Minutes of the 88th meeting held on June 9th, 2010


*part time

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. CERN Global Network
8. CERN Code of Conduct
9. An update on Safety at CERN
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, September 8th, 2010

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7. The CERN Summer Student Program
8. Bringing Library services to Users
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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 officially welcomed the new Italian delegate, G. Passaleva, who was present at the March meeting but due to an oversight had not been properly introduced at that meeting.

2. ADOPTION OF THE AGENDA

The agenda was adopted as published.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the 87th meeting were adopted as a correct record.

4. NEWS FROM THE CERN MANAGEMENT

R. Heuer reported briefly on the LHC since an e-mail had already been sent last week to all personnel summarising the two months of operation at 3.5 TeV per beam. CERN was very fortunate that the LHC ran on March 30th – the first two attempts failed but it worked at the third attempt. This showed to the media present that the LHC is not a turnkey machine. CERN was on the front pages of most journals and is still very much in the media spotlight. When the Director-General was in Moscow recently, a power glitch in the LHC was reported on radio, indicating that CERN is still the focus of public attention whatever we do, so we had better do it right. The Director-General encouraged ACCU delegates to use this occasion to advertise particle physics and physics in general. This is the only way to influence politicians. The LHC machine is struggling to get the design intensity per bunch, they may interrupt this in order for the experiments to collect enough data to prepare papers for summer conferences. This is being discussed today. The machine protection is paramount (and experiments too).

R. Heuer then mentioned the press release announcing the first direct observation of a tau particle in a muon neutrino beam sent from CERN to the OPERA experiment at the Gran Sasso laboratory in Italy. He is looking forward to seeing more events. ICARUS has also started and has seen the first neutrino events. It is good news that both experiments are working. The SPS is running well and the number of protons delivered this year should be what was promised.

The Director-General is anticipating difficult budget discussions in Council next week. The pressure on the budget will be high, with well known financial problems in some Member States, and proposals to redress the balance of the pension fund being put forward.

The new Medium Term Plan (MTP) is to be discussed next week. The paper on the geographical opening of CERN to more countries will be submitted as a Green Paper and will hopefully be approved. Modified conditions for Associate Members are being proposed. It is important to show that CERN is not only the European kernel but it is also open to the world. It will be a big step forward if agreed.
There was a meeting on Friday on radiation protection and radioactive waste to agree on clear rules for CERN, rather than CERN having to follow both Swiss and French regulations. This has to be approved by the Swiss and French authorities and then the European Commission.

CERN is moving forward on building improvements. The restaurant extension is on schedule. If the requested CERN budget is approved the consolidation work will continue.

When asked about the SLHC schedule, R. Heuer said that this depends on the acceptance of the Medium Term Plan (MTP). The project is now known as the High-Luminosity LHC (HL-LHC) and is aiming for a luminosity of $5 \times 10^{34}$ with luminosity levelling. The project has two stages, with the design stage taking until 2020. For the period from 2010 to 2030, the 2012 schedule is known. LINAC4 will be connected at the earliest in 2015 and experiments can then install B-layers. Around 2020, modifications will be carried out for high luminosity and detector upgrades. Focussed R&D should start now! The schedule is realistic but partially optimistic.

A delegate asked about the integrated luminosity to be expected – the promise of 200 inverse picobarns by the end of this year and 1 inverse femtobarn by the end of 2011 seems optimistic. R. Heuer replied that the cable short circuit last week had effectively lost one week of running time, however 100-200 inverse picobarns by the end of 2010 is still realistic, but for this we have to have high intensity. As a high intensity beam can destroy all magnets (and the detectors) it is best to be prudent and ensure that all the necessary precautions are taken before increasing intensity.

5. 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 first on the accessibility of the Prevessin site. A project to build a service centre with a new restaurant, bank and post office is being considered, with the possibility of sharing with the local Commune. A common effort for a crèche is being discussed and there are encouraging signs, under the condition that local people can get access. The AMS control room will be there, so there will be more interesting scientific activities on the site. Having a bicycle track from the ATLAS site to Prevessin is being looked into, as well as shuttle service improvements and the usage of electrical cars for transport. The PH secretariat support will remain at the current level (unless there is a significant increase in users over there).

  T. Lagrange then elaborated on the crèche situation. In 2004, a major study was done and at that time Switzerland and France made promises but nothing was done that would solve the problem. On the Swiss side, there will be no places available for the next 2 years. On the French side there is nothing really available. A study carried out by an ATLAS user estimated that CERN requires 100 places, of which 10% would be on a drop-in basis. There are different requirements for CERN than for the normal clientele of a crèche. Users cannot commit for 12 months and start in September. More flexibility is required but this entails a higher cost. CERN is currently working on the requirements for a specification: a minimum of 3 months with 10% drop-in is being considered. In the Meyrin crèche the 20 places for CERN are already taken. A crèche being set up in St. Genis costs 1400 euros per month, which is reasonable for the area.
One option is to discuss with them how many places they can make available for CERN and when. Building a crèche on the CERN site is also an option, as mentioned above. Documents have been prepared to ask service providers what service they can offer. CERN is investigating the different options and will come forward with all the options in the near future.

The Chairperson asked if a private/public partnership is still considered. The reply was yes, this could be either for the construction of a building and the service, or just to run the service after CERN has built it. The solution most adapted to CERN needs will be adopted.

- To decide if a room should be made available for dedicated gym facilities at CERN
  
  S. Lettow stated that this is not a priority. Building 216 already offers some facilities. Making a room available to install machines is not likely in the near future.

ACCU delegates

- To inform young physicists in their country of the School on Detectors and Instrumentation

  Delegates were encouraged to do so if they hadn’t already done so.

- J. Purvis to follow up the data confidentiality problem in ADaMS

  This has been resolved by GS department. ADaMS no longer allows users without special privileges to perform searches on the database; it no longer shows “Deceased” and/or “family members”.

6. REPORT ON SERVICES FROM GS DEPARTMENT

M. Tiirakari briefly summarised the major civil engineering projects (CLIC, ILC, LHC R2E, LHeC, LINAC 4 and the work being done on various buildings). A number of activities on heating, ventilation, air conditioning and electric lighting renovations were mentioned. There has been a major investment in a new tool for the CERN patrimony.

A review of contracts is currently underway with a restructuring of the annual site maintenance contracts. The advantages and disadvantages of having a car registered on consular 431 K XXXX license plates (green plates) were covered. Work is underway to modify gates A and B in order to have two entry and two exit lanes, of which one is automatic. A car plate reading system will be tested at the entrance to the Prevesin site. The gates will open automatically if the car plate is registered in the CERN database. This should reduce bottlenecks.

They are starting to eliminate very old and dangerous goods which have been stored for more than 40 years in some cases. Users were urged to help to clear away old gas bottles for which rental payments are still being made.

The management of green spaces is being optimised. A new terrace will be constructed between buildings 39 and 40.

Concerning transport and mobility, a proposed new airport shuttle timetable was shown. Approximately 10,000 people were transported on the regular shuttle services between February 1st and May 14th. The bicycle fleet is being increased in collaboration with PH and electrical bicycles are being introduced. There is a common project with PH for the transport of visitors around the site. Concerning mobility, an in-depth study is to be carried out on site. A system allowing the rental
of a car for short periods (as short as one hour) will be introduced. The aim is to serve more people with the same fleet.

M. Tiirakari then reported on the extensive renovations being carried out in the CERN hostels: a card security system is replacing locks; showers are being replaced. In building 41, new individual lockers have been installed. In building 39, self service computers have been installed and TV and international channels will be installed in the lounges. Five additional rooms will be created by converting offices. The reception opening hours were extended from June 1st and it is now open until 01:00 every day. This is very much welcomed by users. Web booking is now working, allowing booking of individual rooms, the management of bookings and guaranteeing reservations with a credit card. Future developments include: a long term waiting list; web booking of the shared rooms; a daily display showing the availability of rooms; develop the collaboration with the “Foyer de Saint Genis”, review the level of service (cleaning, keys, reception, etc...); continue to promote deals with external hostels; strengthen the follow up of block bookings; allow the possibility to book a room for the 6 following months (currently can only do for 2 months). No overbooking of rooms will be done.

A decision has been made to implement a penalty for no show and late cancellation of bookings (standard = 48 hours before the stay) starting on July 1st. Proposals were made to open the hostel parking to all and to modify the lounges and create new rooms. This is discussed further under the report on the Accommodation Facilities Working Group.

It is now possible to collect good statistics and the number of no-shows, cancellations and refusals was shown for each month in 2010, as well as the number of modifications for March and April. The effect of the volcanic ash was noticeable in the April statistics! For the month of May the hostel had 1052 phone calls, 16 faxes, 8,218 e-mails, 1,075 web bookings and 923 on-site requests for reservations. Web booking should be promoted to reduce this. The online food store was introduced on April 19th.

When asked if green plates are obligatory, M. Tiirakari replied that they are not, unless you bring a car from abroad, in which case you have 3 months to change plates.

C. Vander Velde commented that GS department has done a lot of work and made significant progress to meet the users’ requirements and thanked them warmly for their work.

7. CERN GLOBAL NETWORK

C. Parrinello presented the CERN Global Network. CERN is a knowledge hub, knowledge being brought into CERN from institutes worldwide, generated at CERN in the framework of its activities and exported outside CERN through people’s mobility, training, technology transfer and procurement. The key players are current and former members of CERN personnel, research institutes and universities and companies from CERN Member States. This knowledge is valuable world-wide. The aim is to facilitate two-way knowledge exchange via a dedicated web site, to promote project opportunities, recruitment possibilities by linking job seekers and potential employers etc... The European Commission puts a lot of pressure to involve industrial partners in projects and it will be possible to post expressions of interest on this Global Network to attract such partners. There is a database of members and a check that the person has been or is a member of CERN personnel is
performed before they are added. The project was launched at the end of April and about 600 people have joined to date. Six discussion groups have been set up so far, on themes such as hadron therapy, technologies for energy and environment, scientific communication, etc. Some experiments are very keen on building a presence in the Global Network. CLOUD has already joined and CMS is very interested. The concept of e-vents, live webcasts of key events at CERN with the possibility for Network Members worldwide to submit questions and comments before, during and after the presentation, is being introduced, with the first e-vent foreseen for the end of June.

Participation and concrete input from the User community (current and former) and their home institutes is crucial for its success. ACCU delegates are encouraged to join and to spread the word amongst their communities. The benefits are manifold, including increased visibility for activities at the institutes, identification of new collaboration opportunities with other Network nodes, person-to-person networking, etc. Currently individuals can register and institutes will be invited after the summer.

In the discussion, when asked if there was any control on the subject groups, C. Parrinello replied that everybody in the system is known and hence groups will not be moderated but will rely on people following the terms of use. A meeting with all experiments' representatives was held and there was a large attendance and positive feedback. CMS had already foreseen setting up an alumni scheme.

8. CERN CODE OF CONDUCT

A.-S. Catherin, Head of HR Department, reviewed the history of the CERN Code of Conduct project, which she presented in detail in the September 2009 ACCU meeting. K. Lassila-Perini reported further on this in the March 2010 meeting. After meetings of the Project Reference Group and 9 focus groups with 82 participants (19 group leaders, 18 section leaders, 26 staff members, 12 associated members of personnel and 7 contractors) and 14 different nationalities, a short, user-friendly document has been produced and will be available in print and online, providing a framework of general principles. An extensive FAQ list will be available online to provide examples of concrete situations. Currently there are ~80 questions in the FAQ and this will be a living document, it will be updated as new questions arise.

A.-S. Catherin thanked K. Lassili-Perini for her involvement on behalf of the users and her very much appreciated contribution to the Project Reference Group. The Code will be submitted to Council on June 18th and there will be a public meeting with the Director-General on June 25th. The Code will become effective on July 1st. There will be a dedicated communication campaign to inform all members of personnel. In addition, it has been decided to appoint an Ombuds, V. Vuillemin, starting on July 1st.

In the discussion, when asked what are the means to follow up any transgression of the Code, A.-S. Catherin replied that HR department, as well as the Ombuds, will be available for any questions and follow-up. A generic e-mail address will be set up for questions. The situation will be reviewed after a few months.

9. AN UPDATE ON SAFETY AT CERN

E. Cennini briefly reported that the Safety Commission will become the occupational Health and Safety and Environment (HSE) unit and will be more
service oriented. More information will be communicated through a bulletin article and via a new website.

10. REPORTS FROM ACCU REPRESENTATIVES ON OTHER COMMITTEES

Restaurant Committee: M. Campanelli reported on the meeting of June 8th, which was dedicated mainly to restaurant 3 matters. The management of the restaurant was invited to the meeting and made a presentation. The restaurant is under new management and things are improving, the average number of meals per day and the number of items purchased per person have been increasing in recent months. Visitor buses are now sent there regularly (~2 per week). They are introducing more ‘trendy’ items on the menu. The equipment has been upgraded and it is now a more attractive place to eat and there are more positive comments from clients.

M. Campanelli raised a few questions from ACCU delegates: would it be possible to have lower cost meals? No, they aim for quality meals. Could the display of meals be improved? They will consider alternatives. Some delegates had complained about the choice of salads available after 13:30. The choice is limited at that time because they wish to avoid food left over.

The choice of furniture for the restaurant 1 extension is being considered – there are two options and the people responsible will test both and make a decision. They are not asking for user input on this. Restaurant 2 renovation work will cause disruption over next few months. A major renovation is also being discussed. Theft of cutlery still poses a big problem in the restaurants. A patio area between building 39 and 40 is being constructed.

SIPB: N. Pastrone reported on the meeting of March 11th. The new printing procedure for CERN Yellow Reports, a Print on Demand model in which users can either order direct from the provider or via the CERN library, was described. The library material budget for 2010-2015 has been secured thanks to GS management, but there is still missing staff. Statistics shown indicated that library services do appeal to the Google generation. A proxy server has been set up to facilitate access to the electronic library, from recognised IP addresses. The LHC library will be merged with the central library. The CERN archive stores records of long-term historical interest and keeps them safe, making them available for research. All Council documents are now available electronically, digitised with OCR so that full texts are searchable. Finance Committee documents are being added and the SPC documents will be done next. Publishing in the LHC era has started and the first two articles have been published in Open Access (OA) journals. Everything is now going OA and 69% of the SCOAP3 budget envelope has been pledged. The data preservation projects FP7 PARSE.Insight and ICFA-DPHEP initiative were described. The new initiative for HEP author identification, ORCID was mentioned. There is an initiative to make theses available on Open Access. A CDS progress report was presented, covering service developments, the imminent release of INSPIRE, EU Projects and scientific text processing (copy editing and proof reading). A proposal to bring library services to users was presented, the objectives being to promote the services, widen the communication channel with all users and better understand users’ information practices at CERN and identify needs which have not been met. There will be tailor-made presentations per department with room for interaction and feedback, regular short articles in the Bulletin and focused presentation and training sessions to be organised. It was proposed to ask for a presentation on this at the next ACCU. A proposal for improvements in preparing LHC physics papers was
discussed. There were discussions on items related to the procedure for publishing experimental physics papers (authorisation, refereeing, CDS submission etc.).

**Accommodation Facilities working group:** A. Rozanov reported on the June 7th meeting. Some of the points were raised earlier in the GS report. A. Rozanov stressed that the user community needs to be informed of the one day penalty for late cancellation. I. Mardirossian expanded further on the GS report. Currently, there is only a daily waiting list, the idea of the long-term waiting list is that if room is not available, then the request would be put on the long term waiting list, managed by the web booking tool. If no booking becomes available in the hostel then the reservation could be made in an external hotel. It is aimed to centralise all reservations through the CERN hostel, including the payments. Work on this is beginning now. They continue to promote deals with outside hotels but it seems that users are not fully aware of this. Block bookings will still be accepted but the rooms must be taken within one week of the block booking, if not they will be released. It is proposed to extend the booking time slot from 2 to 6 months. Overbooking will not be done. Most cancellations are made on the expected day of arrival, hence the 48 hour rule will be enforced to allow the possibility of re-allocating a room. Every customer calling the hostel should get a reply and a solution.

A. Rozanov then showed a list of questions for which the users’ input is required. He proposes to set up a questionnaire using Doodle. ACCU delegates should fill this in, taking into account their user community’s needs.

### 11. USERS’ OFFICE NEWS

C. Onions reported that there have been some improvements in Schengen visa requirements. A long stay visa D can now be used also for stays in Schengen countries of up to 90 days in a 6 month period, hence a visa D+C is no longer required, a visa D being sufficient either for France or Switzerland. If a user is not sure where to live, a Swiss visa D and a French visa D are required. If a user will reside at a known address in France, they can now request a Swiss Carte de Légitimation with a French visa D.

The short term registration form has been suppressed. The Users’ Office will decide if a user should be registered with a short or long term contract. A short term contract is for a single visit of 3 months or less which is automatically terminated, hence it cannot be prolonged.

A surprising number of Users do not renew their contract before the expiry date. The EDH UCL makes it much easier to do this now. Many users still try to use their CERN access cards after their contract has expired. Make sure you renew your contract before expiry to avoid access problems! One user recently gave his access card to someone else to access the site!

A major clean-up of experiment teams has been done by the Grey Book secretariat (part of the Users’ Office). All teams for which no official nomination has been received from the institute within 3 months of creation have been closed (~1300 teams, the majority obsolete). Team Accounts were not affected as these are handled independently by FP Department.

There are still 161 users holding a Swiss Attestation de Fonctions (AF) which needs to be replaced by a Carte de Légitimation by the end of August 2010. A reminder e-mail has been sent to all users with AFs expiring after August. A final reminder will be sent in mid-July.
The Swiss Mission has confirmed that people with a Carte de Légitimation who leave CERN definitively can retain it to leave the Schengen area. It must be returned immediately on arriving in the new country of residence. The card should, of course, still be valid when leaving the Schengen area.

If some customs posts do not recognise the Carte de Légitimation (despite the fact that the Schengen authorities know of it and it is listed in their official documents list) they should call directly International Security Police at Geneva airport on either +41 22 427 92 81 (until midnight) or +41 22 427 92 20 (24 h/24) for clarification.

The CERN Guide for Newcomers is now available directly from the CERN home page. The information is being restructured and improved in discussion with HR department.

As of September 1st, J. Salicio Diez will be in charge of the Users’ Office. The ACCU secretary has, until now, always been the Head of the Users’ Office but this will change and M. Hauschild will be the new ACCU secretary. He will attend the September meeting before taking over for the December meeting.

12. ANY OTHER BUSINESS

Points concerning GS department were handled offline and in the GS report.

13. AGENDA FOR THE NEXT MEETING (September 8th, 2010)

The agenda for the next meeting should include reports on the Summer Student Program and Bringing Library services to users, in addition to the GS department progress report and reports from ACCU representatives on other committees.

a. ACTION ITEMS

ACCU delegates

- A. Rozanov to prepare a questionnaire on the hostel requirements
- to gather input on the hostel from their community and complete the questionnaire
- to promote the use of web booking for the hostels
- to give feedback on the proposed new timetable for the airport shuttle
- to encourage users to join the CERN Global Network

Chris Onions
June 9th, 2010

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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/