Minutes of the 77th meeting held on September 12th, 2007


* 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. Logistics and transport at CERN
7. Car sharing pilot project
8. Reports from ACCU representatives on other committees
9. Users’ Office news
10. Any Other Business
11. Agenda for the next meeting
DRAFT Agenda for the meeting to be held on Wednesday, December 5th, 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. LHC 2008 start-up events
7. CERN emergency services
8. The Meyrin Tram project
9. Reports from ACCU representatives on other committees
10. Users’ Office news
11. Election of ACCU Chair
12. Any Other Business
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ADVISORY COMMITTEE OF CERN USERS

Minutes of the 77th meeting held on September 12th, 2007

1. CHAIRMAN’S REMARKS

F. Navarria, Chairman, opened the meeting and welcomed the Secretary-General, M. Metzger, who was representing the CERN management at ACCU for the first time. He also remarked that there were many apologies for absence, mitigated by replacements in most cases.

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 76th meeting were adopted as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

4a. ACTION ITEMS

CERN Management

- To ensure sufficient resources to maintain services for users
  - This action item remains valid
- To ensure that the security at the LHC pits is reinforced by the introduction of guards
  - M. Metzger commented that surveillance cameras have been installed rather than guards. Incidents have reduced where they have been introduced.

ACCU delegates

- The HFC representative to raise various points at the next HFC meeting: Web booking; the rules on block bookings; and the unacceptable delays in replying to accommodation requests
  - The Housing Fund Committee has been reformed and renamed as the Accommodation Facilities Working Group. It now also covers office space. A. Rozanov reported on the meeting which took place on September 10th. Statistics on the current capacity and occupancy rates were shown. The rules for booking the hostel are being revised and ACCU feedback will be requested once a first draft is available. Once agreed, the rules will be available on the Housing
Service web site. Web booking is technically feasible now and a proposal on the implementation will shortly be drafted.

- The DTF representative to follow up the question of Skype and ensure that a positive decision is taken as soon as possible
  - In the absence of the DTF representative, C. Onions reported on the current status. The Skype group needs to supply a new contract which can be signed by a corporate user - Skype cannot be used until such a license is made available. It has genuine security concerns and ways have been investigated to mitigate these. The mitigation is not cost-free for a service for many users and it is not yet clear who might be available to implement this.

Other matters arising:

- Loan from FIPOI
  - At the ACCU meeting in September last year, the CFO reported on the possibility of obtaining a loan through the FIPOI for a new building, to meet the requirements for additional office space. F. Navarria reported that 200 offices had been created from existing space. A project to extend building 40 to give ~300 additional places has been elaborated. A loan would be needed to finance this and there have been preliminary discussions with FIPOI. Such a loan would be a long term loan, however CERN is currently supposed to have repaid all debts by 2011, so this would have to be renegotiated.

ACCU delegates commented that the priority should be on hostel beds. With wireless access, people could work from their hostel room. It was stated that there is a parking shortage already near building 40 and that the new hostel parking has taken some away, having installed a barrier, which should not be accepted.

K. Lassila-Perini reported on the status of the Ombudsperson initiative. The task force suggested that a working group be set up and currently the CERN management is appointing people. The Task Force report is available and will be circulated to ACCU.

5. NEWS FROM THE CERN MANAGEMENT

M. Metzger reported first on the main outcome of the June Council meeting. The CERN request for additional budget to cover consolidation, LHC upgrade and new activities was approved. The Member States will add 240 MCHF, spread over the years 2008-2011, half of which will come from France and Switzerland, the other half distributed to the others according to their regular budget share. This is very good news. However, this money has to be implemented through the normal budget decisions, hence the first step will be taken in the 2008 budget, which will be discussed in Council next week.

M. Metzger then reported on the LHC schedule which was reported to Council. Due to the inner triplet failures, it was confirmed that the start-up was now delayed until summer of 2008. The commissioning continues without major problems. Sector 4-5 was cooled down, there were some leaks which are being repaired. Problems with the plug-in modules have been understood and in the coming days the repair of the 5 with
problems (out of 450) will be carried out. This should not cause a further delay in the schedule. Further details can be heard in the seminar on LHC Commissioning by L. Evans which takes place tomorrow.

The Director-General has decided to schedule the LHC inauguration celebration on October 21\textsuperscript{st}, 2008, to which Heads of States and Ministers are invited. There will be open days on April 5\textsuperscript{th} and 6\textsuperscript{th}, 2008, when it will still be possible to go underground. The open day in 2004 was a great success, with more than 30000 visitors.

Concerning the appointment of a new Director-General, there will be a special Council session for this on October 18\textsuperscript{th}. In Council next week, discussions and interviews with the 3 candidates on the short list will take place. The appointment will be made in the December Council.

In the discussion, it was commented that the web page describing the LHC status, linked from the CERN home page, should either be updated frequently or removed.

6. LOGISTICS AND TRANSPORT AT CERN

M. Tiirakari was invited to ACCU following a number of complaints at the last meeting. M. Tiirakari is aware of the problems and presented apologies on behalf of the service. Many complaints about on-site delivery had been received. They are now working on improvements to this.

M. Tiirakari described the chain of services and activities involved when a user orders equipment to be delivered. The various steps are: material request and purchasing; transport; customs clearance; reception and registration; on-site delivery; stores or direct delivery; invoice payment; SC/INB traceability; various stores; obsolete scrap; sales; on-site transfer; shipping and transport; export. The majority of these activities are within Finance department, the on-site delivery and transport are the responsibility of TS department.

Some delays were encountered for radioactive equipment and INB rules will make this more difficult in the future. Another reason for delays is the large number of transports, which increased to 55,000 last year. With reduced staff in the service, insufficient trucks and the increased workload it is surprising that there have not been more complaints. Approximately 60\% of transport actions are due to stores activity. The transfer of logistic contracts to several outside companies made things more difficult and the decision in 2002 to split the responsibilities across several departments, rather than leaving them with the logistics group, also introduced complications into the system.

There have been a number of improvements which have helped the user, such as electronic shipping requests, transfer slips and customs clearance documents in EDH. Users can now track a shipping request with EDH. Electronic materials catalogues (with photos and technical specifications) were introduced in 2004. There are 6 suppliers’ punch-out catalogues now online. These suppliers offer a 24 hour delivery. As an example, if an item is ordered from Farnell before 16:00, it is delivered the following morning from Leeds (UK). The main problem is once the goods arrive on the CERN site the internal system causes delays.
The logistics group is in discussion with PH department in order to improve the situation for the users. Logistics are auto-financed, hence the main problem is a question of organisation, not the budget. The objectives are to define and adapt services in collaboration with user departments and to centralize all CERN supply-chain management activities, including on-site distribution. The benefits will be increased and more flexible service levels.

F. Navarria commented that it is good news that the users’ needs are being taken into account. There were quite a few problems in recent times, particularly in transfers to CMS, but these have more or less been solved on the short-term. A. Rozanov commented that the option for a user to pick up material, rather than await delivery, should be more clearly indicated on the request so that the user can select this option. He also commented that the same amount of paperwork is needed for material costing a few francs as for material costing a few millions and asked if it was possible to reduce this for less costly items. This wastes a lot of technicians’ time. M. Tiirakari replied that this paperwork is necessary in order not to have to pay taxes, which is a substantial saving. The logistics service does their utmost to reduce tax payments.

7. CAR SHARING PILOT PROJECT

S. Schmeling, the PH department deputy planning officer, gave a brief overview of the situation. Currently there are 113 logo cars and 148 unmarked cars available, of which ~15 are used for short-term reservations. The number of unanswered requests for short-term (<1 year) loans is 38 and for long-term (>1 year) loans is 59. The numbers have decreased since 2004. He showed a plot of the average number of kilometres per day a car is driven, this has increased from 15-20 km before 2005 to ~33 km now, due mainly to the number of users driving to the CMS pit. He stressed that CERN cars with logo are not to be used to go home or to a hotel, unless needed for standby duty, however this was debated and M. Metzger will clarify the situation. A delegate asked if the number of unsuccessful requests had reduced because there were fewer requests or that more were successful. S. Schmeling will check this. He stressed that this does not include informal requests made directly at the desk.

The current car usage is ~1 hour/day and time sharing could increase this, an example model is “Mobility” in Switzerland, but this costs more per hour (triple the CERN rate). A market survey was done to equip CERN cars with GPS and locks to be operated by the CERN card. One company could provide such a system. A pilot system with 10-30 cars equipped and with software for localisation and reservation would cost ~50% of the car price in addition. A pilot with 30 cars is possible in principle however the cost increase per equipped car would be ~50%, which will increase all rental costs. The manpower available to implement this is limited. In order to carry out this pilot, PH would need to advance 250 kCHF but this is not in the budget. Eventually, the cost would be recovered from the rentals. S. Schmeling asked if PH should go ahead with the pilot project now or just buy a few more cars, if permitted within the blanket order. It was mentioned that a working Navette service on the Meyrin/Prevessin sites, as well as to and from the LHC experiment sites, would reduce the necessity for individual cars. M. Metzger agreed to look into this.
8. REPORTS FROM ACCU REPRESENTATIVES ON OTHER COMMITTEES

Restaurant Committee: C. Martinez Rivero reported that the menus for Restaurant 1 are not yet available through the Web, however a new glass showcase for the different menus has been re-installed. Restaurant 1 has promised to make a special effort regarding the choice of menus for dinners and has increased the personnel in the evenings. All on-site vending machines will be changed to Novae machines on December 4th. Coffee prices will decrease by 10 cents in the machines and will also be reduced by 10 cents in Restaurant 1. People having coffee “keys” for the old machines should use them up before then. One suggestion received from users was to install a food machine in the main building. Novae is investigating the possibility to install one.

SIPB: K. Freudenreich reported that the photo-captions project will be run by either K. Potter or C. Sutton. The preservation of objects (e.g. detectors) is considered to be important and is being reviewed. Most other questions raised in the recent meeting were budgetary. 72 kCHF is committed for books but the budget allocated has been reduced to 60 kCHF. The list of publications to be cancelled to reduce the cost to within budget was mentioned. For SCOAP3, a new HEP information system based on CERN CDS is being introduced. K. Freudenreich stressed that the Open Access budget was still zero, whereas 300kCHF is required and was promised.

M. Metzger commented that the member state participation in SCOAP3 is progressing more slowly than expected despite the fact that some 27% of the starting budget has already been subscribed to by Germany, Italy, France, Greece and CERN. The library budget cuts are significant but are being reconsidered. The CERN SCOAP3 contribution should come from the library budget, which should be increased accordingly but the money is not there yet. The merging of CDS and ArXiv can only be done with additional personnel which is not currently available. This was expected to come from the EU Marie-Curie fellowship programme but the CERN request was refused. They now have to find other ways.

Note: After the meeting, the OA Project has been funded for 2007 with 164 kCHF.

9. USERS’ OFFICE NEWS

C. Onions reported that a first version of the EDH document for user contract renewal (User Checklist - UCL) was made available at the end of July. It is not perfect, and any improvements (apart from bug fixes) will be in phase 2, foreseen for the end of the year. A first real usage with a simple case (of a UPAS) showed up a number of problems and it took three weeks to resolve them. A few selected USERs will now be asked to try out the document and once we are sure that all is OK the UCL document will be available on the EDH desktop. The e-mail warning sent to users 28 days before contract expiry will then be modified to inform people of this possibility, however the old system will continue in parallel for some time. A common problem with EDH documents to be signed by Team Leaders is the time taken to sign them, there are already problems with tunnel requests when Team Leaders do not sign within the three days and then the document is routed to the deputy and can loop between the two for
some time. In addition, not all Team Leaders have EDH so for the UCL there is the option to select manual signature in this case. However, with more and more EDH documents needing to be signed by Team Leaders, they will in the future be required to have EDH access. Team Leaders will be expected to play a coordination role between their team members and the experiment GLIMOS for safety related matters and will have to sign accident reports in the future.

A final follow up of Team Leaders who have not been officially appointed will be done in October. Team Leaders who had not been properly appointed were contacted in January and asked to take the necessary steps. Unfortunately, there are still a large number (1324) to be appointed, hence this time if a Team Leader has not been appointed within a given deadline (probably two months, to be decided) then the Team will be closed, in which case no team members will be able to renew their CERN contract until a new Team Leader is appointed.

There has been little progress on the pre-Registration Tool (PRT) since the June ACCU and it is not clear when this will be available.

Various nationalities are subject to visa restrictions to come to work in Switzerland but not if they come as tourists (e.g. Americans, Brazilians, Canadians, Israelis, etc.). The Swiss have, up to now, not been strict in requiring visas for such users when they applied for an "Attestation de Fonctions (AF)". This will change from 1st October, 2007, when visas will be strictly required.

C. Onions reminded ACCU that users who are not from the European Union need documents to allow them to work in France. For a user staying more than 3 months, a French card from the Ministry of Foreign Affairs is necessary. For less than or equal to 3 months, a protocol d’accueil is needed.

Concerning the Swiss AF, CERN has requested that the validity period should be increased from 1 to 2 years, which would help to reduce the workload for all concerned. There has been an encouraging reaction from the Swiss Mission and we are awaiting a written agreement to the official request.

Previously, it was mentioned that the AF would be replaced by a Carte de Legitimation (CL), but the Swiss Mission is now proposing to retain the AF but change the format to be the same as the CL.

A plot showing the evolution of the number of users over recent years was shown, indicating a substantial increase in numbers in the last five years (from 6365 in 2002 to 8444 in August).

The Users’ Office is able to register users for an experiment up to 10 years after the completion date. This year, an exception was made for CHORUS and NOMAD – users can be registered for one additional year.

10. ANY OTHER BUSINESS

It was suggested that smoking only be allowed in designated areas on the restaurant terraces. This should be raised with the Restaurant Committee.

With people smoking outside buildings, the grounds around buildings, roads and walkways, should be cleaned regularly. The person responsible for the cleaning service has been contacted and he will ensure that this is done.
Some pathways are dangerous and should be repaired, e.g. between Restaurant 1 and building 38. The service responsible will be informed.

Many (if not all) of the wall clocks at CERN are not working and it was suggested that either they be fixed or removed. M. Metzger will look into this.

Some users come frequently to CERN with a car from a university car pool and it may be a different car each time. They have to de-register the previous car and register the new one. Would it be possible to register several cars? This is currently possible, the cars have to be registered under the name of one person.

11. AGENDA FOR THE NEXT MEETING (December 5th, 2007)

The agenda for the next meeting should include reports on the LHC start-up events, the emergency services at CERN, the Meyrin tram project, plus reports from ACCU representatives on other committees.

a. ACTION ITEMS

CERN Management

- To ensure sufficient resources to maintain services for users
- To clarify the rules for Users to drive CERN cars with logo
- To resolve the problem of the CERN wall clocks
- To look into improving the Navette service to reduce the need for individual cars

ACCU delegates

- The CERN Accommodation Facilities Working Group representative to coordinate ACCU input to the working group on the booking rules and the web reservation system
- The DTF representative to follow up the question of Skype and ensure that a positive decision is taken as soon as possible
- The Restaurant Committee representative to raise the question of smoking on the restaurant terraces
- To agree, or otherwise, that PH department should launch the car sharing pilot project

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September 12th, 2007

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