

MICE Experiment Management Office

24th January 2015; 14:00 GMT

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

Notes

1. Introduction: KL

Nothing noted.

2. Minutes and actions: All

- **KL:** Contact ZB to verify rules regarding MICE collaborators (users) taking shifts.
Done. We are responsible for making save working environment that satisfies the various STFC policies (which we have, AN is the arbiter). Issues related to shift work are between the individual and his employer. So, for STFC staff, clearly this needs to respect the STFC shift-work rules. For other staff, the matter needs to be settled to the satisfaction of the individual and their employer. The process we have in place, and the projected implementation, is satisfactory. If we receive feedback from individuals or their employers we will need to review, and possibly change, our procedures.
- **KL:** Contact Z. Bowden to ask for dates for the next MICE/ISIS Operations meeting.
Done. E. Lancaster has taken action on Monday 23Feb15 to identify possible dates. The next meeting will take place on 16Mar15 at 14:00 GMT. E. Lancaster will also circulate notes on the previous meeting.
- **CR, PMH, SB, JPa:** Report at next MEMO on the progress in planning the weekend running in User Run 2014(03).
Agenda item. 08Mar15: goal to be ready for ToF calib. Weekend of 21Mar15: carry out TOF calibration.
- **PMH:** Investigate us of job-card system for C&M with RP.
Stands.
- **CR, DR:** Define plan to deliver automated batch processing of data close in time to data taking.
See S/w&C report.

Notes accepted.

- #### 3. Report/actions from MIPO: PMH
- PMH noted the discussion on the issues related to the position of the secondary LiH absorbers. A summary of the issues and the actions necessary to resolve them had been circulated by KL.
- #### 4. Planning for commissioning and operations: KL for SB
- To include:
 - Status of preparations for:
 - * Planning for 08Mar15 run;
Plan is to run 08:00 – 24:00. Priorities will be (1) integrate to TOFs; (2) provide pions for MMB tuning; (3) Ckov integration; (4) target target training for BLOCs; (5) rehearsals of streamlining start-up.

- * Planning for weekend running in User Run 2014(03);
Shift sign-up is now live. On-call rotas are being defined. More detailed run planning to be defined by PMH as MOM. Ckov calibration will be scheduled if necessary online and offline s/w is in place.
- * Progress on revision of run plan for Step IV;
Noted that CR/KL were working on a revision of the plans laid before CM40. A skeleton document will be circulated asap.
- * Streamlining the start-up:
PMH noted that, at present, the MMB start-up takes ~ 90 and that this needs to be reduced. It was agreed to review the procedures. Would also require a revision in the supporting paperwork.
It has been agreed to cover bare conductors on Q1–Q3 and D1. Barriers will still be required to operate in “off-normal” conditions.
Since the DSA is locked, Q4–Q6 and D2 do not need further action; the area will be barriered in the event of use of magnets when DSA is open.
Issue of barriers etc. for Q7–Q9 was discussed. It was agreed that PMH and KL would discuss in the Hall at the end of the meeting. Need to define the procedures related to checking of water in the Hall; most of the water systems are read-out through the C&M system.
- Status of MOM rota;
Sign-up good; now filling 2016 rota.
- Preparations for on-call; and
Need now to work on on-call requirements.
- Status of documentation and liaison with ISIS.
Some documentation is now available; more still to write.

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

- To include:
 - Progress against milestones;
See wiki. Integration of the tracker daq may become an issue. Milestone is 20Mar15. Will take stock in coming week(s).
 - Progress towards automatic processing;
See wiki,
 - Initial consideration of processing time issues.
See wiki.

6. C&M progress against milestones: PMH

- To include:
 - Progress against milestones;
Next m/s is beam-line and detector integration into RC. The BL IOC can now be set to ignore subsystems when running in test mode; this facilitates debugging and development. C. Heidt is working on the EMR IOC. VME and LV power-supply-crate monitoring has been agreed. E. Overton and PMH will talk about tracker interface for controls this PM. Mercury ITC for tracker controls being developed to be ready when ABr returns to RAL on 11Mar. Detector IOC (merger of detector IOCs) being developed. New GUIs which will present detector status are being implemented. Big screen in MLCR is now up and functional. BL state machine is being completed by H. Nebrensky (setting alarm limits) an C. Heidt (implementing them).

- Investigation of use of job-card system
No action yet.

7. Status of Step I publications: VB

- Pion-contamination paper:
See slides uploaded.
- EMR beam-test paper:
See slides uploaded.

8. Preparations for analysis at Step IV: CR

- To include:
 - Status of analysis tools etc.
See contribution uploaded (dashboard).
 - Status of preparation of first Step IV paper; and
See contribution uploaded (dashboard).

 - Status of cooling-demo design paper.
Issue of position of secondary absorber has delayed completion. Still expect progress in the near future.

9. DONM

10Mar15; 14:00 GMT.

10. AoB

None.

Summary of actions

- **PMH:** Investigate us of job-card system for C&M with RP.