

## MICE Executive Board meeting

29<sup>th</sup> October 2014; 14:00 CET

**Present:** M. Bonesini, A. Bross, D. Kaplan, K. Long, C. Rogers, P. Soler, D. Rajaram, S. Boyd, V. Paladino

**Apologies:** A. Blondel, Z. Bowden, J. Cobb, Y. Kuno, M. Palmer, R. Preece, R. Tsenov

### Notes

#### 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. Redrafted para was received by KL this am. Will now proceed to draft letter.
- **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. Revised action “progress” review.
- **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. Rajaram and CR. **Done.** Refit will now become production version. Incremental improvements will still be required.
- **ABI, PS:** Send Common Fund census to CB, ask for return by 26/09/2014, invoices to follow with emergency invoice to UniGe.  
**Done.** Census finalised at this CM. Status of invoices presented to the CB.
- **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.

Accepted.

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

- Papers in preparation:  
Response to recommendations, together with supporting documents in preparation. In addition, preparing progress report for MPB and project summary for RLSR. Assumptions Document and

commissioning and running plans will also be presented. Document preparation organised, but not yet delivered.

- Draft schedule of talks;  
Draft schedule of talks presented and discussed. KL will circulate to EB under separate cover for comment (**action**).
- Note that all speakers should be present in person.
- Noted the need to be well-synchronised with ISIS ops report

### 3. **Paper status: KL**

New standing item to receive status report and understand issues.

Paper status reported in plenary and at CB. We discussed and **agreed** the desirability of coopting the Physics Coordinator. That being agreed, the Physics Coordinator was coopted.

**Agreed** to appoint “wisepeople” for the EMR and pion-contamination papers. KL and MB to confer (**action**).

Agreed that final publication and shift policies need to be posted as CB documents. (**Action: ABl**) Also, when agreed, need to post Assumptions Document and commissioning/running documents as CB documents. (**Action: ABl**) It was noted that the CB page on www had inconsistent/broken links (**Action: DR**)

### 4. **Funding update:**

Situation summarised at the CB. Only updates noted here.

- **Europe: MB/RT**  
Essential to deliver ITN proposal; MB is coordinator.
- **UK: PS**  
See CB minutes;
- **US: DK/MP**  
DK commented that proposal to NSF may not review well as P5 recommendation has predisposed community to take a negative attitude to MAP and MICE.
- **Japan: YK/KL**  
No additional comments.

### 5. **Progress in filling empty positions in O&A organisation: KL**

Position of Infrastructure Coordinator now likely to be filled by Warwick post-doc who will arrive in Jan15. Subject to negotiation, Warwick post-doc likely to be able to fill this role.

The various open positions in the S/W&C project were noted. DR will make a list of the various tasks so that EB can seek to address the resource limitations. (**Action: DR**)

It was noted that the Global Reconstruction required more experienced personnel to guide the work of the students actively developing the algorithms.

CR made the point that he felt that the analysis effort was short staffed. We agreed that an analysis of the tasks that need to be performed to deliver the Step IV analysis would be undertaken to make the case for additional resources. In this context, it was noted that a better link with the MAP Design and Simulation team was desirable.

Issue of RF simulation, reconstruction and analysis code was discussed. We felt that there was a natural candidate but that more discussions were needed.

### 6. **Common Fund:**

- Status report: PS  
No update to slides presented by S. Ricciardi at the CB.
- Proposal for “overseas visitor support”: KL/RP  
Putative collaborators in addition to IHEP and Sichuan may seek to join our collaboration. We

**agreed** that the visitor support resources could be used to allow them to visit the laboratory to discuss their involvement should the opportunity arise.

**7. Speakers Bureau: VP**

IPAC abstract/presenter suggestions:

- MICE ionization cooling demonstration; with request to be promoted to a talk. **Agreed:** VP will draft title, KL will draft abstract. **Action: KL:** update speaker spreadsheet. Suggestions for technical speaker discussed.

**8. Next Collaboration meetings:**

- CM41 09th to 13th February 2015  
**Action: KL:** Check re arrangements with D. Loader.
- CM42 et seq: KL
  - 2015:
    - \* CM42 22nd to 26th June 2015
    - \* CM43 28th to 31st October 2015: FNAL
  - 2016:
    - \* CM44 15th to 19th February 2016
    - \* CM45 20th to 24th June 2016
    - \* CM46 03rd to 07th October 2016

**9. DONM:**

- 14<sup>th</sup> November 2014
- 12<sup>th</sup> December 2014
- 23<sup>nd</sup> January 2015

**10. AoB**

None.

## Summary of actions

- **KL/ZB:** Join forces to work with HR on visitor agreement.
- **KL:** Progress review of collaboration charter.
- **SB:** In consultation with K. Ronald and others produce a skeleton run-plan document for MICE demonstration of ionisation cooling.
- **KL:** Circulate draft list of talks for the reviews.
- **KL, MB:** Confer on wisepeople for EMR and pion-contamination papers.
- **ABI:** Post shift and publication policies as CB documents.
- **ABI:** Circulate for comment Assumptions Document and commissioning/runing documents. Post as CB document when finalised.
- **DR:** fix links to CB page.
- **DR:** summarise open S/W&C positions for next EB.
- **KL, VP:** Liaise on IPAC abstracts and contribution titles.
- **KL:** Update speaker spreadsheet.
- **KL:** Check with D. Loader re arrangements for CM41.