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ADVISORY COMMITTEE ON VISITING TEAMS

Fourth Meeting

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NATIONAL TEAMS VISITING CERN

The attached revised version of document CERN/301 is submitted for consideration at the next meeting of the Advisory Committee, on 9 April, 1959.

A final version will be issued after approval of the attached leaflet.

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NATIONAL TEAMS VISITING CERN

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NATIONAL TEAMS VISITING CERN

Introduction

The Convention for the establishment of a European Organization for Nuclear Research defined its purposes as follows :

"The Organization shall provide for collaboration among European States in nuclear research of a pure scientific and fundamental character, and in research essentially related thereto".

Its basic programme shall comprise :

"The organization and sponsoring of international co-operation in nuclear research including co-operation outside the Laboratory. This co-operation may include in particular :

"(ii) the promotion of contacts between, and the interchange of, scientists, the dissemination of information, and the provision of advanced training for research workers;"

In the summer of 1957, the synchro-cyclotron, which can accelerate protons to about six hundred million electron volts (6×10^8 eV), came into operation at CERN (see characteristics in the enclosed document CERN/SC/5372 B).

In accordance with the spirit of the Convention and as decided by the Council of the Organization at its Seventh Session, national teams of scientists from the Member States should be closely associated with CERN's experimental work.

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This leaflet explains the conditions under which national teams may work at CERN and the formalities they should complete in order to facilitate their installation. It only refers to the synchro-cyclotron. A further leaflet will be issued in due course about experimental work on the proton synchrotron.

I. Definition of Visiting Teams

Visiting teams are national teams of scientists who come to Meyrin to carry out experimental work using CERN accelerators for a period of more than a week, whether or not they bring their own equipment, and whose salaries and allowances are paid by an organization other than CERN.

For visitors, (individuals or teams) who spend less than a week at CERN, a whole series of problems which apply to national teams will not arise. The formalities which concern them are dealt with separately under VIII.

II. Status of Visiting Teams

The leader of each visiting team is required to sign an undertaking whereby he and the members of his team recognize the authority of the Director-General during their stay at CERN and agree to be responsible to him in the discharge of their duties.

III. Time-table for 1959

It should be pointed out that in 1959 the synchro-cyclotron will be at the disposal of national teams during one third of its normal operating time, CERN research workers using the machine the rest of the time.

IV. Offices responsible for relations with Visiting Teams

1. Synchro-cyclotron Division (co-ordination : Dr. B. Hedin)

Dr. Hedin is in charge of first discussions with teams on their work and the CERN scientific facilities available. He is at the disposal of visitors who wish to discuss in advance on the spot details concerning the team's work. He will give them all relevant information regarding the installation of the team in the laboratories and the furniture and equipment available. He will give them copies of the CERN safety code and information concerning radiation problems.

2. Finance Office (Finance Officer : Mr. C. Tièche)

Mr. Tièche is responsible for the formalities involved in the transfer to Switzerland of the money required by national teams and for supplying information on financial matters.

He will keep separate accounts showing expenses incurred by the teams.

He will deal with personal insurance matters.

3. Purchasing Office (Purchasing Officer : Mr. F. Schou Olsen)

Mr. F. Schou Olsen will give all assistance in importing equipment customs free into Switzerland and arranging export of same equipment to the home station.

He will assist the teams with all purchases of equipment.

He will deal with the insurance of equipment against special fire risks.

4. Personnel Office (Personnel Officer : Mr. R.W. Penney)

Mr. R.W. Penney is responsible for all personnel matters and arrangements in connection with registration with the Swiss Authorities.

He will help visitors to find accommodation.

V. Preliminary Negotiations

When proposing an experiment to CERN, national teams are requested to complete a questionnaire (CERN/SC/5372 A) in duplicate and send it to the Synchro-cyclotron Division (Dr. Hedin).

Such a proposal may give rise to discussions and exchanges of views. When it has been finally drawn up, it will be submitted to an advisory committee which assists the Director-General in experimental matters. This advisory committee meets two or three times a year to discuss the over-all experimental programme for the synchro-cyclotron.

Once the Director-General has approved the proposal, he will notify the team of :

- a) the suggested date for their visit,
- b) the period during which the machine will be at their disposal.

The teams are expected to come to CERN once preliminary negotiations are over and after they have received a formal invitation from the Director-General of the Organization. As a rule, about a month is expected to elapse between the sending of the invitation and the arrival of the team.

Once they are in receipt of a formal invitation, national teams are requested to complete various formalities.

VI. Formalities to be completed by the team.

A. Before arrival at CERN :

1. Synchro-cyclotron Division

The national team is advised :

- to send a pilot as far in advance as possible to examine the CERN equipment available,
- to confirm the exact date of arrival and the date of dispatch of its own equipment.

2. Finance Office

It is important that a team's home institute should supply the following information to the Finance Office :

- the name of the team member, or members, with authority to initiate expenditure on behalf of the team, sign financial documents and draw materials subject to repayment;

- the sum of money placed at the team's disposal during its stay in Geneva, or
- the address to which bills for a team's expenses should be sent.
- The arrangements made by national institutes for payment of their members' salaries during their stay in Geneva :
- the amount of money which it is intended to transfer, so that CERN can make the necessary clearing arrangements. (It is particularly advisable to make these transfers in advance so that CERN can open an account with a bank in the team's name).
- Whether the team members are insured against illness, accident, disability and death during their stay in Geneva.
- Whether the equipment brought by the teams to CERN is insured against third party risks.

IMPORTANT

To provide the Finance Officer with the information requested above, all teams must complete questionnaire No. 1 and return it to him before their arrival in Geneva.

3. Purchasing Office

Each team is requested to appoint one of its member to co-operate with the Purchasing Officer about import and export of equipment.

IMPORTANT

To provide the Purchasing Officer with the information necessary to complete the above formalities, every team should complete questionnaire No.2 and return it to him before arrival in Geneva, paying due attention to Annex III.

4. Personnel Office

If team members are unable to make their own arrangements for accommodation on arrival, they are requested to advise the Personnel Office, which will reserve rooms for them.

B. On arrival in Geneva :

Team members should contact :

1. Dr. Hedin in the Synchro-cyclotron Division.
2. Mr. Tièche,
 - to confirm that funds are available for them, and if necessary provide information in this respect;
 - to obtain information about insurance benefits;
 - to give a specimen signature of the team member authorized to sign on the team's behalf.
3. Mr. Schou Olsen,
 - to check on equipment sent and any special insurance cover.
4. Mr. Penney,

During the first week of their stay all team members should call at the Personnel Office where the following information will be recorded :

- name,
- date of birth,
- nationality,
- civil status,
- address in Geneva,
- previous address,
- duration of visit,
- function,
- address of persons to be advised in case of accident.

If team members wish to be insured against illness, or accidents incurred on duty, they will undergo a medical examination which will be arranged by the Personnel Office. They will be issued with identity cards.

C. Before Departure :

1. Mr. Schou Olsen,
 - to check that all necessary information has been given for eventual return of equipment.
2. Mr. Penney,
 - confirmation of actual date of departure.

VII. Facilities available to National Teams.

- Laboratory and office space with furniture and general facilities will be provided free of charge :

The operation of the synchro-cyclotron, according to the agreed schedule, including small jobs such as the setting up of targets, magnets, collimators, etc. will be provided free of charge.

Work done for the teams by the CERN electronics or main workshop will be charged at the current CERN price to Divisions, i.e. for the time being Sw.Fr. 13.-- per working man hour plus material at cost*. Work done in local workshops will be free of charge.

Items held in CERN stores will be available to teams on a bulk repayment basis.

Where members of a national team cannot be covered by their home institutes against risks of illness, accident, disability and death in the course of duty in Geneva, arrangements may be made, at CERN's expense, to extend to the team members CERN's insurance cover for risks incurred while on duty. The Finance Office should be advised in advance if such arrangements are to be made. It is proposed that any team member not already insured should be covered at a nominal salary of Fr. 1,500.-- per month.

* All expenses incurred by a visiting team will be debited to an account bearing the code number of the team.

All expenses incurred by CERN on behalf of visiting teams but not charged up to the latter are entered in a separate account of the Synchro-cyclotron Division.

The Purchasing Officer will be at the team's disposal for making enquiries about purchases and ordering any materials and equipment not available from CERN's stores, and will assist in all commercial matters (including access to the Purchasing Office catalogue library). He can, if desired, arrange cover at the team's expense for any special fire risks to the team's equipment.

The Personnel Office will welcome visitors and will give each of them assistance on such matters as :

- housing, hotel and pension accommodation,
- removal of personal effects,
- formalities in connection with private cars,*
- information about schools.

The Personnel Office will make arrangements with the authorities concerning all registration matters connected with the stay in Switzerland and the issue of identity cards.

VIII. Short Visits.

Visitors who come to CERN for less than a week either to find out about the possibility of a longer stay later on, or to exercise emulsions or targets to the synchro-cyclotron beams will not be required to apply to :

- a) the Finance Officer regarding transfer of money;
- b) the Purchasing Officer for purchases of equipment at CERN or for insurance. However, if these visitors wish to import their own equipment, they should complete questionnaire No. 2 and send it to the Purchasing Office;
- c) the Personnel Office, to obtain an identity card. However, they should have a pass for admittance to CERN, which will be issued by Dr. Hedin.**

* Visitors who possess a car are strongly advised to bring it to Geneva since CERN is some distance from the centre of the town. Visitors are also advised to obtain an international driving licence.

** Dr. Hedin is responsible for supplying the Personnel Office and Site and Buildings Division with a list of temporary visitors to whom a pass has been issued.

However, if visitors intending to stay less than a week request the use of the machine for a certain period, they should complete with Dr. Hedin the formalities laid down in Section V of the present leaflet.

Questionnaire 1 - Finance and Insurance

- 1) Will you have a definite sum of money at your disposal in Switzerland on which to draw for expenses ?

If yes, please supply the CERN Finance Office with details in order to facilitate clearing arrangements.

If no, please give an address to which monthly (quarterly, ...) bills may be sent for payment.
- 2) Who are the persons authorized to withdraw funds or incur expenses on behalf of the team ?
- 3) Are all members of your team insured against accidents or illness incurred on duty during their stay in Geneva ?
- 4) Is the equipment your team will bring to Geneva insured against damage through fire, explosions, etc. ?
- 5) Do you carry insurance against damages caused by your team to third parties or equipment belonging to third parties (CERN or other teams) ?

Questionnaire 2*

Importation of equipment to be used only in CERN

1. A list of the equipment (preferably in French, German or Italian, the official languages of Switzerland), as well as the name of the complete assembly (e.g. "Bubble chamber, composed of the following pieces : ").
2. The number of pieces (unpacked) and the number of cases, of cardboard boxes, of flasks, etc.
3. The marking of such cases or other packings.
(If any dangerous material is included in the shipment, please also give handling instructions).
4. The gross and net weight of the entire shipment.
5. The total value of the equipment (for customs and insurance purposes only). Transport insurance should be covered by the visiting team itself.
6. The type of transport chosen (railway, air or road).
7. In the case of transportation by road, the point of entry into Switzerland (Swiss Customs Office).

N.B. In case of shipment by rail or air, such shipment should be sent to Geneva in transit and under customs' control so that customs clearance could be effected at CERN. Shipments are to be addressed : "CERN - GENEVA", and bear the indication "FRANCO DOMICILE".
8. The name and address of the transport firm located in Switzerland which is in charge of the customs clearances and the tracking to CERN.
9. If possible, give the name of the team member who will receive the goods at CERN.
10. Are there any special risks involved ?

* To be completed only after reading Instructions to Visiting Teams regarding the Swiss import procedure for equipment (Annex III).

Instructions to Visiting Teams
regarding the Swiss import procedure for equipment

In order to simplify matters regarding the temporary import of visiting teams' equipment, the responsible Swiss customs authorities in Geneva have agreed that such equipment may be imported as if it were a normal import for CERN itself. This will do away with the very cumbersome and costly procedure of a so-called "Temporary Import" (Passavant).

For a normal import, the CERN Purchasing Office is to receive not later than one week before the arrival of the equipment at the Swiss border the information requested in Questionnaire 2 (5 copies).

Once in possession of these indications, CERN can establish for the Swiss Customs' point of entry a Declaration in which CERN states that the equipment in question is used exclusively for CERN and requests the right to import it free of duty.

If the entry into Switzerland is taking place in Geneva or if the goods are entering Switzerland at another point, but are being sent across the country to Geneva for customs clearance here, the Declaration is handed over to the transport firm in Geneva in charge of all the formalities of entry, etc..

If customs clearance must, for various reasons and especially in case of transport by road, be made at an entry point other than Geneva, the Declaration is handed over to the Customs main office in Geneva. This office alone is authorized to send it with their visa, to the Swiss Customs entry point outside the Geneva district. The forwarding firm's Agent at that point of entry will find our Declaration at the customs office and will thus be able to effect duty-free customs clearance on the spot.

In case of queries, your own selected forwarding agent should be able to give all necessary information; otherwise contact the CERN Purchasing Office.

At the time of the return of the equipment to its home station, the Geneva forwarding Agent will receive from CERN a signed Swiss export Declaration. This will permit the transport firm to effect the export from Switzerland without special formalities.

It is advisable for the visiting team to choose a forwarding Agent. In case of transport of equipment by private car, it is advisable that the visiting team should consult a forwarding agent concerning customs clearances for each country in question.

It is also important that all equipment is properly declared to the national customs authorities when brought out of the country by private car. Experience has shown that if this is not correctly done, difficulties may arise when returning the equipment to the home station.

Transport insurance is to be taken out by the visiting team.