

Working group Automation

1.) Status

- a. Assess the current level of automation at machine, photon beamlines and experiments. Where is automation used routinely? Where is automation available but unused, or used only by specialists?
- b. Identify current labor-intensive procedures that could benefit from automation. Would the gain rather be in time or quality?
- c. Where are barriers that currently limit the use of automation?

2.) Suggestions for improvements

- a. List the top five areas where more automation would have the greatest positive impact on operations.
- b. List the top five measures that would lower current barriers to automation.
- c. Draw a picture showing current automation use and the areas with the highest-leverage improvements.

Working group Communication

1.) Status

- a. List the current communication channels that are essential to operations and identify their primary users.
- b. Identify information or channels that are missing, incomplete, or unsatisfactory to some. Where do we hear complaints about poor communication? Which communication gaps cause inefficient use of user beam time?
- c. Review the documents provided by the Operations Board.

2.) Suggestions for improvements

- a. Where can we cut back? Identify meetings that could be shortened or eliminated, communication channels that could be consolidated or removed without impairing operations.
- b. Where do we need to do more? Do we need new meeting, extend existing ones, invite a wider audience etc? Could be benefit from new communication tools? How can Operations Board documents be better presented and communicated, and through which channels?
- c. Draw a picture of current communication flows, their users, and the proposed improvements.

Working group Setup & Optimization

1.) Status

- a. Make a list of setup & optimization procedures at machine and experiments and rank them by the time they typically consume.
- b. Which of these procedures relate to standard versus non-standard operation modes? What make non-standard procedures non-standard?
- c. Review the documents provided by the Operations Board.

2.) Suggestions for improvements

- a. List the top five areas where you see most potential for improvements in time or quality.
- b. Make a list of actions that could lead to these improvements or are prerequisites.
- c. Make suggestions where the content of the Operation Board documents could be improved.
- d. Draw a picture of current setup and optimization procedures and the proposed improvements.