

ADVISORY COMMITTEE OF CERN USERS (ACCU)Minutes of the fifth meeting, held on May 28, 1979

- Present : M. Baldo-Ceolin, F. Binon, W. Blair, M. Buhler-Broglin, T. Ekelöf, W. Geist, J.D. Hansen, D. Imrie, E. Lillestøl (Chairman), U. Meyer-Berkhout, M. Regler, D. Schotanus, W. Scott, L. Tauscher, W. Tejessy, G. Ullmann, L. Van Hove, A. Vitale.
- Invited : R. Lévy-Mandel (Item 3), I. Mannelli (Item 4), J. May (Item 4), R.N. Milligan (Item 3), R. Samuel (Item 3), D.O. Williams (Item 3).
- Apologies for absence : K. Böckmann, I. Duerdoth.

1. Adoption of agenda

The draft agenda was approved.

2. Minutes of the previous meeting (CERN/ACCU/4)

The minutes of the previous meeting, held on January 29, 1979, were approved.

3. Matters arising from the minutesa) On-site transport for short-term visitors

The Chairman asked for clarification of the arrangements for hiring cars by visiting teams, and in particular of the restriction "the car to be used only for journeys on and between the sites, and (provided the home institute agreed) to the airport, railway station, and homes (Geneva area) of users". (3 c) iii)). He pointed out that this excluded e.g. going off-site to a restaurant when on shift.

Buhler-Broglin said that full details of the scheme had been circulated in February (see Annex I), and that operation had started recently, with 10 cars in use. Some institutes had agreed to the authorisation of journeys to the airport, railway station, etc., but others had not agreed to this. It would seem that an extension of the use of the cars, compatible with professional purposes, could be considered provided that the home institute agreed. Hansen remarked that some groups had not requested cars because they found the present conditions too restrictive.

It was agreed that members should ascertain the wishes of users, and communicate their findings to the Chairman.

Lévy-Mandel informed members of a change in the opening hours for the tunnel between the two sites (see Annex II). In all cases goods being taken from one site to the other would have to go through the tunnel, which from June 1, 1979 would be open from 7.00 to 22.30 (7.30 to 23.00 in winter). Outside these hours, the tunnel could be opened on request to the Fire Brigade, at 15 minutes notice. He stressed that the purpose of the tunnel was to facilitate the transport of equipment, this being a major exception in a customs system between countries.

Ekelöf described a problem in obtaining equipment from Swiss suppliers, which could not be delivered directly to the Prévessin site but had to be delivered to the Meyrin site, then transferred in a separate operation. Buhler-Broglin explained that there was in EP Division a closed area (under the supervision of E. Leya - see page 52 of the Users' Guide) which could be used for deliveries in such cases.

Binon said that there were also problems for people going through the tunnel, using the navette service, for example in not being allowed to take a pocket calculator, or a few cigars, and asked why the navette could not be routed via the normal customs post. Several members concurred. Lévy-Mandel said that he would look into the question of arrangements for personal effects, while concerning the route of the navette, this followed from the tunnel being a special facility given by the two host countries for the movement of personnel and equipment limited to the present itinerary. Van Hove added that the tunnel was a potentially sensitive issue with respect to the host countries, and it was necessary to avoid incidents which could have considerable repercussions. He asked for understanding on this point. Lévy-Mandel indicated that the regulations for the use of the tunnel were given on page 29 of the Users' Guide, and agreed to look into the following practical points - an information sign inside the bus, instructions to the tunnel guards, and a possible "left luggage" or "consigne" system for navette users.

b) User representation in the CERN Staff Association

Tejessy reported on two developments in this area. Firstly, for the first time in several years an Associate (Mrs. Zei-Zmazek) had been nominated as candidate. Secondly, the Fellows in Theory Division were now incorporated in the same electoral group as Staff Members in that Division.

c) Schooling in the Geneva area for the children of users

Regler said that while there was no problem for users from some member states, there could be problems in other cases. Van Hove said that assistance in individual cases could be obtained by direct contact with the services in Personnel Division, but that as there was no general problem, further discussion in ACCU was inappropriate.

4. Accelerator Scheduling

Mannelli outlined the arrangements for accelerator scheduling. The Experiments Committees decide the overall time allocation for a given experiment, and also the general plan of the accelerator schedule. The detailed schedule is agreed by discussion between the Accelerator Coordinator, the users and CERN staff involved, via weekly scheduling meetings and other contacts as necessary. The schedule might have to be varied at short notice for practical reasons, and the conditions for one experiment usually affect other experiments. Some scheduling constraints may be known six months in advance, but it is not possible to make a precise schedule on such a timescale. The present scheduling arrangements appeared to be a practical way of dealing with a complex situation, although perhaps there could be some improvement in communication.

The SPS Coordinator, May, said that at most of the weekly scheduling meetings there was one representative from each experiment likely to run during the next year. Every two or three weeks the long-term schedule was discussed, but was usually not written down, owing to the high probability of change due to unforeseen constraints. He illustrated this by showing a transparency of the present provisional schedule for the rest of 1979.

Ekelöf said that a wider circulation of the provisional schedule on a regular basis would be appreciated, it being accepted that this schedule would be liable to change. His point was that some information would be better than none, especially for users who have teaching commitments at universities.

After a general discussion it was agreed to propose that the current provisional long-term schedule should be added as an annex to the minutes of each meeting of the SPS Experiments Committee. May added that for up-to-date information on details it was essential for each experiment to have a representative at the weekly scheduling meeting who would thereafter ensure communication inside the collaboration.

5. The availability of equipment

Geist said that used equipment such as computers, scanning and measuring equipment, wire chambers, etc. might no longer be needed at one institute, while this could be of interest to another institute. In some cases such equipment could even be given away free of charge. He asked if it would be helpful or even possible to set up some general system for the exchange of such equipment.

The Chairman said that there were different aspects to this question, including the physical location of equipment (at CERN, or elsewhere) and how to match information on what equipment was available and what was needed.

Buhler-Broglin outlined the system in operation in EP Division for equipment at CERN (see page 52 of the Users' Guide). Equipment no longer needed could be stored for possible re-use at CERN, and a computer list showed what was available. The equipment always remained the property of the original owner, who in case of interest was asked for approval to lend to a given group for a given time. Three quarters of the groups using the system were outside groups, and the equipment available ranged from cables and connectors to scintillators and multiwire proportional chambers. The arrangements were supervised by one staff member.

After a general discussion it was agreed that the present system was satisfactory for equipment at CERN, and that the concept of a more general exchange of equipment was worth exploring. As a first approach it was agreed that the CERN computer file could also include details of equipment not at CERN, based on information provided by the owning institute, and with the responsibility for practical problems (costs, transport, customs, etc.) taken not by CERN but by the interested institutes. Unlike the present arrangements for equipment at CERN, only major items of equipment should be included in this way. Members were asked to encourage users with old equipment to provide the necessary information. (The standard form for providing information to add equipment to the CERN list is attached as Annex III, and this form could be used as a basis for a more general exchange system as discussed.)

6. The CERN Fellows and Associates Programme

Blair presented general information on the CERN Fellows and Associates Programme, starting with the standard publicity material (see Annex IV). The typical Fellow is aged 25-30 and comes to CERN for two years just after his doctorate, to gain experience of work in a research (or development) group before leaving to go elsewhere. The typical Member State Associate is already in an established position, and comes to CERN on leave of absence for up to one year, usually bringing at least part of his home salary, CERN paying a supplement. The only possibility for a Non Member State scientist to work at CERN under this programme is as Associate, and this can be a post doctoral appointment or an appointment of a scientist on leave of absence,

with full or partial salary support, for up to one year. Fellowship applications are channelled through the Member State delegations, while Associate applications are sent directly to CERN. The applications are considered by a Selection Committee, which meets twice a year for Fellowships, and three times per year for Associateships, under the Chairmanship of a senior CERN scientist (at present Ch. Peyrou).

The large number of users who come to CERN on their own funds to work on experiments do not pass through the Selection Committee, but register on arrival at the EP Divisional Secretariat. This process follows acceptance of an experiment by the appropriate Experiments Committee and the Research Board, and the group leader is responsible for informing CERN of the presence of members of his group. After essentially social checks (adequate income and insurance, addresses in the Geneva area, and in the home country in case of emergency) PE Division issues a contract with CERN as Unpaid Associate, and informs the Swiss (and French) authorities.

Brief details of Corresponding and Travelling Fellowship appointments were given, and also of the Summer Student and Technical Student Programmes (see Annex IV).

Funds available in 1979 were :-	MSF
Fellows	8.5
Member State Associates	4.3
Non-Member State Associates	2.5
Students	0.9
Divisional Associates	2.6

(The last entry refers to funds allocated to divisions, primarily EP Division, for short term support (6 months maximum), usually in the form of a subsistence allowance.) The funds permit the appointment each year of 50 Fellows (1 in 4 applicants) and around 150 Associates for varying lengths of stay (1 in 2 applicants).

Blair then answered a number of questions as follows :-

- i) Are U.K. nationals eligible for Corresponding Fellowships ? (Imrie).
- No, these are reserved for nationals of the eight smaller member states.
- ii) Are new EP staff members often former Fellows or Associates ? (Imrie).
- Yes.
- iii) Do EP Fellows have a free choice of experimental group, including visiting groups ? (Ekelöf). - Yes, and this is emphasized on arrival as the official policy. (Buhler-Broglin added that discussions with Fellows in EP showed that approximately half were not committed to a particular experiment before arrival.)
- iv) How many summer students are physicists ? (Lillestøl). - In 1979 the total number of summer students was reduced from 145 to 115, but the number in EP remained constant at 80. No summer students are taken in TH division.

Blair added that members were welcome to contact him at any time for further information on the Fellows and Associates Programme.

7. Other business

a) Membership of ACCU

Van Hove said that as ACCU was now in its second year, and members had been appointed for two years, it was appropriate to consider the question of rotation/extension of membership. He reminded the meeting that Committee of Council had decided that the system should be as for the Experiments

Committees, that is after as wide consultation as possible, members are nominated by CERN. The Chairman and he were in agreement that memberships should be reviewed later this year, probably on the basis of 50% extension, 50% renewal. For several reasons, including the relatively low frequency of meetings, extensions/new appointments should be for a two year period. There was general agreement on this procedure. Van Hove then asked members to let him know by the end of June whether or not they were able to continue beyond the end of 1979.

b) Employment in the Geneva area for spouses

Regler said that this matter had been raised at a previous meeting (October 2, 1978 - see CERN/ACCU/3), but he would like now to ask that the spouses of users should not come under the category of "foreigners" in seeking employment in Switzerland.

Ullmann observed that in connection with the Finance Committee Working Group on the CERN Staff Regulations and enquiry into social conditions (RESCO), the problems of residence and work permits had been raised again with the Swiss authorities. Clarification had been obtained on residence permits for children and retired staff, and it was intended to pursue the question of work permits.

Regler remarked that the spouse of a "permanent" Unpaid Associate should be in the same position as the spouse of a staff member.

c) CERN Users' Guide

Blair informed members that due to printing problems the 1979 edition was only now available, and distributed copies. He pointed out that this edition included for the first time a list of the members of ACCU, which might lead to increased contacts.

d) Traffic lights at entrance to CERN

Tauscher referred to the new arrangements for these traffic lights, which now operate 24 hours a day, said that this was very dangerous overnight due to cars going through the red light, and asked why the flashing amber system overnight could not be reintroduced. Blair agreed to take this up with HS Division.

8. Items for the agenda of the next meeting

Imrie proposed a discussion on short-term accommodation for users over the next 3-5 years. He commented that the St. Genis Hostel was now well used, that there was a high demand for accommodation on the CERN site, and that the barracks were inadequate, indeed overdue for reconstruction or closure. In his opinion users would not wish to see any reduction in the availability of on-site accommodation. He asked

i) what do users want as accommodation ?

ii) what are CERN's plans for the next few years ?

It was agreed to try to find out the wishes of users, and to discuss the matter with ACCU with a view to preparing the way for possible action in 1981/82.

9. Next meeting

Subject to there being a substantial agenda, the next meeting of ACCU will be held on Monday, November 26, 1979 at 14.30 in the Conference Room, 6th floor, Main Building.

Date: 08.02.1979

HIRE OF CARS FOR VISITORS GROUPS ATC.E.R.N.

CERN's territory has become vast since the opening of the SPS North Area, and a distance of 7 km. separates the Meyrin and Prévessin sites. Representatives of institutes working at CERN have repeatedly complained to us of the difficulties of transport around the sites. CERN has therefore concluded a contract with a car-hire firm in order to facilitate their research work.

CERN will hire these vehicles for a period of three years and will be prepared to subhire them to the institutes on the following conditions :

Cost of hire

The cost of hiring a vehicle will be Sfr. 12.-- per day, covering 1000 km per month. The use of vehicles over a greater distance will be charged at a rate of 4 centimes per km. The price includes the hire of the vehicle itself, full maintenance, unlimited third party liability insurance and the all risks insurance of the vehicle less a hirer's own risk of Sfr. 500.--, which shall be at the institutes' charge.

During the period of hire, the institutes will receive invoices to be paid through their CERN accounts.

Fuel will have to be bought outside CERN but, if the institute agrees, it may be purchased from the filling stations near CERN and invoiced to the group.

Period of hire

The minimum period of hire will be one month, but longer periods are preferred.

Use of vehicles

These vehicles are intended for official purposes only and will be subject to the same rules and restrictions as CERN vehicles, i.e. they may be used only for journeys on and between the Meyrin and Prévessin sites.

Journeys outside CERN e.g. between CERN and user's home, the airport, and the Geneva railway station, may be permitted occasionally or on a permanent basis in accordance with the institutes' instructions.

Responsibilities of the institute's representative

The institute shall appoint a representative to be responsible for and in charge of the vehicle(s) during the period of hire. He shall be informed of his rights and duties and shall undertake to ensure compliance with the rules for the use of the vehicle(s).

He shall also :

- draw up the lists of persons authorised to drive these vehicles and add the names of any new users;
- liaise with the appropriate CERN service with regard to the acceptance, maintenance and use of the vehicle and the obtaining of any information needed. To this end, he shall be in a position to state at any time where the vehicle is and who is driving it. In the event of any infringement of road traffic law, the driver or the person responsible for the car shall pay the fines and, where appropriate, endure any other consequences, such as the withdrawal of the driving licence, etc.;
- inform CERN immediately of any accident, however slight the damage.

The use of the vehicles shall be subject to the applicable rules in force. The driver and/or the institute may be held liable for any improper use of the vehicle.

If you are interested in making use of this facility, please signify your agreement by returning to us the attached form No. 1 together with the copy of this letter duly signed.

N. Koulberg
EP Division / CERN

- Encl.: - General conditions of use;
- Form No 1 to be completed by the institute and returned to CERN;
- Form No 2 to be completed by the representative on taking the vehicle over.

Signature : _____

Date : _____

General Conditions for the Use of Vehicles Placed at the Disposal
of Visitors Groups

CERN may provide visiting groups with hired vehicles after obtaining the agreement of their institutes on the cost of hire, compliance with the general conditions of use, the authorised journeys, and the name of a representative responsible for liaison with CERN.

The users shall keep the hired vehicle and be responsible for it throughout the period of hire.

Any vehicle hired to a group by CERN shall be subject to the following rules :

- Every person required to drive a hired vehicle shall be in possession of a national driving licence and a CERN driver's card. He shall comply with the road traffic regulations both on and off the CERN site.
- The authorised number of passengers and the maximum loading of the vehicle shall not exceed those shown on the car licence.
- The driver shall be responsible for making regular checks on the vehicle. He shall ensure that the vehicle which he drives is in good condition, check the oil level and tyre pressure regularly and inform Mr Brochu (tel. 4070, 8-565 - bldg 124) immediately of any mechanical or other defects. The vehicle shall be thoroughly inspected once a month.
- The groups shall undertake to submit the vehicles to the Renault garage in good time for the periodical services. They may claim no compensation for periods during which their vehicle is off the road.
- The vehicle must not be used, even free of charge, by any third person who is not a member of the institute and whose name is not shown on the lists of users supplied to CERN.
- The vehicles may be used freely everywhere on the Meyrin and Prévessin sites and for journeys between the two sites and to and from the St Genis hostel. For any other journey outside CERN, the drivers shall obtain a personal "Ordre de Mission" (journey authorisation) issued by the EP Division administration (Messrs M. Buhler-Broglin and N. Koulberg) in agreement with the instruction of the institute which has hired the vehicle.
- The driver of the vehicle shall report any damage to the vehicle, even minor scratches on the paint.

In the event of an accident, the driver shall :

- a) if it occurs on the site : inform the Site Security Service (tel. 4444) to have a damage report made, even if he is not responsible for the accident;
- b) if it occurs off the site : complete an accident form, and inform the Renault garage (tel. 712535) which will, if necessary, call in its insurance inspector.

The vehicle shall be returned in good condition at the end of the period of hire. The representatives of CERN and the institute together shall inspect the car and sign an inspection form which shall include all appropriate remarks.

HIRE OF VEHICLES TO VISITORS GROUPS

To be completed by the institute

The institute hereby agrees to the general conditions of use set out in the attached information sheet, and to the following points :

1) Name and address of the Institute : _____

2) Name of the representative in charge at CERN : _____

3) Is he authorised to undertake a commitment on behalf of the institute for a period of less than 6 months ? : YES / NO

4) Number of vehicles : _____ Period of hire : _____

5) Does the Institute agree to pay for any additional km? : YES / NO

6) Are fuel bills to be paid via the Institute's account? : YES / NO

7) Use of vehicle (normally on and between the two sites)

If you agree, permission may be granted for the following journeys outside CERN :

- a) CERN - home - CERN : YES / NO
- b) CERN - Airport - CERN : YES / NO
- c) CERN - Geneva railway station - CERN : YES / NO

8) List of authorised drivers :

9) Any other remarks :

10) The Institute hereby agrees to the general conditions of use set out in the attached documents and expressly declares itself bound to CERN by the above instructions.

This agreement shall be subject to Swiss law.

Date and place : _____

Signature : _____

HIRE OF VEHICLES TO VISITORS GROUPS

PART A : To be completed by the Institute's representative in charge

- 1) Institute : _____ CERN a/c No : _____
- 2) Name of representative in charge : _____
- 3) CERN tel No : _____ Home tel. No : _____
- 4) Home address : _____

- 5) Nationality : _____
- 6) Passport No : _____
- 7) Driving licence No : _____
- 8) CERN contract (*status, duration, etc.*) : _____

Date and place : _____

Signature : _____

PART B : To be completed by the CERN representative

- 1) Vehicle hired : _____ Registration No : _____
- 2) Commencing date : _____ Duration of Hire : _____
- 3) Proposed date of termination : _____
- 4) Tachmometer reading at commencement : _____
- 5) Distance covered in km. : _____
- 6) Condition of vehicle :
 - at date of commencement : _____
 - monthly inspections : _____
 - on termination of period : _____

VEHICLE SUPPLIED WITH :

Papers : - registration certificate;
- blank accident report form;

Material: - spare wheel;
- accident warning triangle.

Tel. Mr Brochu : 4070, 8-565 - Bldg. 124

Tel. Mr Thomeczek : 2962, 8-531

Tel. Garage RENAULT : 712535

List of persons authorized to drive this vehicle :

Extract from "Official News", Weekly Bulletin No 22/79,
for week starting Monday, May 28, 1979.

OPENING HOURS OF THE TUNNEL BETWEEN THE SITES

Towards the end of last year, the development of the SPS research programme led to an urgent need for the easy transfer of materials between the two sites outside normal working hours. Pending an extension of the opening hours of the tunnel, the customs authorities granted a temporary exception from the usual procedure for taking goods through the normal customs posts, making the formalities similar to those required for passage through the tunnel whenever the tunnel is closed.

The period for which this temporary exception was granted was extended several times, but it cannot be prolonged further and will come to an end on Thursday 31 May 1979. As from Friday, 1 June the procedure will be as follows :

- i) The tunnel under the CD 984 will be open from 07.00 to 22.30 hrs every day, including weekends;
- ii) When the tunnel is closed, it can be opened on request from persons entitled to use it at 15 minutes notice. Requests should be made to the Fire Brigade, either in person or by telephoning 4444.

The regulations for the use of the tunnel remain the same as up to now; they are available in the divisions. Questions concerning the regulations should be directed to Mr. Stassinakis, External Relations Service (tel. 5152).

HS Division

IDENTIFICATION No

EP STORAGE - DATA SLIP

1. []

OWNER CODE

PERSON RESPONSIBLE

ENTRY DATE

EXIT DATE

REVIEW DATES

2. []

3. []

4. []

5. []

6. []

CONCISE DESCRIPTION

7. []

DIMENSIONS

WEIGHT

NEW VALUE

8. []

9. []

10. []

CAN IT BE LOANED ?
UNDER WHAT CONDITION

PROBABLE DURATION
OF STORAGE (MONTHS)

WHEN CAN IT BE SENT
TO RECUPERATION ?

11. YES
NO

12. []

13. []

14. []

STORAGE
AREA (m2)

STORAGE
VOLUME (m3)

CATEGORY

STORES IDENTIFICATION
NUMBER

15. []

16. []

17. []

21. []

LOCATION

OTHER INFORMATIONS

AUTHORIZED SIGNATURE

19. []

20. []

The following leaflets are attached, and are not reprinted but form an integral part of the minutes :

- i) Fellows and Associates Programme leaflet
- ii) Application procedure
- iii) Opportunities for Fellows at CERN during 1980-81
- iv) Application form
- v) Summer Student Course 1979
- vi) Technical Student Programme

Further copies of this documentation may be obtained from the

Fellows and Associates Service,
Personnel Division,
CERN,
1211 GENEVA 23,
Switzerland.

