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| **Meeting:** | **BINP FAIR Steering committee** | |
| **Date:** | 10.11.2021 16:00 – 17:30 (NSK) | **Author: Sonia Utermann** |
| **Participants:** | E. Levichev  D. Berkaev  A. Krasnov  E. Petrova  H. Hagelskamp  H. Simon  D. Urner - chair  D. Shwartz  N. Oepen  S. Schwarz  B. Batyy  S. Utermann – minutes  Y. Rogovsky | |
| **Distribution:** | Participants, F. Arndt, R. Fuchs. L. Voyshnits and https://edms.cern.ch/project/FAIR-000007523 | |
| **Document Number:** | F-PR-…. | |

This meeting took place as part of the 7th joint BINP-FAIR collaboration coordination workshop

The Agenda was as follows:

1. ~~HEBT invoice number 2619 vaccum contract batch 1~~
2. CE conformity declaration
3. ~~Material procurement at BINP~~
4. Implementing addendum to the cooperation contract: employee exchange
5. Wide quad option extension.
6. AFAA 7 HEBT and pBar beam diagnostics BPM
7. FAIR procurement of NEG pumps etc.
8. ~~Planning list – delivery status.~~
9. ~~Integration of SFRS dipole chambers (BINP in-kind) in the SC dipole module – and other installation personnel topics~~

Struck items are postponed until Friday 12th November

**2 - CE conformity declaration**

**Information:** this point is in discussion since July 2021. Delay in the CE issue means a delay in acceptances and payments.

The letter in which BINP requests FAIR to be the EU correspondent for CE is ready for signature. This is point 1 on E. Petrova’s slides from July. **Action D. Berkaev:** send the signed letter to FAIR next week (week 46).

The CE conformity contract between FAIR and BINP is drafted (FAIR). This is point 2 on E. Petrova’s slides from July. **Action L. Voyshnits and BINP:** discuss this draft internally and send feedback to FAIR next week (week 46).

EP has drafted a CE conformity declaration. This is point 3 on E. Petrova’s slides from July. **Decision**: we will use the batch 1 vacuum as a test case. A. Shestov will be the signatory for BINP. **Action A. Shestov and A. Krasnov:** send a conformity declaration for the batch 1 vacuum that FAIR can use as a working example. Deadline 30th November 2021.

The volume of documentation should be as small as legally allowed. **Action D. Urner, S. Utermann, H. Hagelskamp and R. Fuchs:** agree on the extent of documentation needed. Deadline 30th November 2021.

We need to agree on deadlines for CE conformity for magnets, power etc. **Action D. Berkaev and H. Hagelskamp:** meeting after 30th November to agree the roadmap.

**4 - Implementing addendum to the cooperation contract: employee exchange**

**Information:** all contracts together add up to about 700 k€ of installation support from BINP to FAIR (supporting document of excerpts of contracts by DU).

**Decision:** All parties agree in principle to optimize the use of BINP personnel resources by pooling the 700 k€ of effort and “spending” it on all BINP scope until it is exhausted, rather than designating it to contracts and spending it piecemeal.

**Open question** for discussion separately at BINP and at FAIR: can BINP assistance be spent on non-BINP scope?

FAIR drafted an implementing addendum and sent it to BINP in Summer 2021. Its purpose is to define “support” and the terms of its realization. **Decision:** the intention of this draft is to cover all scopes, but if this proves too difficult/risky we will write it for vacuum scope first and extend it later.

**Decision:** We will use the SFRS SC dipoles pre-assembly as the test period.

**Action D. Berkaev, A. Krasnov and L. Voyshnits:** discuss the principle of pooling effort and the draft by week 49.

**Action H. Hagelskamp, D. Urner, S. Utermann and H. Reich:** Decide on a draft of the scope of BINP work needed on the FAIR site as well as the qualification profiles needed.

**Action D. Urner:** send the draft to E. Petrova this week.

**Action all:** reconvene to discuss this in week 49 (week commencing 6th December)

**5 – Wide quad extension**

**Information:** the option on the wide quads is running out. FAIR would like to extend the deadline for exercising the option until 31st December 2021.

**Action E. Petrova and BINP:** discuss the draft extension and give feedback to D. Urner by 30th November 2021

**6 – AFAA 7 HEBT and pBar beam diagnostics BPM**

**Information:** A good portion of the scope is not yet assigned to BINP, so we cannot just sign an in-kind contract at this stage. One SFRS item – the conceptual design of the SFRS BPM is urgent, so we want to prioritise this.

**Decision:** the conceptual design of the SFRS BPM will be done by BINP within an addendum to the scientific co-operation agreement.

**Action H. Simon and Y. Rogovsky:** finalise the numbers that have been sent back and forth by mail since July.

**Action H. Simon:** send the specs to BINP next week (week 46).

**Action B. Batyy and F. Arndt:** draft an addendum to the scientific co-operation agreement and send it to BINP by 30th November 2021.

**7 – FAIR procurement of NEG pumps etc.**

Information: B. Batyy sent the suggested procurement list to BINP on 29th September 2021. FAIR is ready to start. Deadline for procurement this year is 17th November 2021; otherwise the procurement will be started in 2022.

**Action D. Shwartz and A. Krasnov:** check the list of parts sent by B. Batyy and reply with corrections by 15th November 2021