SRF (WP10) Kick-off Meeting

24 March 2009, DESY

WP10.1: Coordination and Communication

O. Napoly

Objectives of WP10-SRF Kick-Off Meeting

- Communicate to you the EuCARD Management views on organization and reporting
- Discuss and agree on the needs of a WP organizational structure:
  - to guarantee correct progress and early indicators of problems
- Look again at the composition of the collaborations by tasks and subtasks:
  - Look at the task implementation: who is responsible for what exactly ?
- Establish a detailed planning of work for 2009 and do some initial planning for 2010 - 2013
- Get a spending profile (April 2009 - March 2013)
- Discuss what meetings we shall have, what other communication channels we should create/use inside SRF?
- Establish a common strategy (and format) for publications?
- Define how we will establish contact to other WP's, in particular WP2 (Dissemination Communication and Outreach), WP4 (ACCNET), WP9(NCLinac), WP11(Novel Acc. Concepts).
- Prepare the SRF presentation at the 1st Steering Committee on 3 April at CERN.
- Discuss whatever question you might have and try to clarify.

This list is freely inspired/simplified from WP9-NCLinac (E. Jensen).

Coordination

- Dieter Proch will step down on 1st April 2009
- Olivier Brunner (CERN) will become SRF Deputy Coordinator from 1st April 2009.
- A Steering Committee = WPC+WPDC+7 TL
- SC Meetings: at least 2 / year + teleconferences following EuCard SC (?)
- Do we need an External Scientific Evaluation Committee ? (DP + …)
- SRF plenary meetings: at least 1 / year (?) at rotating venues (CERN, France, GB, Germany, Italy, …), including a SC meeting.

Task Organisation

WP 10 Organisation, version 17.03.09

Task	Subtask	task / subtask leader	leading laboratory	participating laboratories	Task description
10,1		D. Proch, O. Napoly	DESY,	DESY, CEA	**SRF Coordination and Communication**
10,2		S. Chel	CEA-Saclay	CEA, CERN,CNRS,	**SC Cavities for Proton Linacs, Electro-polishing and surface investigations**
	10.2.1	G. Orly	IPN-Orsay	tbc	Design and fabrication of β = 0.65, 704 MHz elliptical cavity.
	10.2.2	S. Chel	CEA-Saclay	tbc	Design and fabrication of β = 1, 704 MHz elliptical cavity.
	10.2.3	V. Parma	CERN	tbc	Study of interfaces between the cavity and the cryomodule.
10,3		P. McIntosh	UNIMAN	STFC/Daresbury,UNIMAN,CERN	**LHC Crab cavities**
	10.3.1	F Zimmerman	CERN	tbc	Design, build and test a single LHC crab cavity.
	10.3.2	R.M. Jones	UNIMAN	tbc	Design, build and test a single CLIC crab cavity.
	10.3.3	A Dexter	ULANC	tbc	Design, build and test a LLRF and synchronization systems.
10,4		S. Calatroni	CERN	CI, CEA, CERN, CNRS/IPNO, DESY, INFN-LNL, IPJ Swierk	**Thin Films**
	10.4.1	S. Calatroni	CERN	INFN-LNL, CERN	Improve the Nb sputtering technology for low beta cavities.
	10.4.2	J. Sekutowicz	DESY	DESY, IPJ Swierk	Perform arc sputtering of photo cathodes (Pb).
	10.4.3	R. Seviour	CI	CI, CEA, CERN, CNRS/IPNO, INFN-LNL	Research on new technologies for thin film depositing of superconductors for SC cavity applications.
10,5		R.M. Jones	CI	DESY, CI, UROS	**HOM Distribution**
	10.5.1	N. Baboi	DESY	tbc	Development of HOM based beam position monitors (HOMBPM).
	10.5.2	R.M.Jones	CI	tbc	Development of HOM Cavity Diagnostics and ERLP (HOMCD).
	10.5.3	U. van Rienen	UROS	tbc	Measurement of HOM Distributions and Geometrical Dependences (HOMDG).
10,6		S. Simrock	DESY	DESY,TUL, IFJ, WUT,INP PAN	**LLRF at FLASH**
	10.6.1	T. Jezynski, W. Koprek	DESY	TUL, IFJ PAN, WUT, IPJ	ATCA based LLRF systems
	10.6.2	D. Makowski	TUL	DESY, IFJ PAN, WUT, IPJ	Development of AMC and RTM modules required IO functionality
	10.6.3	M. Grecki	DESY	TUL	LLRF systems for piezo-tuners
	10.6.4	J. Szewinski	IPJ	DESY	Test of a beam-based feedback prototype at FLASH
10,7		J. Teichert	FZD	FZD, HZB	**SCRF gun at ELBE**
	10.7.1	T. Kamps	HZB	HZB, FZD	Slice diagnostics system
	10.7.2	R. Xiang	FZD	FZD	Improvement of preparation chamber for GaAs photo-cathodes
	10.7.3	J. Teichert	FZD	FZD, HZB	SCRF gun experimental tests
10,8		A. Variola	LAL-Orsay	LAL	**Coupler Development at LAL**
	10.8.1	H.Jenhani	LAL-Orsay	LAL	Cleaning studies on samples
	10.8.2	M.Lacroix	LAL-Orsay	LAL	Automation of coupler washing

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WP 10 Organisation, version 24.03.09

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Task Deliverables (1/2)

Deliverables of tasks	Description/title	Nature	Delivery month
10.1.1	SRF web-site linked to the technical and administrative databases	O	M48
10.2.1	Results of SC proton cavity tests (β = 1 and β = 0.65)	R	M33
10.2.2	Reproducibility of the process as a Function of the EP-Mixture	R	M36
10.2.3	Summary of test results with vertical EP	R	M42
10.2.4	Evaluation of enhanced field emission in Nb samples	R	M48
10.3.1	LHC crab cavity final report	R	M36
10.3.2	CLIC crab cavity final report	R	M36
10.3.3	LHC and CLIC LLRF final reports	R	M36
10.4.1	QE data for Pb/Nb deposited photo cathode samples	R	M12
10.4.2	RF measurements on thin film deposited QWR prototype	R	M36
10.4.3	Cold test results for the test cavities w/out the deposited lead photo cathode	R	M36
10.4.4	New thin film techniques for SC cavities and photo cathodes	D	M30
10.5.1	HOM electronics and code to probe beam centring on 3.9 GHz cavities	R	M48
10.5.2	Report on HOM experimental methods and code	R	M48
10.6.1	Report on system test and performance	R	M42
10.7.1	Results of slice measurements	R	M24
10.7.2	Results for GaAs photocathodes	R	M33
10.8.1	Test and operation of the couplers preparation procedure	R	M24

Task Deliverables (2/2)

- **Matching between Task/Subtask structure and Deliverable Structure ?**
- **If not, who is responsible for the Delivery ?**

  ⇒ attach a Value (€) per Lab to each Deliverable

Example:

Deliverable	Title	Nature	Delivery date	Value	Lab	Responsible
10.8.1	Test and operation of the couplers preparation procedure	Report	M24	118 600 €	LAL-Orsay	A. Variola
				0 €	another Lab	N.N.
				118 600 €	total	

Task Budgets

- **The Budget Reference Table is included in the Indico Page of the Kick-Off meeting.**

Reporting Rules

- Reporting Rules are described in glory details in the EuCARD Consortium Agreement (ECA)
  - Scientific Reporting
  - Resource Reporting
- See Svetlomir Stavrev ‘Svet’ ’s presentation.

Communication

- We need a Web page and a Webmaster.
- Publications:

EuCARD Consortium Agreement (ECA) treats Conference, Workshop, Refereed Journals and Thesis categories (see next 2 pages).

There seems to be complete freedom about Notes: Should we create and manage SRF Notes ?

We need to know the policy of the WP2 "Dissemination" group : templates, procedures,...

ECA Article 14 : Publications (1/2)

14.1 Subject to **Article 14.4** of this Agreement, the procedure to be followed for **conference- or workshop- publications** shall be as follows:

Once all contributing Parties have agreed to make such a publication, the author designated by the contributing Parties to be the main author shall notify the **Task Coordinator** of this intention. The scientific and IPR review of the publication shall be responsibility of the contributing Parties. **The main author shall send the preprint of the publication to the Task Coordinator, the WP Coordinator, the Coordinator of WP2 (DCO) and the Project Coordinator for information, as soon as it is available.**

14.2 Subject to **Article 14.4** of this Agreement the procedure to be followed for **publications in refereed journals** or **scientific reviews** shall be as follows:

(i) Once all contributing Parties have agreed to make such a publication and have completed the scientific and IPR review of that publication, the author designated by the contributing Parties to be **the main author shall sent the preprint of the publication to the Task Coordinator for comments with a copy, for information, to the WP Coordinator, the Coordinator of WP2 (DCO) and the Project Coordinator. The Task Coordinator shall give his comments within fourteen (14) calendar days** failing which he shall be deemed to approve the publication.

(ii) Once the publication is submitted, **the main author shall send a copy of the submitted version and the final accepted version of the publication to the Task Coordinator, the WP Coordinator, the WP2 Coordinator and the Project Coordinator for information**.

14.3 Press releases or other publications of non-scientific character shall be subject to the prior written approval by the Project Coordinator and the Work Package Coordinator concerned who may consult the other members of the Steering Committee. Failing a reply from the Project Co-ordinator and the Work Package Co-ordinator within 7 (seven) calendar days the publication shall be deemed to have been approved.

14.4 A Party's publication of Foreground generated by another Party or of any Background of such other Party, even if such Background or Foreground is amalgamated with such Party's Foreground, shall be subject to the other Party's prior written approval not to be unreasonably withheld. If the other Party opposes the publication, such objection shall be notified to the requesting Party and shall include either a request for modification or for postponement for a maximum of ninety (90) days in the light of a possible protection of intellectual property rights. If no objection is made within fourteen (14) calendar days from notification the publication is deemed approved. In case of disagreement between the Parties concerned regarding a publication, the case shall be submitted to the **Task Coordinator** for arbitration.

14.5 The foregoing provisions shall also apply to publications for a degree such as **MSc Theses** or **PhD Dissertations**. However in this case, approval shall be sought at least ninety (90) calendar days before the latest date on which, pursuant to the qualification procedures, the contents of the planned publication can be altered. The Parties concerned shall take all necessary measures to ensure the timely submission, examination, and defence of publication for a degree. Any disputes shall be resolved within ninety (90) calendar days..

ECA Article 14 : Publications (2/2)

14.6 Nothing in this Agreement shall prevent:

(a) a publication to qualify for a degree if such publication includes only incidental or minor elements of Background or Foreground of another Party, provided allways that the intention to publish has been prompptly notified in writing to the Party concerned,

(b) submission of a publication for a degree for assessement and examination by examiners in accordance with applicable laws and with the required confidentiality obligations to ensure in particular that the protection of Foreground is not compromised.

14.7 Nothing in this Agreement shall be construed as conferring any rights to the Parties to use the name(s) or logo of the other Parties without prior agreement in writing of the Party(ies) concerned.

14.8 Authorship shall be duly acknowledged.

14.9 Publications of Foreground shall include the **following acknowledgement**: "***the research leading to these results has received funding from the European Commission under the FP7 Research Infrastructures grant agreement no.227579***".

Furthermore each publication shall include directly or via an electronic link, the following copyright statement and disclaimer "***This document contains material, which is the copyright of certain EuCARD Beneficiaries and the European Commission, and may not be reproduced or copied without permission. The information herein does only reflect the views of its authors and not those of the European Commission. The European Commission and the EuCARD Beneficiaries do not warrant that the information contained herein is capable of use, or that use of the information is free from risk, and they are not responsible for any use that might be made of data appearing herein***".

ECA Annex 5, Article 5 : Deliverables

Preparation and submission of Deliverable Reports

- The Task Coordinators shall be responsible for assembling and producing the Deliverable Reports (DRs), corresponding to the Deliverables indicated in Table 1.3.4 of the Description of Work. Each Deliverable has to be associated with a written report which shall be sent to the European Commission.
- A template for DRs will be provided by the Coordinator, subject to approval by the Steering Committee.
- The DRs have to be submitted by the Task Coordinators to the WP Leaders within 10 days of their due date, indicated in the DoW. Any expected delay exceeding the due date by more than 30 days shall be reported by the WP Leader(s) concerned to the Steering Committee via the PC as soon as possible.
- The WP Leaders shall review and validate each Deliverable Report, and submit it to the PC within 20 days of its due date.
- The PC will then forward each Deliverable Report to the Steering Committee for comments and approval. If no comments are received within 10 days of the receipt of each DR, the Report shall be deemed approved.

Conclusions

- **Most of the Work bears on the shoulders of the Task Coordinators:**
  - **Scientific Reporting**
  - **Resource Reporting**
  - **Publications**
  - **Deliverables**
- **The WP Coordination Team "Olivier*2" will provide help, support and coordination.**
- **BIG Thanks to Dieter Proch for working out EuCARD/SRF in the past 18 months, and shaping it into a promising R&D programme.**