

Meeting:	Machine Meeting
Date:	26.10.2021 14:00-15:30 Author: S. Reimann
Participants:	U. Weinrich, S. Reimann, R. Hollinger, H. Vormann, J. Stadlmann, M. Steck, C. Hessler, F. Herfurth, W. Barth, U. Scheeler, L. Groening, O. Geithner, G. Schreiber, D. Severin, E. Hättner, B. Lorenz
Distribution:	Participants + J. Blaurock, S. Menke, K. Tinschert, U. Scheeler, P. Spiller, S. Litvinov, R. Hess, J. Rossbach, M. Lestinsky, R. Bär, A. Krämer, M. Bevcic, D. Ondreka, H. Klingbeil, U. Blell, C. Mühle, B. Schlitt, H. Huether, C. Scheidenberger, T. Dickel, M. Miski-Oglu, M. Vossberg, L. Birli, P. Schütt,

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A: Action, D: Decision, I: Information		Who	Due Date
1. Comments on the Recent Minutes 2021-09-28			
D	Open issues: • none		
2. General Information			
I	1. annual schedule for accelerator operations 2022 confirmed by management	S. Reimann	
A	2. There is an issue with Ebiss orders on stock items that are not available and need to be re-purchased. In this case, the corresponding budget is not bound after Ebiss orders.	C. Hessler, U. Weinrich	
I	3. Status Change-Management "formalized commissioning procedure": 2022 commissioning procedure will not be affected, since the needed agile management tool is not yet available.	S. Reimann	
I	4. Status Change-Management "Digitization of on-call planning": The last step of digitization is not yet done. This step can only be implemented in shutdown 2022. But this means no restriction for the users. FSN status is already the valid reference for all planning.	S. Reimann	
3. Machine Study Planning 2022			
I	B. Lorenz continues to coordinate the planning of the machine experiments. He will make a call that interested individuals and groups should submit proposals for machine studies to the machine coordinators. The machine coordinators will be asked by U. Weinrich via a letter to evalu-	S. Reimann	

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	ate the proposals and plan them independently within a given framework. Both, call and letter have been sent out after the meeting. After the planning is completed, a review will take place within a machine meeting. Final adjustment will then be done.		
4. Discussion on Short-term changes to the beam time schedule during the beam time period			
I	There were situations in the past beam period where beam-time schedule changes were necessary, but after which not all persons involved had felt sufficiently informed. It was discussed to what extent, and with which measures this can be improved. The following measures have been identified:	all	
A	1. It is considered essential that the beam schedule in the OLOG contains all relevant information and is always kept up to date.	D. Severin	
A	2. Changes will be discussed in the Morning Briefing (alternatively Lunch Meeting, OCM, Machine Meeting, Special Meeting), approved and are to be subsequently sent out by mail to the OCM distribution list. In parallel, the notice will be published in the OLOG.	BKs	
A	3. An email distribution list for machine coordinators is to be established.	S. Reimann	

Attachment(s)

none