

**Number**

#001

**Date**

04 September 2017

**Time & place**

13:00 – 14:50; DESY, Bldg 24, R, 242

**Agenda**

- 1) Std agenda (weekly mtg)
- 2) Annual schedule (4-weekly mtg)
- 3) Service catalogue
- 4) Rules of Procedure document
- 5) Last and next week (operation issues)
  - a) User experiments
  - b) FEL studies
  - c) October shutdown
- 6) AoB

**Participants**

L. Fröhlich (LF)  
 D. Nölle (DN)  
 H. Sinn (HS)  
 U. Sprenger (US)  
 Th. Tschentscher (TT)  
 H. Weise (HW)  
 R. Wichmann (RW)

**Distribution**

Email list OB

**Excused**

W. Decking (WD)

### 1. Standard agenda for weekly OB meetings

We considered the following items to form part of this standard agenda:

1. Minutes and action items
2. Last week
3. Next week
4. Improvement activities
5. Assessment of operational risks, adjustments of operation schedule, etc.
6. AoB

### 2. Annual schedule; topics for 4-weekly extended OB meetings

We considered the following items to become special items for the annual schedule:

Date	Topic 1	Topic 2	Topic 3
January	Rev. Y-1 facility performance		
February	Review Y+1 budget proposal	Status R&D projects	
March	Start Y+1 schedule	Prepare spring SAC & MAC	AFC docs
April	Discuss Y+1/2 user schedule		
May		Status R&D projects	
June			
July	Finalize Y+1 schedule	Prepare Y+1 R&D proposal	
August			AFC docs
September		Prepare fall SAC & MAC	
October	Discuss Y+1/2 user schedule		
November	Define coarse Y+2 schedule	Status R&D projects	
December			

### 3. Service catalogue

Approved in present form. Small modifications still on-going.

### 4. Rules of Procedure (RoP) document

Did not discuss due to absence WD. Considered including statement about relation to Governing Board.

#### **5. Last & Next week (Operation issues)**

- a. Overall delivery good. However, frequent requests for changes of photon energy and once for undulator segment opening are limiting the pulse energy performance. Since achieved settings cannot be recovered the tuning has to be repeated. In worst case FEL performance for next shift at other instrument will be compromised. Agreement that it would be best to define common working point. At present we are lacking the possibility to do so due to uncertainties with absolute photon energy and focal spot properties at SPB/SFX. Agreed to use remaining commissioning time to achieve better understanding of FEL delivery.
- b. Agreed that FEL studies on Wed & Thu this week would make sense. LF as RC will prepare and coordinate this.
- c. Discussed dates of October shutdown. Clarified after meeting.

#### **6. AoB**

None.