







# WELCOME TO REINSTORF

## FLASH Retreat 2023



# Thank you everybody for coming

- You have beamtime preparation
- You have papers to write
- You have family at home and need to arrange for childcare
- You have many other things going on in your life
- Still you are here, and I wanted to say **THANK YOU!!!**

Heide Hotel Reinstorf - Gast

Passwd: Heide.2018!

<https://pingo.coactum.de/>

713123

# Your opinion – PINGO – Anonymous tool



# Your opinion

[Pingo.coactum.de](https://Pingo.coactum.de)

[713123](#)



# Your opinion

Do you think we should pay the equivalent of one person for one year that cares about working out our approach on

Operations

Communication

Strategy/Science

?

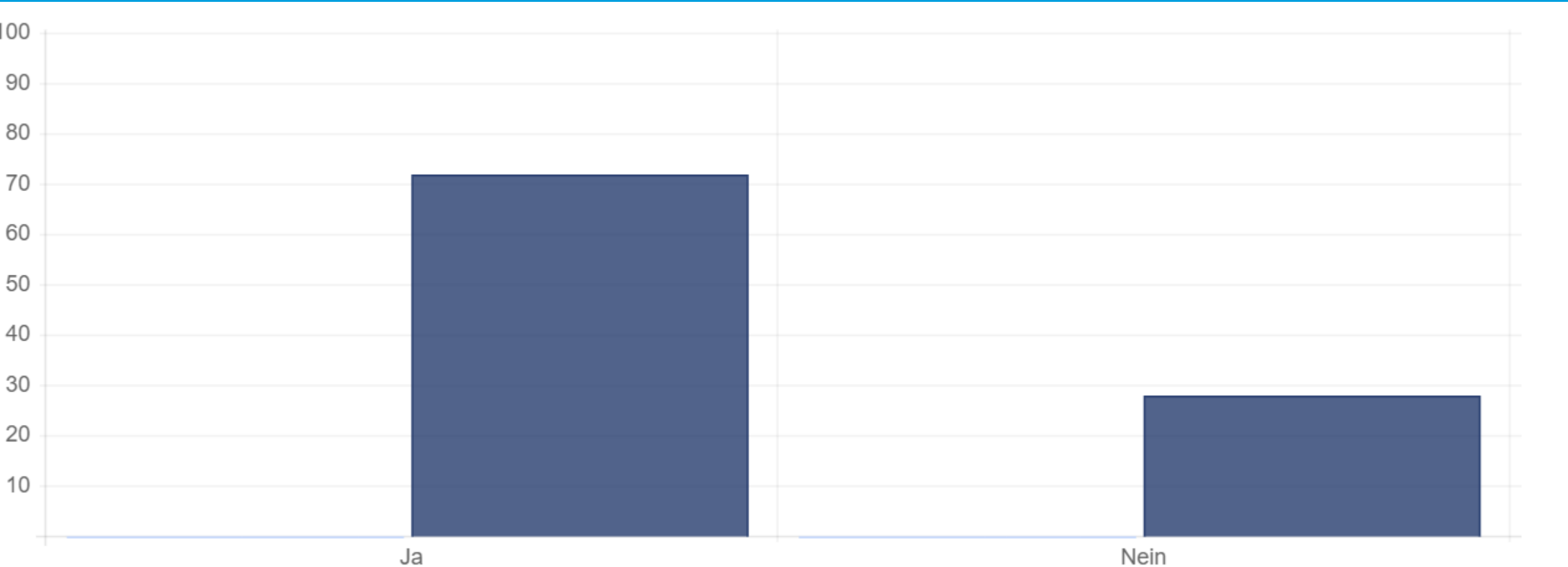
A) Yes

B) No



# Your opinion

Do you think we should pay the equivalent of one person for one year that cares about working out our approach on





**We are investing about  
0.8 FTE together here**

# EVERYBODIES OPINIONS AND IDEAS ARE IMPORTANT

**extroverts: don't dominate the discussion**  
**introverts: give yourself a push**



# Why are YOU here?

- Please describe with few words, maximally one sentence your **MOTIVATION** to be here
  - from a high level point of view
- You can have multiple answers



# Why are YOU here?

Ansicht ändern ▼





# What do you expect?

- Please describe with few words, maximally one sentence your what you expect from this retreat



# What do you expect?

Ansicht ändern ▼

## Networking

A strategy how to improve communication, operation and have ideas on strategy of the facility  
Remind us of old plans and come up with new ideas how to make the best of the current situation  
Gathering many good ideas  
Decision on what to do, and more importantly what not to do  
Know what my colleagues are working on  
Interdisziplinariät, socializing  
Nice chats  
To understand better the opinions and suggestions of others  
Improve situation of flash operation  
Open minded people  
Discussion and future planning.  
Understand others expectations  
That we follow up on outcomes  
Learn about flash strategy  
Relaxed work  
Improvement  
Improve awareness  
Creativity  
Ideas for future  
Fruitful discussions results  
New strategies  
Strategy ideas  
Discussions  
Nothing  
Better collaboration and communication in the future  
More ideas for better organisation  
Insights in work flows  
More together  
Open discussion  
Some fun  
More order and efficiency in daily work. Fruitful discussion  
he current situation  
Solution for problems  
Effizienz  
Better communication  
Sharpening the feeling of being a group  
Meet people from all subgroups of flash  
Communication between groups  
Better communication ground  
Concrete plans for the future  
Good time  
New ideas  
Less workload  
Better idea of who does what, better team spirit  
"; drop table answers  
Solutions for upcoming workloads  
Get in touch with other groups  
Input  
A lot of discussions  
Even smoother, more productive team work, reducing (sometimes wasted) overtime  
Side discussions  
Lots of fun and serious discussions  
Getting to know what other are doing better  
Agree on our goals as a large team.  
Coordinate with others about common projects  
Better communication with the other groups (and within our group as well ...)  
Have some informal discussions and get to know colleagues at the project  
Improved communication between machine and experiments now and in the future particularly  
Clearifying responsibilities



# Plan for the next 1.5 days

## Plenum: Background information on the topic

Current state at FLASH

How are other organizations facing this point

Other general information

## Group work – Targeted discussion of the questions

Conveners and notetakers, with responsibility to run that group work and present it later

At least two groups – more possible – we have at least three rooms

## Plenum: Summary of the group sessions and continued discussion

Present the results from the session (in a non perfect way) and continue the discussion with everybody

# Operations session (Today 1pm-5pm)

Support concept  
And teams

how to streamline/optimize our daily business?  
(local contact trainings in new format?/smaller round?, at least for basic procedures?)

staff requirements per user  
experiments

review the way we schedule –  
setup-and use of beam  
(rules dissolved over time)

automatization, harmonization,  
Enable users for control

how to make work situation  
attractive to people

Time-conflict operation and  
meetings

efficiency in equipment sharing

“rules” for control concepts at individual  
instruments/beamlines

Closer working-together of M  
and FS-LA and FS FLASH,  
Machine/laser scientist  
involvement and inclusion in  
the user publication

standardized pump-probe laser  
requirements

Balance of  
commissioning/experiments

Scheduling should better  
consider accelerator needs

# Operations session (Today 1pm-5pm)

12:00-13:00	Lunch	
13:00-14:00	Plenum Operational aspects (Support concepts and teams)	
14:00-14:15	Break	
14:15-15:45	Group I operational (harmonization of instruments, control concepts)	Group II operational (daily business, local contacts, scheduling)
15:45-16:15	Coffee Break	
16:15-17:00	Presentation of the first results	



# Operations session: Background information

Sven: extent of support per instrument

Rolf: people/teams per instrument resp. [open port] beamline

Martin: comparison to other facilities regarding staffing/teams per instrument and what is the expected involvement from the user side

Rolf: listing of future commitments, i.e. instruments we have to take over/staff in the future [such as REMI, incl. HHG, SDUs ...]

# Operations session: Group Work

**For Session 1** (Harmonization of instrument, control concepts):

**Ulrike, Dima**

**For Session 2** (daily business, local contacts, scheduling): **Benjamin, Markus B.**

**Plus in each case a 3<sup>rd</sup> person from M / FS-LA**

# Communications

what framework / general to improve communication

communication among M-FS and LA groups:  
organizational issues  
priorities

better intern communication between us and other groups, e.g. on priorities  
(e.g. ZE, ZM, M in BKR) also format of RC meeting and exchange of info shift to shift

how to document and transfer knowledge  
(for other persons to come)

Joint seminars – user involvement

better information of experimental possibilities at FLASH to (unexperienced) users  
("beamline selector", instrument portfolio, inhouse research, more options)

Communications with PR, ITT and V

Joint seminars – user involvement

How to find the experts/responsibles at DESY

Communications with inhouse scientists at DESY



# Communications

17:00-17:15	Break	
17:15-18:15	Plenum Communication	
18:30-19:30	Dinner	

8:45-10:30	Group I (communication within our organization)	Group II (communication outside our organization, users, and public)	
10:30-10:45	Break		
10:45-11:30	Presentation of the group results		

# Communications – Background Information and Convenors

Robin: presentation comparing our webpages to the ones of other facilities

Stefan: brief overview of our FS-FLASH... documentation on Confluence

Juliane: overview of documentation on machine side (Logbook docs, confluence, Team center, ...)

Marion: Different formats of communication (RC meetings, LC/PRC to users and BKR, RC <-> PRC, communication with laser LC and operations team)

Convenors:

Session on Internal Communication: Marion, Günter, Juliane

Session on External Communication: Tino, Robin, Markus Scholz

# Science/Strategy

strategic/scientific consequences of a seeded FLASH1

alternative proposal schemes, different form of access  
(e.g. long-term, challenge driven, ...)

“proposal-test-beamtimes”

plans for startup after big shutdown;  
more realistic time planning

teaming up to develop in-house proposals /  
future strategies, discussion phase before  
handing in

Early science at seeded FEL

Machine learning/automation

Coordination with EuXFEL

Standard versus heroic experiments

# Science/Strategy: Background Information and Conveners

Siggi - 8 min about how FLASH arrived at the current point

Lucas - 12 min about FLASH 2020+ Built-to-Budget

Markus G. - 12 min science strategy

Markus Sch- - 10 min inhouse research (how are we organizing this, how are others doing this)

Martin - 10 min access schemes

## Conveners/notetakers

Group I: inhouse Günther and Rui

Group II : access and early science Rolf and Juliane



# Science/Strategy: Background Information and Conveners

11:45-12:30	Plenum Science/Strategy		
12:30-13:15	Lunch		
13:15-14:30	Group I (inhouse research)	Group II (alternative proposal schemes)	Engineering Meeting
14:30-15:15	Presentation of the group results		
15:15-15:30	Coffee break		
15:30-16:15	Summary of the engineering meeting, Summary of retreat and adjourn		

# Engineering session: Tomorrow

Extra session devoted to engineering specific topics that are not covered in the other sessions

13:15-14:30	Group I (inhouse research)	Group II (alternative proposal schemes)	Engineering Meeting
14:30-15:15	Presentation of the group results		
15:15-15:30	Coffee break		
15:30-16:15	Summary of the engineering meeting, Summary of retreat and adjourn		

# Topics NOT touched here

Grant applications

Safety

Both topics are important, we do not have time for them right now and we need to follow up with meetings on DESY site

# Outcomes

- A) There is no need to follow up on a particular point**
- B) We need to work more on a point – installation of a work team**
- C) We have a concrete proposal, we identify people that implement it**



# Results

- What do you expect as results
- Few words, several answers possible



# Results

- What do you expect as results
- Few words, several answers possible

# Results

- How should the results be documented
- Few words, several answers possible



# Results

- How should the results be documented

Ansicht ändern ▼

Mindmap like miro for formation. confluence-like features for polished strategies afterwards. in general fully transparent and accessible to all participants

The best to have agreement between people and follow them and not just fill faulty documents

software solutions (how long will confluence last?...)

Pdf with summary of decisions and agreements

Responsible people coordinating work on certain points

A person, or group should summarise results of the 3 topics into a report

Collected on confluence

Notes on confluence

Internally e.g. confluence

In written form

Digital notes.

Bulletpoint

In a confluence page

Follow up meetings

Paper, max 1 page

With the paper Meeting notes in confluence

Powerpoint slides send to everybody

Report of completions

Confluence page

Short report

Something like confluence will be just fine

Transparent

Bulletpoints on confluence

In confluence

Report

Executive summary report

Confluence pages

Split in individual topics

all group members and participants

# Confluence

Not documenting lengthy, but change procedures according to the outcome !

All the presentations of confluence and notes from the group work sessions

Brief, as keyword of working topic plus responsible working group plus expected outcome and deadline

Report plus assignment of responsible people for follow up working groups/tasks

Protocols including problem, solution, responsible people

In the work place description so that one has the official statement to follow them

Public folder and confluence; all notes and presentations; later after retreat short summaries

# Open questions???