

MICE Experiment Management Office

21st January 2014; 14:00 GMT

Teleconference

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

Present: CR, PH, IT(MOM), KL, VB

Apologies: DA, RP, SB

Notes

1. Introduction:

KL

- **Agreed:**
 - Make a standing invitation to the MOM.

2. Notes on previous meeting, status of actions:

All

Notes accepted.

- **CR:** get leaders of online and computing activity together to discuss status, plans, process and resources.
 - Meeting being organised. Action stands.
- **SB:** organize a MOM discussion in Warwick in January 2014.
 - Action stands.
- **KL/VB:** Collaborate on more detailed plan for performance analysis of Steps IV, V and VI before Christmas.
 - Stands.
- **SB/DA:** Propose rate/beam loss plan with dates for the next meeting.
 - **Done.** Agenda item.
- **KL/RP:** contact ISIS to see whether we can use the ISIS survey team NOW; else establish priority of MICE job with Palin's DL-based team;
 - **Done.** Agenda item.
- **KL/RP:** Flag issue of link from MICE Hall with sync.
 - **Done.** Mechanism exists, new survey needs to be made.
- **KL, VB:** Contact JPa and clarify derivation of results for Step IV at reduced current and Step V/VI at CM38.
 - **Done.**
- **KL:** Make CM38 plenary block-diagram asap;
 - **Done.**
- **All:** Decide what parallel sessions are required asap.
 - **Done.** Agenda item. Issue is that Operations Parallel is undefined. KL to liaise with SB.
- **SB:** Pull CMacW PPS crate test into the Operations plan.
 - Stands.

3. Report/actions from MIPO

PH

- Points noted that relate to MEMO:

- Schedule for engineering parallel sessions were discussed;
- Major part of the meeting was a review of the RLSR/MPB actions. A number of items belonged to both RLSR/MPB. Of the actions we noted:
 - Step IV, V and VI analysis. In hand with VB and Physics Group;
 - Use of s/w to simulate and reconstruction of MICE. In hand with CR and S/w&C Group.
 - **Noted:**
 - Plan for a presentation by CR and VB at next RLSR/MPB.
- Operations organization between MICE and ISIS (summarized below);
- KL and RP must inform those leading the work on the various activities to ensure that the work is carried out.

4. Ops team status

SB

- John Govans has accepted the Hall Manager post and will start 03Feb14. Meeting before Christmas with ISIS to define bones of agreement with ISIS on operational support. ISIS estimate is that ~5 people are needed drawn from a range of specialities. ISIS (Z. Bowden) are preparing a document to define what they believe are the required levels of support..
- **Action:**
 - **KL:** Write to Zoe once more to ask for report asap.

5. Operations plan Jan to Jun, first cut

SB/All

- Noted that a upgrade to the WWW site for operations is needed. MICO is aging and is not too easy to maintain. **Action:** MOM with SB.
- IT noted that it would be good to upgrade redmine.
- We discussed need to upgrade the WWW page. CR had been planning to work on a design for the WWW page. We agreed this would be the time to initiate the design work if not the implementation.
 - **Action:**
 - **CR:** Consider a design for a revision to the MICE WWW page
- **We agree:**
 - 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.
 - 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;
 - Continue to plan as though the field-off run will take place in the last User Run of 2014.
- **Actions:**
 - **SB:** Produce the plan of actions by which we arrive at the various runs in good shape;
 - **SB:** Outline a plan for preparing for the putative field-off run.
 - Plan to be ready for CM38; implement following CM38 if we believe there is still a chance that the run will take place.

6. Organisation of S/w&C and Physics activities

CR/VB

- Issues of correlation between alignment and calibration discussed in the EB (A. Blondel). Issue for example for ToF calibration; require position to calibrate time response accurately. Initial consideration could be to re-badge "Alignment" as "Geometry" to capture non-active, non-magnet material in addition to the active elements and the magnets.
- **Action:**
 - **CR/VB:** Review organization in light of EB comment;
 - **KL/CR/VB:** Will meet in the week at 12:00 GMT on 29Jan14 to discuss organization that will have been prepared by CR/VB.
- **Agreed:**
 - Analysis meeting on 06Feb14 will review status of analysis of Step IV at low field and Step V vs. Step VI.

8. Status of Survey

KL/PH

- KL had agreed with J. Pallin that the survey of the Hall would be completed by the end of the first week of Feb14. T. Hayler is working with J. Pallin to define the date.
- Z. Bowden had indicated that ISIS survey team could be approached for survey if J. Pallin was unable to complete the work in a timely way.
- Keep as agenda item; PH will take forward with MIPO.

9. Evaluation of Steps IV, V and VI

VB

- Discussed above. Physics Group will hold a review of the status of the preparations on the 6th February 2014.

10. Radiation survey's in MICE Hall

IT/MOM

- See slides:
 - **Agreed:**
 - Radiation survey of DK solenoid would be written up as MICE note.

11. CM38 parallel sessions and plenary speakers

All

- Parallel and plenary sessions for S/w&C and Physics had been prepared. Need for definition of Operations Parallel and Plenary noted above.

12. DONM

- 04Feb14;

13. AoB

- None

Summary of actions:

- **CR:** get leaders of online and computing activity together to discuss status, plans, process and resources.
- **SB:** organize a MOM discussion in Warwick in January 2014.
- **KL/VB:** Collaborate on more detailed plan for performance analysis of Steps IV, V and VI before Christmas.
- **KL:** Liaise with SB to define Operations Parallel asap.
- **SB:** Pull CMacW PPS crate test into the Operations plan.
- **KL:** Write to Zoe once more to ask for report asap.
- **SB/MOM:** Design/devise revised operations WWW presence on MICE Mine to adiabatically take over from the MICO page.
- **CR:** Consider a design for a revision to the MICE WWW page
- **SB:** Produce the plan of actions by which we arrive at the various runs in good shape;
- **SB:** Outline a plan for preparing for the putative field-off run.
- **CR/VB:** Review organization in light of EB comment;
- **KL/CR/VB:** Will meet in the week at 12:00 GMT on 29Jan14 to discuss organization that will have been prepared by CR/VB.