HEC Actions Completed & Decisions Taken
Status 7.7.1999

Minimal E-mail list

- An E-mail list was established to define a minimal set of people to whom important messages at each lab. should be sent and who are supposed to answer quickly.

Alberta	Pinfold, Soukup, Vincter
Carleton	Oakham, O'Neill
Dubna	Cheplakov, Kazarinov, Kukhtin
Kosice	Bruncko,Strizenec
Lebedev	Komar, Snesarev, Yakimenko
Mainz	Jakobs, Koepke
Molniya	Denisov
Munich	Oberlack, Schacht, Stenzel
Protvino	Chekulaev, Minaenko, Moiseev
TRIUMF	Oram, Wielers
Victoria	Keeler, Langstaff, Lefebvre

HEC Actions Completed & Decisions Taken
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Communication within HEC

- It is recognised that communication within HEC has to be improved in order to avoid mistakes.
- It was agreed to follow a proposal by C.Oram for urgent messages and exchange of communications:
  - ✔ E-mails marked in subject

    `Urgent Reply Requested'

    shall normally be answered within one working day. A short reply of the type:

    `Received E-mail, will reply by **/**/**'

    or

    `Acknowledged, accept change'

    will be considered adequate.

    It is assumed that the marking of E-mails this way will not be used frequently.

Reporting Procedures

- The weekly / biweekly reporting is useful. It will be continued until the new reporting scheme under PPT will be established.

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QC Coordinator

- ❒ M.Wielers was asked to act as the new QC coordinator.
- ✔ Monika accepted the task.

Production Data Base

- ❒ It was agreed that a production data base system is needed for HEC in particular in view of the overall ATLAS production data base. There was agreement to follow the proposal to use the ACCESS program as the basic tool.
- ❒ It was decided to appoint a data base manager. His tasks will be to set up and maintain the production data base for the HEC and to maintain the link to the overall ATLAS production data base.
- ❒ M.Aderholz was asked to act as the data base manager with M.Wielers, the QC coordinator, acting as `back up'.
- ✔ Michael accepted the task.

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MODULES

- Lifting beams: Number at home lab / at CERN:
  IHEP: 1 / 1 , JINR: 1 / 1 , MPI: 2 / 3 , TRIUMF: 2 / 1.
  - ✔ This will be enough for the different sites at CERN.

COPPER PLATES

- Passivation of CU plates
  - ✔ It is needed, but beware when cleaning afterwards.
- Cleaning process for CU plates:
  - ✔ QC baseline is cleaning by hand with subsequent ultrasonic cleaning.
  - ✔ It is recognized that complete washing by hand is in principle a reasonable way of cleaning. It is agreed that the QC after cleaning will be done with white cloth for surfaces and “Q-tips” for holes. After wiping only a very fine coloring should be accepted. .
  - ✔ All bolt holes to be plugged by appropriate screws when in LAr.

HEC Actions Completed & Decisions Taken
Status 7.7.1999

READ-OUT STRUCTURE

- Thin HV tabs:

  TRIUMF observed that HV tabs recently delivered by LPI were thinner by typically

  15 µm and that CU came off during LN2 test.

  - ✔ LPI has qualified the HV tabs with 100 LN2 cycles.
  - ✔ LPI now selects the HV tabs on the basis of their thickness.
  - ✔ Mainz asked for price offer for 30 m2 of CU cladded Kapton materials from British supplier of Kapton for PAD boards. LPI decided that the quoted price is too high.
  - ✔ The board production to be continued with thick HV tabs.
  - ✔ The existing boards with thin HV tabs to be used for assembly.

HEC Actions Completed & Decisions Taken
Status 7.7.1999

SHAPING TIMES / FEEDTHROUGHS

- Decision on shaping time for 4th longitudinal segment (50 or 100 ns peaking time?) is still open.
  - ✔ MPI studied a layout of the read-out of the 4th segment grouped into separate FEBs.

    The solution is technically feasible. Cost of 150 kCHF.
  - ✔ Empty slots in feedthroughs: It was agreed that these slots should be equipped with pigtails of the "calibration" type.
  - ✔ LV pigtails in slots 14 A/B and 15 A/B
  - ✔ H.Oberlack has sent corresponding message to M.Lefebvre.

Resistors in HV chain

- The resistor scheme of the modules has two resistors: One of 1 Mohm at the distribution board, a second of 0.5 Mohm on the stripline at the connection to the HR layer.