

## Summary from the 14<sup>th</sup> ATF2 project meeting: proposed next steps towards attaining ATF2 goal 1

We discussed how to organize the international collaboration and which steps we can take over the coming summer months to be best prepared for the coming fall beam operations at ATF2. Here are the conclusions and the agreed next steps we will take:

- i) The appointment of Kiyoshi Kubo as “ATF2 tuning operations director” to lead and co-ordinate ATF2 operations between the local KEK-based ATF team and international collaborators. Both in strategic planning over the summer and for beam operations in the future.
- ii) Regular weekly meetings over the summer shutdown period to discuss key topics identified during the collaboration meeting.
  - a. The first of such meetings will be Friday July 6 for discussion of expected beam performance with the current optics and beam conditions. Also at this meeting we will discuss the case for specifying and swapping quadrupole magnets in the FFS to minimize the impact of their inherent multipole fields. A decision on whether to perform this swap over the summer will also be made.
  - b. Topics for other meetings will be posted well in advance and will include formulation of a tuning plan for Oct-Dec, logistics for international participation as well as other identified technical topics.
  - c. URL of the meeting homepage is <http://ilcagenda.linearcollider.org/categoryDisplay.py?categId=64>.
- iii) It was specially requested that operation schedules for Oct-Dec be well specified as early as possible to allow for international groups to plan travel and to plan the logistics thereof.