

Minutes of the MICE Collaboration Board held on 27th June 2012 in Glasgow

Present

CB Chair – Y. Torun	INFN Napoli – V. Palladino
Spokesman – A. Blondel	INFN Pavia – A. De Bari
Deputy – A. Bross	LBNL – A. DeMello
Brunel University – H. Nebrensky	Liverpool – R. Gamet
Fermilab – A. Bross	New Hampshire – proxy L. Coney
Geneva – Y. Karadzhov	Oxford – J. Cobb
Glasgow – P. Soler	Riverside – L. Coney
Imperial College – K. Long <i>by phone</i>	Sheffield – C. Booth
INFN Milano – M. Bonesini	Strathclyde – K. Ronald

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

The MOMs for 2012 were thanked for their dedication, especially those who had to step in due to visa problems etc. Transfer of information between MOMs had improved, but the need for a permanent coordinator at RAL during step IV running was highlighted. The WBS has been reviewed, and new responsibilities for the RF systems were highlighted.

The MICE submission to the Project Board is available as MICE Note 366, with their report as MICE Note 370. They congratulated us on our progress, endorsing the plan to skip step V and recommending we produce an operational support plan specifying the required resources. The creation of an RF coordinating group was endorsed, and the increased involvement of Fermilab staff in magnet activities was applauded, while noting the spectrometer solenoid shipments had slipped. The Funding Agency Committee met on 19th March, and confirmed that while funding was very tight everywhere, all agencies are committed to fund MICE to step VI, though there is some ambiguity over the date for a required "readiness review". The next boards are MPB 31st October and FAC 15th November.

Running step IV will require increased presence at RAL, to man shifts, operate liquid hydrogen and have on-call support for beam-line, software, DAQ, tracker, magnets etc. A new draft schedule was displayed, with Step I essentially complete (apart from EMR run next February), Step IV Q2 2013 to Q2 2014 and target date for step VI 2016.

2) UK Funding Update and Other Issues (Ken Long)

We have a flat allocation for this and the next 3 financial years, and since some spending was brought forward into the last financial year this year will be tight. Recruitment is in place for a number of posts: post-docs at Warwick and Imperial, a technician at Imperial, graduate engineers through STFC. Mary Elizabeth Shewry was acknowledged for her substantial contribution to MICE; she will retire at the end of July and be replaced by Debbie Loader.

The Common Fund spending for 11-12 and levy for 12-13 were summarised. There are uncertainties in demand, including the exact cost of liquid helium and unplanned costs such as mitigation of effects of stray magnetic fields. The possibility of renting a 3-bedroom house in the area for commuter accommodation was discussed at length. The exact nightly cost would depend on the level of occupancy, and possible loss could be underwritten by the Common Fund. All CB members are asked to send comments and usage estimates to K Long and Y Torun by the next Video Conference.

It is essential that correct procedures are followed when importing equipment, to avoid paying duties. Advance warning of arrival is required to minimise storage and handling charges at the airport. Please see the link from the Technical Board pages. A visitor letter is being prepared that all visitors to and users of RAL (including MICE members) must sign. This will be similar to CERN's letter of contract.

It is intended to establish an operations team to coordinate both extended running and engineering work in the MICE hall. This will be discussed over the coming months.

3) Funding Updates

INFN (Maurizio Bonesini) The current 3-year grant expires this year. An extension is being applied for, but it will be necessary to convince the referees to support it (despite delays in the experiment).

Switzerland (Alain Blondel) The ongoing support for Geneva University is principally 1 PostDoc, 1 student plus the TNA agreement. If CCs are completed at CERN, it might be possible to get help, including field measurement, there.

DoE (Alan Bross) The budget is very tight. It is hoped there will not be a large cut, but flat funding is the best which can be hoped for.

NSF (Gail Hanson *in absentia*) Currently they are in the final year of 3 year funding. The lack of travel funds was somewhat relieved by help from MAP. Third year funding was released earlier, which has helped, but it will also run out early. The annual report submitted in April received a positive reception; a “white paper” specifying the Universities’ needs will be provided by August, and proposal for new funding must be submitted in September.

4) Future Collaboration Meetings (Vittorio Palladino)

The next meeting will be Wednesday 17th – Friday 19th October at RAL. It was agreed that CM35 should be from Tuesday 12th to Saturday 16th February 2013, also at RAL.

CM36 is proposed for June or July 2013 (dates depending on shutdown and conference dates), with possible locations of New Hampshire or FNAL. To be decided later.

5) Any Other Business

H Nebrensky expressed concern that the current MOM system did not ensure safe operation of the experiment. This will be referred to the Executive Board.

CNB 6th July 2012