Relations between CERN and its users

ACCU discussed ideas to improve the relations between CERN and its users by setting up a new representative body of users and a users office. ACCU recognised that the representativity of the new body would be a key issue, and decided to investigate means to achieve the necessary level of representativity. ACCU welcomed in principle the idea of a users office; the precise tasks of such an office remained to be discussed. ACCU was invited to propose other means which it considered appropriate to improve relations.

EP electronics pool

ACCU proposed to nominate K. Bos as its representative on the pool users' committee.

Office space

ACCU reiterated the urgent need for a CERN-wide study on available office space by the Site Committee. Support from ACCU was requested to help establish estimates of the users' needs whenever not yet available.

Computer matters

ACCU heard a presentation on plans to increase the computing power of the computer centre. ACCU welcomed that in future cabling of offices for networking would be part of the infrastructure provided by CERN. In discussing the planned installation of supercomputers at CERN, members of ACCU were strongly of the opinion that decisions on the use of such facilities should be made on the basis of scientific and technical criteria and should as far as possible not be influenced by the nationality of the users concerned.

Next meeting will be held on 5 February 1988.
ADVISORY COMMITTEE OF CERN USERS

Minutes of the thirtieth meeting held on 27 November 1987


Invited: J. May (item 6), P. Schmid (item 8), J. Thresher (item 7).


The Chairman announced that the Director-General, in view of the discussions on the role of ACCU in the framework of the recommendations of the CERN Review Committee had extended the mandate of all members whose term would have come to an end on 31 December 1987, until 31 March 1988. CERN management was expecting the role of ACCU to be redefined by that time.

1. Adoption of agenda

The Chairman said that he wished to combine the further discussion of the role of ACCU which had been started at the previous meeting with the item "CERN Review Committee - user aspects", into one single point "Relations between CERN and its users", with as a basis for the discussion the preliminary draft proposal by the CERN management. Members had received a copy of this document before the meeting. The Chairman added that he had invited Schmid who wanted to raise a point concerning payment of bills for computer maintenance in experiments under the item "Any other business".

With these changes, the agenda was adopted.

2. Apologies for absence

These were as given above.

3. Minutes of previous meeting (CERN/ACCU/29)

The minutes of the previous meeting, held on 4 September 1987, were approved.

Werlen informed the meeting that the evening meal service at Restaurant No.3 had been discontinued as from 13 November in view of the very low level of demand for this service.

Bartl regretted that rental fees were charged not only for new but also for old instruments in the EP electronics pool. Goggi remarked that the fees were weighted according to the age of the equipment. He added that 500 kSF of fresh money had been allocated by the Director-General to the pool this year, and that the remaining 500 kSF would follow in 1988.

As to the distribution of the summary and minutes of ACCU meetings, the Chairman informed the meeting that it had proved impractical to send a copy of the full minutes to all persons who received the Research Board minutes. The distribution of the summary to these persons should be envisaged with effect from the present meeting, whereas wider distribution of the full
minutes would require setting up a list of appropriate addresses.

4. Follow-up of items discussed at the previous meeting

a) CERN Technical Boards

Goggi clarified that ACCU had been asked to propose a member for the pool users' committee which would be dealing with EP electronics pool policy and purchases. Although the committee membership resulted from suggestions of the Technical Board on Electronics for research, it was distinct from this board which had been set-up to achieve better CERN-wide coordination in this field. The pool users' committee reported to the EP Division Leader. At the request of the Chairman, Bos accepted to be the ACCU nominee on the pool users' committee.

5. Relations between CERN and its users

The Chairman said that he had had frequent contacts since the discussion of ACCU's role at the previous meeting with Darriulat and Goggi, and that he had also met with a member of the CERN Review Committee. The result of the efforts of Darriulat and Goggi was a preliminary draft proposal for improvements in the relations between CERN and its outside users (see Annex A).

Darriulat reminded members that after the publication of the interim report of the CERN Review Committee, the Director-General and the CRC Chairman had agreed to appoint co-ordinators for each topic to be examined. Among these topics were reduction of personnel and new personnel management approach (co-ordinator J.A. Martinez, Director of Human Resources), future structure of the Organisation (co-ordinator G. Brianti, Technical Director), management tools-financial control (co-ordinator R.F. Heyn, Director of Administration) and relations with users with as co-ordinator C. Llewellyn-Smith. The CERN Research Directors had been in close contact with Llewellyn-Smith and the impression had first been that there was no need for explicit statements of the CERN management on its ideas concerning relations with users. However, after the autumn meetings of the Scientific Policy Committee and the Committee of Council it became clear, that CERN management should show its determination to improve relations between CERN and its outside users in order to make it evident to the CERN Review Committee that CERN was not taking a passive attitude on this subject, and also to allow a discussion to be started in- and outside the Laboratory on a specific proposal. As a result a preliminary draft proposal was sent by the Director-General to the CERN Review Committee, setting out two major items, i.e. a new representative body of CERN users and the creation of an users office. He then introduced the proposal as set out in Annex A.

Albrow was happy that the idea of open meetings of the users committee had been retained. However, he considered the aim as defined in the proposal, i.e. for the Director-General to present once per year the general CERN policy to the users, too restrictive. He was in favour of a higher number of open meetings where also heads of services (e.g. library, workshops) could give reports. He was supported by Bartl, who also stressed that in view of the number of participants open meetings should be for information only and not for discussion.

Igo-Kemenes wondered why the representative of the Staff Association on the new committee needed to have observer status rather than normal membership, as there was a large overlap between the user community and members of the Staff Association. Darriulat believed that the observer status on the present Committee had not been disadvantageous, but said that with the changed role of the new committee, the question could be discussed. Bossen added that after discussions in 1981 between ACCU and the Staff Association, all users registered at CERN as Unpaid Associate were ordinary members of
Albrow remarked that the set-up for communications between ACCU members and their national user community was different from one Member State to another. He reminded members that in the UK there existed a User Advisory Committee which was his communication channel. Through this link, he considered the British members of ACCU to represent their user community and wondered how in other countries representativity was obtained. He warned that, unless generally accepted criteria were established, the present situation where there was doubt on the representativity of ACCU as a Committee, would not change. Darriulat agreed that this was a key issue, which would need to be solved, most likely in different ways in the various countries. In his view the scientific community in each Member State should remain responsible for the nomination of candidate(s). Lillethun feared that if members of the new committee were to become formal delegates, a kind of mini-Council would be created whose members would have to take up each item of every meeting with their home base beforehand. Darriulat said that it was certainly not the idea to set-up a mini-Council; the members of the new Committee should nevertheless have sufficient authority in their countries and be entrusted with user matters.

Bartl said that in his understanding the new committee would be more honorable than the present ACCU, but remained advisory to the Director-General. He feared that this implied that also in future decisions against the recommendations of the user committee would be taken. The new committee should at least have the possibility to suspend Directorate decisions, e.g. by appealing to the CERN Management Board. He added that he considered it a major task of the new committee to draw up a list of the support which the users expected to receive from CERN. Darriulat pointed out that in the present structure of CERN all committees and boards were advisory to the Director-General, except evidently Council and committees advisory to Council. In this context he preferred the user committee to be advisory to the Director-General. Goggi added that the new procedure foresaw discussions in the Management Board to take place in the presence of the Chairman of the user committee.

Fabjan remarked that the visibility of the user committee in the home countries should be increased. Regular contacts between the user representative and the country's Council delegates would contribute to that goal. Already now ACCU members could start to take action. Eggert agreed that this was necessary.

Gracco considered the point raised by Bartl very important. ACCU had in the past only been informed when decisions were imminent although not yet formally taken. He expressed the opinion that changes would not come by giving another name to ACCU but rather by the way in which CERN management wanted to interact with the committee. This was also related to the question of representativity and visibility, as the role of the new members could not be strengthened as long as in the home community the feeling prevailed that ACCU was dealing with minor items and was on major topics only informed. Darriulat stated that it was the unambiguous determination of the CERN management including the Director-General to improve the relations with the users. Some kind of formalization was needed as members of CERN management were nominated for a limited number of years.

Sciacca said that a change in the nomination procedure in the Member States in view of members becoming representatives of their community rather than ad personam members, would not be easy to implement. He felt that nomination of members through elections would strengthen their position.

Boggild agreed that one of ACCU's weaknesses had been the feedback to the home countries. He suggested that a review should be made to determine how
improvements could be achieved. Fabjan remarked that the national physical societies and/or their sub-groups on particle physics might be able to help. Hulth said that the Swedish sub-group was already involved, whereas Eggert preferred to make contacts directly with the user community. Bos mentioned that many of the present ACCU members were full-time at CERN which might not be ideal for an user committee.

Eggert wondered what would happen at the end of the mandate of ACCU members on 31 March 1988. Darriulat answered that it was expected that the CERN Review Committee would in December make recommendations along the lines discussed in the proposal at discussion. CERN Council was expected to comment and possibly make decisions in February 1988. To allow for feedback from the users, the Chairman proposed to held the next meeting on 5 February 1988, and it was so agreed. All ACCU members would receive a copy of the final report of the CERN Review Committee as soon as available.

On the question of representativity of members of the new committee, it was agreed that the Chairman would address a questionnaire to all ACCU members, asking for their opinion as to the situation in their own country.

At this point the Director-General joined the meeting and he made the following statement: Since ACCU was created, the tendency in particle physics has been from many small to a few large experiments. At the same time the number of outside users of CERN has increased from some 2000 to well above 3000, and the roles of the CERN staff and the outside users were changing. The question is now to find optimal ways to tackle the new situation. In this context an user committee defined in a new way should replace ACCU. The terms of reference of the new committee should on one side not overlap with the activities of committees as the Scientific Policy Committee and the experiments committees, but on the other side deal with more than questions at the level of housing, restaurants etc. The committee needs to aim for a better integration of the outside users in CERN, the proposed users office being an additional way to reach this goal. The question of the relations between the laboratory and its users is taken very seriously by CERN management and the presence of the Director-General and the Directors at ACCU meetings should increase. However, the user committee can only be useful if there is a steady flow of information from and to the home institutes. Appropriate channels for this communication have to be created in each country.

Hulth asked whether it was necessary for the Director-General to formally appoint members. The Director-General considered this an appropriate way to guarantee uniform treatment of all countries. Thresher pointed out that if a country would propose several names for each member to be nominated, the Director-General could achieve a better balance with respect to items like experiments and type of home institute. Siebert remarked that if elections were held in a country, it would be difficult to propose several names.

Gracco was happy to learn that CERN management was willing to listen more to the outside users than had been the case in the past. He was joined by Albrow who expressed the hope that the communications barrier between the Director-General and the user committee would belong to the past.

To a question from Bartl, the Director-General answered that the new user committee should come into operation in spring 1988.

The Chairman proposed to close the discussion on the user committee and to turn to the second part of the proposal, i.e. the user office.

Bos wondered what services the user office would give other than already available through the EP secretariat and the Fellows and Associates Service. Darriulat answered that a regrouping of services was intended including also
editing the CERN Users' Guide and preparing memoranda of understanding. Moreover it was envisaged to give the office some executive power and a corresponding budget to deal with certain services (as yet to be discussed) in an explicit way. This point was still subject to discussion as there was a lot of freedom for decisions on what would remain the responsibility of existing divisions. The user office would be available for information to existing and new users as well as to CERN management.

Goggi, supported by the Director-General, said that many problems were only communications problems. Hence he foresaw that the user office would have regular contacts with all team leaders. Albrow saw great potential for an user office and he reported the positive experience of British users with the UK liaison office at CERN. He stressed that very knowledgeable staff was necessary. Darriulat said that it was planned that the head of the office would be a senior CERN staff member who had to be responsible for a correct functioning of the office, in direct contact with Directors and Division Leaders.

The Director-General remarked that the difficulties experienced by users at CERN were not related to their being CERN Staff Members or not, but rather to the time which they had already spent at CERN: the longer this time, the less difficulties.

Lillethun said that, in his understanding, the user office would have two functions. The first one was an information office for the individual user to make optimal use of the CERN infrastructure and he welcomed this. The second function was related to a budget for the office to be spent on some types of services which could not readily be obtained from divisions now. It seemed possible to him to shift such budgets further in case of large experiments, and they would remain with the user office only for smaller groups. Darriulat agreed that this could be a point of further discussion.

ACCU discussed ideas to improve the relations between CERN and its users by setting up a new representative body of users and a users office. ACCU recognised that the representativity of the new body would be a key issue, and decided to investigate means to achieve the necessary level of representativity. ACCU welcomed in principle the idea of an users office; the precise tasks of such an office remained to be discussed.

The Director-General invited ACCU to propose to him additional means which it considered appropriate to improve relations between CERN and its users.

6. Office space

The Chairman remarked that following an earlier discussion of this item (see CERN/ACCU/28), there had been an exchange of letters between Ferger (Chairman of the Site Committee) and himself. May, member of the Site Committee for the research divisions, described the composition and task of this Committee, as well as the work already carried out or under progress (see Annex B). He stressed the importance of a detailed study of users needs in the coming years and requested ACCU to help establish estimates.

Bartl said that the basic request from the users was to have a desk available when present at CERN. May agreed but repeated that hard facts on the number of users and their presence at CERN were necessary. Fabjan and Egger were disappointed that the Site Committee did not seem to be able to establish occupation density figures of offices by division. May corrected that these figures would become available as soon as the data base containing information on all buildings at CERN would be complete. This would take at least another year. In the meantime divisions were responsible for the space allocated to them and any requests and/or complaints should be made to the division concerned. May added that the present policy in EP
Division of "shifting holes" was a consequence of the lack of any buffer space. Eggert expressed worries about the timescale. May said that some work to understand the situation in EP Division had already been done, and Schmid and Kouliberg of EP Division would be present at the coming meeting of the Site Committee for discussions.

Fabjan repeated the claim that there was not enough office space in EP Division. If this needed to be substantiated, CERN and in particular EP Division management should help providing the necessary figures rather than ACCU. Darriulat said that if all LEP experiments would provide through their spokesmen estimates of the needs of their space to the Leaders of EP and EF Divisions part of the problem would be better defined. The Chairman agreed but asked not to forget the needs of the many small groups.

Siebert wondered whether in future the same mechanism as already existing for computing needs could be applied to office space, i.e. that this would be taken into account at the time an experiment was approved.

Bartl asked what the Site Committee would propose when it would be confirmed that more office space for users was needed. May answered that there would be an easy proposal: to construct a new building, and a difficult one: to squeeze others. Darriulat warned that the easy proposal might meet with problems in view of the limited amount of money available for a large number of requests of all type.

ACCU reiterated the urgent need for a CERN-wide study on available office space by the Site Committee. Support from ACCU was requested to help establish estimates of the users' needs whenever not yet available.

7. Computer matters

a) User registration

Thresher said that since the discussion at the previous ACCU meeting (see CERN/ACCU/29), Metcalf had received a number of questions of detail which had been answered through an electronic bulletin. He added that it had proved possible to reduce further the information on users in the registration data base and the item "nationality" had been eliminated.

b) Terminal lines

Thresher informed members that the Technical Board for Communications had been asked by CERN management to review networking in the laboratory to avoid proliferation of different networks at CERN. The Board had recommended to implement a local area network based on ETHERNET gradually phasing out the existing INDEX system. CERN management had decided to follow this recommendation on a timescale determined by the availability of funds. This implied that it would be about 3 years before the new network would be fully operational. The Communications Group in DD Division would be responsible for the implementation and a detailed planning should be made. Thresher said that from now on CERN would normally pay for the installation of lines to offices and laboratories. In the case of Member State groups the end user would only have to pay for the terminal and the connection to the line. For users from Non-Member States and for groups working on certain special programmes the financial arrangements would have to be settled by explicit agreement on a case by case basis. Because of the funding shortage it would not always be possible to provide terminal lines on a timescale matched to the wishes of the users.

Albrow wondered whether payment of terminal lines by CERN could not be applied to those already installed in building 32. Thresher said that he
did not wish to act retroactively.

Jenni welcomed the decision that terminal lines would be part of the infrastructure provided by CERN. He warned that there would be problems to connect existing terminals to the new network. Thresher recognized that this was a real problem; the planning would need to take it into account.

ACCU welcomed that in future cabling of offices for networking would be part of the infrastructure provided by CERN.

c) Future computing policy

Thresher pointed out that a large part of the demand for computing would come from the LEP experiments in the coming years. A committee made up of staff from DD Division and the LEP experiments was reviewing these needs, taking into account an assessment of the power available in the home institutes. A proper balance between computing at CERN and in the home institutes remained an objective, but it was clear that for practical reasons computing would be done largely at CERN in the early stages of the experiments.

Also bearing in mind the physics requirements outside the LEP programme, the increasing user community, and the use of computers for administrative and engineering purposes, it was evident according to Thresher that CERN would have to provide both additional batch and interactive computing power. At the moment the CERN computing centre consisted of 25 units of IBM and compatible machines and 7 units in the DEC cluster. Twelve of these units were earmarked for the LEP experiments. An increase by 30 units would become available for batch processing with the arrival of the CRAY machine (used in scalar mode). A further increase by 15-20 units was expected if used in vector mode. As to interactive power, CERN management was now proposing to Finance Committee the upgrade of the IBM system to a model 3090-600E which would also contribute at least 30 units of computing power, as well as a substantial increase in disc capacity. No decision had yet been taken concerning the aging mass storage system. These changes implied that the power of the computer centre would reach the 100 unit level.

As to the longer term future CERN was now starting to prepare a document on computing needs in the nineties. The study would be guided by a small steering Committee under his own chairmanship, to define the framework of the review, to assure proper coverage of users' need and to agree on the people to do the detailed studies which would be coordinated by D.O. Williams. J. Sacton had been invited to sit on the committee to help ensure that the needs of the outside users would be adequately catered for. Input from ACCU members would be most welcome.

ACCU would be kept informed on progress and a full discussion should take place after completion of the report scheduled for end 1988.

Thresher said that the CRAY licence had not yet been issued by the US authorities, one of the points being that CERN users included nationals from countries to which US companies were not allowed to export high technology goods. It seemed certain that a licence would be offered, but it was likely that it would contain some access restrictions for certain nationalities.

Hulth said that the Swedish users were not willing to accept such restrictions which were deviating from CERN's policy of openness and freedom of access to scientific information. He added that similar computer power had been bought in Sweden from a different manufacturer.
without such restrictions. Bos remarked that the Dutch community also had serious hesitations to accept restrictions. Lillethun expressed the view that CERN management should look very closely into the consequences of buying the CRAY and said that CERN as an international organization should keep up its banner.

Thresher said that if serious restrictions were imposed it might be worth contemplating a politically neutral solution such as restricting access to Member States nationals only. Eggert argued that this would worsen the issue, the main point being that CERN should not allow discrimination.

Fabjan, supported by Albrow wondered whether technically there were no other ways to assure the availability of the required computing power. He was very worried that acceptance of access restrictions would be negative for CERN's image.

Sciacca, supported by Bartl, said that in his opinion CERN's success was also due to its openness, and he considered it too heavy a prize to change this for the sake of a CPU. He insisted that alternative ways to acquire computer power should be seriously considered. This idea was supported by Siebert.

Lillethun suggested that if the licence would deny equal access for all users, CERN management should take up the matter with Council, as its supreme body where political decisions should be taken.

ACCU took note of the presentation on plans to increase the computing power of the computer centre. In discussing the planned installation of supercomputers at CERN, members of ACCU were strongly of the opinion that decisions on the use of such facilities should be made on the basis of scientific and technical criteria and should as far as possible not be influenced by the nationality of the users concerned.

8. In view of the late hour, the Chairman proposed to postpone discussion of remaining items to a subsequent meeting. He reminded members that the date of the next meeting had already been fixed as Friday 5 February 1988 at 2 p.m. sharp.

G.J. Bossen
1. INTRODUCTION

The Interim CRC Report clearly indicates the need for more efficient channels between CERN and its outside scientific Users with the aim, among others, of improving the visibility and adequacy of the support they can expect CERN to provide. Accounting for the fact that the number of Users has nearly doubled over the past ten years, we propose a thorough revision of the relevant CERN policy, aiming at:

- more active external participation in the definition and shaping of CERN policy towards the totality of its Users;
- a review of the nature and level of services provided by CERN.

Following these guidelines we propose actions on two fronts:

- setting up a new representative body of CERN Users, the CERN Users Committee (CUC), replacing the present ACCU and having more effective links with both CERN management and the User community;
- setting up a Users Office (UO) with specific functions in all or most User-related matters.

2. THE CERN USERS COMMITTEE (CUC)

CUC replaces the present ACCU with similar terms of reference, and is given the means to comply with them, which the present ACCU is partly lacking. ACCU terms of reference are given in the Appendix.

2.1 Membership

CUC members represent the Users community in their home countries, they should not act ad personam. They are recognized in this rôle by the communities which they represent and they should have access to efficient communication channels with the relevant scientific authorities in their home countries.

CUC remains an internal CERN committee advising the Director-General, and Council is informed of its terms of reference.
A possible scheme could therefore be that each CUC member be appointed by the Director-General on the recommendation of the relevant national authority (or authorities) following proper consultation of the registered CERN Users in the home country concerned. In addition, an independent CUC chairman should be appointed by the Director-General after proper consultation with the CUC members.

The same representation as in the present ACCU (two members from each of the larger countries and one from each of the others) seems adequate and should be maintained. The participation of two CUC members representing in-house scientific Users (staff members, Fellows and Associates) and one observer from the Staff Association should also be maintained. Membership might, however, be extended to one or two Non-Member State members appointed by the Director-General to express the views of Non-Member State Users, but acting ad personam.

The same term durations as in present practice for ACCU (see Appendix) seem adequate and should be maintained.

2.2 Links with the Users community and the CERN Management

The Committee should hold open sessions once a year, in which the general Laboratory policy should be presented by the Director-General and discussed with the Users.

The Committee members should report regularly to relevant authorities in their home countries and a report on the activities of CUC should be produced annually with proper distribution within the User community.

Minutes of the Committee meetings should be made available to all CERN scientific Users via adequate communication channels.

The Research Directors, the head of the Users Office and the Research Division Leaders should attend CUC meetings.

The Management Board should schedule on the Agenda of its meetings discussions on the relations between CERN and its scientific Users with the explicit participation of the CUC Chairman. The minimal frequency of such meetings (e.g. once a year) should be specified in the CUC terms of reference. In addition, the CUC Chairman should be invited to take part in Management Board meetings when matters of specific interest to CERN Users are being discussed. The CUC Chairman might also occasionally be invited to meetings of SPC, ECFA, etc. on the initiative of their chairmen.

As for the present ACCU, the CUC Chairman may assign specific tasks to some CUC members with the aim of studying topical matters. The Director-General should ensure that they have adequate access to the
relevant bodies in which such matters are discussed (e.g. Technical Boards, Restaurant Committee, Library Committee, etc.) via ex-officio membership or otherwise.

3. THE USERS OFFICE (UO)

The UO is part of the organic structure of the Organization and is manned by CERN staff members. It is the interface between the Organization and its scientific Users in providing general information and advice concerning access to all services provided by CERN. It has itself direct executive responsibility for providing some of these services and is given financial and manpower resources to this effect. For services which are provided by other organic structures, it ensures an optimal match with actual needs of CERN Users.

A detailed definition of the UO position in the CERN organigramme and of its relations with other organic units must await the simultaneous definition of possible new structures. Its head should be a senior member of the CERN staff who will interact closely with the Research Directors and Research Division Leaders. For the time being we are satisfied with a mere definition of the main UO tasks and functions:

- The UO is in charge of Users registration and keeps an updated and reliable survey of CERN Users.

- The UO is in charge of keeping an adequate survey of all services provided by CERN to the Users community. It publishes and updates the CERN Users Guide, possibly extending its content to include additional information concerning the rights and obligations of CERN Users.

- The UO is in charge of preparing, updating and filing Agreements of Understanding between the Organization and collaborating institutions taking part in projects or experiments involving external participation. Such Agreements of Understanding remain under the responsibility of the relevant Director.

- The UO is in charge of organizing CUC meetings and of providing proper secretarial assistance.

- The essential rôle played by large collaborations in the relations between CERN and its outside scientific Users must be recognized. The UO takes this into account in establishing proper links with such collaborations and possibly delegating to them part of its responsibilities.
ADVISORY COMMITTEE OF CERN USERS

1. The four accelerators of CERN and the auxiliary research facilities are now used by a very large number of physicists (about 1500). These physicists are usually referred to as the CERN Users. The vast majority of CERN Users are physicists coming from the scientific institutions of the Member States and are financially supported by those institutions. One may call them: Users not paid by CERN. The remaining CERN Users are the research physicists financially supported by CERN, as established research staff members, fellows, and scientific associates paid fully or largely by CERN. This category of Users will be called: Users paid by CERN. Their number is of the order of 320 (about 90 established staff members, about 130 fellows and about 100 scientific associates paid fully or largely by CERN for a period of one year or more).

2. In view of the large number and diversity of CERN Users, it has become apparent for some time that it would be useful to have an organized channel of consultation between the CERN Direction and a representative group of CERN Users, in order to review at regular intervals the practical measures and arrangements taken by the CERN Management at various levels for the work of the Users at the CERN Laboratory.

3. To that end, CERN is setting up an Advisory Committee of CERN Users (ACCU). The task of ACCU will be 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.

4. The chairman and the members of ACCU will be appointed by the Directors-General of CERN for a period of two years, with the possibility of extension but with a reasonable rate of rotation. The members of ACCU should be active users of the CERN Laboratory. For the Users not paid by CERN a balance should be established in ACCU between users mostly residing in the universities or laboratories of their countries and users present at CERN for longer periods of time.

5. The membership of ACCU will be as follows:

   i) two Users not paid by CERN coming from each larger Member State (France, Italy, Germany, United Kingdom),

   ii) one User not paid by CERN coming from each smaller Member State,

   iii) two Users paid by CERN.

Further members will be added if necessary. The meetings of ACCU will be attended by members or representatives of the CERN Management and by a representative of the CERN Staff Association.
Site Committee

chairm. : F. Ferger
memb. : EP - EF - DD - TH
         LEP
accelerators
administ.

secrect.

task: look after space...build...site
      all over CERN

acts on input from
      - divisions
      - CERN - directorate
      - itself

makes recommendations
to directorate
example

LAA project:
- new building - lab. + office
- no new hall

- recommend. spec.
- location of LAA-build

A recomm. general:
- halls with heavy infrastructure.
  - via a pool
- coupling of hall space to project
- alloc. of hall space by CERN-mang.
  on recomm. of site committee
- regular review for ongoing projects
  by committee together with divisions.
office + lab space

- many requests to create office space
- extension of DD
- many discussions with Koulberg

→ lack of office and lab space !

policy: shift holes
permanent hole: ~ 600 m²
and next years ??

→ need: detailed study of needs,
   including time profile - 5 ym
   via user's office ?

s.l.c.: comprehensive catalogue of
all CERN-building with their
occupancy. in progress

→ will show whether more office
   space can be found