

# MICE Executive Board

13<sup>th</sup> December 2013; 15:00

Norton Room R1

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

## Present:

- **RAL:** K. Long, R. Preece,
- **Phone:** J. Cobb, D. Kaplan, V. Palladino, P. Soler

## Apologies:

- A. Blondel, M. Bonesini, A. Bross, M. Palmer, C. Rogers,

Opening comment: C. Rogers has agreed to take notes for one year. He has started his paternity leave this week. So, for this meeting at least, KL will take the notes.

## 1. Minutes and actions

**All**

Notes of meeting accepted. Status of actions:

- **KL:** Press for completion of visitor data base;
  - **Done:** KL met with s/w developers earlier this week. Package is ready to be rolled out. Next steps are:
    - D. Loader and R. Hayes will be trained on use of the s/w next week;
    - KL will then be the first “guinea pig” to test the new system;
    - A WWW page will be prepared to be linked from the MICE.iit home page;
    - Then KL will send an email to the collaboration to explain the use of the system;
    - Intention is that all MICE members will register as this is expected to aid in organization of CMs as well as routine visits.
- **KL:** Implement comments made on MIPO/MEMO document in next version of the document.
  - **Done:** document finalized and circulated by ABI to the CB.
- **KL:** Initiate the consideration of a Marie Curie training network by P. Soler, et al;
  - **Done:** initial emails circulated. Discuss under agenda item 5.
- **ABI:** Devise a proposed shift-tax system for MICE running;
  - **Done:** Discussion noted under agenda item 7 below.
- **KL:** Liaise with P. Smith to define next set of VCs;
  - **Done.**

## 2. Project Manager's report

**RP**

- See slides. Points noted:
  - i. RP congratulated the RF team on the successful completion of the commissioning of the TH116 amplifier in the MICE Hall. A

power in excess of 500kW was delivered, meeting the milestone;

- ii. Present dates for installation of downstream spectrometer solenoid and north PRY will be ready for installation in the Jul/Aug 2014 schedule presently looks like a conflict with the field-off run. Will continue to review schedule to see if some fit-up/running is possible. Likelihood of run looks low;
  - iii. FC#2 has a cold short from radiation shield to warm bore. It is being warmed up to return to TESLA for repair. Decision tree branch where FC#2 needs repair has therefore been realized. Consequence is that we need to expedite understanding of physics performance of Step IV using FC#1, the legal consequences, or permissions, of using FC#1 and what the full schedule implications of the various options for the future programme would be.
    1. **EB asks MIPO:** to analyse options for construction of Step IV (perhaps decision tree?);
    2. **EB notes that MEMO:** is preparing for a discussion of physics at Step IV with reduced current and encourages MEMO to expedite the study;
- DK: raises the issue of representation of at the EB of, for example the Physics Coordinator. This will be returned to under item 6.

### 3. Report from MEMO

**KL**

- MEMO finding its feet; information on the salient points of its discussions were presented at the VC yesterday. Particular points to note:
  - i. Operations:
    1. Solicitation of items to be included in the Operations Plan;
    2. Details of planning of shift crews awaits definition of the shift tax to be discussed below;
    3. Christmas shutdown: procedure being reviewed by MOM (Y. Kharadzov) and Integration Scientist (P. Hanlet). Shutdown will be carried out next week;
    4. Computer systems will be run “at risk” over the Christmas/New Year period. A message to the collaboration will be sent **Action: KL**;
    5. A rota for checking the equipment left in operation over the holiday period will be drawn up next week.
  - ii. Physics:
    1. V. Blackmore working with analysis group to identify publication plans for Step IV and the way in which she would like to organize the analysis activity. KL will work closely with her to develop a proposed organization;

### 4. Next collaboration meeting

**KL/All**

- 24—26 February 2014: necessary actions:

- i. Set up WWW page with registration/travel links asap;
  1. **Action: KL:** Contact D. Li (CC: D. Kaplan) to ask that the relevant page be set up, if possible before Christmas;
- ii. Suggestion that one or two “pedagogical” contributions be solicited to allow the collaboration membership to refresh their understanding of the physics of ionization cooling, the operation of the Neutrino Factory/Muon Collider cooling channel and the importance and methodology of the MICE measurements.
  1. Suggested topics and speakers; to KL by 31Dec13; KL will take forward with local organisers (**Action: All**).
- iii. Organisation of CM38. **Agreed:**
  1. Meeting will start with two (?) days of parallel sessions to be organized by WBS Level 2/3 managers or working group conveners;
  2. Final 2 days of the meeting will be plenary summaries of the work of the various groups. This should allow structured discussion and allow an effective summary to be presented to those who come to the meeting to gain an overview of the status of the project.

#### 5. Funding update:

- **Europe**

**KL/PS/MB**

- i. **CERN:**

**KL**

1. KL visit to CERN on 5/6 December 2013. Meeting with M. Vretenar (CERN CB representative) was very positive. A number of ideas for how to take the activity forward at CERN were discussed. MV will now discuss amongst the relevant group leaders and prepare for a discussion with F. Boudry in January 2014 KL to make follow-up visit in January;

- ii. **EC:**

**PS**

1. PS sent an email to EB mailing list; may be stuck in the ether. Email will be distributed asap and issue with email addressed (**Action KL**).
  - a. Horizon 2020 started 2 days ago. On 11Dec13, first set of calls came out. Links distributed by PS in his email.
  - b. Difficult to find relevant information since there are 30 calls issued at the same time. Out of multiplicity of calls there are 4 possible routes:
    - i. Research Infrastructures: requires to be identified in the ESFRI roadmap. MICE is not one of these, but, if MICE would be a European RI, then it might be possible. Perhaps this could be under

the TIARA banner. Need to ask whether MICE can be badged as a European RI (**Action KL/PS**);

- ii. Innovative Training Network: funds a consortium of European and non-European institutions to work as part of the network. Training is essential element. Need to include some enterprise; in this case would need to exploit industrial links;
- iii. Support to Innovation Resources Policy and International Cooperation: need to review criteria and benefits;
- iv. European Research Council grants: three levels depending on status of applicant. Could encourage younger people to bid into this scheme. Could raise 1.5M to 2M Euros. Main criterion is excellent science and excellent people. Starting Grant and Consolidator Grant calls have been issued;
- v. Proof of Concept: may also be a route, but, PS believes this not to be applicable to MICE.

c. Should also explore Marie Currie applications; requires individual actions.

• **UK**

**KL/PS**

- i. Analysis that includes explicit calculation of contingency and mitigation of risk has progressed. Code that generates the summary sheet now needs to be updated. This will be done asap by KL. Then the document requested by J. Seed, the STFC "Project Sponsor", will be completed.

• **US**

**DK/MP**

- i. Proposal for NSF funding submitted from IIT ... three new post-docs and three-new students. 6 months to knowing outcome;

**6. Review of Collaboration Charter; proposed action**

**All**

• **Proposal:**

- i. Region representatives for Europe, Japan, UK and US will consult to define a single representative to serve on the charter-review panel. The charter-review panel should be composed of senior members of the community who are well briefed on the project and its aims but who are not directly proponents.
- ii. The composition of the panel will be discussed at the next EB.

iii. Outcome of EB discussion will be a proposal to the CB of the Panel composition and terms of reference.

1. **Actions:**

a. **Regional representatives:** Consult to define a proposal for the regional panel member in time for the next EB meeting.

b. **Action KL:** provide draft ToR for next EB;

7. **Policy for shift allocation**

**ABI**

- Discussion of ABI's proposal was circulated by email. Comments should be sent to ABI in advance of the next EB so that a discussion at the EB can agree a proposal for the CB at CM38.

i. **Action All**

8. **Discussion of organisation of publications**

**All**

- **PS:** draft document defining what constitutes a MICE publication and circulate in advance of the next EB so that a discussion at the next EB can agree a proposal to the CB

9. **Speakers Bureau**

**VP**

- VP refers people to the Email that he had circulated in advance of the meeting. Responses requested by 20Dec13; **Action All**;
- ICHEP abstract deadline to be checked for next EB meeting.

10. **Common Fund**

**KL**

- Final tally for 2013/14 levy circulated by KL to ABI and Y. Torun (incoming and outgoing CB chairs). Absence of suggested modifications means that we are now ready to issue invoices for 2013/14 levy.
- KL is taking steps to find someone to take over the administration of the CF from him. Progress will be reported to the next EB.

11. **DONM**

- 17<sup>th</sup> January 2014; 15:00 GMT

12. **AoB**

- **KL:** Since the last meeting, negotiations with ISIS have led to the nomination of Zoe Bowden (Head of the ISIS Operations Division) as the RAL(ISIS) representative on the EB.
  - i. All welcomed the appointment of ZB; she will attend EB meetings from January 2014.
- Belated welcome to P. Soler to his first EB.

**Summary of actions:**

- **KL:** Convey to MIPO that EB asks MIPO to analyse options for construction of Step IV (perhaps using decision tree?);
- **KL:** Convey to MEMO that EB notes that MEMO is preparing for a discussion of physics at Step IV with reduced current and encourages MEMO to expedite the study;
- **KL:** When clarification of computer system requirements over Christmas break have been clarified, send note to collaboration explaining which systems will be run at risk over the holiday period;

- **KL:** Contact D. Li (CC DK) to pass on requests re CM38 organisation.
- **All:** Suggest to KL (CC EB) “syllabus”, topics for lectures and nominations for lecturers for CM pedagogy on ionization cooling;
- **KL:** Check why PS is not able to send to EB list;
- **KL:** Broker meeting between KL, PS and STFC H2020 leads to discuss MICE in H2020;
- **EB regional representatives:** Consult to define a proposal for the regional panel member in time for the next EB meeting.
- **KL:** Provide draft ToR for constitution review panel by next EB;
- **All:** Send comments on ABI proposal for shift tax to ABI/EB in advance of the next EB meeting;
- **PS:** Draft collaboration publication policy and circulate in advance of the next EB meeting;
- **All:** Respond to VP’s request for nominations for presenters **by the 20Dec13;**