Minutes of the CC meeting: March 27, 1999

Pierre Bertin (secretary in absence of Christian Cavata)

April 19, 2000

Present: Kees de Jager, Jeff Templon, Franco Garibaldi, Pierre Bertin; absent: Christian Cavata.

1 Kees reports on the status of the HALL :

- Experiments E94-010 and E95-001 on polarized ^{3}He were successfully completed in December and February.
- The polarized ^{3}He target was removed and replaced by the cryogenic target. One of the hydrogen loops is not working, so that the HAPPEX experiment has to run with only one loop.
- New aerogel prototype is on site. It will be tested first week of August.
- Many of the photo-tubes used in the hall have been changed due to a helium pollution. This pollution comes from a leak on the cryo-circuit of the HRS magnets and from use of ^{4}He to cool the polarized ^{3}He target cell.
- NIKHEF and JLab have agreed to move the BigBite spectrometer, fully equipped, from NIKHEF. It can be used as a third arm or as a sweeping magnet.
- CEBAF will have 30.5 beam weeks each year (the requested additional funding for JLab operations was not approved). This implies two long shutdowns of one month (January and August).
- Final schedule for Fall of 1999 and preliminary schedule for Spring of 2000 have been fixed. In 1999 HAPPEX will run followed by the deuterium photo-disintegration. In the expected schedule ^{3}He$(e,e'p)$ will run for 10 days in December (1999), then be completed in February and March. ^{4}He$(e,e'p)$ with the FPP will start in April 2000, followed by E91-011. The septum magnets are expected to be installed starting in the August (2000) shutdown.

- Kees informs CC that on June 24 and 25 the Jefferson Lab Users' Group workshop will take place at CEBAF. Status talks about the lab and about various experiments of high interest will be presented, along with two mini-workshops. One of the workshops will be entitled "radiative corrections for everybody", and the other will focus on the use of object-oriented programming technology at JLab (for example, on "root" which is the OO replacement of PAW). This workshop will be followed by the JLab Open House on June 26. Hall A scientists are encouraged to participate as volunteers in the Open House program.
- Kees informs that a card reader will be installed at the entrance of all buildings. That will avoid having to wait for a guard to go inside the building in the night or during the weekend. It will allow also to keep track of the occupancy of offices in trailer city.

2 Jeff reports on the Users Group BOD meeting.

The minutes of the meeting can be found at `http://www.cebaf.gov/user_{r}esources/usergroup/board/mar12_{m}inutes.html`. The most important point to iterate here is the health insurance for graduate students. JLab by law cannot require students to be insured, so the problem falls on the sponsoring universities. Each university must be sure that their students have a correct medical insurance (JLab does have a cheap insurance program available). Other reports related to discussions at the Users Group BOD meeting:

- A JLab Users Group Meeting was held as part of the Centennial APS meeting in Atlanta. C. Glashausser and D.S. Armstrong gave talks on G_E^p and HAPPEX results. Martha Krebs was in attendance, and the meeting was well attended by scientists (including some scientists not working at JLab).
- Access to Hall A data experimental data ("data mining"): it was discussed at the UGBOD meeting how to deal with requests to examine data from JLab experiments in order to extract ("mine") physics which was not part of the original proposal. The following process was proposed during the UGBOD meeting, and the CC finds this an acceptable policy:
  - For Collaboration Experiments, during the first three years after data taking for the collaboration experiment, the CC will handle (receive, examine, grant or deny) requests to mine data from the experiment.
  - For experiments which take place in Hall A but are not Collaboration experiments, during the first three years after data taking, the spokespersons for the experiment will handle requests (in cooperation with the Hall A program manager).
  - Three years after data taking, the data become Collaboration property and will be open to all for data mining, but all requests must still be coordinated through the Hall A Program Manager.

- All Halls at Jefferson Lab will keep a list of data-mining projects available to the public. In this way, people who are preparing new JLab proposals can be aware of any data-mining projects which might be closely related to their PAC proposals (and not discover the fact only at the PAC meeting!)

3 Other Miscellaneous Discussions

3.1 Publication/presentation archival

The CC discussed how to most effectively keep the Hall A Program Manager and the Collaboration informed about developments (e.g. status of the analysis, publications, presentations) in Hall A Non-Collaboration experiments after the data have been taken. One possibility which was discussed was to ask JLab to impose the Hall Leader to be one of the co-spokepersons of each non-collaboration experiment. No decision on that was taken.

3.2 Bylaws collection.

The CC will try to collect all bylaws produced by previous CC's. Franco will scour CC minutes from 1998, Jeff will collect bylaws from the CC minutes from 1997, PYB for 1996, and Kees will examine minutes from 1995 and before. If some people have kept copies of CC minutes prior to 1996, please send them to Jeff or to Kees.

3.3 Hall A Annual Report

The CC unanimously supported the idea of an Annual Report for Hall A. It will be an internal Hall A publication, edited by the CC. The report will contain such things as a list of running experiments, a list of the staff members, students, and postdocs on site, *etc.* All Collaboration experiments will be encouraged to submit one to two page reports.

3.4 List of working groups

The known working groups are:

- Short-range correlation
- Few-body reactions
- Many-body reactions
- RCS/VCS/DVCS (Compton Scattering)
- Kaon production
- Nucleon structure

- Low-Q^2 reactions
- Parity experiments
- Software Working Group

The CC encourages meetings of the nucleon-structure and few-body working groups to be held at the upcoming (May) Collaboration meeting, in connection with upcoming related experiments. Other working groups are encouraged to meet; the Collaboration program was expanded to three days this time to give working groups more time to meet.

3.5 Next CC Meeting

The next CC meeting will be on May 23 (during or immediately before the Collaboration Meeting.) Also, remember that the next PAC is scheduled for the week of July 12.

3.6 CC Elections

The invitation for nominations has been distributed in order to have the first round of voting in June and the full process completed by September 1. Jeff is in charge of organizing the ballot.

It is decided to limit the number of candidates in the second round:

- In the first round any candidate with more than 50% of the ballot is elected.
- If there are four or more candidates, only the candidates who have more than x votes, where

$$x = K \frac{\text{number of votes cast}}{\text{number of candidates}}$$

  (and K is a constant of order 1) will be continued to the second round of voting. The purpose of this is to ensure that election requires garnering a substantial fraction of the votes cast. If there are less than four candidates, all will run in the second round.

3.7 Publication Archives

Once again, the CC urges people who present or publish a paper related to experiments or work in HALL A to inform the CC and the Hall Leader. This policy is being widely ignored, as evident from a comparison of the Atlanta APS Program and CC records. Also, please send postscript copies of preprints, conference proceedings *etc.* to be archived as Hall A documents.

3.8 OPS Manual

The Hall A Operations Manual is being upgraded by the HALL staff and will be put on the web. A shortened (ESAD) version of the OPS will be made available for people on shift. The OPS manual is a huge tome, intended to be the reference document on Hall Operations, but it is not easily accessible unless you already know what you are looking for. Everybody on shift has to have read the ESAD version.

3.9 Working in the Hall

All people doing projects in Hall A (test setups, installation, *etc.*) are reminded that Ed Folts must be informed *before* work commences.

3.10 Jeopardy

A discussion took place about Jeopardy. The crucial issue is that due to the restrictions on PAC, intended to reduce the backlog of approved hours in Hall A, only about one experiment per PAC can be approved. Jeopardy will also reduce the backlog, so the discussion centered on how we might "speed up" Jeopardy. There was no clear recommendation from the CC to speed up the process. However, the CC agreed on the following guidelines:

- no experiments should be considered under the Jeopardy rule for the upcoming (July 1999) PAC
- Kees will inquire whether experiments, agreeing to go before Jeopardy earlier than required, could be given a four-year Jeopardy period if approved (as a reward for going early).
- There will likely be *two* Hall-A jeopardy PAC meetings. As a means to encourage experiments to resubmit for Jeopardy as early as possible, it will also be investigated whether experiments choosing to take the latter PAC can be awarded a 2.5 year Jeopardy period (instead of the normal three years) if reapproved.
- Spokespersons who *do not plan to resubmit* their experiment for Jeopardy, i.e. plan to let their experiment "quietly die" at the end of its three-year Jeopardy period, please inform the CC ASAP!

3.11 More Collaboration Archival

- An effort will be made to collect dates of entry (and possibly exit) for all Collaboration members.
- Kees and Jeff are working on a definitive list of Hall A Collaboration experiments, to be published on the web when finished.