Minutes of the 87th meeting held on March 10th, 2010


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Agenda

1. Chairperson’s remarks
2. Adoption of the agenda
3. Minutes of the previous meeting
4. Matters arising
5. News from the CERN Management
6. Report on services from GS department
7. An update on Safety at CERN
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, June 9th, 2010

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ADVISORY COMMITTEE OF CERN USERS

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1. CHAIRPERSON’S REMARKS

C. Vander Velde, Chairperson, opened the meeting and welcomed the new ACCU delegates for the Czech Republic (S. Nemecek), France (N. Besson), G. Passaleva (Italy) and Spain (I. Riu).

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 86th meeting were adopted as a correct record.

It was proposed to discontinue the distribution of a paper version of the minutes and ACCU delegates were in agreement. Currently, it is distributed to ~190 people. C. Onions will contact them to inform them that only electronic versions will be distributed in the future.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

a. ACTION ITEMS

CERN Management

- To follow up the public/private partnership model for a crèche
  - S. Lettow commented that a 10-15 year cooperation agreement is needed for such a project, which has never been applied at CERN. A public/private partnership to build a hotel near the globe was discussed in the December Finance Committee and Council meetings and there were lots of questions. The CERN management was encouraged to continue. It will take some time to convince the Finance Committee and Council, but once the idea has been accepted the project to build a crèche will then follow.

GS Department

- To clarify the conditions of car rental with Hertz
- To make available a model of restaurant 1 with the new extension
  - Both these points will be covered later under item 6

ACCU delegates

- To check details of institutes from their country listed in the Grey Book
  - Delegates were urged to check if they have not already done so
A representative for the SIPB and ATC to be nominated
- Mario Campanelli volunteered and has been appointed for the ATC
- Nadia Pastrone volunteered and has been appointed for the SIPB

Other matters arising will be covered under item 6.

5. NEWS FROM THE CERN MANAGEMENT

R. Heuer reported first on the LHC status, details of which are well known through regular news bulletins. Yesterday the Director-General had sent out news about the discovery potential over the first three years. Combining data from the experiments should be actively pursued to give larger statistics. The machine offers fantastic discovery potential in the first 2 years, but not for a low-mass Higgs. ACCU delegates were asked to point this out to their funding agencies. In the next two years there will be almost continual running, with some short technical stops and two periods of heavy ions, at the end of each year. This will then be followed by a long shutdown but over the three years the integrated running time will be at least the same as for the standard way of running the CERN accelerators, in fact increasing it slightly. Hopefully there will be shorter shutdown periods in the future. Concerning the LHC upgrades, the management is making a plan for the next 20 years, foreseeing a rough schedule up to 2030 depending on how the luminosity develops. The idea is to collect 3000 inverse femtobarns by that time, although the final number will depend on what we find initially. We will need to collect 200 to 300 femtobarns per year in later years, which is not straightforward. We will increase the beam energy to 30 MJ in the next two years, we need to go carefully. Design studies for the PS2 and SPL are well advanced and will be kept in reserve if we need this upgrade for the luminosity. At the moment the SPS is the bottleneck for the intensity, it can take less current than can be delivered now. We must remove that bottleneck before the rest is implemented. An alternative solution is to increase energy from the PS Booster to the PS and deliver higher current to the SPS. The integrated luminosity is what counts, not the peak luminosity, in discussion with the experiments the aim is to collect 5x10^{34}, which can be done with both types of upgrade. The inner triplet must be upgraded, in phase 1 using niobium-titanium and then in phase 2 niobium-tin. Replacing the aging inner triplet in phase 1 means a larger aperture and hence longer magnets, hence everything in the interaction region has to be changed. The upgrade would therefore be a completely new machine. It could be more sensible to combine phases 1 and 2. A task force is looking into when and how this could be done. This has to be coordinated with the inner tracker upgrades of the experiments. Next week, the Director-General has to discuss the MTP with Council, but it will be May or June before there are final results from the task force. 7 TeV collisions are expected this month. We were lucky last year during the running period, but this year a number of small things have slowed down the start-up. Murphy’s Law at work! The quench detection system trips on transients currently, not on real quenches, so this has to be sorted out. The Director-General is reasonably happy with the way things are going.

Fixed target running was very successful and more protons were delivered (10% in some cases) than foreseen. CNGS should have 1 or 2 tau candidates by now. They have been assigned two more weeks dedicated running this year. There was a setback in CTF3 when there was a klystron gallery fire. It was contained in a module which was completely destroyed. It will take ~4 weeks to clean the electronics.
Fortunately, no one was hurt and there was a good collaboration between CTF3, the fire service and the safety commission. The Director-General doesn’t mind if they take 6 months longer to produce the CDR as long as they look at all aspects. There is a good collaboration with the ILC community.

The Director-General then reported on the scientific and geographical enlargement of CERN. Two green papers will be submitted to Council for decision, one on global projects and one on the scientific enlargement, which are expected to be accepted. The scientific enlargement should be dealt with in conjunction with the upgrade of the roadmap for the European Strategy for Particle Physics, with 2012 as the proposed date for implementation. Concerning the geographical enlargement, work is quite far advanced and a green paper should be submitted in June if Council agrees next week. CERN should be open to the whole world. Different types of Associate membership are being discussed. A working group was set up to look into the five applications for membership from Cyprus, Israel, Serbia, Slovenia and Turkey. Romania’s candidature for accession to membership is to be ratified in the Romanian parliament.

In the discussion, S. Nemecek asked about the media event foreseen for 7 TeV collisions. The Director-General said that this is under preparation. Why do we do it? If CERN doesn’t, the media will do something anyway. This is a good opportunity to promote basic science through all kinds of journals, although it will be a burden for the machine people. An organised event will help to channel the journalists. If we do nothing we will be accused of not being open and they will find out anyway.

6. REPORT ON SERVICES FROM GS DEPARTMENT

M. Tiirakari reported first on the new structure of GS-SEM. Following the questionnaire and the input received from the users, activities have been adjusted in order to improve the cost-effectiveness and give a better service to users. The Strategy and Civil Engineering Project Management section is responsible for coordinating construction projects (e.g. LHC, Linac 4, Building 42, POPS etc.) and major design studies, such as, CLIC, ILC, LheC, and SPL.

There is a new approach to consolidation and renovation work – it is now service oriented, based on Users’ and Departments’ needs and with a list of priorities established through the Space Policy Board (SPOB), the working group on sharing space (GTPE) and the Site Committee. 60% of the needs are in PH Department. GS is proposing certain work packages, e.g. a package to fix all sanitary installations/toilets on site.

I. Mardirossian then showed the new shuttle timetable which had been introduced on February 8th. There are now two regular circuits between the CERN sites and a regular shuttle to the airport. Following feedback from users, there will be a change to the schedule for the airport shuttle, with a departure at 12:30 from building 500. The number of requests to 77777 decreased by 95% since the new timetable was introduced so it seems that user expectations are being covered.

The ongoing renovation work on the hostels infrastructure was described and in particular the launch of a price enquiry to change kitchen facilities and all showers. The new application for a Virtual Store for hostel customers to buy food for delivery to restaurant 1 was shown. There will be a catalogue with photos, descriptions and prices of products. This should be available before the summer.
Ongoing activities in the Hostel services include agreements with local hotels, regular updates of rates and promotions on the hostel web pages.

The status of the CERN Hostel Web booking, which should have been available last December, was then described. Major issues had appeared during testing with a significant number of failures and wrong bookings. The new Fidelio software meets all the needs for managing the hostel but the web booking has proved to be not appropriate for the CERN environment. It has been decided to implement a CERN solution, expected in spring 2010, for the interim period until the Fidelio system is viable.

The Hertz rental conditions were clarified. The conditions were always available on the GS web site but the information is now much more visible. The conditions apply worldwide for any rental.

The preparation of a new contract for cleaning of radiation areas was described.

GS department is working with PH department on establishing a standard for electronic locks. There are currently ~100 electronic locks installed on site.

M. Tiirakari then mentioned that the administration of Diplomatic privileges will be transferred to GS-SEM from HR as of March 15th. There is still a delay in obtaining green plates, of the order of 6 to 8 weeks, and GS is negotiating with the French authorities to try to speed this up.

I. Mardirossian then described a project for mobility on the CERN sites. A test will be done with Hertz, in collaboration with PH Department, of a mobility-like concept. Twenty category A cars will be made available over a 6-month test period with a web-booking interface which will allow booking for periods as short as a few hours. There are nearly 1000 cars in the CERN pool and there are requests for additional cars but the cars are not used efficiently (very few kilometres per year).

M. Tiirakari then reported on the status of the Restaurant 1 extension. The construction permit was approved by the Geneva Canton in February, the call for tender has been opened and the proposal to award a contract will be presented for approval to Finance Committee next week. Construction work will take place from April with completion foreseen in October 2010.

In the discussion, a question concerning the availability of bicycles was raised. One delegate complained that there were not enough available, however other delegates had not encountered problems. GS department will look into this as well as electric bicycles. A delegate asked how the mobility test will be advertised. This will be announced in the Bulletin. C. Vander Velde commented that if this works it will be very nice. The Director-General commented that it will need discipline on the user side. C. Vander Velde thanked GS department for their good work to support the users.
7. AN UPDATE ON SAFETY AT CERN

E. Cennini had prepared slides which were shown by C. Onions. He reminded users that they must follow safety awareness courses on SIR (http://sir.cern.ch) depending on their activities and the zones to which they need access. They should check the validity of their safety courses. The basic courses (levels 1, 2 and 3) are only valid for three years. A system of automatic e-mail reminders already exists for level 4 courses and will be extended to the other levels shortly. Users must also follow the safety courses for specific risks, depending on the risks to which they are exposed (Radiation safety, magnetic fields, biocell, etc.). These courses are available on the training catalogue. The use of lifting equipment by ‘Users’ is determined by an authorization procedure which is available from the link indicated in the slides.

8. REPORTS FROM ACCU REPRESENTATIVES ON OTHER COMMITTEES

Restaurant Committee: M. Campanelli reported on the recent meeting. Novae is in charge of vending machines on site. This was a big investment and after a slow start-up they made a profit last year. There have been no complaints. They plan to move some machines and remove a few unprofitable ones (3-4). Last year was a record year for restaurant 1. CERN is NOVAE’s largest customer (10% of their total market). Prices will remain unchanged this year. There was a request for an entry level menu and a better salad bar. It has been proposed to change the presentation of meals at the entrance to the restaurant to show photos on a screen rather than the real meals. There is a new management in restaurant 2. Following complaints about the food quality and the VIP restaurant, new responsible were appointed to deal with it. There are issues with large visitor buses and there is a request to move them to Restaurant 3. The refurbishment work in Restaurant 3 was successful and now there is a much nicer environment and bar area. Despite this, the frequentation is at a record low. This may be due to inertia from the previous management, solutions are being looked into.

In the discussion, P. Bordalo commented that the food in restaurant 3 is still of very low quality and that some people who were accustomed to go there don’t go now. C. Vander Velde commented that perhaps CERN shouldn’t send visitor buses there in that case. When asked if the internal layout of the restaurant 1 extension had been decided, M. Tiirakari replied that this has yet to be done. There is a clear need to maximise the number of seats. Concerning the action item to make available a model of restaurant 1 with the new extension, this would be far too expensive.

Code of Conduct working group: K. Lassila-Perini described the preparation work and meetings which had taken place. The Code is based on the five values: integrity; commitment; professionalism; effectiveness; and diversity.

K. Lassila-Perini showed a draft outline of the Code, which has pertinent questions and answers at the bottom of each page. The Project Reference Group remarked that the Code should: avoid legal terminology and complicated language; make clear that it addresses everyone on the CERN site - including users and external contractors; keep it positive; keep it short; keep it specific and relevant to CERN; include examples; and make it self-contained. The special concerns for the ACCU representative are: to make sure it applies to users; and make sure it can be understood by users (not to use jargon users don’t understand). The Code should be presented to Council in June.
A. Dubnickova asked what happens if a user doesn’t agree with all that is in the Code and refuses to sign. Will they be unable to come to CERN? K. Lassila-Perini responded that there will be no surprises and there will be nothing in the Code that a user can’t agree to. A user’s main commitment is to their home institute but they also have commitments to CERN. S. Lettow stressed that all member countries had urged CERN to come up with this Code, it wasn’t only CERN’s initiative.

Accommodation Facilities working group: A. Rozanov reported on the meeting of March 5th. He described the mandate, which is to discuss all accommodation facilities important for CERN users and prepare relevant recommendations to the CERN management, which has full responsibility for the hostel. There is an ACCU representative to ensure that the views of the Users are taken into account. The working group should review the financial status of the hostel and discuss the hostel price policy once per year. A. Rozanov then highlighted a few points. The delay in the web booking was mentioned earlier. Users are happy to see the current room availability on the web site as it helps them to plan their booking requests. A suggestion to lower room prices in building 41, which has smaller rooms than the other hostels, will be considered. Five offices are being converted to rooms. Concerning the occupation rates for the hostels, there are almost no booking refusals for the weekend (Friday, Saturday, Sunday), but a high refusal rate for the 4 weekdays and also over the summer period. There are still some empty rooms due to the high cancellation rate when it is too late to re-allocate the rooms. The hostel reception opening hours will be extended until 01:00. It was questioned if the hostel should practice overbooking. If yes, it would mean extra work and stress for the hostel staff and the booking of and transportation to a reserve hotel in case of a missing room. This would need a positive attitude of users and a feedback from ACCU. On the subject of a hostel extension, is it time to construct a new hostel? If yes, how many beds and how many low cost beds are needed? CERN should start official monitoring of refusals on the 4 working days, which would mean extra work for the hostel staff, and for June-July-August, when summer students are in the hostel. A special meeting of the FAC in September 2010 will analyse the statistics on refusal rates and make recommendations on the hostel extension. The evolution of the number of summer students and Users over the years 2012 to 2015 should be taken into account. A. Rozanov then showed a chart of the fraction of available beds per user over time, which indicated a significant drop since 2004.

In the discussion, E. Rondio asked if a real waiting list could be established so that users do not need to keep asking if a room has become free, people try sometime 6 or 7 times. Can they sign up for a list? I. Mardirossian commented that there is an automatic waiting list with the new software. They are working with the experiments to improve block bookings. Currently, block bookings will be kept as requested for one week only, after which rooms will be released if not taken up. The hostel staff try to propose a room in an external hotel if no hostel rooms are free. Surely asking for credit cards at booking time will solve the cancellation problems? This will be implemented if other measures prove ineffective. C. Vander Velde commented that the overbooking solution was not very attractive.

S. Lettow commented on the extension of hostels on site. They are thinking of a solution for the summer months for the students, not on-site but close by, which would mean there would be no summer student peak in the hostels, freeing the rooms for users. Making available cheap accommodation (a top priority in the survey) is being looked into. If summer student accommodation was not on site
transport would have to be looked at carefully. More bicycles may be needed, for example.

**ITSRM:** E. Etzion gave a brief summary of the last two meetings. The minutes of the December meeting have been distributed to the ACCU delegates. Web application security is very important and there is a whole list of security recommendations in the minutes. Sites without an active person as an owner or not meeting security requirements will be closed. It was promised that before closing a site the relevant experiment or department will be notified. IT department has been reorganised, details are in the minutes. E. Etzion raised the concern expressed at the last ACCU meeting about the billing for local calls from fixed phones, due to the fact that, since offices are shared by many people, it is not always easy to identify the owners. The feedback has been passed on to the IT CS group, to be followed up. A web portal for IT and GS services has been set up. G. Passaleva commented that this is a good idea which should be extended to other services at CERN. T. Pettersson commented that GS is looking at setting up a general service desk for all CERN services and a special group has been set up in GS.

**9. USERS’ OFFICE NEWS**

C. Onions reminded delegates that users must inform CERN of any change of circumstances, as clearly indicated on the user contract issued upon registration and as stated in the Staff Rules and Regulations (SR&R), which all users must abide by. Article SR&R R II 1.11 is particularly relevant. The SR&R can be consulted on the HR web site. Some users had had serious problems recently due to their not informing CERN of change of institute or change of address. Users in possession of Host States documents must return them when their CERN contract ends.

E-mail warnings to remind users to renew their contracts are now only sent 28 days in advance. The 90-day warning sent to users present 50% or less has been suppressed since renewal can be done via EDH UCL without coming to CERN.

The Swiss Mission has informed us that all AFs must be replaced by a CL this year, the deadline being end of August. It is in the Users’ interest to change as soon as possible as the CL is much more widely known. E-mails have been sent to all users with AFs expiring after August inviting them to take a rendezvous to exchange their AFs. Those expiring before September will be exchanged at contract renewal time.

When a user requests a CL, family members in possession of a B or C permit must hand them in to be replaced by a CL. If the permit was obtained by the family member independently of the user, the permit will be returned upon cessation of the user’s CERN contract. For users living in France, a Swiss CL is not issued for family members (apart from very exceptional circumstances). When a CL is issued an information leaflet about the Geneva Welcome Centre is distributed. See [www.cagi.ch](http://www.cagi.ch).

It was announced in the June 2009 ACCU that an e-mail would be sent to each user with a Swiss AF/CL but no French card (~190). The e-mail was only sent last week due to manpower problems in the Users’ Office. The Office now has the full complement of registration staff (6) and there is an additional temporary person to help handle these requests. Users in possession of a French card ("Titre de Séjour Spécial" or "Attestation de Fonctions") issued by the Ministry of Foreign Affairs (MAE) more than 10 years ago must complete a declaration on their honour that they have not obtained French nationality nor permanent residence status in France,
when renewing their card.

The Users’ Office web-site (http://cern.ch/ph-dep-UsersOffice/) was completely re-structured at the end of last year and the link on the CERN home page was made more prominent than before. There has been little feedback on the site - does this mean users are happy with it? Please contact the Users’ Office web support person if you have comments, corrections or suggestions.

10. ANY OTHER BUSINESS

- Several users contacted the fitness club about installing gym facilities at CERN. The pump room (building 216), which is a multi-purpose room, was suggested as a possibility. The fitness club would pay for the equipment if the room could be provided. The fire brigade has a gym which people were able to use in the past but now access is not allowed. J. Purvis, former president of clubs at CERN, commented that this is a recurrent request but a dedicated area is needed and we can’t dedicate the pump room. CERN has special rates for all gyms close to CERN. A clear decision from CERN is needed on this. The current president of clubs, R. Bray, commented that special rates with local gyms do not meet the needs of short term visitors. R. Bray will contact the Fire Service to see if it is possible to use their facilities.

- P. Bordalo complained that secretarial support on the Prevesrin site had been reduced by 50% without notice or consultation. The Compass experiment relies on this support and the spokesperson had not been contacted. Apparently, it is planned to reduce the support to zero. J. Salicio Diez commented that the number of PH administrative support posts has been reduced and therefore reductions have to be made in PH services, including closing the regional secretariat on the Meyrin site (building 13/14). Compass has never had a secretary assigned to them, they use the regional secretariat in Prevessin. Given that 99% of users are on the Meyrin site, the support level on the Prevessin site has to be reviewed. However, A. Lissajoux will remain there full-time this year and the situation will be reviewed next year. There should have been more communication about this re-organisation.

- E. Rondio presented the School on Detectors and Instrumentation, co-organized by ICFA with other labs. It is planned to organize the first such school at CERN in the last quarter of this year. As a preparatory step, there is a survey to gather information on the perceived needs at http://www.surveymonkey.com/s/76WFWJ5. ACCU delegates were asked to make sure that the young people in their countries are aware of it. There have been ~500 replies so far.

- Users were reminded that when they quit CERN they must ensure that their office and any laboratory space are left in a fit state and that unwanted material is removed. There is a substantial cost to PH department to clean up if this is not done. Pictures of offices which had been abandoned were shown.

- S. McMahon raised the question of privacy of data stored at CERN and asked what the policy for access to confidential data is. A user using the ADAMS database found information from 30 years ago, with birth dates and pictures of family members, which is not acceptable. J. Purvis
commented that ADAMS is not maintained by HR. He will follow this up. The policy is described in Administrative Circular No. 10: 
https://cern.ch/hr-docs/admincirc/en/AC-10_02.pdf

11. AGENDA FOR THE NEXT MEETING (June 9th, 2010)

The agenda for the next meeting should include reports from GS department on progress with the various priority items identified from the survey, plus reports from ACCU representatives on other committees.

a. ACTION ITEMS

CERN management

- To follow up the public/private partnership model for a crèche
- To decide if a room should be made available for dedicated gym facilities at CERN

ACCU delegates

- To inform young physicists in their country of the School on Detectors and Instrumentation
- J. Purvis to follow up the data confidentiality problem in ADAMS

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March 10th, 2010

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