

# **RFTech**

## **report on SRF kick-off meeting**

M.Grecki

# Agenda of WP 10 kick-off meeting

<b>10:00</b> Welcome, Introduction (10')	D. Proch (DESY)
<b>10:10</b> WP 10.1 Coordination & Communication (20')	O. Napoly (CEA-Saclay)
<b>10:30</b> WP 10.2 SC Cavities for proton linacs (20')	S. Chel (CEA-Saclay)
<b>10:50</b> WP 10.3 LHC Crab Cavities (20')	P.A. McIntosh (Cockroft Institute)
<b>11:10</b> WP 10.4 Thin Films (20')	S. Calatroni (CERN)
<b>11:30</b> WP 10.5 HOM Distribution (20')	R. Jones (Cockroft Institute)
<b>11:50</b> WP 10.6 LLRF at FLASH (20')	M. Grecki (DESY)
<b>12:10</b> Lunch break	
<b>13:10</b> WP 10.7 SCRF gun at ELBE (20')	J. Teichert (FZD (Rosendorf))
<b>13:30</b> WP 10.8 Coupler development (20')	A. Variola (IN2P3-LAL Orsay)
<b>13:50</b> General discussion on SRF Organisation (1h10')	
General Meetings	
Steering Committee Meetings	
External Scientific Advisory Committee	
Relations with WP4 (AccNet)	
<b>15:00</b> Coffee break	
<b>15:20</b> General discussion on Reporting Rules (1h40')	

# Comments to presentations

- still some issues are not clear, Annex 1 contains few mistakes (WP10.2 SPL cavities: 4 deliverables instead of 1 only, WP10.8 LAL couplers: 1 deliverable it should be split into 2 deliverables) – is it still possible to correct them?
- in few cases the Gantt charts require some changes – will be corrected before EuCARD Steering Committee on April 3rd

# Problems raised in discussion

- how to allocate deliverables to institutions (e.g. 3 tasks and 2 deliverables declared)
- how to allocate money to sub-tasks? (money are allocated to laboratory, further subdivision is up to laboratory)
- reporting rules – there were some discussion on the contents of Interim Activity Report, in particular on resource utilization. But the quarterly reports (CARE) disappear.

# Conclusions

- SRF Work-package Annual Meeting will be organized annually (2-3 day workshop open to all active participants reviewing the past activity EuCARD/SRF). All Task leaders are expected to attend these meetings in persons.
- SRF Work-package Steering Committee - WPC, WPDC and technical Task Leaders will meet at least every 6 months.
- SRF Work-package External Scientific Advisory Committee – will be organized