

What's at Stake

- Pro-active follow-up of R2E relocation actions will be essential in order to
 - optimize avoid delays along more than one year of very intense work and planning
 - assure the required quality of installations (sometimes very tight margins)
 - identify problems in time and assure re-commissioning in time and without problems
 - re-commissioning will in many cases be towards the end of all relocation activities -> if then problems appear, machine startup delays are unavoidable

Role/Profile of Point-Coordinator

Task	Link/Contact	Requirements	Frequency
Preparation	R2E + Integration + Planning Teams	detailed knowledge of layout, technical drawings, sequences and planning prior LS1 start	Continuous (startup in 2012)
Assure readiness to start activities	CERN Supervisors	Planning overview, knowledge of work constraints (e.g. services required)	Weekly
	CERN Supervisors + Space manager	verify that all required material is available in time	Weekly (in advance)
Avoiding non-conformities	CERN Supervisors	Follow all work tasks and direct control in-situ	"Daily"
Space "supervision"	CERN Supervisor + Space manager	verify that required material is in place, not any more needed material is vacated and waste is correctly handled	Weekly (depending on activity)
Schedule & possible re-scheduling	Planning team + groups	identify delays in advance, xCheck with planning and being ready to optimize	Weekly
Status meetings on site	concerned CERN Supervisors + company foremans	organize brief coordination meetings on site, push activities forward and discuss possible problems	"Daily"
Safety	CERN Supervisor + site managers + companies	identify any safety risk in time, communicate with supervisors, companies and site managers	Continuous
Reporting	R2E link person	brief status report, focus on identified (and possibly upcoming) problems	"Daily"
Summary Reporting	project/relocation steering meetings	condense information, summary of highlights of above	(Bi)Weekly