

■ Working group Communication

2-shifts: Laurent, Mikako, Martin, Bolko, Maurizio, Michaela, Tom, Winni, Frederik

1-shift: Gianluca, Harald, Ulrike, Marc, Chris

1 - EPS/MPS Clarity and solutions

- Signals sent to MPS are not clear for (RCs) and PRCs (who ultimately ends with)
- Create a comprehensive list / mapping of signals input and outputs by a groups of experts
- If applicable, propose and appoint a central EPS expert group/board to have overview and responsibilities
- Do not forget the watchdogs

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2 – “Pinball” Communication during non-scheduled events

- Communication between Machine/PRCs/Instruments is not deemed to be in a bad state
- Existing available channels: phone, e-logs, remote1-2/zoom, Public Status
- Adding more channels does not necessarily mean better communication
- Phone calls is the preferable communication tool for quick information with Instruments (relying on)
- Reinforce the existing channels, eventually “upgrading” the public status; 15:30 Daily Ops Meeting
- Instrument staff disseminate communication internally (e.g. next shift staff)

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3 – Improving Plan and Execution of Experiments

A. Planning phase

- Proposals in general contain the requested beam parameters to access feasibility
- Involve Desy-MXL and XO in early scheduling stages
- Ideas: Align non-standard modes with personal scheduling (RCs, experts)
 - Impact is often seen in SA3 @ 11:00PM

B. Pre-delivery and Delivery Phase

- Highlight beam changes during the week on the delivery tables
- Maintain the full schedule always up-to-date
- Appreciated that UQs are prepared as early as possible
- RC has the responsibility to verify that agreed parameters are prepared and delivered by Shift Crew
- PRC has the mandate to address deviations from the delivery table
- Blue weeks: PI for activity shall be the one informing/coordinating needed instruments or experts

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4 - Extras

→ OB documents: fine - for those who read them

→ Meetings:

-> No extra meetings, please

-> Use Daily Ops at 15:30 to disseminate information, also for positive beam delivery

-> Discuss the scope of UOM and RC meetings:

-> Next weeks on Monday?

-> Involving LCs for details?