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 Protocol		Nr.: 20190129, 14:00 – 16:15
Machine Meeting (MM)		Chair: M. Bai
Distribution	Machine coordinators and their deputies, departments leaders accelerator, participants, Management board, E. Rosi	
Participants	S. Reimann, D. Severin, U. Weinrich, K. Tinschert, M. Steck, F. Herfurth, P. Gerhard, L. Groening, K. Trumm, M. Schwickert, H. Klingbald, S. Menke, G. Schreiber, M. Bevic, A. Krämer, J. Stadlmann, W. Barth, C. Dimopoulou	

Important: I = Information D = Decision AI = Action Item		Confidentiality Notice It is requested not to scatter the protocols over the predetermined distribution circle or leave them on the publicly available printers.
1	Agenda	
	-- Approval of meeting minutes http://indico.gsi.de/event/8345/material/minutes/ -- Strategic planning a) Shutdown priority list: https://sf.gsi.de/d/bbca2319ad7c4814b668/ b) ACC_AIP https://sf.gsi.de/d/26ea0fb93ce6412fbc8d/ -- Others	
2	Update	
	<p>Discussion started with the latest version of Shutdown_AIP list from Petra, in which she added in items based on the additional information from the latest beamtime retreat. After the discussion, a new version is now updated and is now available at https://sf.gsi.de/f/73515cb180ab48459412/</p> <p>Please bear in mind the following</p> <ul style="list-style-type: none"> • The discussion on priority/impact and required resources only carried out for the Shutdown_PriorityList. The AIP list was not touched • Due to the long lead items, there are some overlap between the two lists, which we try our best to point out in the column of Status of the Shutdown_PriorityList • The definitions of resources, and priority can be found in cell B5 • In areas where the resource is marked as 'FAIR', this means this activity has been planned by the FAIR department. We shall not go to the detail of manpower here to avoid double counting <p>While most of the activities/requests are very excellent and important, there are some items need further clarification regarding its technical readiness, i.e. the component is ready for installation, the required controls, BI, etc are ready for implementation, etc. Examples are: LEPT QQ beampipe, Gasstripper, Spill cavity, etc.</p>	

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	For the items with priority 2, ie. required items for beam time 2019-2020 yet are not yet assured required technical support due to manpower shortage, we will further discuss with management and come to a decision.	
3	Discussions	all
4	Decisions	
5	Open Action items (existing ones not discussed in the meeting)	
	<ul style="list-style-type: none"> develop then commissioning plan of the SIS18 spill structure cavity. Expect report at the Nov. 6 machine meeting <i>meeting with HADES team on 12th of December to decide on HADES user schedule in user beam time 2019 done, but no reported yet</i> new: communication of updated overview list of ACC activities to machine coordinators and other colleagues <ul style="list-style-type: none"> this will be upgraded to the latest technique of sharing files safely as soon as GSI IT allows. R. Bär will keep us informed. new: submit all the items that requires significant support of vacuum group during the 2019 summer shutdown period. Impact/benefits of each request along with required FTE should also be provided for planning <ul style="list-style-type: none"> <i>update HEST input from MS (before Xmas)</i> <i>update priority list for shutdown with the e-cooler@esr, i.e. postpone beyond 2020, and remove it from the AIP list done</i> Technical limitation of GSI existing facilities Survey construction waste falling from ceiling onto cavity A1 	<p>J. Stadlmann/P. Husmann/Spill quality experts</p> <p>D. Severin</p> <p>All MKs</p> <p>F.Herfurth J.Stadlmann M.Steck M. Sapinski M.Bai</p> <p>M.Bai</p> <p>All MKs P. Gerhard</p>
	Any other business	
	<ul style="list-style-type: none"> <u>Next Machine Meeting:</u> Jan. 29, 2019. Strategic Planning 	