

MICE Experiment Management Office

18th February 2014; 14:00 GMT

Teleconference

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

Present: AN, KL, VB, SB, CR, RP

Apologies: PH, ABr, DA

Agenda

1. Introduction:

KL

- **Agreed:** To make a face-to-face meeting in Napa; most of us will be there.

2. Notes on previous meeting, status of actions:

All

Notes accepted. Status of actions:

- **SB:** organize a MOM discussion in Warwick in Jan. 2014.
 - **Done.** Consulted by email. Draft MOM document has been sent to present MOMs;
- **KL/VB:** Collaborate on more detailed plan for performance analysis of Steps IV, V and VI before Christmas.
 - **Superseded.** Regroup after CM38.
- **KL:** Liaise with SB to define Operations Parallel asap.
 - **Done.**
- **SB/MOM:** Design/devise revised operations WWW presence on MICE Mine to adiabatically take over from the MICO page.
 - **Stands.** Begin migration process in Napa.
- **CR:** Consider a design for a revision to the MICE WWW page;
 - **Stands.** Break out in Napa to deal with this.
- **SB:** Produce the plan of actions by which we arrive at the various runs in good shape;
 - **Superseded.** Maintain agenda item, delete action.
- **SB:** Outline a plan for preparing for the putative field-off run.
 - **Superseded.** Run seems more unlikely than before.
- **CR/VB:** Review organization in light of EB comment;
 - **Done.**
- **PMH:** Propose revision to C&M organizational structure.
 - **Done.** C&M now appears parallel to Online and Maus in S/w&C.
- **KL:** Do MEMO RAL calendar malarkey
 - **Done.**
- **KL:** Agree and document the MMB responsibility list.
 - **Done.** MMB seen as part of the Operations activity.
- **KL:** Remind collaboration of forward planning of operations activity through SB;
 - **Stands.** Will do introduction to CM38.
- **PMH:** Ensure that survey data from Palin goes to CR.

- **Stands.** Raw data for EMR, spectrometer bore or tracker. CR has contacted T. Hayler once more to renew request.
- **CR:** Ensure that survey data is stored appropriately and used in processing;
 - **Done.** Have survey points for EMR based on survey data. These can now be uploaded to the ConfigDB. Do not have a “geometry” for the EMR and CKov; code and configuration data need to be generated.
- **PMH:** Make sure MICE Note documenting survey is produced;
 - **Stands.**
- **CR:** Report to next MEMO the timeline for the use of the survey in processing;
 - **Stands.** Now that survey data exists, need to generate geometry code and configuration. Need pick up at CM38.
- **KL:** Set time for next MEMO in consultation with SB;
 - **Done.** We stick with 14:00 Tuesdays.
- **KL:** Resolve with AN, I. Taylor, Hall Manager and CMacW who is responsible for which areas in the MICE Hall/MLCR and Rack Room 2;
 - **Done.** Hall Manager is responsible for work in Hall and R9 and C. MacWaters is responsible for MLCR and RR2 once its built.

3. Report/actions from MIPO

PH

- The PBS was discussed and the need to take care of the horizontal links. The organization of horizontal issues was agreed to lie between SB and J. Pasternak.
- The need to revise the magnetic shielding of the TOF1 cage was identified. Options include local shielding and moving the TOF1 away from the upstream solenoid. It was agreed that efforts would be made to keep the TOF1 in (or as close as possible to) its present position. So, no action from MEMO for the moment. Will be necessary to assess the performance consequences if it becomes necessary to move it significantly.

4. Ops team status

SB

- Now have MEMO from Z. Bowden defining ISIS view of MICE requirements. KL has circulated this document for comment and proposes to send a formal reply to Z. Bowden in the next few days.
- SB reported that:
 - With the exception of March, MOM rota has been agreed to June 2014;
 - Need to use CM38 to discuss and agree operations plan (including MOM, shift crews, ISIS team etc.);
 - Identified need to get the relevant information posted on the WWW. This will be taken forward at/after CM38;
 - Agreed that we need to develop a plan to get timeline for data taking; needs to be resource loaded;
- CR commented:

- Need to develop the run plan so that the relevant MC and analysis studies can be planned and executed to refine the run plan and prepare for data taking.

5. Operations plan Jan to Jun, first cut

SB/All

- 03Feb14: 0.8Hz test and target/beam-bump test; 16:30 to 24:00;
 - Since no DAQ expert is available, DKsol will not be available, so 0.8Hz test and target beam bump commissioning;
 - Plan as expert-only activity;
 - Target Group to produce MICE Note on results.
 - Run failed because of ISIS issues. Will need to do equivalent work in April run. Remove this item from the list and note the issues in the April run.
- **KL:** Clarify requirements for target running.
- 04—06Apr14: 0.8Hz and DAQ commissioning;
 - OK if we have DKsol, D2, proton absorber and DAQ and block-test done;
 - One shift's worth of running;
 - Plan as expert-only activity;
 - MOM team writes MICE Note on results;
- 29—30Jun14: 0.8Hz activation run:
 - 16-hour run with MICE experiment; 16-hours rest, then survey;
 - Plan as MICE test run;

6. Evaluation of Steps IV, V and VI

VB

- VB: Discussion will take place at CM38;
- CR:
 - Reports that J. Pasternak, J.B. Lagrange and C. Hunt came to talk to CR at RAL. Believed that they went away ready to run MAUS.
- **KL:** Email to Ggo people to encourage collaborative discussions on Steps V and VI at CM38.

7. CM38 parallel sessions and plenary speakers

All

- **Agreed:**
 - Need to make a resource loaded plan for Operations, S/w&C and Physics;
 - To do this make a one-day meeting in the last two weeks of March at RAL. Planning for this meeting will be a theme in the parallel and plenary discussions at CM38;
 - Then, will make a monthly follow-up along the lines of the engineering meeting that is organized by the MIPO;
 - **KL:** will nail the date for the one-day meeting in the wrap-up of CM38

8. DONM

- 04Mar14, 14:00;

9. AoB

- **AN:** MOM appointment form has been re-drafted. Needs to be agreed before next next MICE/ISIS safety meeting. Comments before next MEMO (**Action All**);

Summary of actions:

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- **CR:** Consider a design for a revision to the MICE WWW page;
- **KL:** Remind collaboration of forward planning of operations activity through SB;
- **PMH:** Ensure that survey data from Palin goes to CR.
- **PMH:** Make sure MICE Note documenting survey is produced;
- **CR:** Report to next MEMO the timeline for the use of the survey in processing;
- **KL:** Clarify requirements for target running.
- **KL:** Email to Ggo people to encourage collaborative discussions on Steps V and VI at CM38.
- **KL:** will nail the date for the one-day planning meeting in the wrap-up of CM38