

MICE Executive Board meeting

18th July 2014; 15:00 BST

Agenda

1. Minutes and actions: All

- **KL:** raise Asia collaboration charter review board member with Kuno;
Done. Kuno-san agreed to serve on the collaboration charter review board with the proviso that he would review drafts rather than generate the text.
- **KL/ZB:** Join forces to work with HR on visitor agreement.
Stands. KL keeps trying to contact HR to generate the appropriate letter and push this through. KL will continue to work with HR at RAL to get the agreement we need.
- **KL:** Seek to clarify Japanese situation with Y. Kuno
Done. Kuno-san agreed to seek a student or post-doc candidate who would be interested in working outside Japan. Resources for support are likely to be an issue. Discussion of this aspect deferred to item ??.
- **ABr; KL; RMP:** Prepare timeline for preparation of documentation for the August review and present to the next MIPO meeting.
Done. Draft papers to be ready 25Jul14.
- **KL:** Invite S. Boyd ex-officio as Operations Coordinator to future EB meetings.
Done. SB welcomed.
- **KL, DO:** To provide block agenda for the next CM.
Done. Block agenda should follow the same format as the past two CMs. KL and DO are in discussion.
- **ABr, DK:** Provide venue and date after the end of running in October 2015.
- **KL:** Liaise with P. Smith to identify next VCs and propose next EB dates.
Done. Dates of next VCs circulated.
- **ABl:** provide KL with list of names of CERN field mapping team.
- **KL:** Draft letter to be sent on behalf of MICE EB to congratulate CERN field mapping team.
- **KL:** Initiate alignment task force.
Done. RP is taking it forward.

2. Status of preparation for August 2014 DOE review of MAP/MICE:

- Response to feedback: KL
- Project report: RP
- Assumptions document: RP
- Commissioning (magnets), commissioning (instrumentation) and operations planning documents: SB

3. Funding update:

- **Europe:** MB/RT
- **UK:** PS
- **US:** DK/MP
- **Japan:** YK/KL

4. Review of Collaboration Charter; proposals for members of panel:

- **Europe:** MB, RT

- **Japan:** YK Y. Kuno nominated, 12Jul14.
 - **UK:** JC, PS J. Dainton nominated, 10Jul14.
 - **US:** S. Geer nominated, 17Apr14.
5. **Progress in filling empty positions in O&A organisation: KL**
6. **Common Fund:**
- Status report: PS
 - Proposal for “overseas visitor support”: KL/RP
7. **Speakers Bureau: VP**
8. **Next Collaboration meetings:**
- CM40: Rome: 26Oct–29Oct: DO
 - CM41 et seq: KL
 - 2015:
 - * CM41 09th to 13th February 2015
 - * CM42 22nd to 26th June 2015
 - * CM43 05th to 09th October 2015: USA, TBC
 - 2016:
 - * CM44 15th to 19th February 2016
 - * CM45 20th to 24th June 2016
 - * CM46 03rd to 07th October 2016
9. **DONM:**
10. **AoB**