

MICE Executive Board

11th March 2016; 15:00 GMT

Phone details: <http://mice.iit.edu/phonebridge.html>

At RAL MICE meeting room in R1

Agenda

1. **Introduction: KL**

To include report on visit to Korea and possible interest of UNIST and CAPP.

2. **Minutes and actions: All**

- **CW:** Organise an appropriate magnet-system operational readiness review exercise.
 - **Stands.**
- **PS:** Clarify the status of the invoicing for the 2015 levy of the Common Fund.
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- **DR, CR, CW:** Agree mechanism by which material budget is signed off for reconstruction, analysis and simulation.
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- **KL:** initiate organisation of paperwork for upcoming reviews as soon as possible.
 - **Done.** Preparation for reviews is an agenda item.
- **CW, PS:** Make proposal for use of Common Fund for 2015/16 to be used to disburse LHe used in commissioning.
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- **CW, PS:** Consider cost to Common Fund of use of cryogenics for commissioning in the future and consider whether an increase in the Common Fund levy is required.
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- **KL:** Liaise with CB to generate revised collaboration list for the MICE WWW site.
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- **ABI:** Prompt CB et al to deliver revision to the constitution by 10Mar16.
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3. **Project Managers report: CW**

4. **Operations Coordinator's report: SB**

5. **Paper status and Physics Coordinator's report: CR**

6. S/w&C issues: DR

7. Preparation for next wave of reviews: KL, CW, PS

To include report on status of preparation of paper work, initial consideration of agenda, desired representation at the FAC.

8. Review of constitution: CB

9. Common Fund: PS

10. Speakers Bureau: VP

11. Next collaboration meetings:

- **CM44 30, 31 March and 01 April 2016**
- 2016:
 - CM45 Summer June 2016
 - CM46 03rd to 07th October 2016
- 2017:
 - CM47 13th to 15th February 2017
 - CM48 26th to 28th June 2017
 - CM49 2nd to 4th October 2017

12. DONMs:

- 11th March 2016

13. AoB