

MICE collaboration board meeting
Napa, California, Tuesday 25 February 2014

1. Presence and proxys
2. Actions and minutes from previous collaboration board meeting.
3. Matters arising and Adoption of agenda
4. Spokesperson's remarks & Executive Board report – Ken Long (20 min)
 - Collaboration organigram(s)
 - proposal for the review of the MICE constitution
5. Project Manager's report - Preece (10 min)
6. Shifts for data taking and MOM policy - Blondel/Boyd (15 min)
7. Publication policy (Soler)
8. UK approval/funding update - Soler (10 min)
9. Other funding updates (5 min)
 - o INFN - Bonesini
 - o Switzerland - Blondel
 - o US DOE (MAP) - Palmer
 - o US NSF - Hanson/Kaplan
10. Common fund report –Stefania (5 min)
11. [Future CM dates](#) (5 min)
12. CM39
13. CM40 proposal - Domizia
14. AoB

1. Presence and proxys:

Note that Young Kee Kim (U of Chicago), Frank Filthaut (NIKHEF) have requested to leave the collaboration.

ACTION : Paul Soler to sort out Cockroft/DL

| | | | | | |
|----------------------------------|-----------|---------------|-------|---------|---------------|
| Ex Officio | | | | | Present/proxy |
| | | | | | y |
| Spokesperson | | Ken Long | | | X |
| Deputy spoke | | Alan Bross | | | X |
| Project Manager | | Roy Preece | | | X |
| CB Chair | | Alain Blondel | | | X |
| Institute representatives | | | | | |
| Country | Institute | CB member | Proxy | Present | |
| Bulgaria | Sofia | Tsenov | Soler | X | |
| CERN | CERN | Garoby | | - | |
| China | Harbin | Xheng | | - | Out? |
| Italy | Milano | Bonesini | | - | |

| | | | | | |
|-------------|---------------|-----------|-----------|---|---------------------|
| | Napoli | Palladino | | - | |
| | Roma | Tortora | Soler | X | Change to Orestano |
| | Pavia | Cecchet | | - | Change to di Bari? |
| Japan | KEK | Ishimoto | | - | |
| | Kyoto | Mori | | - | Out? |
| | Osaka | Kuno | | - | |
| Netherlands | NIKHEF | Filthaut | | - | Quit |
| Switzerland | Geneva | Karadzhov | | - | |
| UK | Brunel | Kyberd | Nebrensky | X | |
| | Cockroft | ? | | - | Out? |
| | DL | Moss | | - | |
| | Imperial | Pasternak | | X | Not on mailing list |
| | Liverpool | Gamet | | - | |
| | Oxford | Cobb | | X | |
| | Glasgow | Soler | | X | |
| | RAL | Rogers | | X | |
| | Sheffield | Booth | Smith | X | |
| | Strathclyde | Ronald | Speirs | X | |
| | Warwick | Boyd | | X | |
| USA | BNL | Witte | | X | |
| | JLAB | ? | | - | ? |
| | LBNL | Li | Virostek | X | |
| | Fermilab | Popovic | | X | |
| | IIT | Kaplan | | X | |
| | Mississippi | Summers | Cremaldi | X | |
| | Iowa | Onel | | - | ? |
| | New Hampshire | Bravar | Kaplan | X | |
| | UofChicago | Y.K.Kim | | | Quit |
| | UC Riverside | Hanson | | - | |

2. Actions and minutes from previous collaboration board meeting

- Agreed to adopt the minutes
- Rogers co-opted as secretary

3. Matters arising and Adoption of agenda

- Agenda adopted

4. Spokesperson's remarks & Executive Board report – Ken Long (20 min)

- Collaboration organigram(s)
- proposal for the review of the MICE constitution

- Rogers notes controls and monitoring is likely to be on critical path for commissioning of magnets in November
- Proposal to add Operations Manager report as a standing item to CB – chair did not voice significant objections
- Motion to cover the cost of filming Bob Palmer's talks at CM37 - approx £1500; exceptional cost not to be repeated, motion passed to cover the cost of filming
- Discussion of field off run – motion passed to postpone decision on field off run to 31st March

5. Project Manager's report - Preece (10 min)

- Steve Virostek notes that 15 quenches on SS will require 6000-7000L of lHe
- Discussion of methods to manage lHe delivery
- Suggest first draft plan for magnet commissioning available for late April
- Noted request for ~ £150,000 one off cost for lHe and £360,000 per annum for operations team

6. Shifts for data taking and MOM policy - Blondel/Boyd (15 min)

- Discussion of assigning a shift quota to BLOC, note taken but general consensus that the system expert on-call should not get a shift quota
- Shifts that are cancelled can still count for credit
- Shift assignment is at discretion of Operations Manager

7. Publication policy (Soler)

- Rogers notes that comment for computing manager approval should be included
- Item 1. Wording needs to be cleaned up “This policy only...”
- Item 4. MICE Analysis Note should be MICE Note
- Item 4. Analysis should be presented at a MICE Collaboration Meeting
- Item 3-7. Considerable discussion – who can kill the paper? What happens in dispute? Editorial Board recommends to spokesperson c/o Executive Board? Or Editorial board has final say?
- Item 7-9. Note that the push to collaboration loop has historically gone through more than two iterations

8. UK approval/funding update - Soler (10 min)

- Unchanged, funding request in 2015 for an extension of MICE money

9. Other funding updates (5 min)

- o **INFN – Bonesini**
 - Soler reports on ETN proposal, aim to fund 15 PhD studentships, Bonesini PI; Ricciardi Deputy
- o **Switzerland – Blondel**
 - Risk to studentship on MICE, wait and see
- o **US DOE (MAP) – Palmer**
 - Increase of funding, fell short on DOE forecast
 - HEPAP subpanel to review accelerator R&D
- o **US NSF – Hanson/Kaplan**

- Status unchanged, awaiting reaction to proposal
- o **UK**

10. **Common fund report –Stefania (5 min)**

- No report, to be sent offline

11. **Future CM dates (5 min) :**

CM39: At RAL: week of the 24Jun—28Jun KL

- Agreed: start on Sunday morning, finish on Wednesday lunchtime

CM40: at Roma3, proposal by Domizia. From doodle: 26-29 October

CM41: 09th to 13th February 2015

CM42: 22nd to 26th June 2015

CM43: 05th to 09th October 2015

ii. 2016

CM44: 15th to 19th February 2016

CM45: 20th to 24th June 2016

CM46: 03rd to 07th October 2016

12. **AoB**