

Minutes of Meeting #1

Cornell, Tuesday, 26 September, 1 PM

Present: Eckhard Elsen (by phone), Susanna Guiducci (by phone), Tom Mattison, Mark Palmer, Mauro Pivi, Junji Urakawa, Marco Venturini, A. Wolski, Mike Zisman.

1. Clarification of S3 Charge: do we all know what we are supposed to do?

The S3 Task Force has two roles: one, to advise the RDB on the damping rings R&D plan, and the other to support the coordination of R&D activities within the community. Given the responsibility entailed in these roles, it is important that the Task Force has the full support of those involved in damping rings R&D activities. The formation of the Task Force may be viewed as a change in approach, from a “bottom-up” way of working to one that is “top-down”. It is hoped that by proceeding in full consultation with the community in any advice provided to the RDB, and by focusing on the service provided through facilitating communication and coordination, the Task Force will benefit from strong support amongst those involved in damping rings R&D.

2. Areas of special responsibility within S3.

The various topics of damping rings R&D were allocated to members of the Task Force as areas of “special responsibility”. The tasks required within each area of responsibility will be:

- (i) to review the priority levels of the various objectives within that area, and propose any changes to the Task Force and, ultimately to the RDB;
- (ii) to review the activities within that area, identify gaps and duplications, and make recommendations to the Task Force on how to address them;
- (iii) to use the agreed prioritisation of objectives, and information on the coordinated activities and (approved and proposed) resources to prepare a plan for the R&D within the given area, including goals and milestones;
- (iv) to support coordination and communication between those involved in activities in that area, e.g. by arranging regular phone meetings or teleconferences.

The various R&D topics (at level 2 of the damping rings R&D WBS) were distributed between members of the Task Force as follows:

- 2.1 Single-particle dynamics: Mike Zisman
- 2.2 Multi-particle dynamics: Mauro Pivi and Marco Venturini
- 3.1 Vacuum: Mike Zisman and Andy Wolski
- 3.3 Normal-conducting magnets: Mark Palmer
- 3.4 Superconducting magnets: Mark Palmer
- 3.5 Kickers: Tom Mattison
- 3.6 Damping rings RF: Mark Palmer
- 3.7 Instrumentation and diagnostics: Junji Urakawa and Mark Palmer
- 3.8 Feedback systems: Susanna Guiducci
- 3.10 Supports and alignment systems: Mike Zisman and Mark Palmer
- 3.13 Multiple systems (systems integration): Mike Zisman and Mark Palmer

The question arose as to the purpose of Category 4.1 (Experimental studies) within the WBS. Items within this category are not “objectives” as such, but are listed with the intention of allowing cross-references to be made from activities that involve experimental work, to the appropriate experimental facilities. For example, some of the electron-cloud activities should be cross-referenced to 4.1.1.6 (Experimental studies at PEP-II) and/or 4.1.1.4 (Experimental studies at DAFNE). Cross-referencing the experimental activities to the appropriate facilities makes it possible to maintain up-to-date information on the range of experimental activities at each of the facilities.

Category 4.2 (Test Facility Development) will require special consideration, and has not been assigned at present as an area of “special responsibility” for any single member of the Task Force.

3. Organisation for initial and ongoing tasks:

a. Review of RDB priorities.

The priority of R&D objectives within the various areas will be reviewed over the next few meetings of the Task Force, on a schedule to be arranged. The guidelines for deciding priority levels should be revised to include consideration of potential cost savings, and required timescale for R&D. The damping rings community should be consulted regarding the revised priorities before final recommendations are submitted to the RDB.

Action: ALL to review R&D priorities within allocated areas, and be prepared to make recommendations for changes at future Task Force meetings.

Action: AW to revise guidelines, and distribute revised version.

b. Identification of gaps and duplications, and how to deal with them.

Action: ALL to review R&D activities within their allocated area; identify potential gaps and duplications, and prepare recommendations (with appropriate consultation amongst those concerned) for how to address them.

c. Arrangements for ongoing coordination of activities (e.g. setting up regular phone meetings for particular topics, e.g. electron cloud).

Action: Regular phone/video meetings should be initiated in the first place for the three most “highly subscribed” damping rings areas:

Electron cloud: **Mauro Pivi** to organize.

Kickers: **Tom Mattison** to organize.

Impedance and impedance-driven instabilities: **Marco Venturini** to organize.

Action: Regular (but perhaps less frequent) general damping rings R&D meetings should be re-started; these could be based on R&D summary updates presented by members of the S3 Task Force. **Andy Wolski** to organize.

d. Collecting and managing information: e.g. what do we need from the R&D database?

This item was not discussed, because of time limitations for the meeting.

4. Arrangements for regular phone meetings (Every week? Every two weeks? What day/time?)

It was agreed that the Task Force should aim to meet by phone every two weeks.

Action: AW to poll members of the Task Force to identify the most convenient day for the regular meeting.