Minutes of the Hall A Coordinating Committee (CC) April 10, 1997.
Minutes prepared by Marty Epstein
Present were George Chang, Marty Epstein, Mike Finn, Kees de Jager, Pascal Vernin.

The meeting started at 1:00 P.M.
I) Kees de Jager gave a summary of the remarks he will give to the Hall A meeting tomorrow. Basically everything is essentially on track in Hall A. There does appear to be a copper short in the hadron spectrometer dipole, but by controlling the speed in which the dipole field is ramped we can operate up to at least 3.1 GeV/c. The hadron spectrometer appears to work properly and initial optics studies show that it operates very much like the electron spectrometer. It is expected that the first Hall A commissioning experiment will start as planned in May.

There was a discussion about scheduling in Hall A. It was noted that the deuterium experiment (91026) requires non-standard beam energies and the scheduling committee had to work this out to accommodate the needs of Hall C. Consequently there is very little flexibility in the schedule. Hall C is on a calendar schedule but halls A and B are on sliding schedules due to the commissioning nature of their experiments (true for all the five EXPINT experiments). The problem of coordinating with Hall C beam energies means that if the EXPINT experiments need more time they will have to come back later. (For special energies the other halls must accept a multiple of the single pass energy required for this special energy.)

The EXPINT program should be done by the middle of April,1998. After this, according to the tentative CEBAF schedule for 1/98-7/98, the parity experiment (91010) will have its first run using polarized beam at an energy of 3.2 GeV. This will not require it to exceed the operational limit of the hadron dipole. Parity will run for one month from April 15,1998 to May 15,1998 (contingent on the results of the dress rehearsal in 12/97). The remainder of the time that is left in the 1/98-7/98 period will be used for the GDH experiment (94010) using polarized beam and the polarized ^{3}He target. Experiment 94010 needs 31 days so it will need some extra time in the next scheduling period, i.e. through the end of August, 1998. The next call for scheduling will be in September.,1997.

There was an informal discussion about scheduling Hall A collaboration experiments beyond those that have been currently scheduled. For the latter part of 1998 it is anticipated that parity will get more time and as previously noted the GDH experiment is also likely to run. Note that the three year rule for experiments to run will have its clock starting in Summer,1997 so by summer,2000 if these experiments haven't run they need to be resubmitted.

II) User Involvement in Commissioning Runs.
For the last few runs there were holes in the schedule; not enough manpower had been committed. Help is still needed for data analysis. The data analysis is not falling behind, but could be done better with additional manpower committed to this task. Kees de Jager said that it will be required, that the analysis of the ^{16}O commissioning experiments be done in-house. (i.e. a complete analysis must be done at TJNAF. Parallel analysis can and perhaps should be done at the user institutions.) ESPACE will be the Hall A supported analysis package, the lead person in this is Werner Boeglin. Bob Michaels is the librarian for this effort. ESPACE will be supported for HP and Sun computers and most likely for LINUX. Paul Ulmer has responsibility for all software beyond ESPACE, i.e. radiative corrections, simulation codes etc.

III) Manpower for Commissioning Experiments
The ^{16}O experiments probably will have sufficient manpower. The larger problem may come from the deuterium experiment (91026) in the Fall. The basic running protocol is that there are three people on each shift plus one expert person on call. Of the three people on shift, one is the shift leader. (The expert is someone you call in when you have a problem.) The OPS manual has been completed and is now being reviewed. Reading the OPS manual should allow one to be able to do most straight forward, standard operations.

IV) Issue of Running Polarized Beam in 1998 and Future Scheduling Concerns.
The startup of the G_{en} experiment has been delayed 3 months to increase the probability that the polarized beam will be at a higher polarization percentage. By fall of 1998 one might expect about 60 μA of beam in hall A at 80% polarization. This should allow most experiments to run, polarized or unpolarized. As for the ranking of experiments with regard to

whether they are collaboration or non-collaboration experiments, Kees de Jager stated that he considers that the first year to year and a half should be devoted primarily to collaboration experiments.(The GDH experiment using the polarized ^{3}He target is the major exception to this statement along with a few other experiments like $^4\mathrm{He}(\mathrm{e},\mathrm{e}'\mathrm{p})$ polarization transfer that are non-collaboration experiments that would like to run in the next few years.)

V) Graduate Students
George Chang handed out a list of Hall A graduate students that he acknowledged is incomplete. There are other involved students but at least in some cases their theses have not been determined at this point. George Chang will keep the updated list. Kees de Jager will start to enforce the rule that graduate students with an thesis topic will need to take on a substantive project for the Hall.

VI) New Members of the Hall A Collaboration
According to past policy, students with a defined thesis project and who also have a definite project that is supporting the laboratory, are automatically collaboration members. Post docs must be voted in. The membership list was reviewed by the CC. Several people were recommended for membership in the Hall A collaboration. The CC is working to produce an updated, official Hall A collaboration membership list. This will be circulated in May to the members of the Hall A collaboration who are on the current mailing list Any over sights will be corrected at this time.

VII) Procedure for Submitting New Hall A Proposals.
The existing policy is:

"New proposals will be reviewed by the physics working groups prior to submission to the PAC. The working groups should decide which proposals that they recommend should be forwarded to the PAC and the CC will then schedule dry run presentations for these recommended proposals."

The CC has reviewed this policy and noted that there have been no objections to it. The CC unanimously has approved this policy and it will be announced to the membership meeting tomorrow.

VIII) Authorship of Papers
Regarding the policy for authorship of collaboration papers, the policy previ-

ously agreed upon by the CC and announced at the last collaboration meeting will be sent out for a vote of the membership.

IX) Office Space at TNJAF
For the next six months office space at TJNAF will be very tight. Every hall has two to three new people and there is very little new space anticipated at CEBAF center. Eventually more space will be created as needed. It appears that at the moment on-site users have adequate office space.

X) Working Groups, How Should they Function?
The working groups need some formal procedure for their operation. Each group should formally organize itself, i.e. elect leadership and define some operating procedures. The working groups should take the primary responsibility to run themselves, schedule meetings etc. The continuation of a working group should depend on evidence of ongoing activity by that group. The CC will try to coordinate when working groups meet but each group must propose the blocks of time during which they wish to meet.

XI) Election of New CC Members
Two new members must be elected to the CC for a two year period starting September, 1997. M. Epstein will solicit formal nominations and collect and count the ballots for the election. Formal nominations will end by May 16. The election for new CC members will end by June 27. The call for nominations will be sent out by M. Epstein next week. (Note all nominees must be consulted to verify that they agree to serve before their names will be put on the ballot.)

XII) Talks and Publications About the Hall A Program
Kees de Jager raised the issue about talks and publications dealing with the Hall A program. He noted that we missed the deadline for the Washington APS meeting, but several submissions have been made to the Intersections Meeting. We need to be alert to the timely submission of abstracts for talks at meetings. The American Physical Society, Division of Nuclear Physics, meeting this Fall is a case in point. We need to organize ourselves as to how these submissions will be made. We also need to schedule dry runs for these talks and setup policy for publications of this type.

In this regard the CC has unanimously implemented the following policy: "In order to ensure fair representation of the Hall A membership as speakers and of the Hall A scientific program the CC proposes that: for talks, presentations and publications that represent the Hall A program the CC must approve the speakers or authors for these presentations. Furthermore the CC must review the presentation to be given before it is submitted or presented. Presentations that are clearly about any given experiment are soley the responsibility of the spokespersons for that experiment."

The meeting ended at 5:00 P.M.