MICE Experiment Management Office
and
MICE International Project Office

13th December 2016; 15:30 GMT

Present: JPa, PG, CW, DR, JS, PMH, KL, CR, PS
Apologies: ABr

Notes

1. **Introduction: KL**
   Today's meeting is combined MIPO/MEMO. In the future propose to change the MEMO agenda to be "goal/task" oriented. Stable operation and stable software mean that we need to focus on the outstanding issues and serving the analysis most efficiently.
   PMH is leaving for new employment in February 2017. A. Kurup will take over the Controls Coordinator role with effect from 13Jan17. AK will be invited to MEMO's in future.

2. **Minutes and actions: All**
   Notes accepted. Status of actions:
   - **SB:** discuss BLOC arrangements with H. Nebrensky
     - **Stands.**

3. **Controls and monitoring review: KL, DR**
   - A page to collect the materials for the rolling review is linked from the MEMO page. The agenda, materials and notes on the first meeting are at: http://micewww.pp.rl.ac.uk/projects/memo/wiki/MEMO-CAM-Review-2016-12-19.
   - Please refer to the meeting page for details. The next meeting will be early in the New Year.

4. **Status of papers: CR**
   See notes uploaded. Points noted:
   - List of issues to be updated to include the discrepancy between the Hall-probe measurement and the field calculated in MAUS and the discrepancy between the momentum measured in the tracker and that reconstructed in the u/s TOFs.
   - We should consider writing a paper on the magnetic channel and its alignment.
   - The run plan now needs to include contingency plans including operation in flip mode and when SSD(M2) is energized. Since the run plan for the next User Cycle will most likely include flip-mode operation, **CW** agreed to consider when the FC can be commissioned in flip mode ahead of the start of the Cycle.

5. **Planning the next round of publications: CR**
   Dealt with in link posted above.

6. **Settings for 2016/05: CR**
   The settings are being worked on. Most likely now to start operation with LiH absorber. Therefore consider flip-mode current settings.

7. **S/w&C issues: DR**
   - Issues:
     - Track-reconstruction:
       - Hall probes
       - Efficiency
       - Momentum scale
     - Magnetic alignment
     - Speed of simulation

   See notes uploaded. It was agreed that in future details would be brought to MEMO by DR or the relevant expert.

8. **Review of shutdown task list: CW**
   Shutdown task list had been posted and discussed in the operations meeting. It was noted that the FC module that now houses the LiH absorber required a small differential pressure in the interspace upstream and downstream of the module. It was necessary, therefore, to check whether the differential pressure would affect the LH2 absorber. **CW** to initiate discussion.

9. **LH2 status: CW**
   The heat load on the module and the turret had been measured by M.Tucker. It showed that the heat load on the absorber and the turret were too large. Modifications had been made to reduce the heat load in the turret. Additional MLI had been installed on the absorber body and unused pipes had been used from the interspace. A second cool-down was planned for the Christmas period.

10. **Operations: SB**
    No report; SB not at meeting. The need to begin preparations for the next Cycle was recognized.

11. **DONM**
    - MEMO: 10Jan17

12. **AoB**
    The proposal to upgrade Step IV to deliver a cooling demonstration would need to be brought forward in the New Year.
    The RF cavities will be shipped next year; most likely by air to LHR. The hand-off point from US to UK resource is LHR (i.e. US pays for shipping to LHR after which RAL will organize, and pay for, transport). It is expected that the modules will ship in January 2017.

Summary of actions

- **SB:** discuss BLOC arrangements with H. Nebrensky
- **CW:** seek to commission FC in flip mode ahead of start of next User Cycle.
- **CW:** Initiate discussion of effect of differential pressure on LH2 absorber when AFC is installed in the MICE experiment.