneva – J-S. Graulich
FNAL – A. Bross
Glasgow – P. Soler
Illinois Inst. Tech. – P. Hanlet
INFN Milano – M. Bonesini
INFN Napoli – V. Palladino
INFN Roma III – L. Tortora
Jlab – R. Rimmer
LBNL – D. Li

Liverpool – R. Gamet
Oxford – J. Cobb
RAL – T. Bradshaw
Riverside – L. Coney
Sheffield – C. Booth
Sofia – R. Tsenov
Warwick – P. Harrison

Proxies

INFN Pavia – M. Bonesini
Muons Inc – C. Booth

1) Approval of Minutes of 16th January 2009

The minutes of the previous meeting were approved.

2) Spokesman's Remarks (Alain Blondel)

The Cost & Schedule review, for the Funding Agencies Committee, was essentially complete. Now the level of detail needs to be made consistent. A revised MICE schedule was presented, with more careful evaluation of the inputs required for each step. The question of whether Step IV could be complete before the ISIS long shutdown was raised.

The funding status was reviewed. There is pressure on UK funding, with an overspend for 08-09. Measures, including control of staff use, have had to be implemented. Funds allocated for 08/09 to 11/12 will cover up to step V; a separate grant request must be submitted for step VI. The US funding situation is very positive, with a large contribution to hardware but a shortage of people. The MUTAC review pressed for a timely decision by UK funding agencies to fund the entire programme. In Japan, contributions to the tracker are complete, and the first absorber body is now finished, though will need slight modifications. China will build the first coupling coil with US funding. Personnel problems with Lin Jia's company have been resolved, and money is available for further CCs, which will be built by a Chinese company rather than at Harbin. Switzerland is contributing to the calorimeter, as well as to DAQ, trigger etc. In Italy, MICE is now a recognised INFN "New Techniques of Acceleration" project, with funding finally released for TOF & KL, though EMR was not approved and travel money is minimal. There is also still no agreement to pay Common Funds. Overall most Phase II funding is now in place, but the delay in UK funding for step VI is starting to imply serious costs, e.g. in production of RF cavities & coupling coils.

Manpower is missing throughout the collaboration. However, we do have support for MICE collaborators at RAL, with a secretary and a van. Money is also available for transnational access (for non-UK EU members), for equipment delivery, commissioning, data taking etc.; this will be advertised on the MICE web site.

K. Long was thanked for his help in managing the Common Fund. All 2008 monies had now been spent. Rather a large amount had been allocated to beam line operation – this had been accepted to be a host laboratory contribution. (It is important to ensure this remains a host lab responsibility in future years.) Also a significant amount was spent in support of the infrastructure team at RAL (W. Spensley et al), some 15% of the MERIT contract. The FAC would like more details and justification of the expenditure in October. The CF will be managed by the EB and spending reported regularly to the CB. Future calls on the CF include a MICE house for visitors and controls for solenoids.

The proposed luminosity monitor was discussed. P. Soler was encouraged to proceed with a design and present a more detailed plan, quantifying requirements in terms of installation and support. The detector is needed for September.

The next collaboration meeting is proposed for 4th – 7th November at RAL. This is during the ISIS shutdown, so rooms at Ridgeway should be more readily available.

3) Project Management

In the absence of the Project Manager, a discussion was held on how the technical management could be supported. The need for additional support had been recognised both within MICE and the UK management for some time. Advice had been sought by K. Long and A. Nichols from the Project Management Group at the Astronomy Technology Centre in Edinburgh. It was suggested that an experienced project planner, proficient in MS Project or equivalent, should be sought to oversee all aspects of the MICE schedule, including supply of components, provision of services, integration engineering and data taking. This is being actively pursued. In the mean time, K. Long will continue to maintain the scheduling, seeking input from all involved.

4) Common Fund (Ken Long)

First, the status of the Fund for 2008/9 was presented. £195k had been invoiced, and £162k received to date. A large sum had initially been charged to the Fund for muon beam maintenance, but it had now been agreed with STFC that this should be a host lab contribution. Excluding this, there was an overspend of £27.8k. The details of the expenditure were presented and discussed, and it was agreed that approval and reporting arrangements could be improved; in the future, CF expenditure will be presented to each Executive Board meeting.

For 2009/10, not many institutes had yet replied to the census request; it was agreed all groups should respond before the end of June. The outstanding payments from last year were discussed, and it was agreed that out of fairness to paying institutes these must be chased up.

5) Speakers' Bureau Report (Vittorio Palladino)

A report on Speakers' Bureau activities was presented, with plans for forthcoming conferences. There had been a poor response to the request for names of speakers, and group and team leaders were encouraged to send people to conferences and respond to requests for suggested speakers. A database of potential speakers will be maintained for future conferences, in order best to match speakers to opportunities.

6) Election of Collaboration Board Chair

One nomination had been received prior to the meeting, and another was proposed at the meeting; the two candidates are Alan Bross and Gail Hanson. K. Long announced that nominations would be kept open until the morning of Wednesday 3rd June. A web site would be set up to allow anonymous voting by Board members, with the poll to close on 29th June.

7) Future Collaboration Meetings

4 th – 7 th November	RAL
Late March 2010	Riverside
June 2010	RAL; K. Long to propose dates.
October 2010	Bulgaria (Black Sea); date to be proposed.

(Dates are to be confirmed by the next Video Conference.)

CNB 14th July 2009
Revised 17th August 2009