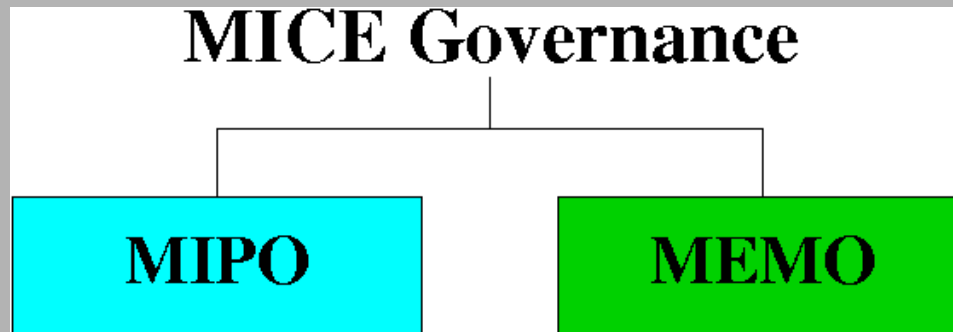




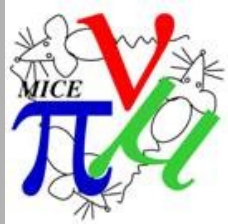
MICE Governance



Pierrick Hanlet



20 December 2013



Acronyms of Acronyms

MICE:

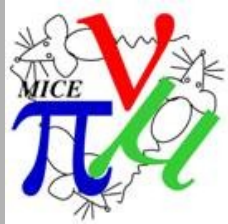
Muon **I**onization **C**ooling **E**xperiment

MIPO:

MICE **I**nternational **P**roject **O**ffice

MEMO:

MICE **E**xperimental **M**anagement **O**ffice



Reminder

MICE is a precision experiment

MICE will measure a 10% cooling effect with 1% precision

Guiding principle: control systematic uncertainties

A management structure must be implemented with this in mind.



Structure

MICE Governance

MIPO

Construction

**Project
Manager
Roy Preece**

MEMO

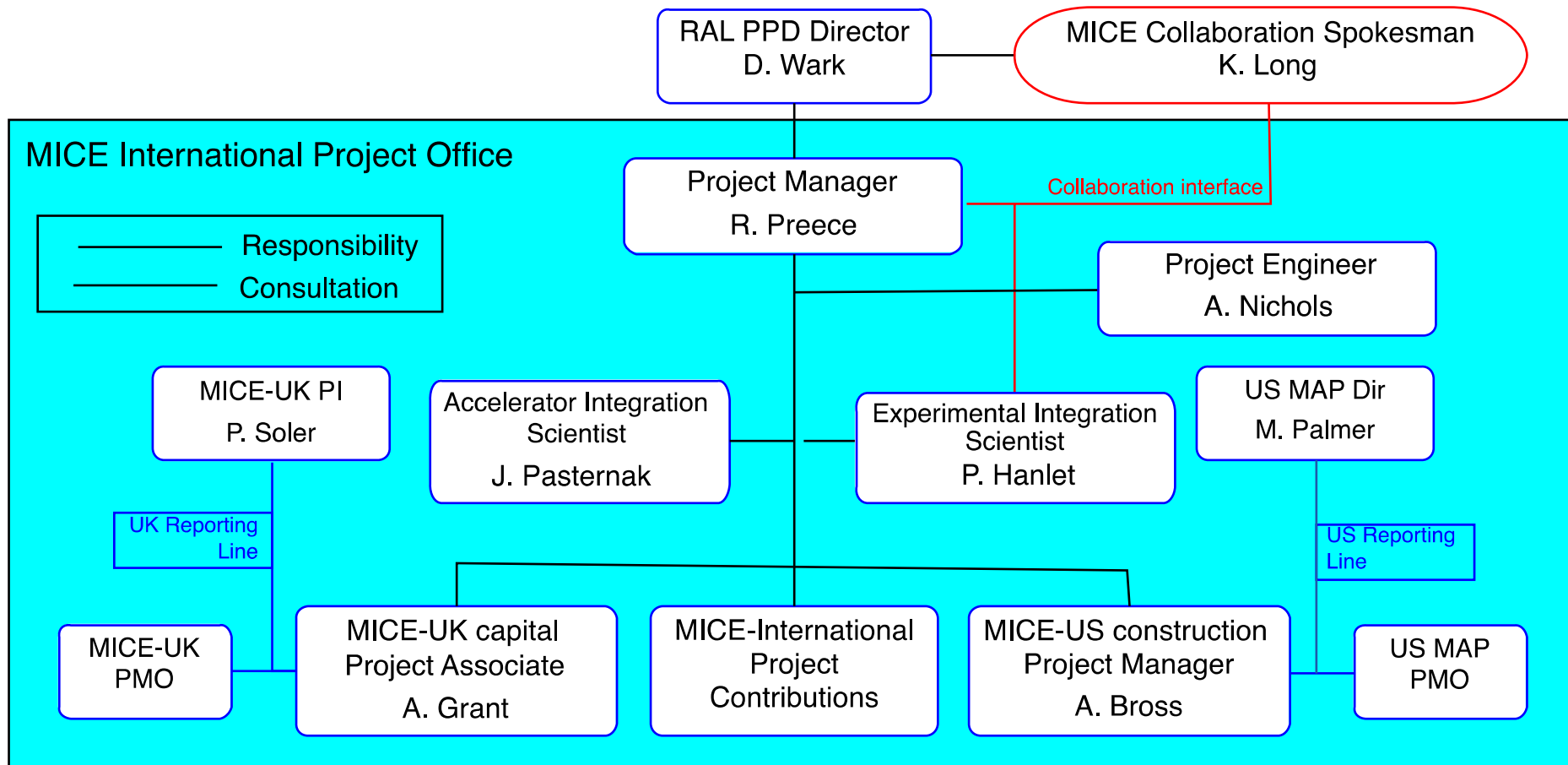
**Operations/
Maintenance/
Analysis
Spokesperson
Ken Long**

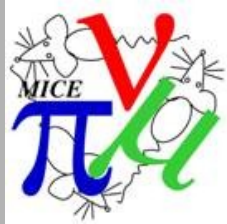


MIPO Organization

Version Date: 28 November 2013 Rev. M

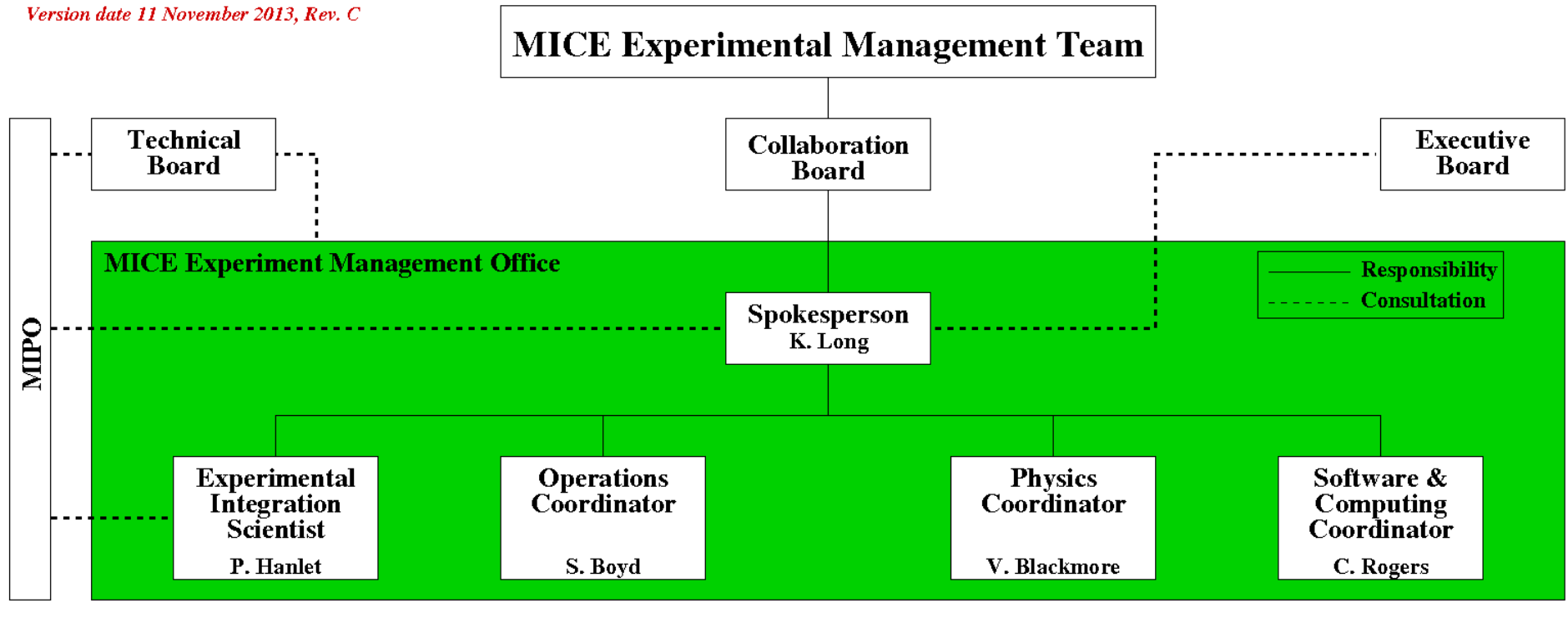
MICE International Project Team





MEMO Organization

Version date 11 November 2013, Rev. C



<https://micewww.pp.rl.ac.uk/projects/governance/wiki/MEMO>



Responsibilities

MEMO is responsible for the delivery of the scientific program of the experiment as defined by the Spokesperson in consultation with the Executive Board and the Collaboration Board. As such, the MEMO is responsible for:

- 1.coordination of the maintenance and operation of the experiment to ensure the high-quality data required to deliver the scientific program is acquired in a timely and efficient manner;**
- 2.ensuring the smooth operation of the MICE Muon Beam and associated instrumentation, the MICE cooling cell, the MICE spectrometers and the experiment's instrumentation;**
- 3.management of the analysis of the data from the experiment to ensure timely publication of high-quality results;**
- 4.coordination of the analysis and simulation activities, including the determination of alignment and calibration constants to allow analysis of data with the required precision.**



Roles

The top level roles in the MEMO are:

Spokesperson:

The MICE constitution states that the “Spokesperson is responsible to the Collaboration Board for the execution of the MICE project”.

Experimental Integration Scientist:

The Experimental Integration Scientist is responsible for ensuring that the requirements of the instrumentation and of the experiment in operation are effectively conveyed to the Project Manager and the MIPO. His/her remit includes consideration of the configurations in which the experiment is to be operated and the requirements of the individual detector, controls and monitoring and data-acquisition systems. (MIPO role)

The Experimental Integration Scientist is responsible for carrying the maintenance and operational needs of the experiment to the MIPO so that implementation can be dove-tailed with the construction schedule. (MEMO role)



Roles

Operations Coordinator:

The operations coordinator is responsible for the smooth operation of the MICE experiment. Her/his remit includes the operation of the MICE Muon Beam, the MICE instrumentation and cooling cell, the operation of the real-time computing systems and the archiving of data to permanent storage. He/she leads the MICE operations team and is responsible, in consultation with the MEMO and the MICE collaboration, for the prioritization of experimental configurations during data taking.

Physics Coordinator:

The Physics Coordinator is responsible for coordinating the delivery of the analysis and the timely publication of high-quality results. His/her responsibility includes the timely derivation of the geometry and calibration constants required for the processing of the data from the experiment. He/she is also responsible for coordinating the production of the Monte Carlo data sets required to prepare for and plan periods of data taking and to support the analyses being carried out by members of the collaboration.



Roles

Software and Computing Coordinator:

The Software and Computing Coordinator is responsible for delivering the online and offline software and computing environment required for MICE to take data and to control the experiment, the software and computing systems needed to process the data from the experiment with the required precision (both online and offline) and to simulate the experiment. His/her remit includes the coordination of the necessary computing hardware in the MICE Local Control Room and on the RAL site.



MIPO/MEMO Interface

Information flow between the MIPO and the MEMO must be maintained to ensure the needs of the experiment are taken into account appropriately in the construction project and that maintenance work is efficiently dove-tailed with the construction schedule. To ensure that such "interface issues" are identified and dealt with, cross membership of MIPO and MEMO is essential. The following personnel are members of both the MIPO and the MEMO:

- The Spokesperson**
- The Experimental Integration Scientist**



Conclusions

- **The MICE International Project Office is responsible for the construction of MICE**
- **The MICE Experimental Management Office - MEMO - is in place to attend to the non-construction needs:**
 - **Operational**
 - **Maintenance**
 - **Scientific**
- **MEMO will coordinate with MIPO through cross membership**