**Minutes of HESEB Kick-Off Meeting**

**15 November 2018, DESY Hamburg, Notkestraße 85, 22607 Hamburg**

**Building 1, Directorate Conference Room**

**Attendance:**

*In Person:*

J. Viefhaus (HZB), F. M. Esser (FZJ), B. Schramm (HZDR), S. Schuppler (KIT), E. Özensoy (U Bilkent), F. Lehner (DESY), H. Franz (DESY), W. Eberhardt (DESY/TU Berlin), H. Dosch / part time (DESY), S. Techert / part time (DESY)

*By Phone/Video:*

R. Follath (PSI), G. Paolucci (SESAME), R. Bartolini (SESAME), M. Al-Najdawi (SESAME), S. Kaya (Koc University)

**Agenda:**

* Welcome (H. Dosch), Tour de Table
* Introduction / Goals – F. Lehner
* Summary of present status – W. Eberhardt
* Review work packages:
	+ WP1 – W. Eberhardt/R. Follath
	+ WP2 – J. Viefhaus
	+ WP3 – F.M. Esser
	+ WP4 – S. Schuppler
	+ WP5 – B. Schramm
	+ WP6 – F. Lehner
* Status of Turkish Proposal – E. Özensoy
* Budget – all
* A.o.B.

**Documentation**:

Talks and other documents are available on DESY Cloud Server:

<https://desycloud.desy.de/index.php/s/btKt9isn6mASyrF>

The project website will be set up on <http://heseb.desy.de> (not yet available)

**Results and action plan from meeting:**

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| **Topic** | **Discussion Points** | **Action Items** |
| WP1: BL design | BL design/layout was discussed. Optical design will be done by Rolf Follath. Major decision has to be taken if first mirror should be placed inside shielding wall or not Discussion on KB optics and second refocusing mirror X-ray beam-position monitors need to be considered in designSESAME has responsibility on beamline controls (based on EPCIS) and radiation safety measuresFront-end design has to be done by SESAME Infrastructure: Power, cooling, compressed air is responsibility at SESAME | SESAME to provide CAD drawing of relevant section of beamline and overall floorplanR. Follath to start work on optical designHZB is supposed to provide the UE49 mirror chamber drawings for a mirror chamber to be installed in the front end. Space has to be checked by SESAMESESAME to specify vendors for pumps, valves and stepper motors SESAME to start front-end design once first optical design is readyFZJ to decide then if front-end can be produced in-house or outside SESAME to check if M. Al-Najdawi could be sent to Germany for a few weeks in Q1/2019. |
| WP2: Undulator | A 2D-drawing of Undulator UE56 with correct envelope has to be provided by HZB as soon as possible. A full 3D CAD model will be later done once design is complete. Beam profile and heat load calculations at undulator are necessary. The heat load and beam profile calculations of the undulator beam should be done for the exit port flange (6m meters from center of undulator) and roughly at the mirror position 9m from center of undulator for at least two different K values (12.8. mm gap for sure)For the insertion vacuum chamber an existing design can be used. The procurement will be done through FZJ.  | HZB to provide a preliminary 2D-drawing (top view and side view) of UE56 undulator to SESAMEHZB to provide beam profile of undulator beam and heat loads SESAME to provide drawing of existing insertion vacuum chamber plus necessary extension pieces  |
| WP3: Installation | Installation of undulator: SESAME will have to decide how to fit the undulator in - depending on re-routing of cable trays and water pipesInstallation of BL and undulator will happen with technical support from FZJ | SESAME to decide how undulator (bracket inside or outside) has to be installed |
| WP4: BL staff training | Agreed on a lean training program at KITIf Turkish funds become available, then further financial support to provide comprehensive training is possible (if they become available in January 2019). It is not clear, though what can be done in terms of training if they become available up to a year later.Start advertisement of BL scientist position as soon as possibleQuestion on 2nd beamline scientist is open. Training at KIT possible only if start is simultaneous to first one. Include Helmholtz people (W. Eberhardt, S. Schuppler or somebody else from KIT) in selection committee.  | SESAME to provide first draft of BL scientist job advertisementDESY to set up agreement with SESAME on secondment and reimbursement scheme for BL scientist  |
| WP5: User Community | Provide funds from HESEB project for user community build-up | HZDR to coordinate actions with ESUO and explore other synergies of existing/available programs   |
| WP6: Coordination | DESY will coordinate HESEB projectCloud space at DESY for documentation is already available:<https://desycloud.desy.de/index.php/s/btKt9isn6mASyrF>The project website http://heseb.desy.de will soon become active. | DESY to provide project website and cloud space for project documentationDESY to set up a weekly jour fix with major actors on project progressDESY to design a HESEB logo HZDR to explore if a HESEB poster can be shown at the SESAME user meeting  |
| Turkish Proposal for endstation | Presentation on plans for Turkish NAP XPS endstation | Turkish users to specify focus size on samples |
| Budget | Budget discussions and agreement on budget allocations within the 3.5M€ cap Budget figures are provided in separate tables | All Helmholtz partners to validate budget numbers |
| Next Steps | Regular weekly short telephone conference to report and synchronize on project progress | DESY to prepare with Helmholtz headquarter the grant agreement for the five HGF centers |