

MICE Executive Board meeting

29th October 2014; 14:00 CET

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 met with ZB. A miscommunication means that a paragraph she had drafted for the letter has got lost and needs to be redrafted. This is coming to the end game now!
- **KL:** Draft letter to be sent on behalf of MICE EB to congratulate CERN field mapping team.
Done.
- **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, but drop action: will follow up when DK et al prepare to propose to NSF.
- **KL:** Contact NSF as agreed following completion of previous action.
Stands, but drop action: will follow up when DK et al prepare to propose to NSF.
- **KL:** Initiate review of collaboration charter.
Done. Reviewers contacted. Two of four have responded. KL needs to chase the two who have not responded. Action to be kept.
- **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. **Done.** Refit will now become production version. Incremental improvements will still be required.
- **AB, PS:** Send common fund census to CB, ask for return by 26/09/2014, invoices to follow with emergency invoice to UniGe.

- **KL:** Organise meeting(s) to make robust simulation configuration for Step “ $3\pi/2$ ” and Step IV.
Done. Several meetings were organised by KL to kick-start the studies.
- **SB:** In consultation with K. Ronald and others produce a skeleton run-plan document for MICE demonstration of ionisation cooling.
Stands. Discussion started, but, not yet closed.
- **KL:** Ensure that key topics noted in 19Sep14 EB are addressed at CM40.
Done. CM40 now past.

2. Preparation for RLSR/MPB/FAC 24–25Nov14: KL/All;

- Papers in preparation;
- Draft schedule of talks;

3. Paper status: KL

New standing item to receive status report and understand issues.

4. Funding update:

- **Europe:** MB/RT
- **UK:** PS

- **US: DK/MP**
 - **Japan: YK/KL**
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:**
- CM41 09th to 13th February 2015
 - CM42 et seq: KL
 - 2015:
 - * CM42 22nd to 26th June 2015
 - * CM43 28th to 31st October 2015: FNAL/IIT
 - 2016:
 - * CM44 15th to 19th February 2016
 - * CM45 20th to 24th June 2016
 - * CM46 03rd to 07th October 2016
9. **DONM:**
- TBC: I’ve asked Paul Smith for the dates of the next VCs.
10. **AoB**