

MICE Experiment Management Office

30th September 2014; 14:00 BST

Present: S. Boyd, K. Long, R. Preece, D. Rajaram, C. Rogers
Apologies: D. Adams, V. Blackmore, A. Bross, P.M. Hanlet, A. Nichols

Notes

1. Introduction: KL

2. Minutes and actions: All

- **KL:** Take forward negotiations for additional support for the computing infrastructure;
Done. Ed Overton has agreed to take 50% role to support the online systems. New Warwick post-doc is slated for the Computing Infrastructure role.
- **KL VB** to set up pion-contamination review meeting late September;
Done. Meeting will take place next week.
- **KL VB** to set up EMR beam-test review meeting late September;
Done. Meeting will take place next week.
- **RP:** Consider measurement of position or stress measurement on PRY **Done.** Such measurements will be made. May add additional strain gauges.
- **VB:** Specify, then initiate “Physics block challenge”.
Superseded. Need now to progress to analysing present and next PBC.
- **SB:** Produce by 17Oct14 a document describing commissioning, operations and shift plans;
Done.
- **KL:** Talk to K. Ronald re documentation of controls for RF;
Done.
- **KL:** Ask D. Loader to organise meeting with Z. Bowden and J. Thomason;
Superseded.
- **KL:** Raise support for D. Rajaram with D. Kaplan;
Done. D. Rajaram will come for at least a year.
- **KL:** Liaise with RP to make draft of Assumptions Document in time for the CB to review it.
Done.
- **KL, CR:** Define specification for geometry and ConfigDB completion. Perhaps organise meeting with R. Bayes;
Done.
- **KL:** Contact C. Brew to ask to plan the shift of network.
Done.
- **KL:** Find out status of papers for 17Oct14; This is in JPa’s hands.
Done.
- **KL:** Liaise with SB/A. Blondel so that the shift/support planning can be effectively discussed and agreed at the CB.
Done.
- **KL:** Bother S. Boyd once more to get operations parallel and plenary stuff organised.
Done.

Notes accepted.

3. **Actions/recommendations from RLSR/MPB: All**

Present version of spreadsheet posted on the wiki.

Those at the meeting accepted spreadsheets. Goal is to write a response at the turn of the year.

4. **Report/actions from MIPO: PMH**

No report since there was no MIPO. RP mentioned that questions regarding the absorbers will be discussed at the next MIPO. Position of the secondary absorbers need to be discussed too since decision point is 18Dec14. Need to articulate benefits of having the additional absorber.

5. **S/w&C progress against milestones: DR**

No report this time.

6. **C&M progress against milestones: PMH**

No report this time.

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

- Pion-contamination paper: No report this time.
- EMR beam-test paper: No report this time.

8. **Preparations for analysis at Step IV: CR**

- To include status of preparation of first Step IV paper and cooling-demo design paper.

No report this time.

9. **Planning for commissioning and operations: SB**

- To include summary of MICE/ISIS operations planning.

SB reported that the meeting with ISIS. Systems and procedures discussed. Several subgroups were formed composed of MICE and ISIS personnel to take forward the planning.

- **Shift tool:** Almost working; needs email account at RAL and then begin beta test, hope for this week.
- **MOMs:**

Action: KL: to send list of candidates to SB for discussion on Monday. Agree to follow up with another MOM discussion.

Action: SB: Find rules on shift working and on call for users.

10. **DONM**

Next meeting: 16Dec14; 14:00 GMT

11. **AoB** None.

Summary of actions

- **KL:** to send list of candidates to SB for discussion on Monday. Agree to follow up with another MOM discussion.
- **SB:** Find rules on shift working and on call for users.