

# MICE Executive Board meeting

12<sup>th</sup> December 2014; 15:00 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.  
**Stands.** All information available; only need to complete draft now.
  - **KL:** Progress review of collaboration charter.  
KL contact YK once more, no response. Probably now time to release the panel. Need to agree on next steps.
  - **ABl:** Post shift and publication policies as CB documents.  
**Stands.** Not sure of status; need to check at EB.
  - **KL, VP:** Liaise on IPAC abstracts and contribution titles.  
**Done.** Abstracts submitted.
  - **KL:** Update speaker spreadsheet.  
**Done.** Spreadsheet updated and sent back to VP.
  - **KL:** Check with D. Loader re arrangements for CM41.  
**Done.** Delete action; may move meeting to Atlas. Under review.
  - **KL:** send abstracts to VP for IPAC papers on MDIC and Status of Step IV  
**Done.**
2. **Preparation for RLSR/MPB/FAC 24–25Nov14: KL/All;**
  - Discussion of feedback;
  - Discussion of recommendations and actions.
3. **Paper status: CR**
4. **MICE abstract policy discussion: KL**

How to distinguish abstracts submitted “on behalf of MICE” and what is a reasonable timetable for preparation and comment?
5. **Funding update:**
  - **Europe: MB/RT**
  - **UK: PS**
  - **US: DK/MP**
  - **Japan: YK/KL**
6. **Attracting new collaborators: KL**
7. **Progress in filling empty positions in O&A organisation: KL**
8. **Common Fund:**
  - Status report: PS
  - Proposal for “overseas visitor support”: KL/RP
9. **Speakers Bureau: VP**
10. **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

11. **DONM:**  
23<sup>rd</sup> January 2015.

12. **AoB**