

# MICE Executive Board meeting

11<sup>th</sup> February 2015; 14:30 GMT

Atlas Building (R27), Conference Room 10

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.  
**Done!** Now need to push through the implementation of the MICE use of the ISIS User System (**Action: KL**).
- **KL:** Progress review of collaboration charter.  
**Ongoing.** Status reported to CB.
- **ABl:** Post shift and publication policies as CB documents.  
**Almost done.** Posted on CB WWW page; need to give “document” numbers.
- **DK:** Test the water with Ljubljana contacts.  
**Done.**
- **KL:** Draft an email to go out to CB over ABl and KL signatures asking the the shift personnel be entered into CHEESE.  
**Done.**
- **KL:** Contact C. Booth to enquire about status of MICE collaboration-list refresh and ask that it be completed for CM41.  
**Ongoing.**
- **KL** In collaboration with C. Booth make authorlist available by 02Feb15 for use in the NSF proposal.  
**Ongoing.**
- **KL:** In parallel to above, produce authorlist in format required for “MICE style” paper format.  
**Done.**
- **KL, CR:** Review and release for comment long-list of MICE publications.  
**Ongoing.**
- **KL:** Refresh contact with YK re Japanese contributions to the physics of Step IV.  
**Stands.**
- **PS:** Investigate whether the H2020 RISE programme can be used to provide travel support for Serbian participation in MICE.  
**Done.** Discussed at CM41.

### 2. Issues arising from CM41: All

### 3. Paper status: CR

- Step I paper completion status;
- Cooling demo definition paper status

### 4. Refreshing sleeping collaborators: 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:**

- CM42 22nd to 24th June 2015; Shift training 15th and 26th.
- CM43 et seq: KL
  - 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:**

11<sup>th</sup> February 2015.

10. **AoB**