Beam time request procedure for FEL and accelerator studies at FLASH

Bart Faatz and Katja Honkavaara

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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\textsuperscript{st} deadline
  – Submission of the description of the experiment (obligatory) possible until the 2\textsuperscript{nd} 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 constrains
- 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
New form

- Beam requests via a form in FLASH e-logbook
  [http://ttfinfo.desy.de/TTFelog](http://ttfinfo.desy.de/TTFelog): 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 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 1st deadline; only mandatory attachment possible
  - **Done** mode: **Attach** mode after 2nd deadline

1st 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\textsuperscript{nd}. 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
• 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