

SwissFEL: new organization (for the time being...)

Long-term
strategy



Mid-term strategy

SwissFEL Exchange Meeting (SEM) Mon 13:00 (OKAA/1)

- Experiment planning for SwissFEL
- weekly, 30 min. (max.)
- chair: alternating photonics-machine
- participation: open meeting
- agenda:
 - 1) Photonics: review/preview of experiments** (criticism, requirements)
 - 2) Machine status and outlook**
 - 3) Discussion** (only brief exchange!)

SwissFEL Progress Meeting (SPM) Tue 10:30 (WBGB/021)

- Consol. & devel. of SwissFEL (machine)
- every two weeks, 60 min. (alternating with SPP)
- chair: F. Löhli, T. Schietinger,...?
- participation: open meeting
- agenda:
 - 1) General machine info**
 - 2) Beam-time reports**
 - 3) Other reports** (system status, upgrade plans, new ideas etc.)
 - 4) Schedule** (info from operations, brief discussion)

SwissFEL Prioritization Panel (SPP) Tue 10:30 (WBGB/021)

- Priorities for SwissFEL (machine)
- every two weeks, 60 min. (alternating with SPM)
- chair: machine coordinator (F. Löhli)
- participation: closed panel
- agenda:
 - operations report (focus on priorities)
 - review and update of priority lists (beam-time requests, soft- and hardware requests)

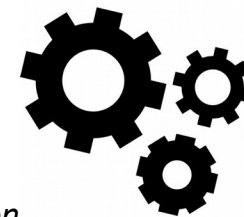
“Daily business”

SwissFEL Technical Coordination Meeting (STC) Mon 9:00 (WBGB/020)

- weekly, 30 min.
- chair: run coordinator of previous week
- participants: expert groups, operation, run coordinators
- agenda: systems status (incidents, outages, all system info relevant for operation)
- incident table / agenda template for efficient handling

Scheduling

- continual schedule updates by operation
- weekly release of schedule (e-mail)?
- no specific meeting (not very useful...)
- brief report at progress meeting



Composition SwissFEL Prioritization Panel (SPP) (Proposal)

- Deliberately small panel for efficient discussion and decision making...
- Management / Operations
 - Machine responsible (H. Braun)
 - Machine coordinator (F. Löhl)
 - SwissFEL operations (D. Voulot)
 - Head electron facilities (T. Schietinger)
 - Athos project leader (R. Ganter)?
- Representatives of expert groups by invitation(?)
 - Beam dynamics (S. Reiche or delegate)
 - Electron instrumentation (R. Ischebeck or delegate)
 - Others? Controls?