

* part time

Agenda

1. Chairman's remarks
2. Adoption of the agenda
3. Minutes of the previous meeting
4. Matters arising
5. News from the CERN Management
6. Car sharing pilot project
7. Reports from ACCU representatives on other committees
8. Users' Office news
9. Any Other Business
10. Agenda for the next meeting
DRAFT Agenda for the meeting to be held on Wednesday, June 13th, 2007

1. Chairman's remarks
2. Adoption of the agenda
3. Minutes of the previous meeting
4. Matters arising
5. News from the CERN Management
6. Dosimetry at CERN
7. Update on Collaborative tools and videoconferencing
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ADVISORY COMMITTEE OF CERN USERS

Minutes of the 75th meeting held on March 7th, 2007

1. CHAIRMAN'S REMARKS

F. Navarria, Chairman, opened the meeting and welcomed S. Lettow, the new Chief Financial Office (CFO), and the new ACCU delegates A. Rozanov (France), N. Pastrone (Italy), S. McMahon (United Kingdom), M. Witek (Poland) and F. Siklér (Hungary). The new NMS delegate, V. Karjavine, was unable to attend. The departure of A. Di Ciaccio and J. Wilson meant that new representatives were needed on the Housing Fund committee (HFC) and the Desktop Forum (DTF). A. Rozanov and E. Etzion were nominated to represent ACCU on the HFC and DTF respectively.

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 74th meeting were adopted as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

a. ACTION ITEMS

- The ACCU DTF representative to raise the question of Skype at the next DTF meeting
  
  In the absence of the ACCU representative, C. Onions raised this in the February DTF meeting and it should be on the agenda of the March 27th meeting. Representatives of SKYPE will visit CERN on March 15th.

Other matters arising

In the previous meeting, the Chairman had expressed a concern that the shuttle service to point 5 might be discontinued. This is not the case, the service continues.

At the meeting in September, A. Naudi had mentioned that CERN had approached FIPOI for a loan for new office buildings. S. Lettow had no further news on this. J. Engelen commented that space is being created, for example near the PS for CMS. A. Rozanov commented that if money was made available for new buildings it should be used effectively to create as much usable space as possible.

At the December meeting it was reported that the future of the International Sections in the Lycée de Ferney was at risk because in French law they could not insist on parents paying for this. Since then, a bill has been passed which specifically states that
the International Sections are allowed to charge parents. A decision to extend the Lycée or build a new one will be taken during March. As either option will take time, the Regional Council is consulting on what measures can be taken immediately to ease the problem of increased numbers. There is the possibility of hosting the International Sections in the College de Prevessin-Moens. The Comité de Liaison, which has not met since 1996 but should meet regularly to discuss schooling in the Pays de Gex, will now take place on March 16th. The possibility of the International Section primary schooling being on a Wednesday afternoon instead of Tuesday was raised.

It is foreseen to open the new hostel at the beginning of May and bookings will be possible once the exact opening date is decided. The project has kept within budget and, when open, the total number of available beds in the three hostels will be 496.

Many complaints had been received about recent reservation problems. In January, following the Christmas shutdown, there were 900 e-mails concerning reservations to be dealt with. An automatic reply had been sent during this period saying that all mails received would be deleted, which was not in fact correct. As a result, many of the mails were re-sent. With the normal influx of e-mails in January, the staff could not keep up with the requests. Staff came in over one weekend to help clear the backlog and things are now back to normal. However, there were also teething problems with the new reservation software, which was introduced on December 1st, but these problems have been resolved. Despite these problems, the occupancy rate is higher than ever, currently 86% (including weekends and the CERN closure at Christmas).

ACCU delegates commented that booking by e-mail is not suitable, there is no response to indicate that an e-mail has been received, and often it is easier by telephone. Once again, delegates asked for a web-based booking system. The new HFC delegate should raise this question again.

5. NEWS FROM THE CERN MANAGEMENT

J. Engelen commented on the LHC installation progress. The cool down of the first octant 7-8 has started, the temperature is now below 20 Kelvin and should reach the target temperature of 1.9 Kelvin in about one week. The progress can be followed on the web. It has gone a little slower than initially foreseen but a lot has been learned, small problems have been overcome and it is proceeding very well. Next, octants 4-5 and 8-1 will be cooled down. The machine installation is going well and the magnets will all be installed by next month. Optimisation of the interconnections is under way and the machine people are working hard to ensure completion well before the end of the year. The experiment schedules are compatible with the scheduled beam pipe closure at the end of August. The computing grid is being developed as a service and will be adequate for start-up. The tier 1 and 2 centres are collaborating well.

The White paper presented to Council concerning additional funding for the years 2008-2010, deemed necessary to allow the laboratory to optimally exploit LHC and have funds available for R&D and design work, is being analysed by the working group set up by the Scientific Policy Committee (SPC). Their findings will be debated next week by the SPC and conclusions presented to Council. As a follow up to the Lisbon meeting,
where it was proposed that Council should be the interlocutor for European HEP strategy, a Council working group is looking into this and will report back next week.

In the discussion, worries were expressed about funding problems within CERN, for example the CERN library budget has been significantly reduced, despite having more to do. J. Engelen made the general comment that with the difficult financial situation of CERN (1.2 billion CHF deficit), optimisation is imperative. We have to find new dynamics in the budget or the service to physics users will have to be reduced to below what is scientifically justified. J. Engelen commented on the decision to reduce staff complements to 2000 by 2010. A detailed analysis showed that we could barely run LHC with these numbers, the White paper requests that the complement does not go below 2250. S. Lettow pointed out that even the slightly more optimistic scenario of the White paper implies a further reduction of 350 FTEs compared to today’s staff compliment. 170 FTEs will have to be cut in Categories 4 and 5 (mechanical and administrative support). This might have an effect also on the support for users. M. Goossens said that the Staff Association believes it will be difficult and maybe impossible to exploit the LHC with the reduced staff complement proposed in the White paper. Next week at the Council meetings the Staff Association will hand in a petition, which all CERN staff are invited to sign. The petition urges Council to ensure that CERN has sufficient resources to fully exploit the physics potential of the LHC as well as do R&D for future projects. J. Engelen commented that Users may not have been sufficiently energetic in convincing their financial bodies that CERN needs sufficient money to maintain a reasonable service. He suggested that if ACCU delegates identify specific examples of things which they think are important and are not being done because of funding problems then they should raise it with their national bodies.

6. CAR SHARING PILOT PROJECT

J.-L. Denblyden reported that after only two months of 2007 the PH-SMI group has no budget left. The budget was reduced to 0.7 MCHf this year (compared to 1.5 MCHf for 2006) and a large fraction of the money is already ear-marked for projects and to pay the salaries of the four people employed through a Field Support Unit (FSU). As a result, the car sharing pilot project has been put on hold. Only theoretical studies have been done but the group cannot invest in any hardware to carry out tests. There is a possibility that a company will offer some test equipment, which would enable them to advance in the testing, but there is no money to put it into production. To try to relieve the problem of availability of cars for short term rental, if any institute stops a long-term rental then the car will be moved to the short term pool (currently consisting of 6 cars). When asked if CERN could make an agreement with rental companies to provide cars, J.-L. Denblyden replied that currently, if no CERN car is available, CERN can organise a rental with an outside company, which is cheaper than the normal rental cost but is more expensive than a CERN car. It was suggested that increasing the rental costs in order to have money for the pilot project might be considered.

The lack of a budget means that day-to-day work, such as moving offices, will suffer. There is no money for new furniture, to paint offices, to install phone and internet connections. The stock of old furniture has already been distributed. Safety is a
top priority, so any work needed to ensure that safety rules are respected will have high priority but will necessitate a special request to the management for funds.

7. REPORTS FROM ACCU REPRESENTATIVES ON OTHER COMMITTEES

Restaurant Committee: C. Martinez Rivero reported that the work on restaurant number 1 will be finished in mid-May and that part of the new facilities will open in two weeks (the conveyor belt for the used trays). In restaurant number 2, a new pasta corner was opened last week.

SIPB: K. Freudenreich reported on the SIPB meeting. In the library progress report it was stated that ~250 KCHf was missing from the 2007 library budget, making it very difficult to maintain the service. K. Potter, recently retired, will take the responsibility of captioning old photos from the archives for the years 1984 - 1993. They will be put on the web. E. Heijne made a proposal to save important pieces of equipment used in old experiments. There will be discussions with J. Gillies and the management how to pursue this. A Sponsoring Consortium for Open Access in Particle Physics Publishing (SCOAP3) has been founded. The new sponsoring model will require 10 MEuros a year to sponsor all open access articles, of which CERN would be asked to pay a small fraction. There will be a meeting on March 14th at CERN to present the plans to all involved. During spring and summer there will be tendering and negotiations with the publishers. It is hoped that a memorandum of understanding can be signed in fall 2007 by the funding agencies.

8. USERS’ OFFICE NEWS

C. Onions reported on the latest news from the Users’ Office. There were significant changes in the Staff Rules & Regulations which came into force in January. The status of “Unpaid Associate” no longer exists and is merged into the “User” status. There are two categories of user:

- users participating in an experiment or specific project (currently CTF3, EGEE, ESI, EUDET, LCG, OPENLAB, UNOPS and UNOSAT): category USER, for whom a Team Leader is responsible
- individuals attached to groups: category UPAS (User Participating As individual Scientist) for whom the CERN Group Leader is responsible

The Users’ Office Registration forms are being updated to reflect these changes. Initial contracts can now be issued for two years (provided the User presence at CERN is less than or equal 50%, i.e. not holding a Swiss AF, they have a valid contract with the institute covering the period and that their passport is valid for the period) instead of one.

Concerning the Users’ Office personnel, the Office supervisor, U. Gnriss, finished work last week. Some of her work has been taken over by C. Thiboud and U. Zerah. Two other staff will retire at the end of April and May. One new person has been recruited internally, working full-time from June, half-time until then. The reduction in
staff will mean that it will be a difficult year both for UO staff and Users, who will have to wait longer. Means of coping with the staff reduction will have to be found. Being able to give an initial contract of two years instead of one will reduce the workload somewhat next year. It would also speed things up if Users filled in their registration forms correctly and the Team Leaders verified everything before people come to the Users’ Office. Many forms are incomplete, wasting both the UO staff and User’s time unnecessarily. An example of a form which was presented to UO was shown, the form had nothing but the Team Leader’s signature on it. All Team Leaders appointed since 2003 are required to complete a Team Leader registration form, signed by their institute, where the duties of a Team Leader are detailed. In January, an e-mail was sent to all the Team Leaders who had been appointed before 2003, when the appointment forms were introduced, asking them to complete the form. They should all be fully aware now of their responsibilities.

Work on the Pre-Registration Tool (PRT) was put on hold as a new way of working with Oracle, “Oracle on Demand”, had to be finalised by the end of March. The person working on PRT will then resume the work and a pilot version should be in place by time he leaves in June.

Work has started on contract renewal by EDH. Separate documents were released last week for Local address and for Emergency contacts. Work will start in April on the contract renewal by EDH. This should take ~ 6 weeks and may therefore be available by the next ACCU meeting.

Some users are having problems as CERN is now the only international organisation using the Swiss Attestation de Fonctions (AF). Some Users have been prevented from boarding aircraft as the airline staff did not recognise the AF as an official Swiss residence document. This adds to the urgency of replacing the AF by a Carte de Legitimation (CL). This would have the added bonus in that it would help to reduce the workload, since the CL does not have to be renewed annually. The Host States service is still discussing this with the Swiss authorities.

The Users’ Office web site is under review, with the aim to ensure that all the relevant information is available and clearly described so that Users are fully aware of what is necessary before they come to CERN.

The Users’ Office webcam was installed last week in the waiting area so that Users can monitor the queue and a link has been added to the web site.

9. ANY OTHER BUSINESS

Dosimeters: all persons with permanent dosimeters should have them read out at least once a month, preferably in the first week (if not one receives an e-mail). This is a problem for users who are not permanently at CERN. How should this be handled?

Users who come once per year for less than 2 months should not use a dosimeter throughout the year. They should rather pick up a short-term visitor’s dosimeter (a medical certificate is not needed). This dosimeter will give access to the majority of experimental areas and also the control rooms and electronics rooms in LHC underground. It is not yet known if it is also valid for accessing LHC experiment caverns during shutdown, because of the uncertainty in the dose rate levels. Users who come several times or who stay longer than 2 months during one stay
should still get the dosimeter for their stay(s) and return it afterwards. However, they need to present a medical fitness certificate because they need to be classified as "radiation workers". In these cases there is no need to organise the readout because the persons are present at CERN. Only users who stay a significant fraction of their time at CERN (clearly more than 50% or more) should have a dosimeter in "permanent" fashion. The dosimeter stock was almost exhausted in the summer of 2006. If the number of users requiring dosimeters continues to increase the stock will run out, perhaps as early as the summer. The Head of the Safety Commission has been informed of the need to purchase additional dosimeters in 2007 and 2008, but so far there is no budget line allocated. An appeal may have to be made to the users to return those dosimeters which are rarely used to enter controlled or supervised areas, in order to equip those persons who need them.

ACCU delegates asked if it would be possible to install an automatic dispenser for short-term dosimeters in case one is needed outside the opening hours of the service.

**UBS:** problems were reported concerning the opening of new bank accounts for some users

For users who stay for a short time only, it is not economic for the UBS or the User to open an account. If they receive a payment from CERN they can get a cash voucher ("Bon de Caisse") which can be cashed at the bank. However, Finance department wishes to minimise the usage of such vouchers. J. Salicio-Diez will check the situation with Finance and report back.

**Change of status:** there were some complaints about the procedure to change from CASS to USER status

*The Users’ Office and HR will discuss the procedure to see if this can be improved.*

**VRVS:** one user complained about the poor performance and support from CERN for videoconferencing

*The user will contact IT department directly. Note that VRVS is maintained by CALTECH, not CERN.*

### 10. AGENDA FOR THE NEXT MEETING (June 13th, 2007)

The agenda for the next meeting should include reports on collaborative tools, the dosimetry service plus reports from ACCU representatives on other committees.

#### a. ACTION ITEMS

**CERN Management**

- To ensure sufficient resources to maintain services for users, in particular for those services where the budget is currently insufficient to do so (the library, the dosimetry service and the PH department service for cars and office removal)

**ACCU delegates**

- The DTF representative to raise the question of Skype at the next DTF meeting
- J. Salicio-Diez to report back on the policy for the issuing of cash vouchers
- The HFC representative to raise the question of web-based booking with the hostel management
Users.Office@cern.ch

Presentations from the meeting can be found with the minutes on the ACCU web site at http://cern.ch/ph-dep/ACCU/