









## Beam time request procedure for FEL and accelerator studies at FLASH

Bart Faatz and Katja Honkavaara

	Experiment/Task	Coordinator	Description
			
	<a href="#">Commissioning of OTR+WS monitors</a>	<a href="#">Katja Honkavaara</a>	
	<a href="#">Change Wavelength</a>	<a href="#">Bart Faatz</a>	
	<a href="#">TPS-First test on the second toroid pair (T2, T10)</a>	<a href="#">Abdallah HAMDJ</a>	
	<a href="#">Test of Multichannel Downconverter for LLRF</a>	<a href="#">Matthias Hoffmann</a>	
	<a href="#">Darkcurrent measurements</a>	<a href="#">Lars Fröhlich</a>	
	<a href="#">Commissioning of the infrared undulator</a>	<a href="#">Oliver Grimm</a>	

# Procedure to request beam time

- Old procedure
  - Separated requests for FEL and accelerator studies
  - First an e-mail to B.Faatz / K.Honkavaara with global information
  - Afterwards submission of a form and an attachment (description of the experiment) with detailed information
- New procedure:
  - Beam time requests for both FEL and accelerator studies by a common form
  - No e-mails anymore
  - Submission and re-submission of the form possible until the 1<sup>st</sup> deadline
  - Submission of the description of the experiment (obligatory) possible until the 2<sup>nd</sup> deadline. However, we prefer to have also the attachment as soon as possible.

# Beam time distribution

- Deadline for requests typically 3-8 weeks before the study period depending on the constraints
- Summary based on the requests is provided as an input to BAC (FLASH Beam-time allocation committee)
- Beam time distributed on the FEL and accelerator study blocks according to available beam time and possibilities. Supervised by BAC.
- Detailed (shift-to-shift) program will be provided, as before, for each study period

- Beam requests via a form in FLASH e-logbook  
<http://ttfinfo.desy.de/TTFeelog>: Beam request → Period  
(e.g. TTF2007\_32-40.txt) → New

- States of the form:

 **New** mode: empty form with all fields freely changeable

 **Add** mode: as before with of pre-defined header

 **Edit** mode: result of **new** or **add** mode; header fixed,  
**number of shifts** and when **NOT available** has to  
be re-entered

 **Attach** mode: **edit** mode after **1<sup>st</sup> deadline**; only  
**Mandatory** attachment possible

**Done** mode: **Attach** mode after **2<sup>nd</sup> deadline**

**1<sup>st</sup> deadline**: **new**, **add** and **edit** modes are gone, ONLY attach mode to  
allow people to attach a file at the latest possible date.

- Layout and 'dynamical' behaviour of the form will change until the final version
- If questions/information is missing, please let us know

# Study period after FLASH shutdown

- We tentatively assume that KW 32 – 40 (August / September 2007) are available for beam studies (start-up and commissioning with the beam, FEL and accelerator studies).
- Beam requests for this block are asked now with the dead-line of May 2<sup>nd</sup>. Requests will be an input to BAC to decide the exact length and content of beam study block. Please fill out the form in time.
- In addition to studies/experiments, there are **several tasks which must be done by experts to establish beam and SASE operation after shutdown**. For example:
  - Laser and Laser beam line
  - RF-gun (diagnostics, LLRF, alignment)
  - Modules (LLRF)
  - Beam optics, magnets
  - Diagnostics, timing, controls, protection system
  - SASE search, photon diagnostics
  - Lasing with long bunch trains
- In order to estimate beam time required, experts are kindly ask to fill out a form also for these 'must-be-done' tasks

# Summary

- **Deadline for coming study period: May 2, at 13h00**
- **Remember to fill out when you are NOT available**
- **Beam time requests via the form only, a common form both for FEL and accelerator studies**
- **Please, fill out the form carefully and in time, also for the 'must-be-done' tasks and photon beam line commissioning. Don't forget the experiment description and measurement plan as an attachment.**
- **Inform your colleagues who may not be in ttf2-mailing list on the new procedure and the deadline for the next studies**
- **In the case of problems with the form, contact B.Faatz**
- **Any questions on the new procedure → contact B.Faatz and K.Honkavaara**