

MICE Experiment Management Office

9th July 2014; 14:30 BST

Present: K. Long, C. Rogers, A. Nichols

Apologies: D. Adams, A. Bross, R. Preece, V. Blackmore, S. Boyd, P.M. Hanlet

Notes

1. Introduction: KL

KL apologise for the change in date of the meeting which was likely to be part of the cause for the poor attendance.

2. Minutes and actions: All

Notes of meeting accepted. Status of actions:

- **MOM:** draft short MICE Note on results of April 2014 run;
Note is believed to be in preparation. KL to check with SB on the status after the meeting;
- **SB:** chase MOM (PS) for draft MICE Note;
This action to be combined with the previous one.
- **SB, PS [MOM]:** to liaise to take forward the definition of the non-magnet commissioning plan;
Done. The run took place and needs to be documented.
- **KL:** Ask AN and J. Thomason to invited S. Boyd to the MICE/ISIS safety meetings;
Done. SB is now on the invite list.
- **KL:** Begin to work out response to review actions.
Superseded. Work has started!

3. Report/actions from MIPO: PMH

Principal item is the preparation for the August review of MAP/MICE. We discussed the need to prepare carefully for the review. The documents on the operations and commissioning defined at the CM are in preparation. CR is working with RP and A. Grant on the integration of the S/w&C schedule with the construction schedule.

4. Arrangements now that MOM system is in abeyance: SB

During this period the Hall Manager (HM) is in control of activities. I will be having regular discussions with the HM concerning what has been going on. It occurs to me that this might be a good time to start the regular Operations meetings as well so that everyone keeps abreast with Hall activities and progress. AN reported that he would be talking to SB on Monday to debrief on the issues that arose in preparation for the beam-loss monitor run and to begin to establish training and procedures to avoid a recurrence.

5. S/w&C schedule summary and status of integration with construction plan: CR

CR has discussed with RP the S/w&C schedule. A procedure by which a spreadsheet is processed to deliver Microsoft Project format has been created and used in the initial discussion. A second iteration of the S/w&C schedule is being prepared.

Actions:

- **KL:** Check with RP and A. Grant whether resource analysis has started based on the first iteration;
- **CR:** Set up regular meeting with RP and AG to review S/w&C schedule. CR will report progress at the MEMO.

6. **Prioritisation and planning of control & monitoring: PMH**

CR had briefed KL on the work done by PMH on the control & monitoring (C&M) plans in advance of the meeting. A good analysis of the priorities and schedule has been prepared. The analysis indicates a lack of effort in a number of areas. CR is preparing to contribute to the development of code-management systems. The need for computing-infrastructure support and additional hands-on effort (~ 1 FTE) was identified. KL has secured the principle that computing support can be provided by PPD and a possible person to contribute to the controls work was identified in the discussion between CR and KL.

CR noted that the controls group met regularly every month. We discussed whether a more frequent meeting, targeted at reviewing progress and setting targets for the following week, would be valuable. CR agreed to discuss this possibility with PMH.

Actions:

- **KL:** Take forward negotiations for additional support for the C&M project;
- **CR:** Discuss with PMH the idea of a more frequent, targeted C&M meeting;

7. **Status of magnet and detector commissioning planning and documentation: SB**

Documents are being drafted. There are a number of questions that we need to consider together (J. Pasternak, SB, V. Blackmore, P. Soler) which we need to discuss once Victoria is back from holidays.

One of the main questions is whether these are three documents or one document divided into chapters:

- There is no prescription for whether this is to be one document or several. This is more for the convenience of the authors. Of course, the plans need to be “joined up”.

8. **Status of documentation of April and June runs: SB**

A. Dobbs has produced a report of the April run, including issues that cropped up. R. Bayes is in the middle of writing a report on the activation run. A “Lessons learnt” link has been added to the miceMine/Operations page which will list issues found during the run, and suggest methods to mitigate or solve these issues. The issues found in the June 29th run are posted.

9. **Review of preparation of response to feedback: KL/All**

Response to feedback was discussed. All asked to read and comment. Goal is to finalise and send it out this week.

10. **Status of preparation for August review: All**

Documentation preparation noted under item 7 above.

11. **Status of Step I publications: VB**

- Pion-continuation paper:
- EMR beam-test paper:

No report this week as VB on vacation.

12. **Status of Step IV/V analysis: VB**

No report this week as VB on vacation.

13. **Actions & recommendations from RLSR and MPB: All**

All are seized of the actions they need to take. Will follow at a future meeting.

14. **DONM:**

Tuesday 22th June 2014; 14:00 BST. Confirmed.

15. **AoB**

CR noted that the DAQ issues that had arisen in the June run were traced to a bad cable. The poor performance of the controls related to the s/w issues outlined above. The DAQ problems will be taken forward by P. Smith and Y. Karadzhov. PMH and CR are taking forward the controls issues.

The need to define the service-level agreement necessary for the controls servers supporting the FC work in R9. We agreed that KL/CR will clarify what level of support is require by the FC team.

Actions:

- **KL/CR:** Clarify the SLA required for the servers supporting the FC activity in R9.

Summary of actions

- **MOM:** draft short MICE Note on results of April and June 2014 runs;
- **KL:** Check with RP and A. Grant whether resource analysis has started based on the first iteration;
- **CR:** Set up regular meeting with RP and AG to review S/w&C schedule. CR will report progress at the MEMO.
- **KL:** Take forward negotiations for additional support for the C&M project;
- **CR:** Discuss with PMH the idea of a more frequent, targeted C&M meeting;
- **KL/CR:** Clarify the SLA required for the servers supporting the FC activity in R9.