Minutes of the Coordinating Committee of Hall A, April 29, 1996

The meeting started at 1:00 P.M. In attendance: Larry Cardman, George Chang, Martin Epstein, Sirish Nanda, and Paul Ulmer.
Minutes prepared by: Martin Epstein.

I) Announcements:

It was announced that during the past two weeks the accelerator has achieved the following milestones:
(i) Beam was delivered to hall A for the first time with only about 1 hour required from the time the accelerator crew began the attempt to the time a small spot was centered on the Hall A target..
(ii) Beam was delivered to Hall A using the RF separator, that is simultaneous beam was delivered to Halls A and C.
(iii) An RF-sepatated beam was transported through the recirculation arc while a beam was on an experimental target. This implies that two beams of separate energies could have been produced easilly.
(iv) 135 μA of extracted one-pass beam (limited by the dump capability) were produced.
(v) The polarized source is now working and polarized beam has been accelerated to 45 MeV.

II) Scheduling for the first test and commissioning runs:

The first test run of the spectrometers with beam in the hall will be from May 20 to May 23. It will be a test of the electron spectrometer which will be run without Q1. The first commissioning run is scheduled to start no earlier than July 16 (the exact date will depend on the completion of the mapping of the electron arm) and the last day of beam (before the Fall shutdown) will be August 30. Additional commissioning is tentatively scheduled for September 19 thru November 21. The coordinating committee will send out a notice to all users to look at the Hall A schedule that will be posted on the World Wide Web. Sirish Nanda will coordinate the manning of shifts during these runs; contact him if you intend to participate in running during one of these running periods. For the first test run we will need about six users; those already familiar with the detectors and associated electronics and software would be most helpful at this early stage of running.

It was noted that the accelerator is running very well with the only apparent problem being that the (time averaged) spot size is about five times larger that the sub 100 μm specification (the instantaneous spot size does meet specifications). The larger spot size seems to be due to some residual 60 Hz modulation of the beam optics. Work to investigate the phenomena further will begin shortly; it does not appear to have any serious consequences for running in Hall A as several relatively easy "fixes" are available.

III) Discussion of the need for more user involvement:

There has been a substantial response from the Hall A users to Larry's request for help at the last collaboration meeting. However, most of the working groups still need additional help from the users. For example the detector group needs help during commissioning and shutdown. It is important that users not stay away during the shutdown period. Users can get involved by talking with those people who have primary responsibility for a task and then taking on part of this task. A list of Hall A projects and tasks will be put on the World Wide Web page. When looking at this list it was noted that many tasks need help. Many tasks have only a supervisor and no one else assigned to them, and some tasks have no supervisor and no people assigned to them.

The availability of desk space at CEBAF was discussed. It appears that at the moment most of the space is assigned to particular users and user groups, but probably it is not utilized all of the time. At present there are few rules regarding the use of space, but a review will be undertaken in about a month. (These comments pertain primarily to the space on the second floor of the counting house.) The coordinating committee will talk with Roy Whitney about alternate schemes for allocation of working space for users. The first phase of the planned work station farm will be available late this summer to alleviate the shortage of computing power that seems to exist now.

IV) Graduate students, thesis topics, and the first commissioning experiments:

There are at least five graduate students currently on site. Old Dominion University has two students working with Paul Ulmer: Kathy McCormick and Brian Diederich. MIT has a student working with Bill Bertozzi: Nilanga Liyanage. Kent State has a student working with Makis Petratos: Riad Suleiman. William and Mary has a student working with Charles Perdrisat: Gilles Quemener. In addition there are plans for more graduate students to show up in the next few months. Charles Hyde-Wright, from Old Dominion University has a student, Luminita Todor, who is doing some work for Hall A at the present, and Doug Strachan, from the University of Maryland, should be on site full time soon.

If pre-commissioning activities go according to plans, then the $^{16}O(e, e'p)$ commissioning experiment is projected to take place from December 5, 1996 through February 17, 1997 with a break for Christmas. The Hall A cryotarget should be commissioned May 1, 1997 and the first cryotarget experiment is scheduled for May 15, 1997. (The commissioning experiment is defined as the first halves of the two ^{16}O experiments: 89-003 and 89-033.) The focal plane polarimeter is expected to be in "some reasonable shape" by December 1, 1996. The Møller polarimeter is still scheduled to be ready by Jan. 1, 1997. The immediate problem is getting the Møller dipole out of the NTOF beamline at Los Alamos.

A discussion followed regarding assigning graduate students to the four experiments scheduled to run during the first year (really two 'half' experiments and three complete experiments). The following procedure was agreed upon by the Coordinating Committee. For those faculty members who have students that have not yet been assigned to an experiment, the first step will be to contact one of the spokespersons of the five experiments and to try to arrange a thesis project for their students. These agreements are assumed to be final. The next step will be to have a meeting on Friday, September 20 to publicize all the arrangements that have been made and then to find spaces for any students who still need thesis projects and/or to find students to fill open spaces in the approved experiments. This meeting will be arranged by the Coordinating Committee and include the members of the Coordinating Committee plus the spokespersons.

This meeting in September will also be used as a forum for review of the work that needs to be done at that point to mount each of the planned experiments. This information is essential for CEBAF to complete the scheduling process. At this meeting CEBAF will convey information to the experiment spokespersons on the paper work needed to get an experiment running: the Conduct of Operations document; a Radiation Safety Assessment document; and a full Operations Manual for the Hall A equipment. A target date for the Hall A Operations Manual is early Fall.

To get this all going, the Coordinating Committee will contact the spokespersons of the five experiments to find out which students already have thesis projects assigned to them and how many more students could be accommodated in their experiment. The Coordinating Committee will then send out a notice to all users describing what spots are open and suggesting that anyone who has students who need thesis projects should contact the appropriate experimental spokespersons. The Coordinating Committee should be kept informed of all agreements made. Then the September meeting of early will be held. (The spokespersons are understood to be those listed on the original proposal unless the collaboration has notified CEBAF to the contrary.)

IV) Other items discussed:

The Coordinating Committee discussed the proposal to have a parasitic neutron detector put in the hall during the ^{16}O experiment. The Hall A staff had reviewed this proposal and determined that it would not be a truly "zero impact" type of parasitic experiment and that, in fact, significant effort would have to be put into realizing this measurement. That effort would detract from the commissioning effort, and therefore is neither wise nor appropriate at this early stage of operations in the hall. The Coordinating Committee has agreed with this assessment and recommends that this proposed parasitic experiment should not be run during the commissioning $^{16}O(e,e'p)$ experiments.

We discussed the request by Charles Perdrisat that several physicists from Dubna be accepted as limited members in the Hall A collaboration. The Coordinating Committee suggests that on the basis of their extensive contributions to the G_E^p experiments these individuals be members of this experiment. We believe that the Hall A charter does not preclude adding people to particular experiments but that the charter does not provide for limited categories of collaboration membership.

We discussed the issue of the composition of the the board of directors of the CEBAF users group. We agreed that the users group should contain at least one member from each experimental hall.

The meeting was adjourned around 5:30 P.M.