

Data taking shift policy for MICE

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The MICE MOU specifies, in the institutes contributions: ***Shifts: All institutions must satisfy their institutional and personal shift quotas defined by MICE Collaboration Board or related collaboration guidelines.***

Principle of this proposal:

Contributions to running the experiment should be distributed fairly among the MICE collaboration institutes.

A run typically involves:

- MICE operations manager MOM
- MICE Beam Line On-Call (BLOC)
- MICE Software (online reconstruction) expert
- MICE Online expert
- 2 shifters in the control room
- Subsystem experts on call

It is proposed to include in the shift quota 1) The MOM shifts (one MOM shift = 4 weeks + 2 days = 30 shifts per month), 2) the shifters. MICE software online and Beamline are taken up by people for whom this is the main responsibility in the collaboration, and are not included in the shift quota.

Shifter training (2 days) is required and is not included in the quota. Shifter training may need to be repeated as required if sufficiently large changes have occurred in the experiment.

The total number of shifts per year can be estimated on the basis of 125 days of running i.e. **around** 500 shifts (5 user runs with 5 weeks of 5 days each and 4 shifts a day). The 12 MOM shifts amount to 360 shifts. The grand total is 860 possible shifts per year.

It is suggested to distribute shifts according to the number of putative signatories to the StepIV paper; to this effect the CB will run through the collaboration institutes to ask how many of their members would sign the step IV paper.

Shift quota will be mandatory for those people eligible to take shifts to sign the papers. This includes all PhD holders in the collaboration and all PhD students. (Undergrads and engineers should not normally take shifts, even if their contributions would warrant signing the papers). The shifts are assigned to each Institution according to their relevant MICE members. It is the responsibility of the Institute group leaders to ensure the adequate contribution of their group members to the shift quota.

The MICE operations coordinator will manage the attribution and accounting of shifts per institution.