

**Notes from the LCLS Users' Organization Executive Committee (LCLS UOEC) Meeting,
December 9, 2008**

Attendees (in person or by conference call): John Arthur, Thomas Earnest, Phil Heimann, Cathy Knotts, Richard Lee, Jochen Schneider, Linda Young

Agenda:

- 1) Update webpage for widespread user communications:
 - Pattern on SSRL website
 - Deadlines and periods for 2nd call for proposals
- 2) Discuss LCLS UOEC Charter
- 3) Next year's user meeting - Dick Lee
- 4) LCLS news emails - (similar to those that come from SSRL) sent to all users. At this early stage, these could include machine studies and endstation updates with links.
- 5) User Advocacy - NUFO volunteers

1) LCLS user representatives requested updates to the LCLS website. Add space between the user links and the "related sites" LUSI, PULSE, SIMES. Fix broken link from construction to "User Resources." In terms of priorities for further website developments, the users wanted to add left navigation buttons for "Schedule", list upcoming "Deadlines", provide updated information on the instruments, and provide proposal instructions and templates without having to log in and request a password. The next priority will be to update the contact page to allow interested people to sign up for the LCLS mailing list (include a button on the contact page, "Please add me to your mailing list, and forward updates on AMO, XPP, SXR, etc."). Next, add left navigation buttons for "Organization" (include list/contact information for the LCLS UOEC, SAC, PRP, other advisory committees), and LCLS "Publications".

28 proposals were received for the first call for proposals; these were rated by the LCLS Proposal Review Panel (PRP) at their first meeting on Dec. 3-4 using similar rating criteria as other lightsources: 1 (highest rated) to 5 (lowest rated). Three proposals were more technical and were determined by the PRP to be most appropriate to include in early commissioning rather than rated and scheduled as general user time. A few proposals were related, and those proposal teams will be encouraged to join forces and work together. The remaining proposals were rated as follows: 11 rated "1", 5 rated "2", 2 rated "3", and 5 rated "4". It is likely that all of the proposals rated "1" will be scheduled, and it is possible that some of the proposals rated "2" may be accommodated. Some proposers wanted to install/use the CFEL chamber developed in Hamburg. This is a challenging task to determine how the CFEL chamber might work in the AMO scheme, and John Bozek will investigate obstacles and options to try to get the CFEL chamber on during the 1st run.

LCLS proposal cycles will be twice each year, about every 6 months. Proposals are valid for 1 run only and have to be resubmitted in order to be considered for subsequent runs. For the first several years, significant downtime is anticipated for infrastructure work to install instruments as they become available.

Tentative LCLS Schedule 2009-2010:

| Run - Chamber | Proposals Due | Peer Review | Tentative Schedule Dates | Infrastructure Plans |
|-------------------|---------------|-------------|--------------------------|---------------------------|
| 1 - AMO | Sept. 1, 2008 | Dec. 2008 | Sept.-Dec. 2009 | Install AMO. |
| 2 - AMO, SXR | April 1, 2009 | June 2009 | Apr-July 2010 | Install SXR Jan-Mar 2010. |
| 3 - AMO, SXR, XPP | Oct. 1, 2009 | Dec. 2009 | Aug-Dec 2010 | Install XPP Summer 2010. |

When the LCLS becomes operational it will have very limited beam time compared to synchrotrons, and only the top rated proposals will be accommodated. In response to users' questions about longer term proposals or block allocations, it was agreed that this would not be allowed in the early operations phase as it could take time away from new ideas and new proposals. This issue of updating a proposal without having to resubmit it could be revisited after the initial start up, when operations are more steady state.

The long lead time from submitting a proposal and being scheduled is necessary to maximize efficiency and give users time to prepare to be ready for experiments. In January, staff will start to draft the schedule for maintenance/accelerator physics, chambers, and user experiments September 1-December 18, 2009 (estimate 12 hour shifts). Significantly before this time, probably in early February, there will likely be a workshop or meeting to bring together the proposal teams to discuss technical aspects, their approach, boundary conditions, etc. in order to help prepare the user groups, identify overlapping interests and goals, encourage collaborations, and facilitate the likelihood of productive and successful first experiments.

2) The draft LCLS UOEC Charter was reviewed and approved with minor changes. The charter will be posted to the LCLS User webpage.

3) As the LCLS UOEC Vice Chair, Dick Lee will co-chair the next LCLS users' meeting. A joint meeting with SSRL and LCLS has been scheduled for October 19-21, 2009. However, since the LCLS user experiments will have just started in September 2009, Dick suggested considering whether it made sense to have the meeting on this date or to postpone the LCLS part. At a minimum, there was significant interest in arranging a workshop on "First LCLS Experiments" in February 2010 with presentations from the users who conducted experiments during the first run. There are practical problems of trying to overlap LCLS, SSRL, and ALS events including limits on conference room

space, people to organize these events, and interested users to participate in these events. In the future, we also need to reconsider if it is feasible to continue to have joint LCLS/SSRL users' meetings and/or if it is desirable to continue to coordinate SLAC meetings with LBNL/ALS users' meetings (same week?). Questions on this topic will be added to the SSRL user survey in January and should also be included in the LCLS newsletter. Dick Lee will raise the issue with the LCLS, SSRL and ALS directors.

4) The LCLS UOEC requested periodic news updates to the user community, perhaps quarterly newsletters by email similar to the SSRL Headlines. Newsletter should include updates on instruments, endstations, calls for proposals, and deadlines; these should be sent to the LCLS user email list.

5) Linda asked if individuals were interested in representing the LCLS user community on the National User Facility Organization (NUFO). NUFO representatives participate in periodic conference calls with facility directors. They also help to coordinate letter writing campaigns, meet with Congressional representatives and their staff in Washington DC, help to coordinate visits to local congressional offices, and help to provide briefing material to support user advocacy. A call for users interested in this type of user advocacy should be included in the LCLS newsletter (January 2009?). The next NUFO meeting will be held in the Spring at the APS, and Linda will represent the LCLS at that meeting.