

Minutes of the MICE Collaboration Board held on 7th November 2013 at RAL

Present

CB Chair – Y. Torun	INFN Milano – M. Bonesini
CB Secretary – C. Booth	INFN Napoli – V. Palladino
Spokesman – A. Blondel, K. Long	INFN Pavia – A. de Bari
Deputy – A. Bross <i>by phone</i>	INFN Roma III – L. Tortora
Technical Coordinator – R. Preece	LBNL – D. Li <i>by phone</i>
BNL – H. Witte	Liverpool – R. Gamet
Brunel University – H. Nebrensky	Mississippi – L. Cremaldi
Fermilab – D. Adey	Oxford – J. Cobb
Geneva – Y. Karadzhov	RAL – A. Nichols
Glasgow – P. Soler	Riverside – C. Heidt
IIT – D. Kaplan	Sheffield – C. Booth
Imperial College – J Pasternak	Warwick – I. Taylor

1) Spokesperson's Remarks & EB Report (Alain Blondel)

Much has happened in the last few months, with new equipment arriving including an RF amplifier, eleven full crates of RF equipment, the EMR and all its kit, a spectrometer solenoid and AFC2. The EMR run had been completed, and a decision had been taken on the field mitigation solution. Big questions still remain about the performance of some superconducting magnets.

Schedules were presented for optimistic and worst-case scenarios. A run of Step IV without field may be possible for July '14, with the main run starting Q1 (best) or Q3 (worst case) 2015 for at least one year. Running Step VI would start Q2 2020 or Q1 2021, determined largely by the US funding profile.

A document defining the MICE International Project Office (MIPO) will be circulated to the CB soon. The publication of the emittance paper was welcomed. Finally Ken Long was welcomed as new Spokesperson, Roy Preece as incoming Project Manager and Ian Taylor as head of the Online Group.

2) Incoming Spokesperson's Remarks (Ken Long)

Alain Blondel was thanked for his previous dedicated leadership. Other evolution of the project was outlined, including changes to UK representation with K. Long's assumption of the Spokesmanship. Following S. Ishimoto's retirement, there will be a visit to KEK to discuss future Japanese involvement. The next bid for UK funding is due in 2015/2016; D. Kaplan is responsible for the US NSF bid. Management and organisation were discussed, including the posts of Project Engineer and Project Manager, and the organisation of the MICE International Project Office (MIPO) and MICE Experiment Management Office (MEMO). A draft note has been prepared defining roles and relationships, and after being considered by the EB this will be circulated to the CB. The collaboration charter was drafted in 2003 and needs updating to include the above structures. The intention is to provide clarity for us, and renewed "buy-in" from stakeholders.

We must plan for the possibility of a shakedown run in the last User Run of 2014, even though it is not certain hardware will be ready. This will entail preparing for shifts, having experts in place and establishing the required software and computing environment. We must also prepare publications – particle ID, EMR (by the EMR group), Step IV results etc.

The ISIS user database will be rolled out in the coming months. MICE offices will move at the end of next year from R1 to part of the nearby building previously used by HR.

3) Deputy Spokesperson & CB Chair Appointments (Yagmur Torun)

Alan Bross's position as deputy spokesperson was renewed, and Alain Blondel was elected as Chair of the Collaboration Board. Both appointments were agreed unanimously.

4) Project Manager's Report (Andy Nichols)

The outgoing Project Manager gave a brief update. He will carry on as technical coordinator, supervising the team. Hardware for Step IV is to be installed by August 2014.

5) Funding Updates and Common Fund

UK (Ken Long) Janet Seed has invited us to present a revised resource profile including explicit contingency and working margin. It is hoped this could be an opportunity to reverse the pressure on us!

Common Fund (Ken Long) The DoE invoice had not been paid due to a bureaucratic problem! The proposed levy for 13-14 was presented and agreed. Invoices will now be sent out.

INFN (Maurizio Bonesini) Funding has been extended for next year, but after 2014 it will only be possible to apply if part of a Horizon 2020 project.

DoE (Alan Bross) MAP is hoping for an increase in funding to \$14M for next year. The amount for MICE will still not be enough to deliver 2 RFCCs before 2020. The question of whether a year could be saved by reorganising the MTA test programme was discussed.

NSF (Yagmur Torun for Gail Hanson, Dan Kaplan) There is only support for graduate students and some travel; nothing else from the last bid was funded. There is a new initiative for an accelerator R & D programme, though with not a lot of money. Chicago and Riverside will not be part of this proposal, but it could include Iowa and Mississippi. A specific task must be identified.

Switzerland (Alain Blondel) Money will be found to replace the poor EMR phototubes. It would be good to find funding for a replacement PhD student after Ruslan Asfandiyarov's departure.

6) Future Collaboration Meetings

D. Li presented a proposal for the next collaboration meeting to be held in Napa Valley from 24th-26th February 2014. There was some discussion as to whether 2½ days was sufficient.

The following CM (39) will be in late June at RAL (dates to be proposed). It is suggested that CM40 is held on 14-17 October 2014 at Roma III.

CNB 26th November 2013