Minutes of the 61st meeting held on 10 September 2003


* 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. The CERN Education and Communication Group
7. Equal Opportunities at CERN
8. Registration plans for portables
9. Reports from ACCU representatives
10. Users' Office News
11. Any Other Business
12. Agenda for the next meeting
DRAFT Agenda for the meeting to be held on Wednesday, 10 December 2003

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2. Adoption of the agenda
3. Minutes of the previous meeting
4. Matters arising
5. News from the CERN Management
6. The new Director-General
7. CERN's 50th anniversary
8. Report from IT division on Computing matters
9. The Young Particle Physicists Association
10. Reports from ACCU representatives
11. Users’ Office news
12. Election of ACCU Chair
13. Any Other Business
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ADVISORY COMMITTEE OF CERN USERS

Minutes of the 61st meeting held on 10 September 2003

1. CHAIRMAN'S REMARKS

R. Jones, Chairman, opened the meeting and welcomed the new Staff Association president, Michel Goossens, replacing Jean-Pol Matheys.

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 60th meeting were adopted as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

a. ACTION ITEMS

CERN management

- Request for Ci permits for spouses of CERN Users (March 1999)
  - The Swiss authorities have not yet made an announcement but may do so in time for the December meeting. CERN has to supply them with a more explicit note to try to speed up a decision. It is feared that the reply will be no, or extremely restrictive, unless the Organization is able to show that it can prevent abuse. The issue is how CERN can guarantee that a user really is present 100%.

- Ensure that a document describing the minimum Health Insurance requirements for CERN Users is produced (September 2002)
  - The document has been distributed to ACCU by e-mail.

  The Swiss delegate asked what should be done with this document. R. Jones replied that we must ensure that all bodies that send users to CERN receive it. J. van der Boon commented that it is not a legal prescription but a clear guideline. Any comments should be addressed to him. The Belgian delegate suggested forwarding it to all Users. The Bulgarian delegate asked for details of the cost of a stay in the Cantonal Hospital and the kind of ceiling needed. M. Pepe-Altarelli commented that A. Nganga Malonga had written a more extensive document. As an example, there is a package price of CHF 1100 per day, including treatment, at the Cantonal Hospital (note: since
the meeting the document has been modified to include this and the updated version put on the ACCU web site).

An AOB item on hospitalisation in case of an emergency was then raised. A User taken to la Tour recently was not accepted as his insurance did not cover treatment there. J. van der Boon commented that by default people are taken to St. Julien in an emergency, as many on-site firms only have French insurance, or to the Cantonal Hospital in Geneva. However, in a life-threatening situation people may well be taken to la Tour. For people working at the CMS pit, an ACCU delegate suggested that perhaps Nyon Hospital is closer. J. van der Boon will clarify the instructions given to the Fire Brigade.

ACCU delegates

- Send nominations for the ACCU chair to the secretary before the September meeting (June 2003)
  - Nominations have been received for Klaus Freudenreich and Francesco Navarria. The deadline for final nominations is October 31st

Others

- F. Eder to make sure that the Fire Service have a clear sheet of instructions for people who are the victims of thefts; C. Onions to ensure Team Leaders are aware of the same procedures, including the requirement to notify the Fire Service (June 2003)
  - The document describing the procedure (DA-OF/RH/1844) was published in May 1988. A revised version is being prepared for ratification at the GPB meeting in October and will be made available as soon as possible

- HFC to collect and report statistics on the use of the Hostel by personnel with >50% attestations, by Staff and also on near-contiguous booking patterns (June 2003)
  - For the collection of statistics, the reception will start to note down CERN ID numbers. Unfortunately, very poor support from the suppliers of the Fidelio software means that they are actively looking for new software. Once they have found a suitable replacement it will be possible to log the ID numbers, which will allow a proper analysis. Concerning the use of the Hostel by Staff members, this is forbidden in the rules. As for what to do about near-contiguous booking patterns, an exact ruling on this would have to be discussed at the next HFC on December 9th

J. van der Boon commented that he would like to see statistics before taking any action. An AOB item was then raised. This concerned the 2 months limit for bookings in the Hostel. A User had tried to book on the first day possible but still could not make a reservation. It was requested that this 2-month rule be changed and that the Hostel
operate like a normal hotel. Many Collaboration Meetings are organised 12 months in advance and users would like to be able to book at that time. R. Jones suggested the possibility of pre-booking a long time in advance, with a definite confirmation required 2 months beforehand. Credit card booking should make this less of a problem. J. van der Boon stressed again that he would like to see figures first, but R. Jones pointed out that refusals were not yet logged and hence there are no statistics. R. Jones asked if credit card charging had been implemented for no-shows yet. ACCU had agreed to this. These matters should be raised by our delegate at the next Housing Fund Committee meeting in December.

- C. Onions to ensure that user e-mail lists include all unpaid members of personnel, not just Users (June 2003)
  - This was done immediately after the last meeting and ACCU informed. Lists now include all currently registered unpaid members

Concerning the CERN request to change the number 28 and 29 bus routes, there has been no news.

5. NEWS FROM THE CERN MANAGEMENT

The Director-General reported on the LHC status. The first collared coil octant has been completed, hence an important milestone has been passed. Lowering of the crane down the pit into the ATLAS cavern was a difficult operation, from which a lot was learnt. The CMS cavern has been fully excavated but movement of the terrain led to water leaks through cracks in the shaft. These will need to be repaired and the delay to the schedule is currently being evaluated. There may well be some extra costs. To help monitor the schedule, the LHC dashboard was introduced, a link to which is on the CERN home page. The information is updated every month. He showed a few examples. 40-50% of the superconducting cable 1 has been produced. Cable 2 is a little more advanced. The production rate is acceptable for now. The Cryo-Dipoles production is ramping up and the production lines and people are in place. There is a backlog for the Cold Mass testing but now that there are two new testing stations and another two being commissioned there is hope to catch up on this. The quadrupole cold mass is a problem and there is a risk of it being late, but this will not affect the general schedule as it is not on the critical path. However, the quadrupole producer could charge extra and this is a worry. The production rate of the MSCB sextupole dipole correctors is a problem. 23 dipole collared coils were received and approved in July, the cruising rate should be 35 per month. The LHC winding learning curve was shown, which indicated clearly how important it is to have experienced people. The longitudinal welding final target is not far from where we are now. The next objective is to have the next octant of the cold masses by the end of the year, if this happens it will be a very good sign. Concerning the magnet quality checks, all will be cold tested. Warm testing gives a good indication of the quality but it is essential to cold test. They are trying to simplify the testing. Half of the first 50 magnets went to nominal field without a quench, a quarter with one quench. One had to be rejected. The LHC tunnel
installation started in the summer. Sector 7-8 is fully prepared. There is some delay in isolated areas. The general schedule, available on the LHC dashboard, was shown. It is very complicated to read but is a nice tool.

The Director-General then reported on the Earned Value Management (EVM) system. Using this system, cost and schedule variances can be tracked. There will be a first report based on EVM to Finance Committee next week. There is no significant variance yet for the cost or the schedule, but it is early days. The information is available on the web but it is password protected. This is an important management tool which will change the way we work.

The Director-General concluded that the LHC Progress is gauged by new specific control tools, in addition to the classical peer committee reviews. The LHC cost remains stable and the production of machine and detector components, installation and integration are approaching the cruising speed. Several old concerns have been overcome, some new concerns appear but there is no show stopper. CERN has profited from the Cost-to-Completion crisis in 2001 to enforce real changes, with a leaner programme and a well-focused Laboratory.

With less reservation than last year, CERN can confirm the LHC schedule, with completion of the LHC machine in the last quarter of 2006, first beams injected during the spring of 2007 and first collisions mid 2007. Thinking about LHC upgrading has started.

In the discussion, when asked if there could be a dashboard for the detectors, the Director-General replied that the detector integration reviews are a good way to monitor the status. When asked about rumours of longer machine shutdowns in 2005 than currently foreseen, the Director-General said that we need to run the machines for detector calibration and therefore he considered it unlikely that this step would be taken. He suggested that the question be posed to the new Director-General in the December meeting.

6. THE CERN EDUCATION AND COMMUNICATIONS GROUP

R. Cailliau reported on the CERN Education and Communications group, in the absence of J. Gillies. He first described the organisation, the group having four main sections: External Communications; Visits and Educational Programmes; Publications; and Events and Sponsorship. The Education & Communication Advisory Board (ECAB), chaired by R. Landua, provides a forum for lab-wide coordination, strategy and project selection. The Press Office has 300-400 press visits per year, the Travelling Exhibition 150,000 visits per year and the Public web pages 2,000 per day (people who visit more than just the home page). The “Ask an Expert” service was closed down temporarily, as with of the order of 10 serious questions per day, there was not enough manpower to keep it running. More expert volunteers are being sought. The guided tours have 20,000 visits and Microcosm 30,000 visits per year. 100,000 brochures are printed each year. Special educational events such as “Physics on Stage” and “Live from CERN” were held in collaboration with EIROforum and with EU support to enhance the attraction of basic science. The High School Teachers at CERN programme hosts a number of Physics teachers during the summer but is only a very small number
compared to the total number of teachers in the Member States. The group produces the CERN Annual Report, 6,500 copies per week of the Weekly Bulletin and 25,000 copies per year of the CERN Courrier. The Intranet has six million visitors per year.

Upcoming events include: the World Summit on the Information Society in Geneva in December 2003 (see http://www.cern.ch/rsis); CERN’s 50th anniversary in 2004 (see http://www.cern.ch/cern50); the World Year of Physics in 2005; and LHC start-up in 2007. The accelerator shutdown in 2005 will provide a rare opportunity to organise visits to the tunnel. R. Cailliau showed an artists impression of the Globe of Innovation, which will be a centre piece of CERN’s 50th anniversary celebrations (to be presented in the December ACCU meeting). A Swiss stamp to commemorate the occasion will be released in March. There will be an open day on 16 October and a VIP day on 19 October. Finally, R. Cailliau described the http://www.interactions.org web site, a new voice for particle physics.

In the discussion, P. Wells commented that Fermi lab has something similar to “Ask the Expert” and asked if they had thought of merging the two. R. Cailliau replied yes, they are discussing putting it onto the interactions.org web site. However questions particular to CERN can only be answered by CERN people. It would provide one point of contact, with several people able to reply. When asked if they maintain a FAQ, R. Cailliau replied that the whole site is structured like a FAQ. It takes quite some effort to maintain it.

7. EQUAL OPPORTUNITIES AT CERN

J. Ellis presented Equal Opportunities (EO) at CERN and apologised for the absence of the EO Officer, S. Datta-Cockerill. The presentation was based on her reports to the Management Board and TREF in the Spring. He described the history of EO and the composition of the Equal Opportunities Advisory Panel, which was set up to advise the Management on EO policies and to resolve complaints. He stressed that EO was not just about gender issues. S. Datta-Cockerill was appointed in 1996 but now needs to be replaced. A search, headed by M. Pepe-Altarelli, is underway.

Topics addressed by the EO programme are: awareness; work/life balance; work environment; and recruitment and career development. Various awareness activities were described: the web site http://cern.ch/HumanResources/external/EO/; publication of leaflets; reports to the management board etc. They have several contacts with national bodies and international organisations.

Concerning the work/life balance, there has been an improvement in the Nursery School opening hours and part time work from home has been approved by the Management. Child-minding and crèche facilities are a priority need. A special study commissioned by the Management showed that there is no viable alternative to an on-site crèche, but due to the financial situation there has been no follow-up. There is also a need for an extended nursery school service over the summer period. These are under study for the next five-yearly review.

For the work environment, CERN has an obligation to protect all persons working on the CERN site against harassment. When a complaint is made, the plaintiff is given confidential advice, and the person accused of harassment may be approached.
If the matter is not resolved informally, a formal investigation may be launched. Some statistics were given on the number of cases at CERN. It was stressed several times that EO is there for all on-site people, and that often those in the weakest contractual situations are targets for harassment. Another concern of EO is wheelchair access. Some improvements have been made in the main building but it should be applied in a more systematic manner.

Actions have been taken on recruitment, in particular there has been a positive action at the pre-selection stage. Statistics showing the percentage of female staff indicate a marked improvement, which the EO people regard as a success. C. Jarlskog commented that there has been a significant increase in the percentage of females doing PhDs in some host states. There is no sign of bias in the CERN selection procedure and the percentage of females in all staff categories has increased significantly.

On the subject of career development, the EOAP recommends that CERN aim for the proportions of women promoted to the highest grades to reflect the same proportions as in the lower ones. The proportions of women appointed to the hierarchy should reflect the proportions in the corresponding “pools” of potential appointees. CERN should take pro-active measures in external recruitment so that proportions at higher levels reflect more quickly those at lower levels.

In conclusion, J. Ellis stressed that the main issues to be addressed are career development, crèche facilities and the appointment of an ombudsperson to deal with management issues that are not moral harassment cases. A joint effort from the Management, the new EO Officer, the EO panel and the CCP sub-group will be required, hopefully with ACCU support.

In the discussion, R. Jones pointed out that it had been agreed that ACCU should have an observer on the EO Advisory Panel and that C. Petridou had agreed to do this. When asked if questions of employment bias related to citizenship were handled by the EO, J. Ellis replied no, this is the Management’s responsibility. However, they have resolved some problems of nationality-based “insults”. The Swiss delegate asked what Swiss users should do to put pressure on the Management for a crèche. In fact, at the June meeting the Director-General had said that letters from interested persons would help in support of this. When asked about the cost, J. van der Boon replied that it would cost ~ ½ MCHF per year. The 5-yearly review starts next year and in June 2004 Council has to set the agenda, with conclusions at the end of 2005. J. Ellis commented that informal approaches had been made to the Swiss and French authorities but no help has been forthcoming. The Swiss delegate asked how many places would be needed. An EO study indicated 50 places, but there are large uncertainties, and this needs to be looked at further. C. Jarlskog commented that CERN should think of the investment for the future. R. Jones asked that the EO panel should keep a watching brief on questions of ageism and access for mature students to Summer Schools and the Summer Student programme. J. Ellis agreed that this is something that EO should handle.
8. REGISTRATION PLANS FOR PORTABLES

J.-M. Jouanigot reported on registration plans for portables. There have been a number of security incidents, particularly with portables and IT division needs to be able to identify the owners of all devices connected to the network. Currently they cannot, hence they can only block access to the network for a device that is giving a problem. They propose in future to allow access only for registered machines. For people having a NICE or CERN mail account they can register new portables or update information at [http://cern.ch/register](http://cern.ch/register). The registration is then done automatically within 10 minutes. If you do not have such an account, but you are a member of CERN personnel, you should ask for an account and follow the same procedure.

Visitors can register using [http://cern.ch/registerVisitorComputer](http://cern.ch/registerVisitorComputer), when they will be asked to provide a minimum of information, in particular the name of a responsible person at CERN who will be asked to authorise the request. The database registers the visitor’s portable for a limited period of time (maximum 4 weeks), unlike the other registrations, which do not expire. In all cases, details of all interface card(s) to be used (type and hardware address) should be specified. If a person tries to connect an unregistered portable to the network, access will be blocked, but opening a web browser will automatically connect to the registration service. Everything is now ready and a pilot service will start soon in buildings 31 and 513. The registration procedure is already working. After an adaptation period, full deployment is expected by the end of the year.

In the discussion, some concern was expressed about the multiplication of NICE and mail accounts just for registration purposes. J.-M. Jouanigot pointed out that anyone can register a portable on behalf of someone else.

ACCU formally agreed to this procedure.

9. REPORTS FROM ACCU REPRESENTATIVES ON OTHER COMMITTEES

**Academic Training Committee (ATC):** R. Jones reported on this. Due to various last minute changes of date he was unable to attend the last two meetings. He therefore reported from minutes and discussions with the new chairman, G. Giudice. The committee concerns itself mainly with the academic training, graduate student and the Summer student lectures. Concerning the graduate student lectures, it was time to try a different format and now there are more topical lectures (search for SUSY etc.). Previously, printed documentation for the lectures was produced, now they have an electronic lecture database, transparencies are not photocopied any longer. A full integration with the CERN agenda system gives search possibilities etc. but requires more work. It is a lot of work for the person responsible, they are constantly trying to improve this and possibly delegate some of the work to the lecturers themselves. Feedback forms are available on the web and comments are invited up to the end of the year. Suggestions for lectures are always welcome. It is not too difficult to get lecturers, although they may not always get the first choice.
SIPB F. Navarria reported that, at the last meeting, the working group on acquisitions (WGA) that had existed for more than ten years had been revitalized with new members. It was suggested that ACCU should nominate a representative for this. F. Navarria was duly nominated.

R. Tsonev commented that Bulgarian-English and Bulgarian-French dictionaries were being ordered, following his request.

10. USERS’ OFFICE NEWS

C. Onions reported on personnel changes in the Users’ Office. The person on a one month trial left at the end of it, the replacement stayed only for 3 weeks. There is currently a short term person to handle basic tasks (but not registration) as there is still an embargo on taking industrial support people for a longer term. Such people will eventually be replaced by Local Staff, but this is not likely to happen before March 2004. The Office is therefore running with one full-time staff fewer than needed, since January 2002, and had to be closed every afternoon for a full week over the summer due to one person being absent through illness when others were on scheduled vacations. EP division management is not very sympathetic to the request for 3 Local Staff and currently only foresee 2. This will mean that work would continue with one missing person and Users could therefore expect delays on registering and possibly reduced opening hours. (The request from an ACCU delegate to increase the opening hours cannot be satisfied). C. Onions stressed that the Office remains open some days only because one of the part-time staff agrees to re-schedule her working time. A service cannot be offered based on goodwill alone. R. Jones commented that ACCU strongly supports the Users’ Office request for the staffing necessary to run a proper service.

C. Onions reminded delegates of the changes to the US visa waiver programme mentioned in Weekly Bulletin 35. R. Brenner commented that there had been an announcement the day before on a delay of one year (note: following the meeting, this was eventually confirmed).

11. ANY OTHER BUSINESS

The Bulgarian delegate again asked that his request for Cyrillic support for Windows and Linux be followed up.

The Polish delegate complained about transport to the Prevessin site. He asked how Users are expected to get there if arriving at the weekend. The on-call shuttle service is only available during normal working hours. In the past, the Fire Brigade would transport people in such circumstances, but recently they have refused to do so. He was asked to document such cases. He also requested that priority on bike hire be given to people having to work on the Prevessin site. In the March meeting, there was a request to increase the capacity of the evening shuttle service to Prevessin. The person responsible for the service had promised to monitor the usage and take action if
necessary. ACCU would like to be informed on the outcome. In addition, a clarification of the on-demand shuttle service was requested.

The ACCU meetings next year are scheduled for 10th March, 9th June, 8th September and 8th December 2004.

12. AGENDA FOR THE NEXT MEETING (10 December 2003)

The agenda for the next meeting should include a report from the new Director-General and reports on CERN’s 50th anniversary, computing matters from IT division, the Young Particle Physicists Association and reports from ACCU representatives on other committees.

a. ACTION ITEMS

CERN management

- Request for Ci permits for spouses of CERN Users (March 1999)
- J. van der Boon to check the transport to Prevessin outside of normal working hours (September 2003)
- J. van der Boon to follow up on the Hostel usage statistics, the two months limit for booking and on credit card charging (September 2003)
- J. van der Boon to clarify the instructions given to the Fire Brigade concerning hospitalisation in case of an emergency (September 2003)

ACCU delegates

- Ensure that the document describing the minimum Social Insurance requirements for CERN Users is sent to the appropriate bodies in their home countries (September 2003)
- The deadline for nominations for the ACCU chair, to be sent to the secretary, is October 31st (September 2003)

Others

- C. Onions to circulate the updated instructions for people who are the victims of thefts to Team Leaders (September 2003)
- C. Onions to contact the Housing Service to arrange a block booking in the Hostel for the ACCU meeting next March (September 2003)
- C. Onions to contact the person responsible for the shuttle service for an update on the usage (September 2003)

Chris Onions
10 September 2003

Users.Office@cern.ch