

MICE Experiment Management Office

26th November 2013; 14:00 GMT

Teleconference

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

Present: ABr, KL, PH, CR, SB, RP

Apologies: None

1. Introduction:

KL/ABr

- KL had received no comments on the revised MEMO/MIPO document and therefore was about to issue it as final. The MEMO should therefore consider itself to be mandated.
- The post of Physics Coordinator remains unfilled; KL expected this situation to be resolved in the near future. Some of the issues on the agenda would need to be taken forward once the Phys. Coord. Is in post.
- The goal for this meeting is to begin to take stock of the ops/analysis project. Getting a proper grip on the activity may take a couple of meetings.

2. Operations:

- Discussion: how to establish robust operations model
 - i. KL/RP summarized the status of the recruitment of the operations team as follows:
 - The lead candidate for the Hall Manager position had declined to accept the offer. The second candidate had therefore been approached and had accepted in principle; detailed negotiations are now underway. The impact on the ops team is that the individual in question had been earmarked as the ops team leader. It was conceivable that the individual could do both roles, especially in the light of the negotiations with ISIS. This will have to be discussed further.
 - The cryo expert (M. Tucker) and the RF expert (T. Stanley) are in post. The individual identified as the leading candidate for the magnet expert is no longer available. We discussed the split between the cryo and magnet expert and agreed this needed to be defined in detail, though the rough demarcation was clear.
 - The principle of MICE receiving support from the ISIS operations team has been agreed and negotiations are now moving on to the details. A meeting will take place on Thursday 28Nov13 at 14:00 (RP, Z. Bowden, M. Krendler and J. Thomason) to look at the issue form

the ISIS point of view. We agreed that SB should gradually take the lead in the negotiations with ISIS, noting that he would need some time to come up to speed. SB will try and attend by phone or in person.

- We agreed that SB, KL, and RP should meet after the meeting on Thursday to discuss how the operations model can evolve. **Action: KL:** Set up meeting.
- Discussion: how to establish operational programme for 2014
 - i. **Agreed:**
 - We'll develop an operational model in which the operations for the next 6 months are identified. At any time, the operations plan for the coming three months will be firm, while the operations in months 4 to 6 will be subject to change.
 - SB should request input on operational requirements and work with the MEMO to develop a schedule. The operations activity would be taken to include "block tests" in which noise, simulated or pre-recorded real data are fed into the daq and passed through the entire chain (including o/l reconstruction and data storage).
 - While the concept of "block tests" was implemented in the current online system; CR required to establish what the present functionality was and what had to be developed to give the system the required functionality.
 - There are two aspects, therefore:
 - a. **Software and Computation group:** implement the appropriate systems to allow full block tests;
 - b. **Operations Group:** schedule and coordinate the tests.
 - ii. CR suggested that a set of standard operational procedures need to be set up. This was agreed. The issue is owned by the Operations Group. A roundtable discussion was required to begin to develop the full operations model. KL would organize this. (**Action KL**).
 - iii. CR asked how the shift system would operate. KL explained that A. Blondel was developing a proposal for the shift tax. With this in hand, a calculation could be done to establish whether, with the "professional" operations support it would be possible to run 24/7. If this was not possible, we'd fall back to 12/5. So, shift system is presently a work in progress.
- Details to decide what actions to take:
 - i. MOMS for 2014:
 - **Agreed:**
 - a. Seek to streamline the MOM activities, making use of the Hall Manager and operations team when they are in post.

- b. Slim down the MOM team to a gang of 4 (or 6) with a pre-defined rota amongst the MOMs. MOMs appointed for a year. MOM is a responsible role, and the years service should be recognised in an appropriate way.
 - c. New system would start in January 2014.
 - d. Logically, recruitment and organization of rota would be the responsibility of SB, however in the transition phase, SB would be backstopped by KL (and MEMO). Agreed that KL and SB would meet to establish ground roles, think through the candidates and begin to establish the new regime. (**Action: KL**)
 - **KL + SB**
 - ii. Status of discussions with ISIS
 - Summarised above
 - **Near term issue!**
 - i. In the discussion we recognised the need to organize the shutdown for the Christmas vacation and the subsequent startup. We **agreed** that **CMacW, CR, IT and PH** would meet to devise the plans which would be put before SB for his consideration. MEMO to discuss at its next meeting.
 - **Actions:**
 - a. **PH (present MOM):** Pull together a meeting of CMacW, CR, IT and PH to devise plans for Christmas shutdown and subsequent startup. Prepare report for SB.
 - b. **KL:** Add Christmas shutdown procedures to next MEMO agenda for report on Christmas shutdown procedures.
- 3. Software and computing:
 - Initial observations from CR: see slides.
 - Two **actions** emerged from the subsequent discussion:
 - i. **CR/KL:** meet to review and refine “spiders web”
 - ii. **KL:** get leaders of online and computing activity together to discuss status, plans, process and resources.
- 4. Performance evaluation for Steps IV, V and VI
 - Including low-field cases
 - **Agreed:**
 - i. Critical to get this discussion going; important to plan to have results to discuss at the next CM. Probably this will put a strain on the MC and reconstruction s/w. CR welcomed the strain(!).
 - ii. Needed the Physics Coordinator to be in place in order to address the issues in a systematic way.
- 5. DONM

- Two weeks time
6. AoB
- None.

Summary of actions:

- **KL:** Set up meeting with SB and RP to review progress on negotiations with ISIS on operational support.
- **KL:** Organise roundtable discussion to establish bones of operations model.
- **KL:** Organise meeting with SB to define next steps in MOMs for 2014.
- **PH (present MOM):** Pull together a meeting of CMacW, CR, IT and PH to devise plans for Christmas shutdown and subsequent startup. Prepare report for SB.
- **KL:** Add Christmas shutdown procedures to next MEMO agenda for report on Christmas shutdown procedures.
- **CR/KL:** meet to review and refine “spiders web”
- **KL:** get leaders of online and computing activity together to discuss status, plans, process and resources.