

MICE Executive Board meeting

19th September 2014; 15:00 BST

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

Agenda

1. Minutes and actions: All

- **KL/ZB:** Join forces to work with HR on visitor agreement.
Ongoing: KL/ZB and HR have agreed that KL will draft a letter based on that in use at CERN. This will be used as the basis for the MICE visitor agreement. Keep action; goal is to have closed the action in time for CM40;
- **ABr, DK:** Provide date for CM43 at FNAL after the end of running in October 2015.
Stands.
- **KL:** Draft letter to be sent on behalf of MICE EB to congratulate CERN field mapping team.
Stands.
- **DK:** Discuss with KL when he has news of the outcome of the bid to NSF to plan next steps on engagement with NSF.
Stands.
- **KL:** Contact NSF as agreed following completion of previous action.
Stands.
- **KL:** Initiate review of collaboration charter.
Stands.
- **KL/DO:** Produce an outline WWW page for CM40 including registration and accommodation-booking links.
Done.
- **KL:** Take forward refit of “repository of images” page with D. Ragaram and CR.
Ongoing.

2. Schedule of meetings and reviews:

For information/correction:

- **UK Oversight Committee (OsC):** 15Oct14;
- **CM40:** 26–29Oct14;
- **RLSR/MPB/FAC:** 25–26Nov14;

3. MICE demonstration of ionization cooling: aka Step $3\pi/2$

To discuss status/deadlines/preparations/actions:

- **Update on submission to DOE and its reception: MP;**
- **Planning for update to UK OsC: PS;**
- **Preparation for CM40: KL/All;**
J. Pasternak, V. Blackmore and C. Rogers preparing MICE Note for circulation on 17Oct14;
- **Planning for finalisation for presentation to RLSR/MPB/FAC: KL/RP**

4. Funding update:

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

- **Japan: YK/KL**
- 5. **Additional items for CM40:**
 - I.e. in addition to MICE demonstration of ionization cooling (aka Step $3\pi/2$):
 - **Commissioning/operations planning: SB;**
 - **Shift planning: SB**
- 6. **Progress in filling empty positions in O&A organisation: KL**
- 7. **Common Fund:**
 - Status report: PS
 - Proposal for “overseas visitor support”: KL/RP
- 8. **Speakers Bureau: VP**
- 9. **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
- 10. **DONM:**
 - At CM40.
- 11. **AoB**