Minutes of the 85th meeting held on September 9th, 2009


Apologies: D. Acosta, S. Cabrera Urbán, M. Campanelli, S. Lettow, N. Pastrone, F. Siklér, P. Závada

* 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. Code of Conduct
7. Equal Opportunities at CERN
8. An update on Safety at CERN
9. The CERN shuttle service
10. Reports from ACCU representatives on other Committees
11. Users’ Office news
12. Any Other Business
13. Agenda for the next meeting
DRAFT Agenda for the meeting to be held on Wednesday, December 9th, 2009

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1. CHAIRMAN’S REMARKS

F. Navarria, Chairman, opened the meeting and expressed disappointment that the Director of Research and Computing had not yet attended an ACCU meeting. He welcomed M. Tiirakari, who will represent the General Infrastructure Services Department (GS) in ACCU meetings from now on.

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 84th meeting were adopted as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

a. ACTION ITEMS

ACCU delegates

- Contact persons for the CERN management are needed for each of the items in the prioritised list
  - S. McMahon volunteered for the Childcare initiative and K. Lassila-Perini for the Code of Conduct working group. Since the list was modified after the results of the survey, and given that many of the items are being handled now by GS Department, a contact person for an item will only be named if deemed necessary.

- To make sure that the Users’ Office web site is publicised in their institutes
  - To help in this, the Users’ Office and ACCU sites are now more clearly visible on the CERN Home page.

Users’ Office and GS Department

- Improve the visibility of services for users
  - The list of services is being compiled and will be available on the GS web site

Other matters arising

- M. Tiirakari covered the general follow-up to the survey. Items which have been done are: negotiate corporate rates for cars at the airport; extend the opening hours of the French gate; produce a map indicating the conference rooms on site. Most of the other items are in progress. PH Department is in
charge of selecting chairs to be purchased before the end of the year. GS is working with IT on site-wide transparent Wifi access and a study with major vendors has begun. This is a longer term project as several technical issues have to be solved and. Lockers for the main building have been ordered and should be available in November. Several meetings have taken place to discuss the Newcomers Guide. For the hostel, more statistics on refusal rates are needed before looking into increasing capacity. Electric bicycles are expensive (~2000 to 3000 Chf). New showers are now available in building 216 and other on-site showers will be upgraded early in 2010. Making available a general office for all personnel is not an easy issue and requires more investigation. T. Smith commented that 30 video conference rooms have been updated to the same technology. Owners of other rooms had found funds to allow the equipping of a further 10. Additional funds will be needed for more rooms. It is extremely unlikely that the 28 bus will come to CERN, however a regular shuttle to the airport is foreseen in the new timetable and should reduce the need for this.

- S. Cabrera Urbán re-iterated a request from the ISOLDE community asking for flexibility in the requirement to follow a radioprotection course within two months of the delivery of personal dosimeters.
  - S. Cabrera Urbán met the head of the Dosimetry Service, Th. Otto, in June. Th. Otto presented the outcome of this discussion to ACCU but first gave an overview of the Dosimetry Service and showed the usage statistics of the dosimeters. More are used in the summer. A stock of 5000 was bought in 2004 and 10% pass by the service every month. There was a shortage which led to the introduction of priority lists for dosimeters. In January, 700 additional dosimeters were bought with funds from ATLAS, ALICE and LHCb. In October, CERN will purchase a further 500 dosimeters and plans to increase the total number to 6300 from 2010 on. When the 500 have been given out, we will need to see what to do. Concerning the specific question raised by S. Cabrera Urbán, Th. Otto said that they have now increased the number of courses from 1-2 per month to 2 per week (one English, one French) and that it should be possible to plan ahead for the training, which is valid for 3 years. Refresher courses can subsequently be followed online via SIR. Y. Tsipolitis commented on problems he had experienced obtaining a dosimeter and asked why a temporary dosimeter cannot be given several times per year if the total duration is not longer than 2 months, which avoids having to follow the training. Th. Otto replied that CERN can issue temporary dosimeters only under very restrictive conditions, where the users are classed as members of the public entering a radiation area, instead of radiation workers. The limit is actually not longer than 2 months and no more than once per year. Otherwise the person has to be considered as a radiation worker and has to have a medical certificate and follow the training. Part of the problem was that Y. Tsipolitis, had to go through the GLIMOS of ATLAS, who was not available. R. Heuer commented that CERN is doing a lot to help but our users must have some flexibility. CERN has to be very careful and he insists that the first course must be personal. Technicians should stay an extra day if necessary to follow the training. Y. Tsipolitis commented that in one case a user finished the course but couldn’t get a dosimeter for the weekend as the service had closed. R. Heuer
replied that CERN is looking into the possibility of making dosimeters available over the weekend. There should be more news on this at the next ACCU meeting.

5. NEWS FROM THE CERN MANAGEMENT

R. Heuer commented briefly on the survey follow-up, which had already been covered by M. Tiirakari. The status of the various items can be consulted at https://cern.ch/dg-directorate-office-website/survey-followup/Actions/

He then reported on the LHC status. All sectors are now cooling down to 1.9K, one is just below 300K, and the machine is well on track for injection in mid-November. The reason the schedule was shifted by a few weeks was due to two sectors having helium leaks into the insulation vacuum. The reason for the leaks has been found, what to do to correct the problem is known, the repair finished and changes to the layout and material will be done during the shutdown. The decision on what energy to run at was taken on August 6th at a long meeting where measurements were presented and various interpretations of the data were discussed. It was decided to take the more conservative approach and run at 3.5 TeV. The experiments showed that the reduction of the t-tbar cross section by running at reduced energy was acceptable and they were very supportive of the decision. Collisions will take place at injection energy for a short time to check out all systems, and then there will be a short interruption as the machine people learn how to accelerate the beams. It is hoped to have collisions before Christmas. There will be the normal Christmas shutdown as it would be a major effort to keep everything running and people are exhausted. A non-negligible effort is nevertheless required to keep the machine dormant during that time. How long will the machine run at 3.5 TeV? This is unknown as it depends on the experiments as well as the machine performance. What integrated luminosity is expected? This is also unknown, we have to see how the machine runs, it is not worth speculating now. Heavy ion running is expected towards the end of the 12-month run, and then there will be a shutdown, the length of which is yet to be decided as experience running the machine is needed. It will be discussed at the Chamonix meeting next year. It could be a long shutdown (~8 months)! R. Heuer is pretty optimistic and he is happy that all sectors are now cooling down.

In the discussion, when asked if it was foreseen to run at an intermediate point between 450 GeV and 3.5 TeV, R. Heuer replied that he doesn’t see any reason to run at an intermediate point. Will the welded splices be replaced with clamps? This is unclear and it will take at least until the Chamonix meeting next year to understand this.

R. Heuer then commented on preparations for the Council meetings next week. At a working group meeting on September 3rd a White Paper containing a draft on how to enlarge CERN membership was prepared for Council. One person per member state and a representative from each of eight invited Non-Member States (Brazil, Canada, China, India, Japan, Korea, Russian Federation and the United States of America) were present. The aim is to have a Green Paper for decision at the December Council meeting. Requests to become Member States from Israel, Cyprus, Turkey and Serbia await a decision on this. Slovenia has shown some interest in joining.
6. CODE OF CONDUCT

A.-S. Catherin reported on the CERN Code of Conduct initiative, one of eight HR initiatives presented to the staff last February. The project was initiated by HR upon request of the Director-General and it was launched at a special Enlarged Directorate on 24th August 2009.

The scope of the project is to prepare, via collaboration and consultation, and subsequently approve the Code in December 2009. Why is the Code a priority? With the enlargement of the Organization and increased public scrutiny, common standards of behaviour are required, with enhanced transparency, objectivity and clarity. It should have a preventive effect, for example to regulate information published in blogs. The Code was requested by various bodies, in particular by ACCU and the Equal Opportunities Panel. It should cover behaviour both inside and outside CERN and be applicable to all CERN employees, users and subcontractors. The development of the code should draw on experience existing elsewhere and build upon the existing Staff Rules and Regulations (SR&R). It should be developed as a framework applicable to CERN globally and identify gaps in existing procedures. Wide consultations are necessary and seven Focus groups will be set up in September, of which one will represent the user community. K. Lassila-Perini is setting up this group, currently there are four users from the LHC experiments and another four to six are needed, representing other users (e.g. from small experiments, different nationalities, Non-Member state). A Project Reference Group (with Staff Association representation) will steer the project. They will work with an experienced consultant. There are some references to behaviour in the current SR&R but they are not very detailed. The Code shouldn’t be too detailed and should give guidance, define principles, raise awareness, and aim for prevention, whereas the SR&R defines rules which are enforceable with sanctions.

The focus groups should complete and analyse data in October and a draft Code of Conduct prepared in November to be finalised in December for endorsement by the Enlarged Directorate and the CCP. K. Lassila-Perini will make the draft available to ACCU delegates before the December ACCU meeting.

7. EQUAL OPPORTUNITIES AT CERN

T. Smith reported on Equal Opportunities at CERN and briefly described the evolution since the explicit principle was added in the SR&R in 1996. In 2009, D. Chromek-Burckhart took over as Equal Opportunities Officer, which is a part-time position, and T. Smith became the Equal Opportunities Advisory Panel (EOAP) Chair. The EOAP advises staff and management on all Equal Opportunities matters, conducts mediation and harassment investigations and monitors and reports to the Management. In 2009 they are reviewing the CERN EO concept and will propose any necessary revisions to the CCP and TREF in October. CERN takes this extremely seriously and the EO pages are accessible directly from the CERN home page. Peoples’ perceptions were that EO is just a gender issue, this needs to be changed. EO at CERN is based on four main pillars: in recruitment and career development, the Organization will not
discriminate against any applicant or employee on the grounds of sex, ethnic origin, disability, sexual orientation, religion, nationality or age; respect and dignity for all in the workplace; support for working parents; and work-life balance. The EO concept should evolve to a Diversity Policy, which means: equal chances to everyone in the workplace; recognize and value the varied perspectives and approaches that members of different identity groups bring to the workplace; and draw the benefits from this diversity. However, diversity should not excuse eccentric behaviour.

The aim is to move towards unified conflict resolution which would consider all personnel (staff, users, and contractors). This will promote emphasis on prevention and reference to confidential advice, including the functionality of an ombudsperson. The investigation procedure on harassment and its regulations will be reviewed and will consider the help of an external investigator for complex cases.

There is strong support from the Director-General and the CERN management. We must all strive for a working environment where respect is paramount and make it clear that it applies to all categories of personnel. CERN has to introduce accountability and hence a code of conduct is needed. The EOAP asked for a budget for awareness raising and training and this was agreed by the Directorate.

8. AN UPDATE ON SAFETY AT CERN

E. Cennini reported that, as Th. Otto had covered the safety issues related to dosimetry earlier under Matters Arising, the only other thing to report was that they had trained more than 2400 people, 1700 of them on radiation protection (not including web-based training), indicating a very good performance.

9. THE CERN SHUTTLE SERVICE

M. Tiirakari reported that it was necessary to rethink the global mobility strategy to facilitate the transportation of the staff and the users between the Meyrin and Prevesin sites, between these sites and the LHC pits (including shifts, nights and weekend) and to and from the airport. A first step is to increase the frequency of the regular shuttle service and to add new itineraries. Two new shuttles and three new drivers are planned but the budget has to be approved, implementation is foreseen in January. Transitory measures will be taken from September to December 2009 to cover the LHC pits and the SPS experiments NA48, NA58, NA61 and NA63. A proposed new timetable was shown for comments and approval. The next step will be to study new models on the use of cars and bicycles (green mobility).

I. Mardirossian asked for ACCU feedback on the new timetable.

10. REPORTS FROM ACCU REPRESENTATIVES ON OTHER COMMITTEES

Desktop Forum: E. Etzion reported that the DTF has been disbanded and will be replaced by the IT Service Review Meeting (ITSRM). He showed the mandate of this policy body. The membership will be finalised soon and the first meeting scheduled. ACCU will be represented by E. Etzion.
Accommodation Facilities Working Group: A. Rozanov reported on the Accommodation Facilities meeting held on August 31st, 2009. The review of the financial situation of the Hostel Fund was postponed to the next meeting due to missing information. Some users had requested to review the room prices in hostel 41 since they are smaller than other hostel rooms. This will be discussed once the financial situation is clear. Requests for locked drawers and furniture on which to place suitcases in building 41 will be studied. The possibility of converting smoking rooms, reading rooms, TV rooms and offices to bedrooms will be studied, as well as the request for more cheap rooms without showers.

Compiling a list of the peak booking periods (summer, experiment weeks etc.) and low booking periods (week-ends etc.) and subsequent recommendations to different CERN services to take into account this information will be studied.

Various options, such as an external hostel/hotel building near the GLOBE and summer student accommodation are under study.

A suggestion to encourage bed and breakfast style accommodation (rooms in private houses) to be made available via the CERN hostel booking system was put forward, however this would be difficult.

A possible extension to the hostel, potentially in the place of building 222, depends on the result of the financial review of the Hostel Fund.

Y. Tsipolitis asked about the waiting list. A user who doesn’t have a room can go to the Hostel reception at 07:30 and queue in order to put his name on a waiting list for the day. Couldn’t an online waiting list be maintained, with an automatic e-mail if a room becomes available? The web booking system should improve this. A discussion on who should and who shouldn’t be allowed to stay at the hostel then ensued.

M. Tiirakari then reported on the status of the web booking. Successful implementation of the new hostel software FIDELIO was done on July 6th, 2009. It will be in production for web booking in December 2009 and will enable users to: make individual bookings (a CERN login is necessary); cancel their bookings up to 48 hours before arrival (modification only via the reception desk); and guarantee their reservations with a credit card (currently NO penalty for cancellation). A. Rozanov stressed that users will not be forced to book via the web as the previous booking possibilities will still exist.

The new website for the CERN Hostel service will be in production mid-September 2009, showing: room availability (up to 3 months, to be finalised); corporate rates for hotels in the area; private rental sector; and the booking rules. A satisfaction survey will be accessible from this page.

Other on-going actions and projects include the renovation of buildings 38 and 39, work on which has started, with priority being given to the sanitary installations and kitchens. The work should be finished by the beginning of 2010. Seven new rooms will be created, work starting in 2010.
The implementation of a virtual store to provide CERN Hostel users with fresh food, in collaboration with the NOVAE restaurant, is foreseen for December 2009.

What about rooms for Students? They are looking at possibilities to renovate an existing building on site for possible student accommodation. This new idea needs to be discussed and confirmed by S. Lettow.

M. Tiirakari then showed some statistics on occupation rates, which showed that the hostels are not fully booked, despite the user complaints that they cannot find a room. The web booking system will allow the collection of statistics on refusals and once we have sufficient experience the situation can be reviewed. He commented that on average there is one no-show per day. Many cancellations come very late, too late to re-allocate the room.

M. Tiirakari then showed the proposed new extension to Restaurant 1, work on which will be carried out between April and October 2010. A bigger terrace to the South side can be used during the construction period over the summer. When asked if CERN had an estimate of the numbers of people likely to use the restaurant, M. Tiirakari replied that it is difficult to make reliable estimates.

11. USERS' OFFICE NEWS

C. Onions first thanked the ACCU delegates who had attended the Users’ Office 20th anniversary celebrations the evening before. He then reported on personnel changes in the office and the reduction in the number of registration staff due to a maternity leave until the end of January. Furthermore, one person transfers to another service at the end of the year and a new person must be hired and trained.

The delivery of Swiss “Cartes de legitimation type P” (CL) is progressing, with more than 900 cards having been delivered since April. All Non-Member State users with contracts ending in 2010 and 2011, and Member State users with contracts ending after May 2010, have been sent an e-mail asking them to make an appointment to exchange their “Attestation de Fonctions” (AF). Depending on the workload in the office, mails will gradually be sent to the remaining users with contracts ending in 2010. Currently, there is a temporary person in the office who deals with these appointments so we should be able to proceed faster. Those ending in 2009 will be replaced at contract renewal.

CERN is obliged to announce all users with a Swiss AF or CL to the French Ministry of Foreign Affairs (MAE) via a "Notification de Nomination et de Prise de Fonctions d'un titulaire (NNPF)". Currently ~260 users are in breach of the agreements and they will shortly be sent a mail requesting them to rectify this within one month, failing which their user contracts will be terminated. This will put an extra workload on the Users’ Office staff and the decision on when to send the e-mail will depend on the other workload.

C. Onions reported that a surprising number of users still arrive in the Users’ Office with no clue what is needed to register or prolong their user contracts. An e-mail has been sent to all Spokespersons and all Team Leaders of active experiments, reminding them of what a user must do before coming to the office and pointing to our registration information page.
C. Onions reminded delegates that the Grey Book http://greybook.cern.ch/ summarises the experimental programme of CERN. The Grey Book was last printed in 1999 and is now online only and dynamically updated overnight. New experiments are entered by the Grey Book secretariat (part of the Users’ Office) after each Research Board and the experimental teams are updated by the UO and the experiment secretariats. The list of institutes associated with CERN, country by country, can be consulted at http://greybook.cern.ch/institutes/.

Delegates are asked to check the information for their country and inform us (via the address indicated on the Grey Book home page) of any corrections.

Work has started on a new-look Users’ Office web site using standard templates. A proposed layout of the home page was shown. This will take some time to implement.

12. ANY OTHER BUSINESS

F. Navarria commented that it is not only the hostel which has problems with no-shows - he had managed to get a CERN car recently as the person who had reserved it had not shown up. If this happens often steps should be taken to prevent abuse.

13. AGENDA FOR THE NEXT MEETING (December 9th, 2009)

The agenda for the next meeting should include a report on the restaurant 1 extension, reports from ACCU representatives on other committees and the election of the ACCU Chair.

a. ACTION ITEMS

ACCU delegates

- To comment on the proposed new shuttle timetable
- To check details of institutes from their country listed in the Grey Book

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September 9th, 2009

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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/