Minutes Kickoff meeting 03.11.2011: “***Working Group RF Commissioning and Operation”***

**Participant:** Wolf-Dietrich Moeller, Holger Schlarb, Julien Branlard, Lutz Lilje, Brunhilde Racky, Tobias Schnautz, Bernd Petersen, Kay Rehlich

**Missing:** Stefan Choroba/Richard Wagner

**To be invited:** Joerg Eckoldt

**To be informed:** Markus Huening

**Goal of meeting:** Exchange of information on working package interdisciplinary items concerning Linac RF installation, commissioning and operation. Optimize workflow procedure and work flow sequence. Identify critical items resulting on the constrains

A short presentation was given by Holger on the potential scope of this meeting. The participants agreed, that especially the information exchange, clarification of interfaces and potential operational constrains is the primary goal for the next meetings. For that, each WP will give a short 30min presentation which contains:

1. Pre-requisites for the sub-system installation (interfaces)
2. Subsystem installation sequence
3. Pre-requisites for the sub-system commissioning (interfaces)
4. Sequence of commissioning
5. Operational of the subsystem and critical interfaces

The meeting will take place in a biweekly rhythm (every 2 even week) on Thursday 2pm, Bld. 30b, Rm. 362. The meeting is limited to 1 hour. Invitation with agenda will be sent few days prior to the meeting. Meeting agenda will be written, presentations will be posted.

Next meeting presentations are:

* Cryogenics
* High level RF
* Personal interlock
* Coupler operation
* Low Level RF
* Vacuum
* Control system
* Utilities

The following points have been discussed / stated during the kick-off meeting:

1. Meeting should include the XFEL injector commissioning/operation
2. Cryogenic operation marge is substantially reduced for the XFEL compared to FLASH cryo system. Therefore special cares on RF operation have to be taken with automatic feed forward procedure prior to the tuning on the RF to full gradient operation. Typical settling times expected for cryogenic are ranging in minutes. Visa versa, RF switch off procedure has to follow defined procedures to avoid instable operation.
3. Coupler interlocks and coupler ramp up precession need to be implemented to the controls.
4. It is recommended and agreed by all parties to install as much as feasible processes into the FLASH / XFEL Injector to gain experience and to minimize the XFEL linac commissioning time.
5. MKK should join the meeting
6. The meeting results will be reported to TC
7. Meeting results will be summarized to the WG Commissioning (Initiated by W. Decking)
8. Results of meeting: Estimated on Technical Commissioning time needed after cool down (requested from WG Commissioning)
9. TC leader, Markus Huening should be informed of the meeting
10. Removal of an accelerator module requires the removal of the electronic racks and attached cables.

Next meeting: 17.11.2011, Cyrogenics