

ADVISORY COMMITTEE OF CERN USERSMinutes of the fifteenth meeting, held on October 28, 1982

Present : A. Bamberger, W. Beusch, W. Blair, J.-J. Blaising (part-time),
F. Bradamante, M. Buhler-Broglin, G. Damgaard, D. Favart,
J. Feltesse, R. Klapisch, A. Klovning, G. Leder,
R.N. Milligan (part-time), J. Panman, H. Suter, H. Taureg,
J. Timmermans, J. Thompson, D. Websdale.

Invited : G. Brianti (Item 3 b))

Apologies for absence : P. Dalpiaz, A. Filippas, P. Grafström,
K. Kleinknecht, E. Zavattini

Blair said that due to illness Kleinknecht was unable to be present to chair the meeting, and that Feltesse had agreed to act as Chairman for the afternoon. The CERN Staff Association was represented by Beusch, in the absence of Zavattini.

1. Adoption of agenda

With the addition of an item on CERN policy on Fellows and Associates (Feltesse), the draft agenda was approved.

2. Minutes of the previous meeting (CERN/ACCU/14)

The minutes of the previous meeting, held on July 1, 1982, were approved.

3. Matters arising from the minutes

a) The reservation system for the Hostels at CERN

Milligan reported that he had investigated the possibility, raised at the previous meeting, of reducing the maximum period for priority booking from three weeks in advance to two weeks. The occupation rate was currently at an all-time high. Bookings over three weeks in advance by physicists running experiments were noted and allocated on a priority basis, so these clients normally had no difficulty in getting beds at present during the advance booking period, and shortening the period would have little effect on them. The new Hostel was due to open in three months' time, and therefore he proposed not to make any change at present to the booking system. He added that construction of the new Hostel was well on schedule, and it would open in February 1983 as planned. One floor would even be in use for one week in December, during the SPS Workshop.

It was agreed to review the situation again once the new Hostel was in use.

b) SPS and PS performance during fixed target periods in 1982

Feltesse read a memorandum which Kleinknecht had sent to Brianti after the previous meeting (see Annex I) and invited Brianti to comment.

Brianti said that he would report on the operation of the PS and SPS for fixed target physics, and would also give some information on recent experience with $p\bar{p}$ operation. Performance figures for the past six years were as follows:-

	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>	<u>1982</u> [°]
PS (as injector) down time (%)	5	4	4	4	9.8	7.3
SPS down time (%)	20	14	16	8	14.2	16.6 (13.4) ^{°°}
Total down time (%)	25	18	20	12	24	23.9 (20.7) ^{°°}

° 1982 to date, fixed target operation only °° see text

From this table it could be seen that PS down time had been low for several years but had been higher in 1981 and 1982. SPS down time had reached a minimum in 1980, which had thus been an excellent year all round, and made the subsequent poorer performance in 1981 and 1982 even more noticeable. The figures for 1982 in brackets gave revised efficiency figures on eliminating the effects of the UAl flood in August and switching off in March due to the new "critical hours" contract with Electricité de France. As far as SPS performance in 1982 was concerned, the number of protons accelerated in period 1 had been rather low, period 2 had been good, period 3 average, and in period 4 there had been many interruptions but a high number of protons accelerated during actual operation. Down time during the four periods of fixed target running to date was as follows:-

<u>Period in 1982</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
PS (as injector) down time (%)	6.1	4.9	8.3	10.4
SPS down time (%)	17.0	11.5	15.1	23.3 (14.1) ^{°°}
Total down time (%)	23.1	26.4	23.4	33.7 (24.5) ^{°°}

°° flood

The down time had a variety of causes, and the only systematic problem was with magnet power supplies in period 4, and an improvement was now under way.

He said that Kleinknecht had asked why the efficiency of PS and SPS fixed target operation in 1982 was low. There were two basic reasons:-

- (i) PS performance was not as good as in the past. He believed this to be due to the fact that PS operation was now much more complicated than in the past because of the variety of modes of operation, coupled to the effects of staff reductions in PS Division.
- (ii) SPS performance was suffering because the major changes in 1980/81 to permit $p\bar{p}$ operation had not been fully digested. The only problem involving hardware reliability had been the magnet power supply problem referred to earlier.

He remarked that while there was currently less of a staffing problem with the SPS than with the PS, he was not happy with the overall staff situation in the accelerator divisions. The blockage on staff recruitment meant heavy pressure on existing staff, and the worrying factor that virtually no young people were entering this field.

Brianti then reported briefly on $p\bar{p}$ operation as follows. From start up in December 1981 to date, luminosity had increased from 10^{27} to 10^{28} . Operation had started with two proton bunches and one antiproton bunch in the intermediate β mode, which gave luminosity 10^{27} , then 5×10^{27} in the low β mode. Subsequently luminosities of around $2-3 \times 10^{28}$ had been achieved in low β mode with three proton and three antiproton bunches, and runs of 15-20 hours without interruption. The integrated luminosity had increased very much with respect to last year. By attention to detail on various small effects it was hoped eventually to reach luminosities of 10^{29} .

Panman asked if the increased down time in 1982 was related to changing from fixed target to $p\bar{p}$ operation and vice versa. Brianti said that the mode of operation had changed several times during 1982, which was certainly detrimental to smooth operation. The obvious conclusion was to have as few changes as possible, and this was the plan for 1983, which should start with nine weeks of $p\bar{p}$ operation, leaving the rest of the year for fixed target operation, uninterrupted by $p\bar{p}$.

Bamberger referred to an incident in July in the North Area when the voltage on a power supply had risen by 20% destroying equipment, and asked if this had been included in the statistics on down time. Brianti replied that it had not, since the accelerator had continued to operate. He explained that this problem had been caused by a faulty circuit in a measuring transformer which had automatically stepped up the voltage. A second circuit had now been installed as a safety measure.

Bradamante expressed surprise at the shortage of staff in PS Division. Brianti indicated that the Division had lost 30-40 staff in recent years, mainly but not only due to retirement, who had not been replaced due to the restrictions on the CERN Personnel Budget. He added that the staff of SB Division had dropped from 620 in 1973 to 480 in 1982, despite the increased workload due to the Preveessin site. Bradamante referred to operational problems in setting up for LEAR experiments, and Brianti explained that there was not yet an operations team for LEAR. PS Division was responsible for seven machines, all linked apart from the SC, and operation and control was now exceedingly complicated. The Division had a very heavy programme (which included preparations for the preinjector for LEP, in collaboration with Orsay), and had recently been reorganised to try to prepare for the future. As far as hardware was concerned, most PS components had been changed over the years, and thus hardware problems were not anticipated, although preventive maintenance had been reduced for staffing reasons, and a high level of reliability was important.

Thompson asked why the statistics for PS and SPS down time added linearly, which implied that both were never down at once. Brianti explained that the statistics showed the situation as seen from the SPS, a posteriori.

Feltesse enquired why staff who left could not be replaced inside a constant personnel budget. Brianti explained that the budget was constant in Swiss francs, which meant that funds had to be found to cover ageing and promotions, and another factor was the financial consequences of the policy of encouraging early retirement.

Feltesse asked whether the magnet power supply problem implied possible difficulties in operating the SPS at 450 GeV in 1983. Brianti said that the fault was not energy dependent but a problem in regulation, which was being attended to.

Feltesse asked if there were any worries about SPS fixed target operation in 1983. Brianti replied that hardware problems were not anticipated, and the experience gained in digesting $p\bar{p}$ operation should mean that, provided staffing remained at the present level and preventive maintenance was carried out as planned, operation should be at an acceptable level.

Taureg commented that from the point of view of number of accelerated protons 1982 had not been a bad year overall, however the frequency of interruptions of various types meant that users who came for short runs had quite often had no beam for days, which was psychologically bad. Brianti agreed.

Feltesse closed the discussion by thanking Brianti for the detailed information which he had provided.

c) The CERN economies programme

Feltesse read a memorandum which Kleinknecht had sent to Klapisch after the previous meeting (see Annex II) and invited Klapisch to comment.

Klapisch emphasised that there had been no change in policy since his presentations at previous meetings of ACCU (see CERN/ACCU/12, 13 and 14). It remained the case that LEP was to be built with a constant overall CERN budget. However with the passage of time cuts which had been projected were now about to be applied to specific items. In 1981 prices, funds for LEP construction would rise from 76 MSF in 1982 to 124 MSF in 1983, while the SPS exploitation budget would go from 65 MSF (1982) to 47 MSF (1983) (see Annex II of CERN/ACCU/14). The reduction in the SPS exploitation budget would affect not only the accelerator but also support for experiments, and in fact the various divisional materials budgets for 1983 all reflected this and other reductions which had been projected. In 1982 prices the divisional materials budgets for 1983 totalled 128 MSF, as opposed to 159 MSF in 1982.

For experiments, Klapisch indicated that there were the following consequences. At the SC, annual operating hours would drop from 6000 to 4000, concentrating on ISOLDE. As far as the PS was concerned the East Hall would no longer be used for physics, although on the other hand LEAR was getting under way. The ISR would close in 1984. Any consequence for the SPS would come from the budget reduction described earlier.

He added that all divisional materials budgets were reduced for 1983. However within the constraints CERN management would take action to minimise as far as possible the effects of budget reductions. For example earlier in 1982 it had been thought that there would be overspending on the energy budget, but due to the cumulative effect of a combination of circumstances (including real energy saving but also fortuitous factors such as the drop in the French franc and the UAl accident) there would be a saving of 2.5 MSF. This money would be used in 1982 to buy new material for experiments which would otherwise have been charged in 1983 to the budget for new experimental equipment, and thus the latter budget would be under less strain in 1983 than foreseen previously.

Klapisch summarised the situation as follows. Economies were inevitable. 1982 was to be considered as a year of transition, and it appeared that despite earlier uncertainty, there would be no major problems concerning divisional budgets in 1982. There was likely to be more difficulty at this level in 1983, but every effort would be made to minimise the consequences for users.

Buhler-Broglin said that the EP divisional materials budget for 1983 would be 25% down on 1982, but that despite this there would be no major change in policy, and when cuts were inevitable there would be no discrimination between CERN research groups and outside users.

He reviewed various consequences in 1983. Firstly, the budget of the electronics pool would be reduced, thus better use would have to be made of the large quantity of existing equipment. As far as on-line computers were concerned, funds would be used only to replace defective equipment, and not to increase the number available. He added that DD Division was currently reviewing computer maintenance contracts, and it was likely that CERN would arrange for guaranteed minimum maintenance of CERN on-line computers (i.e. service within 24 hours), while groups could have better cover if they were prepared to pay more. There would be a change of policy concerning gas for SPS experiments, which from 1983 would have to be paid for by the groups using the gas, as already the case for PS and ISR experiments, and the same would also apply to cooling facilities and to modifications to power distribution. Standard counting room facilities would continue to be provided free of charge, but in future if groups wished extra facilities this would be charged to the group. He repeated that everything which he had said applied equally to CERN research groups and to outside users.

Finally Buhler-Broglin remarked that as from October the cost of any official telephone calls exceeding 15 minutes was charged to the group budget of the person making the call, and this applied throughout CERN (see Annex III).

Blaising queried the arrangements for on-line computer maintenance, pointing out that if a computer broke down during data-taking this could mean the loss of 24 hours of beam time. Buhler-Broglin said that it would be up to the collaboration to decide what cover was needed, and how to pay for it from collaboration funds. Information on the procedures involved would be sent to all groups before the end of 1982.

Bamberger asked why the criterion for charging for telephone calls was only time, and no account was taken of distance. Klapisch explained that this was for simplicity, and that CERN wanted people from distant laboratories to be able to communicate with their home laboratory on an equal basis.

Feltesse asked about the possibility of saving money by suppressing insurance cover, mentioned at the previous meeting. Klapisch replied that this was at present under discussion by the CERN Administration and Finance Committee, one possibility being to introduce a franchise system of insurance cover rather than suppress insurance cover completely. However the whole question did not appear to be as simple as originally imagined, and there were a number of technicalities to consider. He would report any developments in due course.

Suter queried the increase in the SPS exploitation budget from 37 MSF to 56 MSF from 1987 to 1989 (see Annex II of CERN/ACCU/14). Klapisch explained that no decisions had yet been taken for SPS experiments so far in the future, commenting that the budget profile, which in any case did not take account of the contributions from Spain, which would certainly be modified in detail over the next few years.

Feltesse referred to the discussion at the previous meeting on the need to use less computer paper, and commented that the minutes of the previous meeting of the Computer Users Committee gave relevant information.

On the subject of self-service stores, Klapisch reported that following a long discussion in the CERN Directorate it had been decided to close the so-called Self-Service Meyrin (near the ISR).

Thompson reported on meetings of the CERN Library Committee which had taken place on August 24 and September 8. For budget reasons difficult decisions had had to be taken on subscriptions to periodicals, which consumed 60% of the library budget. It had been decided to cancel 24 subscriptions to journals where multiple subscriptions existed, and to cancel subscriptions to 19 journals where only a single subscription existed. The resultant saving of 20 KSF per year was still much less than the figure of 50 KSF per year needed to cover the rising cost of periodicals, and this shortfall would have to be covered somehow. This was the fourth consecutive year that the Library Committee had had to face such a situation, and the Chairman had written to the Director-General to draw the situation to his attention.

Among other measures considered was the closure of branch libraries, but this would not save very much (less than 10 KSF per library), and no decision to close any branch library had been taken. A change in purchasing policy for books had been agreed - these were now bought only after a direct request by a user.

Thompson added two items of information from the Library Committee which did not concern economies. Firstly the Committee had heard a presentation of SPIRES, the SLAC library system for computerised searching of references, to which CERN could have free access apart from 100 SF per hour for a telephone line. The Library Committee regretted that SPIRES was incompatible with the new CERN ISIS system, which also allowed interactive searching for references. The second point was that around 1000 completed questionnaires had been received from the library users during the recent survey, and these were now being analysed.

Klapisch said that the Director-General had asked him to look into the problems raised by the Library Committee.

It was evident that the main difficulty came from the increasing cost of publishing periodicals, although there were related problems such as the cost of binding, and even storage space - where a solution might be to put old journals on microfiche and then destroy the journals. He indicated that it was intended to make a global study of the problems raised by the Library Committee and related matters, and meanwhile there should be no further decrease in the number of journals.

d) Health insurance arrangements for users

Feltesse said that following the discussion at the previous meeting he had expected Bradamante to send a questionnaire to members, and this had not happened.

Bradamante explained that he had raised the item because there was a definite problem of health insurance cover for Italian scientists coming to CERN, and that he had not prepared a questionnaire because from the previous discussion he had concluded that the problem was specifically Italian. From his point of view the discussion had been very useful as a basis on which he had raised the subject with the INFN. It transpired that an Italian law passed on July 31, 1980 provided the necessary legal basis for health insurance cover outside the European Community, but that this had not been followed up by a convention between the INFN and the Italian Ministry of Health. However this had now been done, and the problem was solved.

Returning to the general situation for users at CERN, Bradamante remarked that it appeared that most users do not know the extent of their health insurance cover when at CERN, and that it would be useful to clarify this. After a brief general discussion there was agreement that members should provide Blair with answers to the following questions, in written form, before the next meeting:-

- i) is there any insurance problem for nationals of their country who come to CERN?
- ii) is the insurance equally valid for Switzerland and for France?
- iii) who pays the premium?
- iv) what is the extent of the cover for
 - a) long visits?
 - b) short visits?
- v) are family members covered?
- vi) what are the provisions in case of death or disablement through accident when at CERN?
- vii) are non-CERN accidents (e.g. skiing) covered?
- viii) any other relevant information.

Favart asked why users wishing to join the CERN-Austria scheme had to do so at the start of their CERN contract, and could not join later. Blair confirmed that in principle users had to join the scheme during the first 60 days of their contract (originally the first 30 days) and explained that this provision had been included in the agreement with the insurance company to avoid users waiting until they had heavy medical expenses before starting to pay the premium. However he believed that a solution to the problem raised by Favart of users who change from, say, 10% presence at CERN to 100% presence, was possible on a case by case basis, and Milligan should be contacted for further information.

4. CERN computing policy

Klapisch said that at the previous meeting questions had been asked about CERN's policy on on-line computing and on computing in general, and it had been suggested that Zanella should attend the present meeting. He explained that while Zanella was the Data Handling Division Leader, Gabathuler was the Director responsible for computing policy, and had asked him to make the following statement. A number of Committees were currently looking at various aspects of CERN's computing policy, and the situation should be clearer by the end of the year. In these circumstances Gabathuler (who in any case could not be present due to another commitment) preferred to come with Zanella to the first ACCU meeting of 1983.

Suter complained that this meant that users would be informed once policy had been decided. Blair said that he had discussed this with Zanella, who had stated that users were welcome to give input to the process of policy formulation via the various other meetings and committees which had been set up for that purpose. Suter insisted that major decisions were being taken - MFA being dropped, Calcomp being dropped, CDC maintenance cover being reduced, the change in emphasis from CDC to IBM - with no evidence that users could influence decisions.

Klapisch said that he would communicate this reaction to Gabathuler, and stressed that users should make their views known to the ad hoc DD Users Committee. Klovning said that ACCU should have been informed of the situation and role of the various committees involved, and how users could give input to them.

Taureg observed that there were two distinct areas of computing policy i) central computing facilities at CERN ii) on-line computers for experiments. He commented that decisions were already being taken on on-line computers for LEP experiments, without CERN being fully involved in these decisions. Websdale pointed out that an ECFA Working Group was studying this question.

Thompson said that his original motivation in raising the question of computing policy was general, and a plea for coordination of policy at a high level between CERN and outside institutes, and he hoped that this would take place.

5. Office and laboratory space for visiting teams at CERN

Buhler-Broglin reported that while the space situation had deteriorated since the previous meeting, there was reason to hope for some improvement since the Directorate had set up a Working Group to look into the problem. The Chairman of the Group was Magny of SB Division, and there were five members, including himself. The Working Group had to tackle two main problems i) the problem of office and laboratory space for users and for those building LEP (the organisational problem of bringing together people currently scattered all over CERN), ii) the problem of assembly hall space for LEP components and experimental equipment, where the estimated requirements exceeded the total assembly hall space currently available at CERN.

Returning to the problem of office and laboratory space for users, Buhler-Broglin said that there was progress in that the other divisions were now aware of the problem, and in the short-term the Working Group would attempt to recover space for users from other divisions. On this basis it was hoped to make 400 - 500m² available soon. However a proper inventory of space utilisation at CERN would have to be performed, EP Division being alone in doing this systematically in the past. The needs for EP were estimated as 1000m² for LEAR, and over 2000m² for LEP experiments.

Suter asked if it was correct that the average space per person in EP Division was 9m², while the figure was almost double in other divisions. Buhler-Broglin confirmed the figure of 9m² but said that no comparisons with other divisions could be made until there was a uniform method of calculation.

For the record Blair said that Kleinknecht had raised the space problem with the Director-General after the previous meeting, as agreed.

6. Visiting team accounts at CERN

Feltesse said that Kleinknecht had asked that Naudi's letter of August 6 (see Annex IV) be circulated with the agenda for the meeting so that members could prepare for an exchange of views on the proposals contained in the letter, which had been sent to everyone responsible for a visiting team account.

Klapisch said that the letter should be self-explanatory, and commented that in CERN's increasingly difficult budget situation it was inevitable that action would have to be taken to minimise the amount of money which in practice was carried by the CERN budget to cover expenditure on visiting team accounts.

Bradamante stated that he could only agree with the message in the letter. In practice he could see two ways to proceed - a) to speed up payment, both by CERN sending bills more quickly and by the home administration paying more quickly b) to make down payments as requested. Due to Italian exchange controls problems b) was impractical, thus he could only urge action under a).

For Belgium Favart observed that down payments were not practical, and Damgaard and Klovning for Denmark and Norway said that this also applied, and urged CERN to send out bills more quickly.

Bamberger said that for German institutes a general down payment was not possible, but it might be possible once an order was placed to transfer some funds (e.g. one third of the estimate) in advance of receipt.

Panman said that down payments were impossible for institutes in many countries, but that part of the problem was caused by CERN taking 1-3 months to send bills.

Websdale commented that all payments from UK institutes were handled centrally, and while Naudi's letter was still under discussion it looked unlikely that down payments could be made. To the best of his knowledge bills from CERN to UK institutes were paid promptly, and he suggested that if part of the problem was due to institutes in other countries paying slowly, they should be encouraged to speed up.

Leder said that in Austria also down payments were not possible.

Suter (Switzerland) and Timmermans (Netherlands) had no comments to make.

For France Feltesse said that down payments were also a priori illegal, but that Saclay had found a method for a similar problem with Serpukhov.

Klapisch mentioned the possibility of introducing a service charge on transactions involving visiting team accounts. Taureg commented that the volume of orders placed through CERN was increased by the fact that it was usually cheaper to order via CERN than the home country, due to reductions for volume transactions. However he did not think that a service charge by CERN on orders for visiting teams would be acceptable to home administrations. Buhler-Broglin pointed out that such orders caused overheads to CERN due to work in the Purchasing and Accounting offices.

6. Other business

a) CERN policy on Fellows and Associates

Feltesse asked if there had been any change in CERN policy on Fellows and Associates, and in particular if it was true that fewer appointments were being made.

Klapisch replied that the budget for appointments under the Fellows and Associates Programme was kept constant, and as far as possible the funds were being used to support more rather than fewer scientists. For example Associate applicants were strongly urged to bring with them as much as possible of their home salary, CERN giving supplementary support, as in this way CERN could increase the number of scientists who come.

In response to a question from Beusch, Klapisch added that CERN was considering ways of strengthening this Programme in the field of accelerator science and engineering.

7. Items for the agenda of the next meeting

Feltesse said that various points already discussed would come up under matters arising, and there would also be the item on computing policy. He asked if members wished to propose any other item.

Favart suggested an exchange of information on the level of financial support which users had from their national authorities when at CERN, and explained that there was a specific problem in this respect for Belgian scientists. An exchange of information - as for health insurance cover - might be of general interest.

Blair remarked that a similar exercise had been performed in 1975/76 by an ECFA Working Group, but that information was evidently out of date.

After a brief discussion it was agreed to include this item on the agenda of the next meeting, and Blair was asked to prepare a list of questions based on the 1975/76 exercise.

8. Next meeting

It was agreed to hold the next meeting of ACCU on Thursday, February 10, 1983. Due to other commitments this date was subsequently changed to Monday, February 21 at 14.30 in the Director-General's Conference Room, 6th floor, Main Building.

23 September, 1982

M E M O R A N D U M

To : G. Brianti
From : K. Kleinknecht, Chairman of ACCU
Subject : Performance of SPS and PS during fixed target
periods in 1982

You were unfortunately unable to attend the last meeting of ACCU on July 1. The next meeting is on October 28th, 14.30h, and one point on the agenda is the SPS performance. I would like to invite you and would be glad if you could come for a discussion of this point.

The startup of fixed target operation of the SPS and PS after the shutdown during 1981 has met with difficulties. The users are worried more about the fact that during 1982, the efficiency of fixed target operations has still been low. Figures around 50-60% for the ratio of delivered bursts over scheduled bursts are quoted. The question arises what are the reasons for this and what measures are planned to improve on this performance.

G. Brianti

for K. Kleinknecht

23 September, 1982

M E M O R A N D U M

To : R. Klapisch
From : K. Kleinknecht
Subject : Budget 1983

At the next meeting of ACCU again the budget 1983 will be on the agenda. This becomes even more important since there are rumours that the Directorate plans a cut of 30% on the EP budget. I hope therefore that you will be able to come to the next meeting of ACCU on October 28th, 14.30h and to inform the Committee on what are really the proposed cuts on EP and on other divisions budgets. A cut of this amount on the budget of EP Division, the most user-oriented division, would clearly affect the users severely, and ACCU would like to know the reasoning for such a measure.

W. Klapisch

for K. Kleinknecht

COMMUNICATIONS TELEPHONIQUES

A LONGUE DISTANCE

Les communications téléphoniques à longue distance peuvent s'avérer très utiles pour une transmission ou des discussions rapides d'informations. Utilisées avec discernement, elles peuvent être économiques. Dans le cas contraire, elles deviennent assez coûteuses.

Il faut faire face au problème de l'augmentation constante des factures de téléphone, et après de nombreuses discussions, dont une au sein de l'ACCU, il a été décidé que les communications officielles à longue distance d'une durée excédant 15 minutes seront susceptibles d'être imputées au budget de l'activité ou du groupe intéressé. Une étude statistique a montré qu'une durée de 15 minutes est considérée comme suffisante par l'immense majorité des utilisateurs du téléphone au CERN. En adoptant cette mesure,

CERN réaffirme sa politique en ce qui concerne les besoins essentiels dans le domaine des communications (quelle que soit la destination), à l'exception des seuls cas particuliers (ou même des utilisations abusives).

Pour permettre l'application de ce système d'imputation, les standardistes doivent prendre note du code budgétaire chaque fois qu'une communication officielle à longue distance est enregistrée. Veuillez faire le nécessaire pour avoir connaissance de ce code.

Herwig Schopper
Director général

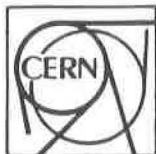
LONG-DISTANCE TELEPHONE CALLS

Long-distance telephone calls can be very useful for rapid transmission or discussions of information. Used with discretion they can be cost-effective. Used otherwise they become rather expensive.

The problem of ever-increasing telephone bills has to be faced, and after many discussions, including one in ACCU, it has been decided that official long-distance calls of more than 15 minutes' duration should be liable to be charged to the budget of the group or activity concerned. A statistical survey has shown that 15 minutes is found to be an adequate time by the vast majority of CERN telephone users. Through this measure, CERN thus reaffirms its support of basic communication needs (regardless of destination), singling out only special uses (or even abuses).

To allow this charging system to be used, the telephone operators have to note the budget code whenever an official long-distance call is booked. Please make sure that you know this code.

Herwig Schopper
Director-General



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Votre référence
Your reference

Notre référence
Our reference FI-F/82/475/AJN/ab

6 August 1982

Dear Sirs,

At its hundred-and-eighty-seventh meeting, on 23 June 1982, the Finance Committee examined the Auditors' Report for the Financial Year 1981.

The Auditors pointed out that, at the end of 1981, the total due to the Organization by visiting teams amounted to 5.6 million Swiss francs, which represents an important financial burden on CERN's budget and cash resources. They even recommended a possible surcharge to compensate for the long delay between the date of expenditure incurred by the Organization and the date of actual receipt of payments. This view was shared by some delegates.

However, the Management and some delegates felt that an alternative would be to request all visiting teams to make adequate down payments on the basis of estimated future expenditure in order to reduce the strain on CERN's resources resulting from overdue accounts. There was absolute agreement with the Auditors' remarks that the financial burden on CERN's resources should be reduced considerably.

In view of the above, we should be grateful if you would let us know whether your Institute would be prepared to make an advance payment intended to cover your team's expenditure in connection with its experiments here. The system of invoices would naturally continue as in the past.

It would also help us to know of any reasons which might prevent you from agreeing to this proposal.

Yours faithfully,

EUROPEAN ORGANIZATION
FOR NUCLEAR RESEARCH
Finance Department
Head of Financial
and Accounting Services

A handwritten signature in black ink, appearing to read "A. J. Naudi".

A. J. Naudi