Sharepoint Site: https://cern.ch/lhcc

Access granted through e-groups lhcc-members, ugc-lhcc as well as lhccref and lhccmgt of each collaboration.

The Home page shows the four main parts of it:

**Experiments Area:** Direct links for the collaborations to upload documents to the attention of the referees

**Meetings:** Documents specific to the meetings, typically draft minutes or referees’ reports.

**UCG:** Specific UCG working documents and link to the official repository.

**Restricted Area:** For the Chairman and the Scientific Secretary to share information

### Experiments Area - Documents coming from the Collaborations

There is a different library for each, protected via the existing e-groups called lhccmgt-xxx. Members of the management of a Collaboration can upload documents they want to share with their referees.

Documents can be either uploaded from the page or sent via e-mail to: lhcc-xxx@espace.cern.ch

Typically for:
- construction schedule updates,
- drafts of TDRs not yet ready for CDS and
- detailed cost and schedule information.

### Meetings

Access restricted to lhcc-referees. Clicking on +new document, a template allows to start typing directly in a Word or a PowerPoint file. I suggest to put the two templates when they are agreed by everyone and to encourage its use for Referees’ Reports. Some external links are there for their convenience. ‘Archive e-mail’ keeps track of all mails sent to ‘lhcc-members’: it can be useful when looking for specific messages.

### UCG

A library where all official reports from the UCG are listed, showing also the link to the original TDR when applicable. Accessible to LHCC and UCG members until they are public.

### Restricted Area

Used to hold restricted circulation management documents, for example to keep track of membership and proposals for new members. Reserved to Chairman, Scientific Secretary and DRC.