

ADVISORY COMMITTEE OF CERN USERS (ACCU)Minutes of the sixth meeting, held on November 26, 1979

Present : M. Baldo-Ceolin, F. Binon, W. Blair, K. Böckmann, P. Borgeaud, M. Buhler-Broglin, M. Crozon, I. Duerdoth, T. Ekelöf, W. Geist, J.D. Hansen, D. Imrie, E. Lillestøl (Chairman), M. Regler, W. Scott, L. Tauscher, W. Tejessy, G. Ullmann, L. Van Hove (part-time), A. Vitale.

Invited : A. Gunther (Item 7), A.J. Herz (Item 6), R.N. Milligan (Item 8), G.R. Stevenson (Item 6).

Apologies for absence : U. Meyer-Berkhout, D. Schotanus.

1. Adoption of agenda

After interchanging two items, the draft agenda was approved.

2. Minutes of the previous meeting (CERN/ACCU/5)

The minutes of the previous meeting, held on May 28, 1979, were approved.

3. Matters arising from the minutes

a) Car-hiring arrangements

Imrie said that the present scheme appeared to work well, and asked if it could be extended to individual users on a daily basis, as at Fermilab. Buhler-Broglin commented that this would require further investigation, but his first reaction was that it would be difficult to go much beyond the present 16 cars, unless perhaps big outside institutes took cars on long-term hire and made them available on a short-term basis to their own people. Scott remarked that the present Fermilab arrangements were handled by an outside firm. Hansen supported Imrie, saying that short-term users coming from more distant countries, such as Denmark or Norway, almost always came by air and would appreciate cheap and convenient car hire facilities. Böckmann said that German short-term users normally drove to CERN in their own car, which was inconvenient but cheaper than present short-term hire arrangements in Geneva - however many would be interested in cheaper car hire arrangements.

It was agreed to review the situation at the next meeting.

b) Accelerator scheduling

It was noted that as agreed at the previous meeting the current provisional long-term schedule is now added as an annex to the minutes of each meeting of the SPS Experiments Committee. Regler remarked that recently there had been changes to the schedule at very short notice. While this was understandable in the circumstances, it should always be remembered that such changes caused severe problems for users with teaching commitments.

c) The availability of equipment

Buhler-Broglin said that CERN was willing to extend the computer file to include details of equipment not at CERN, but that so far there had been no requests for information on this possibility.

d) Membership of ACCU

Van Hove reminded the meeting that membership was under review, and that it was intended to replace approximately half the members and to extend the others. He then indicated the likely course of action in each case, and said that he would now follow up these proposals in writing. The full list of members would be presented at the next meeting, however he could already say that Lillestøl had accepted to serve as Chairman for another two year term.

e) Employment in the Geneva area for spouses

The Chairman said that this matter was being discussed in the framework of RESCO, but reminded members that when originally discussed (at the ACCU meeting of October 2, 1978), it had been recommended that users should also raise the matter with their respective national delegations. He wished to repeat this recommendation.

f) CERN Users' Guide

Blair informed members that it was not planned to issue a 1980 edition of the CERN Users' Guide, however early in 1980 it was intended to print and distribute a few pages where names have changed, and this would include the list of ACCU members. Van Hove added that this was being done for reasons of economy and since there was no need for any major revision.

g) Traffic lights at entrance to CERN

Blair reported that he had taken this up with the HS Division Leader, who had provided the following information. The flashing amber system overnight had been suppressed on the advice of the Geneva traffic police, who had strong statistical evidence for doing so; in addition adjustments had been made such that when there was no traffic around one has now to wait only a few seconds for the lights to change from red to green; finally the police had been made aware that cars sometimes went through the red light, and had been asked to perform spot checks.

4. Summary of ACCU activities and resulting actions in 1978/79

The Chairman presented a draft report on ACCU activities and resulting actions to date. It was agreed that a revised version would be circulated with these minutes (see Annex I) and also be attached, with the updated list of members, to Research Board minutes. Regler suggested that the revised version should include a paragraph encouraging users to contact their ACCU members.

On a point of detail, Böckmann said that lounge facilities were still not entirely satisfactory in that on two separate occasions recently at the weekend he had found the lounge area at the cafeteria of Restaurant No. 1 open but in darkness, and had been unable to use the area. Milligan promised to look into this problem. (Note - it transpired that there is a light switch on the first column on the right on entering from the PIO).

5. Working procedure of ACCU

The Chairman said that contact between the user community and ACCU, in both directions, appeared in some cases to be very good, while in others, perhaps because of different national systems, there appeared to be difficulties. He asked members to comment.

Imrie explained that there was a British CERN Users Advisory Committee, which had about 20 members, including a representative from each university and national laboratory active in high energy physics. This body discussed ACCU matters and individual users' problems. Duerdoth and himself reported back on ACCU meetings,

and sent the ACCU minutes to the members of this Committee. They had also occasionally circulated material to all 300 or so U.K. high energy physicists, but the basic point was the existence of a national Users Advisory Committee as a further link in the communications chain, both ways. Ekelöf observed that in Sweden the system was broadly similar.

Regler said that for Austria the problem of communication was almost non-existent, since around 90% of the high energy physics activity was in one institute, which also supported the remaining 10%. It was thus enough to call a meeting in the institute, and to send two or three letters.

There was a brief discussion on ACCU meeting procedure, in particular as to whether working papers should be circulated in advance of a given meeting. It was agreed not to do this, and to emphasize the procedure to follow:

- i) members should raise new items at the close of a meeting, or well in advance of the following meeting;
- ii) at the following meeting there is a general presentation and discussion;
- iii) the minutes are circulated, enabling interaction with users in preparation for an informed discussion at the next meeting;
- iv) at the next meeting, via matters arising, there is further discussion (including if necessary a further presentation) on the basis of user reaction, and, hopefully, a conclusion.

Several members made comments intended to further improve contact between ACCU and the user community. Members requiring extra copies of the minutes for distribution in their home countries were encouraged to do so by asking the Secretary for more copies (not more than 10-20). It was agreed to publish in the Weekly Bulletin the agenda of each meeting and also occasionally the full membership list.

The Chairman closed the discussion by thanking CERN for the very positive attitude to proposals from ACCU in its two years existence, which had led to considerable progress compared to the situation of some years ago. Van Hove said that a number of developments had been achieved which would either not have happened, or happened only slowly, without ACCU, and it was also evident that there was now better understanding on both sides between users and CERN administrative services. He closed by thanking retiring members for their contribution to ACCU.

## 6. Radiation control of users

Stevenson outlined the arrangements for radiation control at CERN, and distributed copies of a recent booklet on radiation protection at CERN, a booklet on radioactive sources at CERN, and the registration form for new arrivals who wish to work in a radiation area (see Annex II).

There were three aspects to radiation control:

- a) the protection of the user from CERN,
- b) the protection of the user from himself,
- c) the protection of the CERN environment from the user.

Concerning the first aspect there were various elements used in controlling the environment, including a network of monitors, restricted areas, interlocks, panels with instructions, and radiation control technicians. All who worked regularly in a radiation area were required to carry a film badge. The procedure involved in obtaining a film badge was explained (see page 38 of the CERN Users' Guide) and it was stressed that it was up to group leaders to ensure that all members of their group who worked in a radiation area, including Unpaid Associates, were issued with film badges and carried them. If the user brought the appropriate

medical record with him, no medical examination was needed, however if necessary an on-site examination could be arranged within 10-15 days.

With regard to protecting the user from himself, Stevenson said that there was a need for further information to team members of the hazards which existed, and suggested that radiation safety could be a regular item on the agenda of collaboration meetings, which could be attended by the appropriate CERN radiation physicist.

Concerning the protection of the CERN environment from the user, while groups had control over the secondary beam there were alarms in case of malfunction, and the main problem was that of outside radiation sources, for example X-ray machines or sources brought from outside to test equipment. All such equipment plus any material irradiated at CERN should be reported to the Radioprotection Group, and should be transported between the sites and to and from CERN only in the approved manner.

There was a general discussion during which Stevenson clarified various points as follows:

- i) Blood tests are sometimes not carried out for film-badge holders who are not full-time at CERN, due to their never being at CERN when called for a test. However such persons may request a blood test at their convenience, and the results can be given to them and/or sent to the home institute.
- ii) The procedure to follow to obtain a film badge is that the radiation protection registration form should be completed on (or even before) arrival (see Annex II and page 38 of the Users' Guide). The appropriate medical record should be brought from the home institute if possible, however a medical examination can be arranged at CERN if necessary.
- iii) In radiation protection work at CERN it turns out to be very difficult to get information to the appropriate people in a global way. Documentation is available as indicated above, and the staff of the Radiation Protection Group are happy to give information and advice. However there are communication problems, especially (but not only) with short-term visitors. Stevenson and Herz stressed the responsibility of such users to announce themselves to the film-badge service, and Ullmann underlined that all new users should report their presence to CERN (see page 18 of the Users' Guide).

The Chairman closed the discussion by asking members to do what they could to convey this message to users.

## 7. Library facilities at CERN

Gunther reviewed the CERN library facilities (see Annex III). The purpose of the library was to make available to members of the personnel (including visitors) all literature pertinent to the activities of CERN. The Library Committee discussed matters of general policy, subscriptions to periodicals, etc., and Binon, an ACCU member, had recently been appointed to the Library Committee as representative of the CERN users. The acquisition policy was to try to cover the range of material relevant to CERN, by following readers' proposals, publishers' announcements, etc., with staff members being asked to advise as experts. Each year 2000-2500 books were purchased, and the total stock was now 40,000. In addition there were subscriptions to 800 periodicals, and around 6000 preprints and reports were received each year.

Practical information on using the library was given (see Annex III), and mention was made of lists of accessions and of the HEPPI computer program for retrieving preprint information. The HEPPI data base includes all CERN preprints since 1972 and all DESY preprints since 1970. In addition, the Scientific Information Service can interrogate on a terminal, via telephone line, ESRIN, the information system of the European Space Agency, with more than 20 data bases including INSPEC (Physics Abstracts) and PASCAL (Bulletin signalétique, CNRS). The CERN policy on publications was also outlined (see Annex IV).

Tauscher opened the discussion by listing the problems experienced by users trying to prepare lectures when at CERN - the library had few nuclear physics textbooks, and the good ones were usually unavailable since they were on loan; requesting a book which was on loan did not work well, since it often took two weeks to obtain the book; proceedings of recent conferences were often in circulation and unavailable. The basic problem was that there were not enough books in the reference section of the library. He also said that recent preprints were often unobtainable, and asked for better photocopying facilities.

Böckmann said that the situation with journals was good, but strongly supported Tauscher's remarks about books in general and recent textbooks in particular.

There was a general discussion, with a clear consensus in favour of a basic revision of the reference section of the library, by adding more text-books and proceedings. Gunther said that he accepted the need for such a revision which had not been done because of lack of staff and incomplete understanding of the uses made of this collection. Users' suggestions would therefore be welcome, but space restrictions do not allow for a large extension of the reference collection. He said that he would take this up with the Library Committee with a view to making this change as soon as possible. He added that while the preprint lists were computerised, the book lists were not, and thus it might not be easy to draw up a list of books already in the reference section to circulate for comments as some members had requested, however members were welcome to suggest titles to add to the reference section.

During the discussion Gunther answered a number of questions as follows:

- i) Why have books on permanent loan? (Ekelöf). This is done for administrative reasons, however everything on permanent loan which is of interest to other readers also exists as a normal loan copy, and sometimes also in the reference collection.
- ii) There are problems with the circulation of preprints (Regler). For this reason preprints are no longer circulated.
- iii) Faster photocopying facilities are desirable (Tauscher). Some improvement is envisaged, but for budget and copyright reasons it is not intended to install a high speed copier.

The Chairman closed the discussion by saying that the need for a much increased reference section had been clearly established, and asked members to encourage users to make suggestions as to what should be added.

#### 8. Short-term accommodation for users at CERN over the next 3-5 years

Milligan said that following the brief discussion at the close of the previous meeting, a questionnaire had been sent to all Fellows, Associates and Students on the CERN records in summer 1979. A summary of the replies and a copy of the questionnaire had been circulated shortly before the meeting (see Annex V). He said that 2250 questionnaires had been sent, and about 400 replies received, with more still coming in. The apparently low response could be explained by the fact that the 2250 included i) 450 Unpaid Associates whose contract expiry dates had already passed (CERN was often notified only much later as to whether or not they were still involved with CERN activities), ii) many Associates who were not full-time at CERN, and who had probably not seen the questionnaire before the deadline for returning it, iii) Fellows, most of whom were more interested in long-term accommodation. EP Division had confirmed however that the replies came from a representative set of groups and individuals.

The conclusions of the enquiry were clear - there is a preference for more and better Hostel facilities on the Meyrin site, and a higher price was acceptable (the average which people were prepared to pay was 26 Swiss francs per night). CERN proposed to take these conclusions as a basis for elaborating a proposal for action. It was not envisaged to invest money in improving the barracks but rather to replace them.

During the discussion which followed, several members commented favourably on the questionnaire, and the conclusions presented by Milligan received general support. The following points were also raised during the discussion:

- i) Lillestøl and Imrie queried the advisability of replacing the barracks by modular portable buildings, and asked about an extension of the present Hostel in Building 5. Milligan explained that modular buildings were only one possible solution and that various alternatives had to be considered to provide a basis for management decisions on budgets. Further extension of the Hostel inside Building 5 was excluded since this had not been foreseen when the building was constructed and would be too expensive, quite apart from the inconvenience to present hostel users during any alterations.
- ii) Buhler-Broglin observed that very few ACCU members had returned the questionnaire. Many members said that they had not been at CERN in the period between its circulation and the deadline for return.
- iii) Böckmann complained of disturbance to hostel users caused by garbage collection at 7.00 a.m. and proposed 10 a.m. Hansen said that those on night shift would prefer not to have this noise at 10.00, and it was agreed to take no action.
- iv) Tejessy remarked that it seemed that users found hotels in the Geneva area to be too expensive, and hoped that this indication of the cost of living would be borne in mind when CERN salaries and budgets were discussed. Imrie said that most users were less interested in the cost of the room than in the convenience of being at CERN, for easy access to the accelerators and computers at any time of day or night.

Ullmann thanked Imrie for initiating the discussion by raising this question at the previous ACCU meeting, and said that the enquiry had given some very useful information. CERN management had no preconceived ideas on accommodation, and would welcome further comments and suggestions. An extension to the present Hostel in Building 5 was impracticable, and it was not intended to spend money on the barracks, but rather to erect a new building on the Meyrin site. Open questions at present were the precise location, the type of construction, and the financial arrangements. He proposed to have a further discussion at the next meeting to allow further ideas from users, and thereafter to present a firm proposal to CERN management.

The Chairman expressed his thanks to all who had participated in the survey and the discussion, and to Milligan and Ullmann for their constructive attitude.

## 9. Other business

### a) User representative on COCOTIME

Blair informed members that P. Seyboth (MPI Munich) had recently been appointed to the Computer Time Allocation Group (COCOTIME) as user representative.

### b) CERN Electronics Newsletter

Blair informed members that a CERN Electronics Newsletter had recently been introduced as a communication channel for information on electronics activities at CERN. It was agreed to request that ACCU members be put on the mailing list, as was done for the Online Computing Newsletter. Other individual users should contact the editor, I. Pizer, for further information.

### c) Temporary Labour

Ullmann referred to a recent incident and drew the attention of members to the fact that temporary labour employees, whether recruited locally or brought

from the home country, do not qualify for the status of Unpaid Associate at CERN and the consequent identity papers, since the headquarters agreements restrict this status to the personnel of research laboratories and universities.

d) CERN Nursery School

Tejessy announced that for financial reasons the CERN Staff Association, which managed this school, might not be able to continue to give a reduction in fees to Unpaid Associates who do not have school fees reimbursed by their home country. After a brief discussion Tejessy was asked to arrange for a presentation of the Nursery School as a new agenda item at the next meeting.

e) Lockers

Böckmann said that users who commuted to CERN would welcome a locker facility for leaving personal possessions while returning briefly to the home country. Ullmann said that this should be investigated.

f) Information on formalities

Böckmann indicated that administrative information given by CERN on removals into France did not appear to be as complete as for Switzerland, and was supported by Tauscher. Milligan agreed to investigate. (Note - this led to an updated information leaflet, which is attached as Annex VI.)

g) Health insurance for single visitors

Regler said that the age limit of 40 for the reduced rate for single visitors (see ACCU/3) was low, and asked whether this could be raised. Milligan recommended that since this arrangement had been in use for only one year the matter should not be raised as a general issue, but suggested that specific cases should be raised directly with Austria.

10. Items for the agenda of the next meeting

- a) Tauscher said that Swiss users, with their knowledge of local conditions, felt that invoicing and service costs at and to CERN were in many cases much too high (sometimes by a factor of two), and gave examples relating to work done in the workshops, certain stores items, and the transport of equipment. After a brief discussion it was agreed not to put this item on the agenda but that Tauscher should raise the points directly with Finance Division (M. Lazanski).
- b) Tauscher referred to the CERN scintillator workshop and asked whether a similar workshop could be set up to produce wire chambers to order. It was agreed that Tauscher should discuss this with Buhler-Broglin and others before a decision was taken as to whether or not to add this to the agenda of the next meeting.
- c) Ekelöf raised the question of secretarial support in the North Area, and pointed out that in Building 892 there were around 500 physicists and only one CERN secretary. Some large collaborations had brought their own secretaries, but he estimated that the one CERN secretary had to service around 300 physicists, which was manifestly inadequate. Crozon and Imrie supported this point. After a brief discussion during which Ullmann pointed out that secretarial help was now in short supply in general at CERN, and Binon observed that the centre of gravity for physicists, but not for secretaries, had moved, Buhler-Broglin agreed to make a report to the next meeting, based on a survey of EP Division secretarial services which is underway at present.
- d) Regler said that there was a problem in obtaining technical support and manpower in the very early stages of a new collaboration, and that this problem disappears once the collaboration is established. Ullmann said that this was another manifestation of the manpower problem at CERN which will get worse in the next year or two.

11. Next meeting

The next meeting of ACCU will be held on Monday, March 3, 1980 at 14.30 in Salle A and C (near the Council Chamber).

The Chairman closed the meeting by thanking all retiring members for their contribution to the first two years of ACCU.

W. Blair



1978/79 REPORT BY THE CHAIRMAN OF THE ADVISORY COMMITTEE OF CERN USERS (ACCU).

### Introduction.

The Advisory Committee of CERN Users (ACCU) was set up by CERN early in 1978. The task of ACCU is to advise the Directors General on the practical measures and administrative internal arrangements to be taken by the CERN Management for the utilization of the CERN facilities for research. This concerns in particular the working conditions and the arrangements for technical support of the CERN Users for their work at the CERN Laboratory. Questions dealing with the scientific programme of CERN do not fall under these terms of reference.

CERN users are encouraged to contact ACCU members about problems to be discussed with the CERN management.

### Membership.

The Chairman and the members of ACCU are appointed by the Directors General of CERN for a period of two years, but with the possibility of extension.

ACCU has had the following members for the years 1978 and 1979:

Austria:	M. Regler
Belgium:	F. Binon
Denmark:	H.B. Jensen (1978)
	J.D. Hansen (1979)
Fed. Rep. of Germany:	K. Bøckmann
	U. Meyer-Berkhout
France:	P. Borgeaud
	M. Crozon
Greece:	A. Apostolakis
Netherlands:	D.J. Schotanus
Italy:	M. Baldo-Ceolin
	A. Vitale

Norway:	E. Lillestøl
Sweden:	T. Ekeløf
Switzerland:	L. Tauscher
United Kingdom:	I.P. Duerdoth
	D.C. Imrie
CERN:	W.G. Scott
	W.M. Geist

E. Lillestøl has been Chairman. The Secretary is W. Blair (CERN).

The present report is intended to give a brief account of the activities within ACCU for the years 1978 and 1979. More extensive records of ACCU's activities can be found in the minutes of the ACCU meetings.

In the years 1978 and 1979 ACCU has held 6 meetings (including the meeting on November 26, 1979). Some of the matters discussed are presented below:

#### Short-term Accommodation for Users of CERN.

Several problems have been discussed leading to improvement in the facilities. The standard of the barracks has been improved.

Washing machines have been installed in the barracks and at the St. Genis Hostel.

The rate for a double room at the CERN Hostel is down from S.Fr. 40 to S.Fr. 30. Various improvements were made to the St. Genis Hostel.

An inquiry conducted amongst CERN Users has led to a consensus that the accommodation facilities should be extended and possibly improved. On the basis of these conclusions CERN will elaborate a proposal for action. Users are asked for recommendations.

Restaurant Facilities for CERN Users.

Restaurant No. 1 is kept open on Saturdays and Sundays from 8.00 a.m. to 8.00 p.m. At the same time the need for a lounge area has been met by arranging for part of the cafeteria area of Restaurant No. 1 to be left open at all times.

Medical and Accident Insurance for Users of CERN.

The insurance situation has been reviewed. The CERN/Austria health insurance arrangements were found to be satisfactory for users except that the premium was rather high for a single person. This problem has now been solved.

On Site Transport for Short-term Visitors.

The facilities available have been discussed. Improvements to the navette schedule have been made. In addition inexpensive car hire facilities for visiting teams have been arranged.

Coordination of Software Support for Counter Experiments.

CERN has agreed to arrange for the necessary support as far as possible, within the limits of available manpower.

CERN Workshop Facilities and Costs.

No major problems have been reported. According to CERN the charge, while not directly related to real costs, compares reasonably well with charges made by outside engineering firms.

Small Computers at CERN.

In future experiments CERN will provide support for the two ranges of machines, NORD-10, -50, -100, and Digital PDP-11/VAX-11. In order to ensure information flow to users, the CERN Computing Newsletter will be sent to all ACCU members.

Accelerator Scheduling.

CERN has agreed that the current provisional long-term schedule should be added as an annex to the minutes of each meeting of the SPS Experiments Committee, it being accepted that this

schedule would be liable to change.

Availability of Equipment.

The present system for re-use of equipment at CERN is satisfactory. However, it has been agreed that the CERN computer file could also include details of equipment not at CERN. Users with old equipment are encouraged to provide the necessary information.

Employment in the Geneva Area for Spouses.

This is a rather difficult problem which may become even more difficult in the future. This matter is within the terms of reference of the Finance Committee Working Group on the CERN Staff Regulations and Enquiry into Social Conditions (RESCO).

ACCU hopes that the question of work permits will be pursued. It should also be emphasized that users could usefully raise this problem with their respective delegations.

Schooling in the Geneva Area for the Children of Users.

This remains a problem for users from some member states. Assistance from the CERN Personnel Division in individual cases. ACCU welcomes advises on more general solutions.

Other ACCU Activities.

For other ACCU Activities we refer to the minutes of the ACCU meetings.

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

- i) Radiation Protection at CERN - a summary (CERN - HS Div., Geneva 1978).
- ii) About radioactive sources at CERN (CERN 1975).

The following leaflet is attached and reprinted:

- iii) Radiation Protection Group - Registration form.

Further copies of this documentation may be obtained from

Radiation Protection Group,  
Health and Safety Division,  
CERN,  
1211 GENEVA 23  
Switzerland.



**CERN**  
**EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH**

Health and Safety Division (HS)

RADIATION PROTECTION GROUP

Personnel Monitoring Service

**REGISTRATION FORM**

<i>To be completed by applicant</i>		Date: .....
Surname: .....	First names: .....	
Division: ..... Group: .....	Date of birth: .....	Contract: .....
Intended duration of stay at CERN: .....		
Name of supervisor: ..... (Group Leader or contact man)		

*Supplementary information to be completed if possible*

Experiment No.: .....	Have you ever worked previously in the presence of ionizing radiation: YES - NO
Place of work: .....	If YES, give the name of the Institution:
Group office, building No.: .....	.....

Code of personal dosimeter issued: .....

**ATTENTION:** Mr/Mrs/Miss ..... acknowledges that he/she has been informed of the conditions under which this personal dosimeter has been issued.

This personal dosimeter is valid only for a period of .... days and must be returned to the Personnel Monitoring (Film-badge) Service after this period.

Access to radiation areas is granted to the wearer of this dosimeter on his own responsibility. The wearer is not considered as a radiation worker, and shall take all precautions necessary to limit the dose received to less than 500 mrem (following the advice of the Radiation Protection Service and in accordance with the procedures specified in the Radiation Safety Manual).

Only one dosimeter of this temporary issue category will be issued per period of 12 consecutive months. As a result, if the applicant intends to stay at CERN for longer than .... days he/she agrees to provide CERN, within this period, with the medical certificate necessary for Radiation Workers. A medical certificate must be provided if the applicant returns to CERN within one year.

If the appropriate certificate cannot be provided within the specified period, CERN will organize the necessary examination. An appointment with the CERN Medical Service has been made at .... h, on ..... (Bldg. 57, Tel.: 3186)

Applicant's signature	Group Leader	Radiation Protection Group
.....	.....	.....

To: .....

You are authorized to provide CERN with all information concerning my personal record of radiation dose received while working at your establishment/organization, including the results of any medical examination.

Name: .....	Signature: .....
	Date: .....





### Brief Guide to CERN Library

The Library makes available to Members of the Personnel all literature pertinent to the activities of CERN. The present holdings include some 40,000 books, 800 periodical titles and a large collection of scientific and technical reports, preprints and pamphlets. Apart from some older material, all holdings are directly accessible in the Reading Room.

#### Opening Hours (Central Reading Room)

The Library is open 24 hours per day. The Loan and Information Desk is normally staffed from 10.30 to 12.30 a.m. and from 1.30 to 5.30 p.m.

#### Registration

New Library Users are requested to register at the Library Desk by completing a reader's card. Before leaving CERN, Library Users should return all borrowed material and check out at the Desk.

#### Using the Library Collection

**BOOKS** are shelved by subject categories (UDC). There is a card catalogue by authors, titles, conference titles and places, and by subject.

**PERIODICALS** are shelved alphabetically by title in the periodicals section; issues of the current year are displayed in the Reading Room in subject categories. Please consult the printed "List of Periodicals" in the stacks or the most recent edition on COM fiche, near the microfiche readers.

**REPORTS and PREPRINTS** are filed by report number in drawers and hanging files. Preprints with no report numbers are filed by PRE numbers in filing cabinets in the corridor outside the Reading Room. The Catalogue of Preprints and Reports is available on COM fiche, near the microfiche readers.

#### Loans

Most Library material is available for loan, with the exception of Books and Periodicals in the REFERENCE collection, Books, Reports and Preprints on DISPLAY, and the LATEST ISSUES of Periodicals.

You are requested to fill in a loan slip for each item you borrow. Please return borrowed material as soon as possible, but definitely before you leave!

#### Branch Libraries

In addition to the Central Library Reading Room, small Branch Libraries are maintained at the PS, ISR, SPS, in Building 892 in the North Area, at the Computing Centre, and in HS and SB Divisions.



## INFORMATION SHEET

RULES Art. I 3.05
REGULATIONS Art. R I 3.04
Issued by Personnel Division
Date : July 1976

### PRINCIPLES AND PROCEDURES GOVERNING CERN PUBLICATIONS AND REPORTS

#### 1. INTRODUCTION

The necessity for a CERN policy on publications arises from the following considerations :

- a. the CERN Convention requires that "the results of its experimental and theoretical work shall be published or otherwise made generally available" (Article 11.1). Publications in the fields of science and technology are therefore an essential feature of the Organization's activities, and high standards should be applied.
- b. The CERN Staff Rules and Regulations impose certain requirements concerning communications to the public.
- c. Efficient use must be made of the facilities provided by the Organization's Scientific Information Service for the reproduction, distribution and cataloguing of publications associated with the work of CERN.

From 1961 the policy has been governed by the document CERN/DIR/63/Rev., 3 August 1961. The evolution of CERN in the intervening years has made a revision necessary, mainly as a result of the dominant part now played by collaborations and visiting teams in the CERN programme of high-energy physics.

The present revised document deals with publications and reports arising from the use of facilities in the CERN laboratories or written by Members of the Personnel of CERN. However, for communications to the press, radio and television broadcasts, etc., separate procedures are applied.

#### 2. DEFINITIONS

For the purpose of this document, the following definitions are applicable :

- Conventional Literature means periodicals, books and similar publications.
- CERN Reports are reports issued to the interested public by the Organization. Examples are "Yellow Reports" and CERN-HERA reports.
- Unpublished Reports are those used essentially for communication inside CERN, eg. Divisional Reports, internal reports and technical notes.
- Preprints are advanced copies of papers submitted for publication in the Conventional Literature, or to a conference, which are distributed to interested persons and institutions.

A CERN Author is a person who is, or was at the time the work described in the document was carried out, either

- a. an established Member of the Personnel (Staff Member), or
- b. a non-established Member of the Personnel (e.g. Fellow or Associate), wishing to publish under CERN affiliation by virtue of having participated to a significant extent in the work of the CERN programmes.

Division Leader includes also any other person appointed by the Directors-General to fulfil equivalent functions.

CERN Work comprises any part of the CERN programmes including associated support activities.

CERN Publications are publications, including CERN Reports, for which CERN can be held to take institutional responsibility, especially for the scientific content. The criteria for a CERN Publication are listed in 3.2. below.

### 3. GENERAL PRINCIPLES

#### 3.1. The basis of scientific communication at CERN

Since publication is an essential part of CERN's activities, CERN Authors are given the greatest freedom of publication consistent with maintaining the high scientific standards expected from CERN as an institution and with their obligations as Members of the Personnel.

The following channels of scientific communication are used :

- a. Publication in the Conventional Literature. This is the normal channel for publication of original work and should always be used when the nature of the work justifies it. Such papers may be given an advance distribution as preprints if appreciable delays in publication are expected.

b. Publication as a CERN Report. This should be used for all communications which may reasonably be expected to find interested readers outside CERN, but which, for one reason or another, are not likely to be published in the conventional literature. Examples are :

- reports of unusual length, e.g. those including many experimental or technical details ;
- reports of specialized interest in a field where no suitable periodical exists or where publication delays in the conventional literature are too long ;
- proceedings of CERN conferences and schools, or lecture notes ;
- certain review articles, compilations, and lists of data.

Owing to their availability to the interested public (e.g. in scientific libraries, and announcement in abstract journals and computer-based information systems), CERN Reports are considered as publications and offer protection for priority of scientific discovery and patents.

c. Contributions to Conferences. Although these are considered as publications only when they appear in conference proceedings (either in the Conventional Literature, in a CERN Report, or in a report of another institute), they are subject to the normal procedure for CERN Publications.

d. Unpublished Reports (Divisional Reports, internal reports and technical notes). These have a limited distribution and are used for communication mainly inside CERN. Preprints may, however, be issued as Divisional Reports with a wider distribution. An Unpublished Report or Preprint is considered as a "private communication".

### 3.2. CERN Publications

In general, a publication is considered as a CERN Publication if it describes CERN Work carried out, at least in part, by CERN Authors, and if it meets the standards normally required for publication.

It could arise that CERN Work be described by entirely non-CERN Authors. The decision whether or not such a communication be considered as a CERN Publication is then taken by consultation between the authors and the Division Leader responsible for the work.

Non-CERN Work described by CERN Authors is not generally considered as a CERN Publication. However, exceptions may be admitted ; for example a publication by a CERN Staff Member on leave of absence at another laboratory, concerning work of interest to CERN, might be considered as a CERN Publication if so requested by the author and with the agreement of the author's CERN Division Leader and the host laboratory.

The concept of a CERN Publication is not exclusive, and cases can arise where a CERN Publication is simultaneously a publication of another institute.

### 3.3. Responsibilities of CERN Authors

The affiliation of an author with CERN carries with it the responsibility of ensuring that any proposed publication bearing his name as author or co-author :

- fulfils the standards of accuracy and judgment normally demanded of a scientific publication ;
- makes the proper acknowledgements and references to other work on which the publication depends ;
- is discussed with his Division Leader or properly designated delegate, before being submitted for publication ;
- is notified to the Scientific Information Service, to ensure proper cataloguing of all CERN Publications as well as the ordering and distribution of reprints.

### 3.4. Responsibilities of CERN Divisions

The Division Leader is formally responsible for ensuring that CERN Authors in his Division qualify as authors, by being persons who have collaborated in major parts of the work and fully able to take their personal share of responsibility for the contents of the publication, and also that they respect the required standards of CERN Publications (see 3.3. above).

Whenever publication is in a medium without external referee (e.g. a CERN Report), the Division Leader is responsible for ensuring that equivalent critical standards of judgment are applied inside CERN.

It is an essential part of the Division Leader's responsibility to encourage publication of the results of work carried out in his Division whenever the nature of the work justifies it.

A Division Leader or Directorate Member in the capacity of a CERN Author is responsible to the Directors-General in matters concerning CERN Publications.

### 3.5. Responsibilities of the CERN Scientific Information Service

The Scientific Information Service is responsible for publishing CERN Reports, for keeping a central record of all CERN Publications, and for buying reprints of CERN Publications in the Conventional Literature.

It publishes a complete list of CERN Publications and distributes reprints and CERN Reports on demand. It ensures that CERN Reports are sent to the relevant patent offices and that bibliographic details are entered into the data banks of international information services. It systematically exchanges CERN Reports for the publications of other institutions.

It is also responsible for the full collection in the Library of CERN Publications, Preprints awaiting publication, and certain categories of Unpublished Reports.

It provides copy-editing and typing services and facilities for the printing of CERN Reports and Preprints and advises on standards of presentation, abbreviations and units for CERN Publications.

## 4. PROCEDURES

- a. The prior agreement of the responsible Division Leader or Director-General is necessary before a document can be issued as a CERN Publication. To this end, a copy of every proposed CERN Publication will be submitted by the CERN author(s) for approval or discussion. Action should be taken within 2 weeks.
- b. If the Division Leader is opposed to publication and agreement cannot be reached with the author, the matter will be referred to the Directors-General, the Division Leader stating his reasons for objection.
- c. The Director-General may appoint referees to assist him in deciding whether or not the CERN Author be given permission to issue the communication as a CERN Publication.

- d. If permission is refused, the author will normally be allowed to publish under his own personal responsibility, provided the name of CERN is not invoked either as the author's affiliation or as the origin of the work, and provided that the requirements of the Staff Rules and Regulations \*) are satisfied.
- e. Whenever a CERN Publication, duly approved, appears in the Conventional Literature, the affiliation of the CERN Author(s) must be clearly indicated in a standardized form \*\*). On the other hand, such notice of affiliation may not be used by authors who were not Members of the Personnel at the time the work was carried out.
- f. In certain cases in which an experiment has involved the work of a large team or several teams, the work may be published without named authors, but simply under the name of CERN or the collaboration. In such cases, responsibility and acknowledgements will be dealt with in an introduction to the paper.
- g. Proper acknowledgement must be made to specialists who have made a significant contribution to part of the work, without being entitled to sign the paper as authors, and to facilities provided by other laboratories. Whenever appropriate, due mention should be made in the introduction to the paper.
- h. All CERN Publications must include an abstract at the beginning of the paper.
- i. European periodicals should be used for CERN Publications. A non-European periodical may only be used when, in the opinion of the Division Leader, it is justified by special circumstances.
- j. Every document approved as a CERN Publication must be notified to the Scientific Information Service.
- k. CERN Publications may either be prepared and typed in the Divisions and forwarded to the Scientific Information Service for completion or they may be entirely produced by the Scientific Information Service.
- l. CERN Reports are published by the Scientific Information Service on the request of Division Leaders.
- m. In the case of publications resulting from experiments involving extensive collaborations, it is generally desirable to share the work of the document preparation and reproduction, and the cost of publication, between CERN and one or more other institutes. This applies particularly to a publication considered as being simultaneously a CERN Publication and a publication of the other institute(s).

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\* particularly Articles I 3.04 and I 3.05 (7th ed. 1973)

\*\* CERN, European Organization for Nuclear Research, Geneva, Switzerland  
CERN, Geneva, Switzerland  
CERN, Organisation Européenne pour la Recherche Nucléaire, Genève, Suisse  
CERN, Genève, Suisse



- n. Unpublished Reports are issued and distributed under the responsibility of Divisions. The Scientific Information Service may assist in typing and printing these documents.
- o. Preprints of papers submitted for publication in the Conventional Literature should not appear as CERN Reports, but rather be issued as Divisional Reports, in a distinct series.



Short-Term Accommodation for CERN Users

At the last meeting of the Advisory Committee of CERN Users on 28th May, 1979, D. Imrie proposed that this subject should be placed on the agenda of the next meeting on 26th November, 1979.

In the meantime, management have conducted an enquiry amongst CERN users to establish the general feeling in respect of existing accommodation facilities and the users' preferences concerning possible improvements.

The enquiry was conducted by means of a questionnaire that was sent in August to all Fellows, Paid and Unpaid Associates and Students recorded in Personnel Division as currently holding CERN contracts. An example of the questionnaire used is shown at Appendix A. The address labels that were used displayed in a coded form several additional items of information that are stored in the Administrative Data Processing computer, i.e. nationality, marital status, contractual status, job code, hours per week at CERN, date of commencement, date of termination of current contract, division, whether paid by CERN. This data was most useful for the analysis of the replies.

By mid-September, a total of 366 replies were received; the responses are tabulated at Appendix B.

The short-term accommodation problem does not particularly affect Fellows, as they stay at CERN normally for uninterrupted periods of 2 years. They may well use the short-term facilities on initial arrival at CERN, but thereafter they usually rent unfurnished accommodation. However, many of them have previously been at CERN as Students or Associates, and so their opinions concerning the need for better short-term accommodation facilities are valid (20 of the 26 who replied felt that facilities should be improved, whilst 4 thought it unnecessary).

Students are also in a special category, since they come at one particular time of the year (during the long summer vacation) and special arrangements are made for their housing at the St. Genis hostel, in the CERN barracks, etc. 47 of the 66 who replied to the questionnaire considered that the facilities should be improved, nevertheless, whilst only 13 expressed the opposite opinion.

The most important group, in numbers as well as significance for this survey, are the Associates, as this category includes those who come for relatively brief periods to prepare and run experiments, and they have the most need of the short-term accommodation facilities. This survey therefore concentrates on analysing their views and preferences. EP Division have confirmed that the persons who replied to the questionnaire included a representative cross-section of the experimental groups.

Of the 257 Associates who answered the question, 248 (96%) felt that the accommodation facilities should be extended or improved.

### Hostel Accommodation

A detailed examination of the replies shows the following expressions of first or second priority in respect of facilities for unaccompanied or single Associates:

- a) Extend the CERN hostel (Meyrin site) : 171
- b) Improve the CERN hostel (Meyrin site) : 40
- c) Extend the CERN hostel annex-barracks (Meyrin site) : 62
- d) Improve the CERN hostel annex-barracks (Meyrin site): 75
- e) Extend the hostel accommodation in France : 30
- f) Improve the hostel accommodation in France : 8

The priorities expressed at a), b), c) and d) above, taken together with the bar chart on page 2 of Annex B, indicate a clear feeling that more accommodation of a better standard should be made available. The preference for the Meyrin site may be explained by the proximity of public transport services, restaurant, library facilities, etc.

Although 75 Associates attached priority to the improvement of the hostel annex (barracks), there seems to be no point in investing additional money in them; their inherent limitations would exclude any significant rise in the standard of comfort that they provide.

One possible solution would be to progressively replace the present barracks by modular portable buildings offering single-room accommodation and essential services (hand-basin, shower, W.C. and, possibly, simple hot-plate facilities for making drinks, etc.)

Associates who come for longer periods are more likely to have their own transport, which makes it easier to stay at the St. Genis hostel in France. They may also appreciate the existence of the kitchen facilities and the lower scale of charges that is applied there. It would be possible to increase the number of rooms reserved for CERN, but the rate of occupation (65%) makes it unnecessary to do so at present.

### Furnished Apartments

62 Associates awarded first or second priority to an increase in the number of furnished apartments in Switzerland, whilst 50 proposed that the number in France should be increased.

It is the policy of the management to provide this accommodation for CERN users who cannot readily find housing on the open market because of the limited duration of their stay (leases are generally for a minimum period of one year in Geneva and in France).

An attempt is made to keep accommodation available for immediate occupation, and firm reservations cannot be made more than one month in advance, since this period of notice is used for terminating leases. These factors lead to an average occupation rate for the 106 flats already available of 76% annually. It is difficult to envisage any sizeable increase in number at this stage.

The British Science Research Council have taken steps to overcome this problem themselves by taking block bookings of 15 CERN apartments (for which they pay the rent irrespective of whether they are occupied and nominate their own tenants). In addition, they have rented about 90 villas and apartments on the open market, furnished some of them

with items rented from CERN and allocated them to their nationals. CERN is willing to collaborate with any other delegations wishing to follow this example.

With reference to the apartments in France, CERN has recently made a few available but found little interest among potential clients, so that they remained unoccupied for several months. The lower rental charge (approximately 15%) is outweighed by such factors as inadequate public transport services. From a management viewpoint, apartments in France are difficult to handle as the infrastructure of services is less developed than in Geneva.

Several Associates indicated a demand for more furnished studios to be made available, but these already exist on the Geneva market at prices comparable to those practised by CERN.

Thirty Associates felt that the quality of the existing apartments should be improved. A major programme is in fact under way for the progressive renewal of the furniture and redecoration of the apartments.

#### Conclusion

ACCU members are invited to consider the above information and agree on a course of action that they could recommend to the management.

The management would like to express thanks to the hundreds of CERN users who completed the questionnaire and in many cases added constructive and/or complimentary comments. It is hoped to reply individually to the authors of the latter, in due course.

R. N. Milligan



PE-AS/RNM/597/jm

10.8.79

M E M O R A N D U M

To : All Fellows, Paid and Unpaid Associates and Students at CERN  
From : R. N. Milligan, Administrative & Social Services, Personnel Division  
Subject : Short-term accommodation for persons working at CERN

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At the last meeting of the Advisory Committee of CERN Users on 28th May, 1979, the Management was asked for its views on the development of accommodation for users over the next five years.

We should naturally like to take account of the wishes and needs of clients in our assessment of future accommodation requirements. We should therefore be glad if you could complete and return the questionnaire over-leaf (if possible by 1st September, 1979) by placing it in the outgoing mail; an internal envelope is not necessary.

For your information, the facilities available at present comprise:

61 beds in single and double rooms in the CERN Hostel, Building 5  
(wash-basin in each room, toilets and showers on each floor)

Prices are 20 Sw.fr. per night for single rooms and 30 Sw.fr. for double rooms. The average occupation rate, except for week-ends, is 86%.

91 beds in single, double and triple rooms in the Hostel Annex (Barracks)  
(wash-basins, toilets and showers in each building)

Prices are 14 Sw.fr. per night for single rooms, 7 Sw.fr. per night for beds in double rooms, and 6 Sw.fr. per night for beds in triple rooms. The average occupation rate, except for week-ends, is 70%.

79 single rooms at the St. Genis Hostel, France  
(wash-basin in each room, toilets, showers and kitchen on each floor)

Prices are 26 Fr.fr. per night for short stays, decreasing to 20 Fr.fr. per night for stays of 10 days or more. The average occupation rate is 65%.

In addition, for those staying longer periods and bringing their families, there are 106 furnished apartments in Meyrin, Grand-Saconnex and the surrounding area.

Rents vary from 600 to 1600 Sw.fr. per month, depending on the size. The average rate of occupation is 76% annually, with a peak of 98% during the summer months.

1. Where are you staying during your present visit? Please underline:
 

a) CERN Hostel	e) Hotel in Switzerland
b) CERN Hostel Annex (Barracks)	f) Hotel in France
c) in CERN apartment	g) St. Genis Hostel
d) with friends	h) other (please specify): .....
  
2. If you are not staying at the CERN Hostel, did you try to make a reservation and find it fully booked? Please underline: a) YES b) NO  
 Comments .....
  
3. If you are staying in paid accommodation, how much does it cost per night? (optional!)  
 ..... Swiss francs/French francs for (please underline):
 

a) bed
b) bed & breakfast
c) half board
d) full board
  
4. Are your accommodation expenses (please underline):
 

a) reimbursed in total?
b) covered by a subsistence allowance?
c) not reimbursed?
  
5. What is the maximum amount per night per adult that you would be prepared to pay?  
 ..... Swiss francs
  
6. Do you have your own transport at CERN which you (could) use to and from where you are staying? Please underline: a) YES b) NO
  
7. a) How much time per year do you spend at CERN at present? ..... days/weeks/months  
 b) What is the average length of each stay? ..... days/weeks/months  
 c) At what times of the year do you usually come? .....
  
8. When you visit CERN, are you normally accompanied by your family? Please underline:  
 a) YES (please specify): spouse + ..... children b) NO
  
- 9.1 Do you consider that the accommodation facilities should be extended or improved?  
 Please underline: a) YES b) NO
  
- 9.2 If so, where should priority be given? Please insert 1 for first priority, 2 for second priority, etc.

	Improve Quality	Increase Number	Preferred Location*
Hostel Rooms			
Barracks			
Apartments			

\* Please insert: M = on the CERN-Meyrin site  
 G = in the Geneva region of Switzerland  
 P = on the CERN-Prévessin site  
 F = in the surrounding area of France

10. Comments and suggestions: .....

Signature: .....



Analysis of Questionnaire on Short-Term Accommodation at CERN

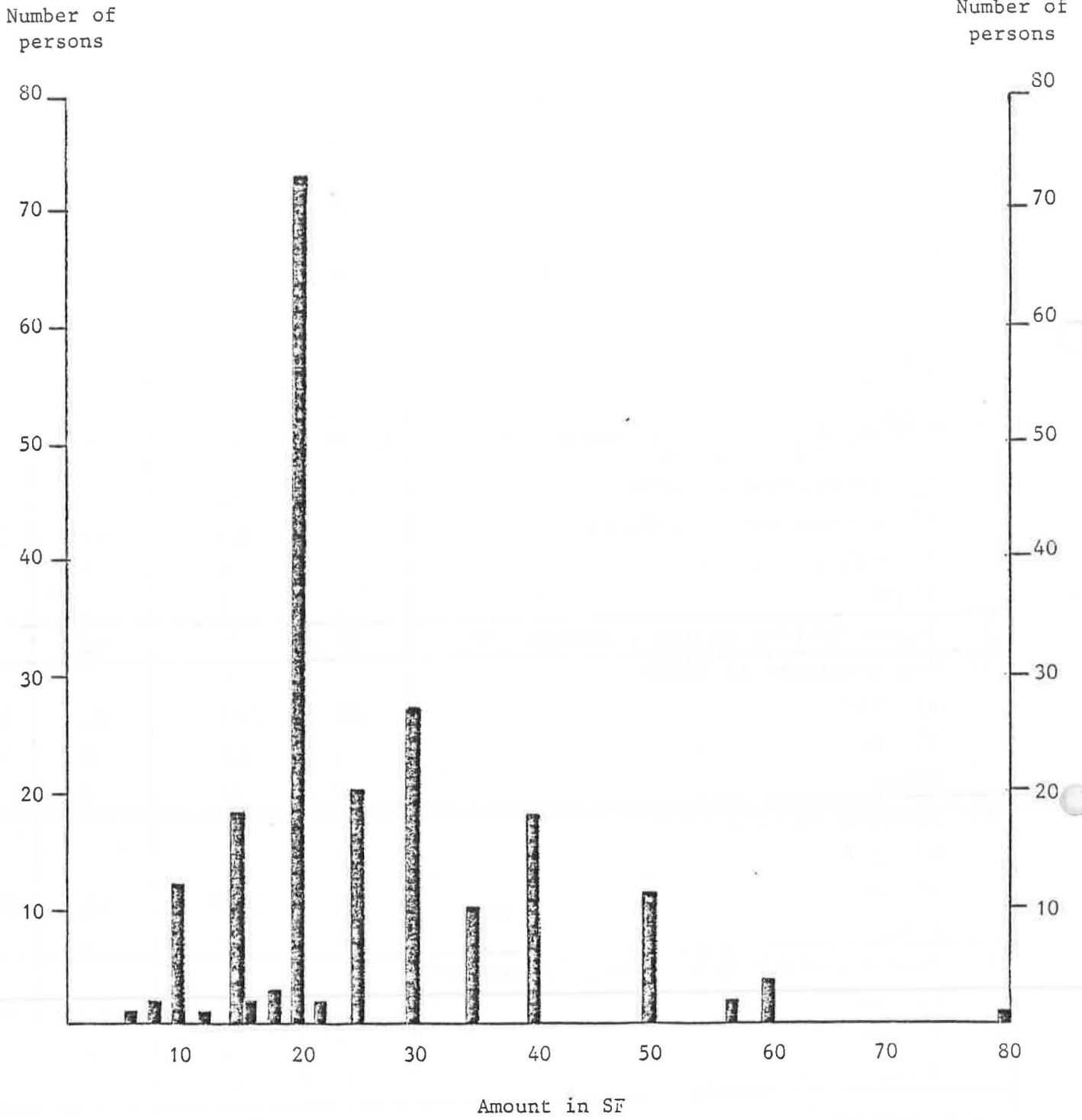
	Fellows	Associates	Students	Total
1. Where are you staying at present?				
a) CERN Hostel	-	53	1	54
b) CERN Barracks	-	30	17	47
c) CERN apartment	1	30	1	32
d) with friends	1	14	2	17
e) hotel in Switzerland	-	14	-	14
f) hotel in France	-	7	-	7
g) St. Genis Hostel	-	15	37	52
h) other	23	107	8	138
Blank	1	4	-	5
2. If you tried to make a reservation at the CERN Hotel, was it already full?				
a) yes	4	58	3	65
b) no	15	121	43	179
Blank	7	95	20	122
3. Accommodation expenses				
a) reimbursed in total	-	54	5	59
b) covered by subsistence	15	178	57	250
c) not reimbursed	6	28	1	35
Blank	5	14	3	22
4. Amount willing to pay - average (SF)	22	26*	11	22
5. Own transport at CERN?				
a) yes	20	126	30	176
b) no	5	132	32	169
Blank	1	16	4	21
6. Accompanied by family?				
a) yes	10	71	1	82
b) no	14	189	61	264
Blank	2	14	4	20
7. Should facilities be extended/improved?				
a) yes	20	248**	47	315
b) no	4	9	13	26
Blank	2	17	6	25
Total replies	26	274	66	366

\* See bar chart of replies on page 2

\*\* Breakdown of replies: first and second priorities were indicated as follows:

	<u>Improve quality</u>	<u>Increase number in Meyrin</u>	<u>Increase number in France</u>
Hostel Rooms	40	171	30
Barracks	75	62	-
Apartments	30	62	50

MAXIMUM AMOUNT ASSOCIATES WILLING TO PAY  
(PER ADULT PER NIGHT)



Average = 26 SF.

REMOVALS INTO FRANCE

This paper outlines the formalities to be completed by Staff Members (in grade 11 or under) and by Fellows and Associates holding a CERN contract of at least six months of non-French nationality who are taking up residence in France. Persons who have lived in France before and Staff Members in grade 12 or above are invited to contact the Installation Service [tel: 3962] to discover the procedures that apply in their particular case.

1. RESIDENCE PERMITS

Members of the personnel and their families require special residence permits ("carte spéciale") which can be obtained through

- the Personnel Records Office [tel: 3903] (for Staff Members) or
- the Fellows and Associates Service [tel: 4471] (for Fellows and Associates).

2. REMOVAL

The French Customs allow personal belongings to be imported without payment of taxes or duties. A reasonable quantity of new articles may be included with the removal consignment, provided that they are purchased in the country from which the removal takes place. The importation may be effected in several consignments during the 12 months following the first removal. They should pass through the Prévessin Customs post (on the RN 84 road, just outside CERN Meyrin).

All the items to be removed (including furniture, cars, etc.) must be shown in one master list, drawn up in French and signed in four copies, giving full details of make and reference number of any electrical apparatus and indicating the current total value of the items in French francs. For cars, motor cycles, etc., you will need two photocopies of the registration papers.

These documents should be brought to the Installation Service (please phone 3962 for a rendez-vous), where you will have to sign some other customs papers. The file will then be sent to a firm of customs importation agents in Prévessin [Messrs. Müller, tel: (023) 40 74 55]. Müller will deal with the formalities for the importation into France and must therefore be notified of the foreseen date and time of arrival of the consignment(s) at the Prévessin Customs post. You must be present yourself during these formalities at the French Customs post.

The cost of Müller's services for arranging the importation varies according to the value of the consignment(s) but is usually within the range 100-200 French francs. (Removal costs are, of course, additional!)

DÉMÉNAGEMENTS EN FRANCE

Ce document expose les formalités à accomplir par les titulaires (jusqu'au grade 11 inclus) et par

les Boursiers et Attachés en possession d'un contrat CERN d'au moins six mois

de nationalité autre que française qui fixent leur résidence en France. Les personnes ayant précédemment résidé en France et les titulaires de grade 12 ou plus sont invités à prendre contact avec le Service Installation [tel: 3962] afin de prendre connaissance des procédures à suivre dans leur cas particulier.

1. CARTE DE SÉJOUR

Les membres du personnel et leur famille ont besoin de "cartes spéciales", qu'ils peuvent obtenir par l'intermédiaire du

Bureau des Dossiers du Personnel [tel: 3903] (pour les titulaires) ou du

Service des Boursiers et Attachés [tel: 4471] (pour les Boursiers et Attachés).

2. DÉMÉNAGEMENT

Les douanes françaises permettent l'importation des effets personnels sans paiement de taxes ou de droits de douane. Une quantité raisonnable d'objets neufs peut faire partie du déménagement, pourvu que les objets en question aient été achetés dans le pays d'origine et soient exempts de taxes.

L'importation peut s'effectuer en plusieurs envois pendant les 12 mois qui suivent le premier déménagement. Les passagers en douane doivent se faire par le poste de Prévessin (sur la route RN 84, juste à l'extérieur du CERN Meyrin).

Tout objet à déménager (meubles, véhicules etc.) doit figurer dans un inventaire complet, rédigé en français et signé en 4 exemplaires, précisant obligatoirement la marque et le numéro de série de tout appareil électrique et indiquant la valeur globale courante de ces articles en francs français. En ce qui concerne les voitures, motos, etc., il convient de joindre à la liste 2 photocopies des papiers d'immatriculation.

Ces documents doivent être apportés au Service Installation (veuillez téléphoner au 3962 pour prendre rendez-vous), où d'autres papiers douaniers devront être signés. Le dossier sera ensuite transmis à une agence en douane à Prévessin [Cie Müller, tél: (023) 40 74 55]. Müller se chargera des formalités d'importation en France et devra donc être informé de la date et de l'heure prévues pour l'arrivée de l'envoi (ou des envois) au poste de douane de Prévessin. Votre présence au poste de douane français pendant ces formalités est indispensable.

Le coût des services de la Cie Müller pour les formalités d'importation peut varier selon la valeur de l'envoi (des envois) mais est généralement de l'ordre de 100 à 200 francs français. (Les frais de déménagement sont en plus, bien entendu!)

3. VOITURES, MOTOS, etc.

January 1980

Un seul véhicule à la fois est admis en France, en franchise. Celui-ci est immatriculé dans une série spéciale (431 K + numéro de série sous plaques vertes) et est exempt de vignette. Les personnes résidant en France ne peuvent utiliser un véhicule immatriculé à l'étranger que si ce dernier est couvert par un acquit-à-caution garantissant, le cas échéant, le paiement des droits de douane. Cet acquit-à-caution, délivré par le Service Installation, doit être présenté au poste de douane français le jour du déménagement du premier envoi. Il n'est valable que 3 mois et une demande de plaques françaises vertes nécessite un délai d'environ un mois. La demande doit donc être soumise par l'intermédiaire du Service Installation au moins un mois avant l'échéance de l'acquit-à-caution. Cette demande sera initialement expédié à Paris pour accord, puis au bureau des douanes françaises sur le site du CERN Prévessin, lequel vous demandera de fournir divers documents, notamment une attestation d'assurance en France et une photocopie des papiers d'immatriculation du véhicule.

Si vous possédez plus d'un véhicule, l'enregistrement du deuxième (et des suivants) ne nécessite pas l'intervention du Service Installation. Brièvement, les formalités sont les suivantes. Le jour du déménagement du premier envoi, vous devrez acquitter la T.V.A. (Taxe à la valeur ajoutée) à Müller, l'agence d'importation (voir paragraphe 2 ci-dessus). La T.V.A. se calcule comme suit:

$33\frac{1}{3}\%$  de la valeur résiduelle du véhicule, pour les personnes habitant la zone franche (qui obtiendront des plaques d'immatriculation rouges),

$33\frac{1}{3}\% + 11\% + 2\%$  pour d'autres taxes, pour les personnes habitant hors de la zone franche (qui obtiendront des plaques normales d'immatriculation noires).

Vous pouvez par la suite vous procurer les formulaires appropriés d'immatriculation à la Mairie de votre localité où la procédure vous sera expliquée. Les demandes d'immatriculation sont à adresser à la Préfecture, Service "Cartes Crises", avec divers autres documents; vous serez informé du numéro d'immatriculation en temps voulu. On vous invitera ensuite à présenter le véhicule à un examen technique au dépôt Müller à Prévessin pour vérifier qu'il répond aux exigences de la législation française.

N.B. Les véhicules immatriculés en plaques vertes ou en plaques rouges ne peuvent pas être cédés (prêtés, loués, etc.) à des tiers.

Au cas où vous souhaiteriez conseils ou assistance complémentaire, veuillez prendre contact avec le Service Installation, Division du Personnel.

only one vehicle at a time is admitted into France free of duty. It is registered in a special series (431 K + serial number on green registration plates) and is not liable to payment of annual road tax. Residents in France are only allowed to use their vehicle with foreign plates if it is covered by a bond guaranteeing settlement of their liability to duty. The bond, which is issued by the Installation Service, has to be presented to the French Customs post on the day of removal of the first consignment. It is only valid for three months, and a request for French green plates takes about a month to process. The request must therefore be submitted through the Installation Service at least one month before the expiry of the bond. The request will be forwarded initially to Paris for approval, and thence to the French Customs office on the CERN Prévessin site, which will ask you to supply various documents, including a certificate of insurance in France and a copy of the registration papers of the vehicle.

If you have more than one vehicle, the registration of the second (and any others) requires no intervention by the Installation Service. Briefly, the formalities are as follows. On the day of removal of your first consignment, you have to pay the T.V.A. (Value Added Tax) to Müller, the customs importation agents (see paragraph 2 above). The T.V.A. is calculated as follows:

$33\frac{1}{3}\%$  of the official current value of the vehicle, for persons living in the customs-free zone (who will obtain red registration plates),

$33\frac{1}{3}\% + 11\% + 2\%$  for other taxes, for persons living outside the customs-free zone (who will obtain normal black registration plates).

You can then collect the appropriate application forms from your local Mairie, where they will explain the procedures. Applications have to be forwarded to the Préfecture, "Cartes Crises" Service, together with various other documents, and in due course you are invited to bring the registration number. You will subsequently be invited to bring the vehicle to a technical examination at Müller's depot in Prévessin, to ensure that it conforms to French legislative requirements.

N.B. Vehicles registered with red or green plates must not be entrusted (on loan, hire, etc.) to third parties.

If you require any further advice or assistance, please contact the Installation Service, Personnel Division.