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| Date 12. 10. 2018 |  |  |
| 1- Parallel operation of SASE3 and 1DescriptionIt is still not clear whether the SASE1 and 3 beam delivery in parallel is possible. This is possibly endanger the Operation schedule until October. Tests with the fresh bunch technique are being performed now. | Action T. Tschentscher will distribute updates when available Result/decision Tests being done. So far the situation is not promising, since the reduction of the intensity in SASE3 with the electron beam being kicked is only 5. Tests continue. TT will take care of the communication between SASE3 instruments and the Accelerator people to fine tune the schedule for the next tests.  To be discussed after SASE3 gets beam again. | Who TT |
| **2- Smoke extraction test for the tunnels** Description There is the need to perform smoke extraction tests (like done in XHEXP a while ago). Several groups are concerned about smoke containing hydro-carbons affecting vacuum and optics parts already installed. | Action SRP will check and look for optimal slot (possible in Sep/Oct sh.down).Needs to be done in one of the tunnels. Once the offer is there SRP will make a proposal for the date. Result/decision To be discussed with the authorities whether the test can be done in an empty tunnel.  07.09.: Procurement process ongoing.  21.09.: Should have been ordered. Meeting with fire brigade will happen soon to define the requirements and understand which type of smoke will be used. | Who SRP |
| **3- Work with InGa Mirrors and CRLs** Description Opening the vessels after the components have seen beam is dangerous. May need to look at risk assessments for work with In-Ga (SCS mirror) and be in CRLs (XTD6). | Action SRP to drive the process to revise the assessment and have a procedure in place. Result/decision SPB will open the CRL in January 2019. Before that procedure has to be revised.  21.09.: New procedure will be finalized soon.  28.09.: Proposal was made by HS. Procedure still has to be agreed on. | Who SRP |
| **4- SASE3 operation stopped** Description If the bender of the M2 mirror is used the beam can be focused on the shutter and damage it. This is a safety relevant issue that prevents SASE3 from getting beam. | Action Interlock definitions related to the gas attenuator are being implemented. Before closing the shutter the attenuator has to be filled with 1 mbar of gas in order to attenuate the beam (approx. factor of 1000 needed for current energies). On Thursday a test also with D3 will confirm whether the solution works and the issue is closed.   Result/decision 31.08. The interlock definitions were implemented and the test with D3 was performedand succesfull, but only w/o beam. A new test with beam has to be made, plus additional meetings are needed to clarify whether these tests will be sufficient to get the beam permission, since this is not yet clear. TT and HS will follow up on that.  07.09.:   * D3 realized that the safety measures implemented so far are not sufficient. The definition of the requirement and the procedures to allow beam back in SASE3 are being clarified. It takes time and it is currently unclear for how long. Probably until beginning of October. Next week there will be a meeting with W. Clement and the involved scientific and technical groups.      * It is reported from AE that it is not clear what interlock definitions have to be implemented and who has to do what. To this aim, a meeting should be organized by HS to clarify that.   21.09.: Ongoing. Another meeting today. The goal would be to get SASE3 back in operation after the mini shutdown.  28.09.: D3 said they are happy with the implemented solution but no written confirmation has been received yet. The possibility to get the permission to close the undulators on 06.10. seems realistic. | Who SRP |
| **6- Interlock independency SASE1/3** Description With the fresh bunch technique foreseen to be used for the simultaneous operation of SASE1 and 3 the interlock conditions concepts have also to be made independent and revised. | Action Issue has to be discussed and technical solutions have to be found after SASE3 gets beam permission again.   Result/decision Comment by CY: "The functionality weaknesses of the existing MPS h/w and s/w must be reviewed with the aim of identifying upgrade and replacement requirements needed to arrive at a reliable and correct solution. This task requires a high degree of technical competence and should be driven by AE and CAS groups" A responsible person has to be identified.  07.09.: AE and CAS have to be and will be included. In fact, discussion already started involving A.Silenzi and N.Jardon.  21.09.: Discussion ongoing. According to HS there is the possibility to access the bunch pattern selector to disentangle the 2 interlock systems. It is not clear to PG how this is going to help. No solution in place so far. There is the need of discussion with AE and CAS experts offline.  28.09.: Still no good solution is in place. Dedicated meetings will be organized. Takes time. | Who TT/HS |
| **7- Script to allow users to change the optical laser pattern** Description Sometimes the script does not work because the list of the permission that a specific user has in DOOCS is too long. | Action This can be in principle be fixed with a DOOCS update but this will not be likely to happen before December.   Result/decision 07.09.: T. Jezynski tries to check again with the DESY guys whether is possible to get an update sooner.  21.09.: Solution should be there according to the redmine ticket but it is not yet deployed.  28.09.: The new DOOCS release was deployed buy did not solve the problem. CAS (RFabbri) is in close contact with the DESY people to sort it out and is waiting for feedback now. | Who TJ/CAS |
| **8- OCD MEA** Description An on call duty is foreseen by the group MEA, but XFEL is not yet included. | Action XFEL needs to be included since problems like blown fuses of the interlock electronics during the user operation will need MEA to be fixed.   Result/decision 07.09.: Discussions have to take place. | Who TT |
| **9- AGIPD Julabo chiller water problem** Description Frozen water in the silicon oil was trapped in the detector causing errors. | Action It was fixed warming up the detector and now seems to be OK, but it has to be tested on longer runs.   Result/decision As soon as the procedures to solve the problems are found to be effective on the long run and maintenance procedures and measures are clarified, JSD will report it in this meeting.  28.09.: Running the chiller for several hours at 45 **°**C solved the ice problem. | Who JSD |
| **10- Unified TS OCD number** Description Following the Emergency power incident it was not possible for AE to communicate efficiently with the OCD responsible due to the fact that it was difficult to find who was on call on Alfresco and the relative telephone number. | Action Set up a unified OCD number for TS   Result/decision TT has it on his agenda. | Who TT |