

Thursday 17th April 15:00 BST

Apologies

Palmer
Bross
Blondel
Preece

Present

Long
Kaplan
Rogers
Tsenov
Palladino
Cobb
Soler
Bonesini

Summary of Actions

- ACTION: Long/Kaplan to liaise on EPSRC grant
- ACTION: Blondel to specify shift policy allocation is by institute or by person
- ACTION: Long to actively solicit nominations for MEMO open positions
- ACTION: Rogers/Soler/Long to arrange web stuff for UK OsC - propose UK OsC subproject under external governance
- ACTION Long/Bonesini to present new EU funding proposal at next meeting
- ACTION: Long to advance decision on Step V vs Step VI - should be no later than CM40 (Rome)
- ACTION: Bonesini to nominate collaboration charter review board members
- ACTION: Long to discuss UK collaboration charter review board member with Cobb/Soler
- ACTION: Long to raise Asia collaboration charter review board member with Kuno
- ACTION: All to send final comments on publications policy by 8th May
- ACTION: Long/Palladino/Bonesini to redraft Snopok/Blackmore papers
- ACTION: Long to support Orestano in room bookings/etc for CM40

Status of Actions

ACTION: Long/Kaplan to liaise on EPSRC grant

- Stands

ACTION: Ken Long to send note to collaboration detailing the decision on off field running

- Done

ACTION: Regional reps to nominate collaboration charter review members by 10th April, in consultation with collaboration members

- See below; commuted to actions on regional reps

ACTION: Blondel to specify shift policy allocation is by institute or by person

- Stands

ACTION: All: further shift policy comments by 28th March

- Done

ACTION: Soler to circulate publications policy draft by 28th March;

- Done

ACTION: All to make publications policy comments by 3rd April

- Stands, see below

ACTION: Long to actively solicit nominations for MEMO open positions

- * Stands, see below

ACTION: Lead authors to make first draft of RLSR/MPB reports by 4th April

- Done

ACTION: Lead authors to make final draft of RLSR/MPB reports by 15th April

- Done

ACTION: Ken Long to confirm whether Ed Santos can take the IPAC14 paper responsibility by 21st March

- Done

ACTION: Long to email confirmation of CM39 dates

- * Done

Notes accepted

RLSR/MPB Report

- Long: MPB Report is on the web and submitted to MPB
- Long: RLSR Report is late due to new budget information from the US
- Long: Schedule for remaining preparations posted
- Long: Rehearsal session to be taken seriously
- Soler notes UK OsC on 24th April
- ACTION: Rogers/Soler/Long to arrange web stuff for UK OsC - propose UK OsC subproject under external governance

Funding Update - EU

- Bonesini: INFN funded for this year. Next year depends on EU proposal. EU proposal submitted; expect response June/July
- Long hopes to make another EU application under a different funding heading
- ACTION Long/Bonesini to present at next meeting

Funding Update - UK

- STFC has had recent programmatic review
- MICE was rated favourably by STFC - "strategic accelerator investment for high priority options for UK"
- STFC recommended that a science based review of accelerator physics programme should happen - occurred a few weeks ago
- Soler: UK ASTAB have a request for information about MICE
- Cobb: notes that P5 panel may have some influence over MICE funding (following UK town meeting)
- Long: notes MICE-UK was overspent in FY13/14 by of order £500k

Funding Update - US

- Long: notes email to the mice-eb email list from Palmer
- Long: MAP is under substantial pressure
- Kaplan: US cannot fund step VI on current planned schedule
- Kaplan: P5 report is not yet published
- ACTION: Long to advance decision on Step V vs Step VI - should be no later than CM40 (Rome)

Collaboration Charter

- US nominates Steve Geer who has agreed
- EU still needs to nominate

- ACTION: Bonesini to nominate
- UK names have been sent forward to Ken Long
 - Peter Dornan, Dave Wark, Ken Peach, Grahame Blair, Andre Serei
 - ACTION: Long to discuss with Cobb/Soler
- Asia still needs to nominate
- ACTION: Long to chase Asia/Kuno

Policy For Shift Allocation

- Report next time

Publications

- Draft posted
- Analysis papers to be in first draft by October
- ACTION: Final comments by 8th May

Progress in filling empty positions in O&A organization

- Ryan Bayes is config manager
- Paul Smith is online manager
- Production manager may be in the pipeline
- Operations WBS has top level positions in place - RF coordinator is open; RF group is being consulted

Common Fund

- Invoices sent
- Report next time

Speakers Bureau

- Note email from Palladino
- Snopok/Blackmore draft papers on Ken Long's desk
- ACTION Ken Long to redraft with collusion from Palladino and Bonesini

Next collaboration meetings - CM39

Next collaboration meetings - CM40

- Note email from Domizia (via Blondel)
- Requires help for room bookings etc
- ACTION: Ken Long to support