Minutes of the 57th meeting held on 11 September 2002


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* part time

Agenda
1. Chairman's remarks
2. Adoption of the agenda
3. News from the CERN Management
4. Minutes of the previous meeting
5. Matters arising
6. Health Insurance Questionnaire
7. Host States Relations Service
8. Update on EP Space management
9. Users' Office News
10. Any Other Business
11. Agenda for the next meeting
DRAFT Agenda for the meeting to be held on Wednesday, 4 December 2002

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. Fellows, Associates and Summer Student Programmes
7. Revoking Computer accounts
8. News from other committees with ACCU representation
9. Users' Office News
10. Any Other Business
11. Dates for meetings in 2003
12. Agenda for the next meeting
1. CHAIRMAN'S REMARKS
Opening the meeting, R. Jones, Chairman, welcomed the new Non-Member States delegate S. Banerjee. He regretted the fact that the recently appointed Slovakian delegate has been unable to attend the first two meetings for budgetary reasons and asked that the Management contact the appropriate body to ensure that this doesn’t happen again.

The Chairman then commented that the ACCU report had been presented to the External Review Committee (ERC) but noted that the final report had only a single line referring to interaction with the ACCU chairman. He was a little disappointed that none of our points appeared but he presumed that, nevertheless, they had been taken into account.

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 56th meeting were adopted as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

The following actions were identified at the last meeting:

CERN management

- Request for Ci permits for spouses of CERN Users (March 1999)
  - Ongoing
- Improve access for the disabled to the bus-stop and restaurants (September 2001)
  - Work has started on a ramp in the Main Building – a site-wide solution is being studied. ACCU requests to see the plan when it is available.
- Put bins or ashtrays close to the outside doors of major buildings for smokers. (March 2002)
  - Buildings where these are needed have been identified and ashtrays will be installed in the near future
- The Team Leader role needs to be more clearly defined in the “Conditions for Experiments at CERN” document, in consultation with the Users (March 2002)
  - The management feel that the “Conditions for Experiments at CERN” document should not be too detailed and that the PIE procedures should address this
question. R. Jones commented that the role should be described in a more formal document, perhaps an Operational Circular. This will be reviewed. It was again suggested that Team Leaders’ signatures could be via EDH.

- Reconsider making the official news section of the web Bulletin accessible outside the cern.ch domain, to some other domains at least (March 2002)
  - A. Di Ciaccio and I. Videau raised this in a Desktop Forum meeting and reported that the news is now available from outside the cern.ch domain. (However, following the meeting this proved not to be the case, hence further action is required)

- The names of persons to be contacted in case of accident should be restored in the Human Resources database. (March 2002)
  - J. van der Boon commented that HR division stopped entering these data because for the majority of people the information became obsolete. Administration did not have the resources to ensure systematic updating, the value of the information also not being commensurate with the administrative effort behind it. These reasons are even more valid today. R. Jones felt that the potential human cost in the case of a serious accident is immense, and a solution should be found. C. Onions commented that the Users’ Office could enter such information if it were possible. ACCU members felt that it should be possible for people to update their own information. M. Pepe-Altarelli commented that work was ongoing on a tool to allow people to manage their own data, the Personal Information Management (PIM) system. J. van der Boon will follow this up in conjunction with the Users’ Office

- Ensure that those French cards sent for renewal in July last year are returned (June 2002)
  - A list of such cards waiting renewal has been transmitted to the service concerned in the French Ministry of Foreign Affairs

- Inform the Users of changes in the mail delivery service (June 2002)
  - Following negotiations with the contractor, service levels will remain largely unchanged. There has been an article in the Bulletin to inform all personnel (29/2002-15.7.2002)

ACCU members

- ACCU delegates to ensure that replies to the Health Insurance questionnaire are received by the end of August (March 2002)
  - See the Health Insurance presentation below

- M. Pepe-Altarelli to check why the final and significantly revised version of Operational Circular № 4 was not presented to ACCU (June 2002)
  - An e-mail was sent to R. Jones explaining the reasoning behind this. R. Jones still objected to that the fact that an important document affecting Users was substantially modified after it was shown to ACCU. In this particular case, the changes were indeed acceptable, but that should be for ACCU to judge and he stressed that in future ACCU should be consulted about changes that would
affect them. Such late alterations can always be communicated to ACCU via e-mail and the Chair.

ACCU Secretary/Chairman

• Follow up the request for an ACCU representative on the Equal Opportunities Advisory Panel (March 2002)
  o The chairman of the EOAP suggested that ACCU nominates an EO liaison person, who would interact directly with the EO officer (S. Datta-Cockerill) and the EOAP chair (J. Ellis). This liaison person would be invited to attend EOAP meetings whenever wanted by either side. In addition, the EO officer would make regular reports to ACCU. ACCU concurred with this proposal. P. Wells offered to take on this role if another non-CERN candidate could not be identified.
• R. Jones to follow up request for CERN cars on French plates (June 2002)
  o Discussions have started with the Host States Relations Service

5. NEWS FROM THE CERN MANAGEMENT

C. Détraz gave an update on the evolution of the plan to overcome the LHC cost overrun problem. In the June Council meetings, the medium term plan (MTP) was presented, as is done each June. This is a 4-year plan, including general figures for the following years budget. The Management has included a financial plan up to 2010. The programme was well received but Council request a very precise complementary document describing the implementation plan. Council endorsed the ERC report, the recommendations of which need to be included in the implementation plan. The general lines of the 2003 budget were unanimously approved, the budget now needs to be detailed for approval in the December meeting. The strong message from the ERC report was to focus personnel and financial resources on the LHC. The MTP includes a consolidated programme for non-LHC activities, NTOF, AD, ISOLDE a broad COMPASS programme and CNGS. At the last SPSC meeting there was a recommendation to add ICARUS to the CNGS programme. The MTP will be further discussed when the detailed implementation plan is presented. If it is approved we can consider that CERN will have a clear roadmap and action list to cope with the cost of the LHC programme, with minimised restrictions to other scientific activities. In 2010 CERN should be financially able to start new projects. Europe has trusted CERN with the future of European Particle Physics. Even in these lean years we should do research for the future.

C. Détraz then commented on the insolvency of Babcock Noell Nuclear (BNN), one of the three suppliers of dipole magnets for the LHC, and one of the two companies involved in the production of cryogenic equipment. He indicated the measures taken to cope with that situation. The schedule should not be affected. CERN may have to take in hand more activities than foreseen, but there is some flexibility to handle this (although with difficulties).

When asked if CLIC will be supported, C. Détraz replied yes, they are trying to integrate it into a broader network, with some countries interested in long-term
accelerator development, possibly within the Sixth Framework Programme of the European Union. R. Jones asked about possible cuts in the Fellows and Associates programme and stressed that people are planning on the normal numbers in order to build the LHC experiments. C. Détraz replied that the demand for Associates is not so strong, Fellows being much more in demand. He doubted that Associates are a key element in assembling the LHC (Project Associates are, though). Management is trying to increase access to EU fellows, which may ease the pressure on CERN Fellows and hence on Associates. They have good hopes of obtaining Fellows from the Sixth Framework Programme.

J.-P. Matheys commented that the Staff Association is very concerned about the reduction of scientific activity and R&D, which jeopardise the Organization's medium and long-term future. The Staff and some users expressed these concerns during a demonstration in the Spring. The motto of that demonstration "Research without budget - Europe without future" was supported by the staff representatives of EMBL, ESO and DESY. To express these concerns again, the Staff Association is now considering organising another similar demonstration and hopes to see wider support from the user community.

6. HEALTH INSURANCE QUESTIONNAIRE

A. Nganga Malonga talked about the social protection of the Associated Members of the Personnel (MPA) during their stay at CERN and the need to ensure that any person working on the CERN site is properly insured against the economic consequences of illness, accidents and disability, whether non-occupational or occupational.

The CERN legislation (see Staff Rules and Regulations, Chapter V) states that the social protection of the MPAs shall be the responsibility of their employer. MPAs who have no adequate social protection through their employer shall be “under the strict obligation to safeguard themselves against the economic consequences of illness, accidents and disability”. In order to ensure that Users are well aware of this, there has been a slight change in the registration form in order to improve information. In addition, the standard letter of invitation has been modified in order to be more precise on CERN’s requirements.

At the time of the last ACCU meeting a questionnaire on the social protection offered by the institutes of their respective countries was sent to the ACCU delegates in order to identify the MPAs’ needs as regards insurance. 17 delegates have so far replied: Austria, Belgium, Bulgaria, Denmark, Finland, France, Germany, Greece, Hungary, India, Japan, Poland, Portugal, Switzerland, Sweden, Spain, United Kingdom, more than two thirds. The provisional conclusions are that most employers offer an adequate protection through schemes that are either national and/or private. However, in most cases, certain formalities are to be completed at home, before coming, in order that the cover is extended (e.g. the form E111 may need to be completed for short stays, E128 for longer stays for EEA countries). In a minority of countries, there are no special provisions to extend the social protection abroad. Moreover, there is no particular protection for people sent by the institutes but not really employed by them (especially students).
When the employer cannot offer an adequate social protection, solutions are needed regarding both Health insurance and Disability. The CERN Health Insurance Scheme (CHIS) administered by UNIQA offers solutions for medical insurance (illness, private accidents) for all typical cases: stays of less than 3 months, more than 3 months, cover of single people or people with dependants, at a price ranging from 330 CHF to 922 CHF per month. The CHIS web site is at [http://www.cern.ch/chis](http://www.cern.ch/chis). More information specific to Users will be added to the web site in the near future.

Alternatives to the CHIS exist, for people residing in France there are “frontaliers” insurances such as la Strasbourgeoise, Lloyds, etc. For people residing in Switzerland for more than 3 months there is Assurances LAMal. The minimum prices are 100 euros in France, 200 CHF in Switzerland per person, per month. Disability cover is not provided through the CHIS (for CERN staff it is covered by the Pension Fund). There are proposals by UNIQA, acting as a private insurer with individual contracts, to provide such cover, discussions are still going on between CERN and UNIQA on this.

What are the next steps? CERN will look into insurance possibilities regarding disability for those who have no cover of this type that is valid in France and/or Switzerland. They will review the Short-term Health Insurance cover provided by the CHIS in order to fit the MPAs’ needs better. ACCU members should make the institutes, the team leaders, and the MPAs themselves aware of the need to have an adequate social protection while at CERN, especially for those who are the most vulnerable, such as the students.

In the discussion, F. Navarria pointed out that there was no official answer from Italy yet. INFN have coverage for disability, it is not yet clear for non-INFN people. In principle, the E111 and E128 forms should be used. G. Wilquet pointed out that for Belgium, there are ceilings that are only 3 times those in the country, which could be a problem. A. Ngonga Malonga pointed out that extension of most National schemes to Switzerland is possible only for public hospitals and some agreed private ones. In this case, it is unlikely that the Hopital de la Tour is one of these. R. Jones asked if the firemen were aware of this, the answer was yes. He suggested that non-emergency cases should not be sent to la Tour by default. It was noted that accidents due to CERN’s negligence is CERN’s liability. R. Jones stressed once again the need for a single document describing the insurance requirements. He also commented that it was unclear if coverage for working in a radiation area was included in the various policies available in different countries. The individuals concerned should clarify this in each case.

It was suggested that mailing lists could be set up for Users’ from each of the member countries for ACCU delegates to use in order to help with the dissemination of information.
7. HOST STATES RELATIONS SERVICE

F. Eder described the Host States Relations service, which is headed by G. Stassinakis, with F. Eder as deputy and N. Levy the assistant, and reports to the Director of Administration. The service is situated in building 60 and has a web site at http://www.cern.ch/relations/. The Service establishes and maintains relations with various Swiss and French administrative authorities at federal, national, cantonal and local level in order to contribute towards the proper operation of the Organization and its Collaborations (representation, information, action, negotiation, etc.). It provides assistance to all CERN's Services, especially to provide them with information on the various administrative matters inside and outside the Organization and to help solve problems within the jurisdiction of the state authorities and public bodies in the Host States (customs, police, transport, etc.) and helps CERN members of the personnel and users and their families to deal with certain administrative difficulties facing them in the Host States (e.g. entry visas, residence and work permits, driving licenses, schooling, retirement, etc.).

F. Eder then described the various documents issued to members of personnel. In Switzerland, there are two types of document issued by the Federal Department of Foreign Affairs (DFAE), the “Carte de légitimation” for people receiving a CERN salary and present 100% during a minimum of 12 months, and the “Attestation de fonctions” for people receiving no CERN salary and present more than 50% during a minimum of 6 months. In France, again there are two types of documents issued by the Ministry of Foreign Affairs (MAE), the “Carte spéciale” for people present 100% during a minimum of 6 months, or French residents, and the “Attestation de fonctions” for people present 100% during a minimum of 6 months, or Swiss residents. These documents give certain privileges (e.g. the right to have K-plated cars in France) and immunity from jurisdiction for things done in the line of work. It was stressed that these documents are extremely important and that, if, for any reason, these documents are not returned at the end of a contract with CERN then the Swiss and/or French Ministries for Foreign Affairs usually refuse to deliver them again to that person. People who receive no CERN salary and are present 50% or less during a minimum of 6 months are issued with a CERN Attestation. In all cases, members of the personnel must be in possession of a CERN Card to allow them access to the CERN sites. F. Eder reminded us that all such cards which do not bear an expiry date will be invalid after December 31st and hence must be changed before then. See the article in the Weekly Bulletin number 38/2002-16.9.2002 for details. In the future, a new card will need to be produced each time a User contract is extended. The change was requested by the Host States authorities, who are responsible for the security of the Organization. Unfortunately, it isn’t possible to have tighter security without giving up some comfort.

F. Eder then reported on Swiss work permits and the changes due to the bilateral agreements with the EU and with EFTA states, which came into effect on June 1st this year. A Swiss work permit is needed for any normally gainful activity, even if it is unpaid. For Swiss residents, B-permits give first priority to Swiss and integrated aliens, then to EU and EFTA citizens, subject to a quota. There are controls on wages and
working conditions. For French residents, G-permits are available for cross-border commuters, with the same priorities as for B-permits. For the first two years things change little, apart from an improvement of working and residence conditions for those having permits already. In June 2004, priority for Swiss nationals will be abolished, as will wage controls. In 2007, there will be an experimental introduction of free movement of persons, when quotas will be abolished but having a unilateral safeguard in case of excessive immigration. In 2009, Switzerland will decide on the continuation of the agreement, with the option of holding a referendum. Finally, in 2014 there should be free movement of persons, but with a general safeguard clause for both parties.

In the ensuing discussion, R. Jones stressed again the importance of the Swiss and French documents, commenting that Users have a responsibility to follow the rules of the Host States. When asked to clarify if the agreements were with the EU or with individual countries within the EU, F. Eder replied that the agreement is with the EU and its Member States. New countries joining will have to sign up for all existing agreements.

Now that the validity period will appear on the CERN access cards, it may be possible in the future to abolish the CERN attestation. Some ACCU delegates argued to keep the attestation, which can serve as an indication to the customs why a User needs to come into Switzerland. F. Eder pointed out that the document is purely a CERN internal document and normally the customs should not need to see it. These arguments will be taken into account when the CERN Attestation is reviewed.

8. UPDATE ON EP SPACE MANAGEMENT

J.-L. Denblyden briefly showed two documents which described the policy for office and for hall space management. He described how the space was managed with the GESLOC application, which was designed for the divisional space managers to manage the available office space. He then showed the expected evolution of office allocations over the next 4 years, with LHC experiments occupying ~75% of the office space by 2006. As an example of what was discussed at the plenary meetings, he showed the agenda of the last one, which included discussions on the re-allocation of space in buildings 13 and 32, particularly the computer rooms in these buildings.

In the discussion, R. Jones reminded ACCU that A. Di Ciaccio and himself alternate as ACCU representative at Task Force meetings. Following a complaint about the allocation of office space in building 40 for the Saclay/ATLAS team, it was stressed that this should be resolved with the person responsible for the experiment space management, not with the Task Force. Nevertheless, J.-L. Denblyden offered to discuss the specific problem raised with P. Schmid. He noted that office movements cost money and manpower and therefore take quite some time with the current budgetary restrictions.

9. USERS’ OFFICE NEWS

The CERN Users Guide, last published in 1994, has been completely re-drafted and made available on the Users’ Office web site. An e-mail was sent to ACCU informing
them of this on July 2nd. Your feedback is welcome – so far we have had none. Paper copies giving an overview of the web pages are now distributed to new Users when they register.

Other recent changes to the UO web pages include: completely re-drafted information on registration; the addition of information on visas; FAQs substantially updated. An e-mail has been sent to all Team Leaders urging them to be more thorough in verifying the information for registration or extension of a User’s contract with CERN. In particular, they were reminded of the obligation for Users to be covered for Health insurance and long-term disability due to work-related accidents. Users who come to the office with incomplete forms signed by the Team Leader will not be registered until the forms are correctly completed.

The French authorities have reminded us that in the future French cards (“Attestations de Fonctions”) will not be issued to people if they did not return a card issued when on a previous contract with CERN.

Users should inform the Users’ Office when their percentage presence at CERN changes, particularly as >50% presence implies residence in the area. Some users have had problems recently through failure to do so.

Following complaints that Users have to change their car stickers twice per year, it was noted that new stickers may be requested via the web at http://registration-stickers.web.cern.ch/registration-stickers/

Meanwhile, ways to automate this in the future will be investigated.

It was noted that COOPIN will close sometime in the autumn, the exact date is not yet defined.

It was reported at the CSR that the medical services have demanded that building 40 be entirely no smoking.

Information on the Y bus timetable and how to apply for a season ticket at a reduced rate (“Abonnement de Travail”) was distributed.

10. ANY OTHER BUSINESS

The Spanish delegate raised questions about booking the hostel. First, he asked about occupancy of the rooms by external people. Secondly, he asked why it was not possible to book a room more than 2 months in advance. This then triggered questions about establishing a waiting list. It was suggested that our representative raise these questions at the next Housing Fund Committee meeting. It was noted, however, that the last meeting was in March 2001.

The Spanish delegate also asked if people leaving CERN at the end of a contract could have a minimal infrastructure for a few months afterwards. It was pointed out that if the person concerned was leaving HEP then there was no reason for them to have any infrastructure, if they were remaining in the field then they would become a User and have the right to a basic infrastructure.

R. Jones commented on problems with transport. Having arranged a car for the last scheduled departure at 16:30, when it failed to turn up the dispatcher was not available to find out why. He felt that the dispatcher should be available for some time after the last pick-up (perhaps up to 17:00) to deal with such eventualities.
A User asked for clarification of the procedure for urgent transport. It is advisable to ask for external transport only, collect the final printed copy of the Shipping Request from the export service, which should then be left with the package at the Reception service in building 194 (Meyrin) or 904 (Prevessin). R. Jones then commented on the necessity of attaching importation records to transport requests and asked if it would not be possible to refer to a reference number in a database, as surely CERN must keep such records?

It was questioned whether ACCU should produce annual reports again. R. Jones felt that we could produce a brief report to the Director-General containing a summary of outstanding action items.

The very poor quality of the new cleaning service was remarked upon. The failure to collect waste paper in test beam areas was considered to be a potential safety problem.

11. AGENDA FOR THE NEXT MEETING (4 December 2002)

The agenda for the next meeting will include reports on the Closure of Computer Accounts, the Fellows, Associates and Summer Student programmes, plus brief reports from delegates who represent ACCU on other CERN committees. Reports on equipment insurance on the CERN sites and the Dosimetry Service may also be given.

a. ACTION ITEMS

CERN management

- Request for Ci permits for spouses of CERN Users (March 1999)
- The names of persons to be contacted in case of accident should be restored in the Human Resources database. (March 2002)
- Reconsider making the official news section of the web Bulletin accessible outside the cern.ch domain, to some other domains at least (March 2002)
- Ensure that those French cards sent for renewal in July last year are returned (June 2002)
- When ACCU delegates are appointed, stress that the relevant funding for travel to the meetings should be assured with the appointment (September 2002)
- Ensure that a document describing the minimum Health Insurance requirements for CERN Users is produced (September 2002)

ACCU members

- ACCU delegates to ensure that outstanding replies to the Health Insurance questionnaire are received as soon as possible before the December meeting (September 2002)
- The Housing Fund Committee representative to request the implementation of a waiting list for the Hostels at the next meeting (September 2002)

ACCU Secretary/Chairman
• R. Jones to follow up request for CERN cars on French plates (June 2002)
• R. Jones to find an ACCU representative for the Equal Opportunities Advisory Panel (September 2002)
• C. Onions to follow up the clarification of the Team Leader role (March 2002)
• C. Onions to look into creating e-mail lists of Users from each country (September 2002)
• C. Onions to investigate ways to avoid Users having to go to the Registration Service twice per year for car stickers (September 2002)

Chris Onions

11 September 2002

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