

MICE Executive Board

8th November 2013; 15:00

Norton Room R1

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

Present:

- RAL:
 - M. Bonesini, C. Rogers, D. Kaplan, V. Palladino, M. Palmer, R. Preece, A. Blondel, A. Nichols, K. Long, J. Cobb
- Phone:
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1. Minutes and actions

All

- **All:** MIPO: comment on terms of reference:
 - Superseded.
- **Long:** Circulate RAL visitor contract
 - Ongoing: will be part of the online visitor registration system. Stands.
- **Bross:** Acceptance criteria for SS magnets arriving at RAL should be defined:
 - SS2 at RAL. Continuity measurements and vacuum check will be done. This is one of a more general class of interface/acceptance issues that the PM/MIPO needs to take ownership of. ***Issue passed to MIPO.***
- **Blondel:** Ask J. Cobb and V. Blackmore to organize scientific agenda of CM36:
 - Done.
- **Torun:** circulate appropriate letter regarding guidelines for MICE authors:
 - Done.

Agreed:

- Spokesman should not write the minutes!

Action:

- **KL:** Find minute taker for next meeting.

Noted:

- MP: shipping of LiH absorber not yet complete. Had intended to exploit the umbrella agreement between US and EU. However, this agreement has been ruled not applicable. Now need to define a "PO-based" method which requires a negotiation with Y12 and, subsequently, with FNAL and DOE.

2. Project Manager's report

AN

- The decay-solenoid repair plan is being implemented. Preparatory work has been carried out. It is possible that the repair can be completed in the Christmas shutdown.
- Preparations for the necessary cutting of concrete to provide cable paths from the MICE Hall to Rack Room 2 are under way. A Production Readiness

Review for the PRY needs to be organized; this may have to be done as a series of mini-reviews to ensure the process moves forward in at an acceptable rate.

- The recruitment of the Hall Manager has gone well with 5 “appointable” candidates having been identified. It is anticipated that the successful candidate will be in post from the 2nd December 2013.
- AN asked whether it would be necessary to plan to start with an empty channel at Step IV. **It was agreed that it was not necessary to start Step IV with an empty channel.** The absorber body should be installed in the AFC to preserve the option of choosing to run with the absorber empty at start up. The goal would be to commission the hydrogen system to expedite running with liquid hydrogen.
- Work in R9 includes FC training and tracker installation (first step will be the measurement of the bore). A tracker-installation meeting is scheduled for 18Nov13. AN must write the safety case for the parallel working.
- AN noted that the HTS lead failure on SS1 had been traced to an issue in the heat intercept. This is being addressed.

3. Issues arising from CM37

All

- The EMR run had been a success. A number of operational issues had been raised at the collaboration meeting, some related to an extension in the work that had been planned. The modus operandi of the operations team needs to be clarified. During operations there seem to have been a number of operational failures and expert cover was not always available.

4. MIPO & MEMO

KL/All

- Detailed discussion of structure of MIPO and MEMO, the interfaces and personnel issues. Comments made are to be incorporated by KL in the next version (**Action**).

5. Next MOMs: moms to Christmas;

- ABI has defined the MOM rota up until Christmas 2013. We agreed that ideally the MEMO would be established in time for the MOM rota beyond Christmas to be defined. If this proved not to be possible, KL will take action to extend the MOM rota into the New Year.

6. Executive Board membership

KL/All

- The EB membership as defined in the MICE constitution was reviewed. The present membership was felt to be correct, except that the RAL(ISIS) representative was missing. (**Action, KL**).

7. Review of future funding

All

- US base grant: proposal being developed by DK; additional possibilities might exist in the MRI scheme;
- EC: need to take a multi-pronged approach seeking to exploit the new opportunities that exist. KL described the state of negotiations that he hoped would lead to the definition of a muon R&D programme in Europe. Another avenue is the Marie Curie training network. We agreed that it would be valuable to make such an application.

- **Agreed:**
 - **KL:** to suggest to P. Soler (who has independently suggested a Marie Curie network) that he liaise with ABI and MB to understand how such an application could be pulled together.

8. Review of Collaboration Charter; proposed action **KL**

- **Agreed:**
 - Charted needs to be reviewed;
 - A senior panel independent of the main proponents should probably be set up. In so doing there is an outreach opportunity;
 - All to consider the best approach so that we can return to this issue at the next meeting and agree the action to be taken.

9. Policy for shift allocation **All**

- **Agreed:**
 - We need to define a shift tax. Expert shifts need to be taken into account in the definition. It was agreed that **ABI** would develop a proposal for an algorithm. In principle such an agreement is required in by Christmas in order to make the possible operation of the experiment in late summer 2014 a test case for the scheme. (**Action ABI**).

10. Discussion of organisation of publications **All**

- Deferred to the next meeting.

11. Speakers Bureau **VP**

- VP asked for input on the talks/posters that MICE would offer to IPAC. This lead to a longer discussion about the organization of talks. Topics suggested included “The physics programme of Step IV” and “The status of the construction of MICE Step IV”.

12. Common Fund **KL**

- No additional information to that presented to CB.

13. Next Video Conferences **KL**

- P. Smith will take over from Y. Karadzhov. The EB congratulated KY for the excellent organization. **KL** to liaise with PS and YK to set dates of the upcoming VCs.

14. Next Executive Board meetings **KL**

- We agreed to stick to the Friday following the VC. Dates to be circulated.

15. Next collaboration meetings **KL**

- We agreed to the LBNL proposal of the Napa Valley for the February 2014 collaboration meeting. Other collaboration meeting dates were presented at the CB.

16. AoB

- None.

Summary of actions:

- **KL:** Press for completion of visitor data base;

- **KL:** Implement comments made on MIPO/MEMO document in next version of the document.
- **KL:** Initiate the consideration of a Marie Curie training network by P. Soler, et al;
- **ABI:** Devise a proposed shift-tax system for MICE running;
- **KL:** Liaise with P. Smith to define next set of VCs;